



City and County of Swansea

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

Remotely via Microsoft Teams

Thursday, 11 February 2021 at 10.30
am

Present: Councillor Rob Stewart (Swansea Council) Presided

Councillors:

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

Co-opted Non-Voting Representatives:

Chris Foxall	Interim Chair of Swansea Economic Strategy Board
Ray Selby	University of Wales Trinity Saint David
Steve Wilks	Swansea University

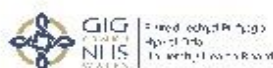
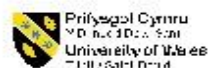
Officers:

Richard Brown	Interim Chief Executive (Pembrokeshire Council)
Jonathan Burnes	Director (Swansea Bay City Region)
Huw Evans	Head of Democratic Services (Swansea Council)
Jo Hendy	Head of Internal Audit (Pembrokeshire Council)
Greg Jones	Communications & Marketing Officer - City Region (Carmarthenshire Council)
Karen Jones	Chief Executive (Neath Port Talbot Council)
Tracey Meredith	Joint Committee Monitoring Officer (Swansea Council)
Chris Moore	Joint S151 Officer (Carmarthenshire Council)
Phil Roberts	Chief Executive (Swansea Council)
Phil Ryder	Swansea Bay City Region
Wendy Walters	Chief Executive (Carmarthenshire Council)

Apologies for Absence:

Maria Battle (Hywel Dda University Health Board), Medwin Hughes (University of Wales Trinity Saint David) and Emma Woollett (Swansea Bay University Health Board)

Richard Arnold (Finance Manager (Swansea Bay City Region))



29 Disclosures of Personal and Prejudicial Interests.

In accordance with the Code of Conduct adopted by the City & County of Swansea, no interest(s) were declared.

30 Minutes.

Resolved that the following Minutes of the Swansea Bay City Region Joint Committee be signed and approved as a correct record:

- 1) 14 January 2021.

31 Announcement(s) of the Chair.

The Chair made no announcements.

32 Public Questions

There were no public questions.

33 Internal Audit Terms of Reference.

Jo Hendy (Internal Audit, Pembrokeshire Council) submitted a report, which sought consideration and approval of the Internal Audit Terms of Reference 2020-2021.

Resolved that the Internal Audit Terms of Reference 2020-2021 be approved.

34 Swansea Bay City Deal Quarterly Monitoring Report.

The Swansea Bay City Region Programme Director (Jonathan Burnes) submitted an information report, which outlined the Quarterly Monitoring Report for both the Swansea Bay City Region Portfolio and its constituent programmes / updates.

35 Swansea Bay City Deal Change Control Procedure.

The Swansea Bay City Region Programme Director (Jonathan Burnes) submitted a report, which proposed a fit for purpose Change Control Procedure for the reporting and approval of Change requirements of the associated programmes and projects within the Swansea Bay City Region.

Resolved that:

- 1) The Change Control procedure outlined in Appendix A of the report be approved in principle.
- 2) The Portfolio Office Director / Section 151 Officer be granted delegated authority to make any further amendments to the Procedure.

36 Swansea Bay City Deal Portfolio Governance Evaluation.

The Swansea Bay City Region Programme Director (Jonathan Burnes) submitted a report, which outlined the Governance Evaluation Work and put forward recommendations for consideration.

Resolved that:

- 1) The Governance Evaluation report attached at Appendix A of the report be approved in principle.
- 2) Further work be undertaken to implement the recommendations.

The meeting ended at 11.00 am

Chair