



City and County of Swansea

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

**Multi-Location Meeting - Gloucester  
Room, Guildhall / MS Teams**

**Thursday, 10 November 2022 at  
10.30 am**

**Present:**

**Councillors:**

David Hopkins	Swansea Council
Nia Jenkins	Neath Port Talbot Council
Paul Miller	Pembrokeshire Council
Darren Price	Carmarthenshire Council

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

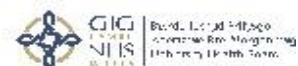
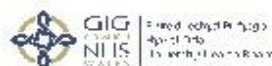
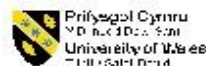
Stephen Baldwin	University of Wales Trinity Saint David
Chris Foxall	Chair of Swansea Economic Strategy Board
Emma Woollett	Swansea Bay University Health Board

**Officers:**

Richard Arnold	Finance Manager (Swansea Bay City Region)
Jonathan Burnes	Director (Swansea Bay City Region)
Huw Evans	Head of Democratic Services (Swansea Council)
Oonagh Gavigan	Swansea Bay City Deal
Matthew Holder	Swansea Bay City Region
Steven Jones	Director of Development (Pembrokeshire Council)
Chris Moore	Joint S151 Officer (Carmarthenshire Council)
Martin Nicholls	Interim Chief Executive (Swansea Council)
Nicola Pearce	Neath Port Talbot Council
Phil Ryder	Swansea Bay City Deal Programme Office
Debbie Smith	Deputy Monitoring Officer (Swansea Council)
Wendy Walters	Chief Executive (Carmarthenshire Council)
Ian Williams	Swansea Bay City Region

**Apologies for Absence:**

Councillor(s) Steve Hunt (Neath Port Talbot Council), David Simpson (Pembrokeshire Council) and R C Stewart (Swansea Council)  
Maria Battle (Hywel Dda University Health Board), Medwin Hughes (University of Wales Trinity Saint David) and Steve Wilks (Swansea University)



William Bramble (Chief Executive (Pembrokeshire Council)), Karen Jones (Chief Executive (Neath Port Talbot Council)) and Tracey Meredith (Joint Committee Monitoring Officer (Swansea Council))

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**24 Election of Swansea Bay City Region Joint Committee Chair.**

**Resolved** that Councillor Rob Stewart be elected Chair of the Swansea Bay City Region Joint Committee.

In the absence of Councillor Rob Stewart, a vote was taken to elect a Chair Pro Tem.

**Resolved** that Councillor Darren Price be elected Chair Pro Tem for this meeting only.

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

In accordance with the Code of Conduct, no interests were declared.

**26 Minutes.**

**Resolved** that the Minutes of the Swansea Bay City Region Joint Committee held on 28 July 2022 be approved and signed as a correct record.

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

The Chair made no announcements.

**28 Public Questions**

There were no public questions.

**29 Swansea Bay City Deal Internal Audit Terms of Reference 2022-23.**

Matthew Holder (Swansea Bay City Region – Head of Internal Audit) submitted a report seeking approval of the Internal Audit Terms of Reference 2022-2023.

**Resolved** that the Internal Audit Terms of Reference 2022-2023 as outlined in the report be approved.

**30 Swansea Bay City Deal Internal Audit Charter.**

Matthew Holder (Swansea Bay City Region – Head of Internal Audit) submitted a report seeking approval of the draft Internal Audit Charter for the Swansea Bay City Deal.

**Resolved** that the draft Internal Audit Charter be approved.

**31 Homes as Power Stations (HAPS) Project Update. (For Information)**

Oonagh Gavigan (HAPS Project Manager) submitted an information report outlining project progress.

**32 Financial Monitoring Report 2022/23 - Provisional Outturn Position Quarter 2.**

Chris Moore (Swansea Bay City Region – Section 151 Officer) submitted a report that provided an update on the latest financial position of the Swansea Bay City Region.

**Resolved** that the financial monitoring update report be approved.

**33 Swansea Bay City Deal Quarterly Monitoring Report.**

Amanda Halfhide (Swansea Bay City Region) submitted a report outlining the Quarterly Monitoring Report for both the Swansea Bay City Deal Portfolio and its constituent programmes / projects.

**Resolved** that the Quarterly Monitoring Report for both the Swansea Bay City Deal Portfolio and its constituent programmes / projects be noted.

**34 Swansea Bay City Deal Business Case Development Process.**

Ian Williams (Swansea Bay City Region) submitted a report that sought approval for the Swansea Bay City Deal Business Case Development process for the updating and development of the headline business cases.

**Resolved** that the Swansea Bay City Deal Business Case Development & Update process as attached to the report be approved.

**35 Portfolio Gateway Assurance Arrangements.**

Ian Williams (Swansea Bay City Region) submitted a report that sought approval for the Swansea Bay City Deal Business Assurance Framework detailing the assurance arrangements for the Portfolio and its constituent programmes and projects.

**Resolved** that the Swansea Bay City Deal Business Assurance Framework as outlined in the report and associated Terms of reference be approved.

**36 Portfolio Gateway Review and Action Plan.**

Ian Williams (Swansea Bay City Region) submitted a report that outlined the outcome of the Portfolio Gateway Review and sought to agree the Action Plan in response to the review recommendations.

**Resolved** that the outcome of the Portfolio Gateway Review be noted and the Action Plan as attached at Appendix A of the report be approved as the response to the review recommendations.

**37 Joint Committee Forward Work Plan.**

Amanda Burns (Swansea Bay City Region) submitted a report that outlined the Forward Work Plan.

**Resolved** that the Forward Work Plan be agreed.

The meeting ended at 11.17 am

**Chair**