



City and County of Swansea

**Minutes of the Swansea Bay  
City Region Joint Committee**

**Lord Mayors Reception Room -  
Guildhall, Swansea**

**Tuesday, 28 January 2020 at 2.00 pm**

**Present:** Councillor Rob Stewart (Swansea Council) Presided

**Councillors:**

Emlyn Dole Carmarthenshire County Council  
Rob Jones Neath Port Talbot Council  
David Simpson Pembrokeshire County Council

**Co-opted Non-Voting Representatives:**

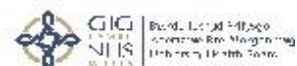
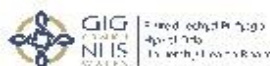
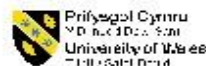
Maria Battle Hywel Dda University Health Board  
Medwin Hughes University of Wales Trinity St Davids  
Edward Tomp Chair of Economic Strategy Board  
Steve Wilks Swansea University  
Emma Woollett Swansea Bay University Health Board

**Officers:**

Richard Arnold Finance Manager (Swansea Bay City Region)  
Jonathan Burnes Swansea Bay City Region  
Huw Evans Head of Democratic Services (Swansea Council)  
Jo Hendy Head of Internal Audit (Pembrokeshire Council)  
Greg Jones Marketing & Communications Officer (Carmarthenshire Council)  
Tracey Meredith Joint Committee Monitoring Officer (Swansea Council)  
Chris Moore Joint Committee S151 Officer (Carmarthenshire Council)  
Helen Morgan Economic Development Manager (Carmarthenshire Council)  
Steve Phillips Chief Executive (Neath Port Talbot Council)  
Phil Roberts Chief Executive (Swansea Council)  
Wendy Walters Chief Executive (Carmarthenshire Council)  
Ian Westley Chief Executive (Pembrokeshire Council)

**Apologies for Absence:**

None.



**41 Disclosures of Personal and Prejudicial Interests.**

In accordance with the Code of Conduct adopted by the City & County of Swansea no interests were declared.

**42 Minutes.**

**Resolved** that the Minutes of Swansea Bay City Region Joint Committee meeting held on 26 November 2019 be signed and approved as a correct record.

**43 Announcement(s) of the Chair.**

**1) Dr Jonathan Burnes – Swansea Bay City Region Programme Director**

Councillor Rob Stewart (Chair) welcomed Dr Jonathan Burnes to the meeting. Dr Burnes had recently been appointed the Swansea Bay City Region Programme Director and would be commencing the role in March 2020.

**44 Public Questions**

There were no public questions.

**45 Swansea Bay City Deal Projects - Update. (Verbal)**

**Carmarthenshire**

The Wellness Village project progressing well. Discussions with an Academic Partner were approaching completion. The Project Business Case was planned to be presented to the Joint Committee in Spring 2020. The Project would also be subject to a Peer Review.

**Neath Port Talbot**

The Homes as Power Stations Business Case was planned to be presented to the Joint Committee in February 2020.

**Pembrokeshire**

Work on the Pembroke Dock Marine project was progressing well. The Governments had asked for additional information which had already been addressed; however, a formal response had been sent on 27 January 2020. The Authority were also in dialogue with the Secretary of State for Wales, Simon Hart MP.

**Swansea**

The Swansea Central Phase 1 project was progressing well with the contractors currently on site.

**University of Wales Trinity Saint David**

The Box Village project was progressing well as part of the new SA1 Swansea Waterfront development.

Swansea University

The Swansea University Campuses Development project was progressing well.

**Resolved** that:

- 1) The updates be noted.

**46 Financial Monitoring Report 2019/20 - Swansea Bay City Deal Outturn Position.**

The Joint Committee Section 151 Officer submitted a report outlining the year end forecast outturn position in respect of the Programme Management Office, Accountable Body and Joint Committee administration functions.

**Resolved** that the Joint Committee review the annual accounts of the Swansea Bay City Region Deal.

**47 Swansea Bay City Deal Terms & Conditions. (Verbal)**

The Joint Committee Section 151 Officer provided an update in relation to the Swansea Bay City Region Deal Terms and Conditions and Grant Award. He stated that the first tranche of £18,000,000 had been released and that a further tranche release was expected prior to 31 March 2020.

He stated that the Section 151 Officers were scheduled to meet week commencing 3 February 2020 in order to discuss the Funding Agreement which was currently with Geldards Solicitors.

**Resolved** that the update be noted.

**48 Internal Audit Governance Arrangements.**

The Head of Internal Audit (Pembrokeshire Council) Joint Committee Section 151 Officer submitted a report which outlined the Internal Audit Charter. The Internal Audit Charter defines the purpose, authority and responsibility for the provision of the Internal Audit Service and establishes the position of Internal Audit within the Partnership, including reporting lines of the Head of Internal Audit.

**Resolved** that the draft Internal Audit Charter and Internal Audit Terms of Reference 2019-2020 as attached to the report be adopted.

**49 Implementation Plan (Version 22).**

The Regional Office submitted a report which sought approval of the latest version of the Implementation Plan.

**Resolved** that the latest version of the Implementation Plan be adopted.

**50 MIPIM 2020.**

The Regional Office submitted a report which sought authorisation for the Swansea Bay City Region's attendance at MIPIM 2020 and its associated costs.

**Resolved** that the Swansea Bay City Region's attendance at MIPIM 2020 and its associated costs be authorised.

**51 Supporting Innovation and Low Carbon Growth Project (Neath Port Talbot Council).**

The Regional Office submitted a report which outlined the Supporting Innovation and Low Carbon Growth Project. The project had been developed to deliver a coordinated delivery of sustainable growth and job creation with a targeted focus on the Port Talbot Harbour side area.

**Resolved** that:

- 1) The feedback from the Economic Strategy Board on the Supporting Innovation and Low Carbon Growth projects be considered;
- 2) The formal submission of the Supporting Innovation and Low Carbon Growth full five-case business plan to the UK Government and Welsh Government be approved;
- 3) Officers be granted delegated powers to make any minor amendments necessary to obtain that approval.

**52 Terms and Conditions and Grant Award Update. (Verbal)**

This item was a duplication of Minute 47 "Swansea Bay City Deal Terms & Conditions" and was therefore removed from the agenda.

**53 Swansea Bay City Region Programme Director - Update. (Verbal)**

The Chair welcomed Dr Jonathan Burnes to the meeting. Dr Burnes had recently been appointed the Swansea Bay City Region Programme Director and would be commencing the role in March 2020.

**54 Feedback from Economic Strategy Board (ESB). (Verbal)**

The Chair of the Economic Strategy Board (ESB) provided an update on its recent work:

- Interviewing Candidates as Advisors to the ESB;
- Preparing a Procurement Principles document for consideration by the Joint Committee in March 2020.

**Resolved** that the feedback be noted.

The meeting ended at 2.32 pm

**Chair**