SOUTH EAST WALES CORPORATE JOINT COMMITTEE

SUMMONS TO ATTEND A MEETING OF THE SOUTH EAST WALES CJC	31 JULY 2023
GWŶS I FYNYCHU CYFARFOD CBC DE-DDWYRAIN CYMRU	31 GORFFENAF 2023

You are summoned to attend a meeting of the **SOUTH EAST WALES CORPORATE JOINT COMMITTEE** which will be held via Microsoft Teams between 11.30am-12.30pm on 31 July 2023 to transact the business set out in the agenda attached. The meeting may be accessed via Microsoft Teams.

RHYS THOMAS
PROPER OFFICER

31 JULY 2023

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

RECORDING OF MEETING

This meeting will be recorded for subsequent broadcast on the CJC's website. The whole of the meeting will be recorded, except where there are confidential or exempt items.

If you make a representation to the meeting you will be deemed to have consented to being filmed and/or recorded.

If you have any queries regarding the recording of this meeting, please contact ELIZABETH FITZGERALD on 07974 211817 or email Elizabeth.Fitzgerald@cardiff.gov.uk

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

South East Wales Corporate Joint Committee

Cyd-bwyllgor corfforaethol De-Dwyrain Cymru

South East Wales Corporate Joint Committee

11.30am-12.30pm on Monday 31 July 2023 via Microsoft Teams

Agenda

1.	Welcome and Apologies	
2.	Declarations of Interest	Attached
3.	Minutes of the Previous Meeting held on 22 May 2023	Attached
4.	Scrutiny Arrangements *To receive the report of the Interim Monitoring Officer*	Attached
5.	South East Wales CJC – Statutory Sub-Committees Update *To receive the report of the Interim Monitoring Officer*	Attached
6.	South East Wales Corporate Joint Committee Transition Plan *To receive the Report of the Acting Interim Chief Executive, SEW CJC*	Attached

Rhys Thomas
Acting Interim Chief Executive
South East Wales Corporate Joint Committee
31 July 2023

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

CYDBWYLLGOR CORFFORAETHOL DE-DDWYRAIN CYMRU

GWŶS I FYNYCHU CYFARFOD CBC DE-DDWYRAIN CYMRU	31 GORFFENNAF 2023
SUMMONS TO ATTEND A MEETING OF THE SOUTH EAST WALES CJC	31 JULY 2023

Cewch eich gwyso i fynychu cyfarfod o **GYD-BWYLLGOR CORFFORAETHOL DE-DDWYRAIN CYMRU** a gynhaliwyd yn Microsoft Teams a 11:30-12.30 ar 31 Gorffennaf 2023 i drawsweithredu'r busnes a nodir yn yr agenda sydd ynghlwm. Gellir gweld y cyfarfod drwy Microsoft Teams.

RHYS THOMAS
PROPER OFFICER

31 JULY 2023

Mae'r ddogfen hon ar gael yn Saesneg / This document is available in English

RECORDIO'R CYFARFOD

Bydd y cyfarfod hwn yn cael ei recordio i'w ddarlledu wedyn ar wefan y CBC. Bydd y cyfarfod cyfan yn cael ei recordio, ac eithrio pan fo eitemau cyfrinachol neu eithriedig.

Os byddwch yn gwneud sylwadau i'r cyfarfod, ystyrir eich bod wedi cydsynio i gael eich ffilmio a/neu recordio.

Os oes gennych unrhyw ymholiadau ynghylch recordio'r cyfarfod hwn, cysylltwch ag ELIZABETH FITZGERALD trwy ffonio 07974 211817 neu drwy e-bostio Elizabeth.Fitzgerald@caerdydd.gov.uk

Mae'r ddogfen hon ar gael yn Saesneg / This document is available in English

South East Wales Corporate Joint Committee
Cyd-bwyllgor corfforaethol De-Dwyrain Cymru

Cydbwyllgor Corfforaethol De-ddwyrain Cymru

11.30-12.30 ar Ddydd Iau 17 July 2023 a Microsoft Teams

Agenda

1.	Croeso ac Ymddiheuriadau	
2.	Datgan Buddiannau	Atodedig
3.	Cofnodion y cyfarfod a gynhaliwyd ar 22 Mai 2023	Atodedig
4.	Trefniadau Craffu *Derbyn adroddiad Swyddog Monitro Dros Dro, CBC DDdC*	Atodedig
5.	Diweddariad Is-bwyllgorau Statudol Cydbwyllgor Corfforaethol De-ddwyrain Cymru *Derbyn adroddiad Swyddog Monitro Dros Dro, CBC DDdC*	Atodedig
6.	Cydbwyllgor Corfforaethol De-ddwyrain Cymru Cynllun Pontio *Derbyn adroddiad Prif Weithredwr Interim Dros Dro, CBC DDdC*	Atodedig

Rhys Thomas
Prif Weithredwr Interim Dros Dro
Cydbwyllgor Corfforaethol De-ddwyrain Cymru
31 Gorffennaf 2023

Mae'r ddogfen hon ar gael yn Saesneg / This document is available in English

South East Wales Corporate Joint Committee
Cyd-bwyllgor corfforaethol De-Dwyrain Cymru

South East Wales Corporate Joint Committee

11.30am-12.30pm on Monday 31 July 2023 via Microsoft Teams

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Rhys Thomas
Acting Interim Chief Executive
South East Wales Corporate Joint Committee
31 July 2023

South East Wales Corporate Joint Committee

Cyd-bwyllgor corfforaethol De-Dwyrain Cymru

Cydbwyllgor Corfforaethol De-ddwyrain Cymru

11.30-12.30 ar Ddydd Iau 17 July 2023 a Microsoft Teams

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Rhys Thomas
Prif Weithredwr Interim Dros Dro
Cydbwyllgor Corfforaethol De-ddwyrain Cymru
31 Gorffennaf 2023

Declarations of Interest

Procedural Note for Elected Members

All members are required by law to complete a declaration of interests form to register their financial and other interests that could potentially conflict with their role as local councillor, including their membership of the Joint Committee. In addition, each Council has its own process for recording such interests, as well as its own adopted members' code of conduct. If in doubt, members should seek advice from their Council's Monitoring Officer in the first instance.

In addition to completing a declaration of interests form, members are also required to declare any interests at the start of a meeting of the Joint Committee, where that particular interest conflicts with some or all of the business to be discussed at that meeting. When making a declaration of interest, members should state whether the interest is personal or prejudicial. It is a matter for the member whether or not they choose to declare an interest, and whether or not that interest is personal or prejudicial. Members should refer to their Council's Code of Conduct and seek advice from their Council's Monitoring Officer prior to the start of meeting. If members become aware of a potential interest during the course of the meeting, they should make a declaration at the earliest opportunity and seek advice from the legal representative of the Accountable Body if required.

In respect of personal interests, member may remain in the meeting and take part in any debate and vote on the item of business. In respect of prejudicial interests, then they must leave the meeting immediately, not take part in the discussion of or vote on those items in which they have declared a prejudicial interest.

The interest will be recorded in the minutes of the meeting.

Datgan Buddiannau

Nodyn Gweithdrefnol ar gyfer Aelodau Etholedig

Mae'n ofynnol yn ôl y gyfraith i bob aelod lenwi ffurflen datganiad buddiannau i gofrestru eu diddordebau ariannol a diddordebau eraill a allai o bosibl wrthdaro â'u rôl fel cynghorydd lleol, gan gynnwys eu haelodaeth o'r Cyd-bwyllgor. Yn ogystal, mae gan bob Cyngor ei broses ei hun ar gyfer cofnodi diddordebau o'r fath, yn ogystal â'i god ymddygiad aelodau mabwysiedig ei hun. Os oes amheuaeth, dylai'r aelodau ofyn am gyngor gan Swyddog Monitro eu Cyngor yn y lle cyntaf.

Yn ogystal â chwblhau ffurflen datgan buddiannau, mae'n ofynnol hefyd i aelodau ddatgan unrhyw ddiddordebau ar ddechrau cyfarfod o'r Cyd-bwyllgor, lle mae'r diddordeb penodol hwnnw'n gwrthdaro gyda rhywfaint neu'r holl fusnes i'w drafod yn y cyfarfod hwnnw. Wrth wneud datganiad o fudddiannau, dylai'r aelodau ddatgan a yw'r diddordeb hwnnw yn un personol neu'n rhagfarnol. Mae'n fater i'r aelod p'un a ydynt yn dewis datgan buddiant ai peidio, ac a yw'r diddordeb hwnnw'n bersonol neu'n ragfarnol ai peidio. Dylai aelodau gyfeirio at God Ymddygiad eu Cyngor a gofyn am gyngor gan Swyddog Monitro eu Cyngor cyn dechrau'r cyfarfod. Os daw aelodau'n ymwybodol o ddiddordeb posibl yn ystod y cyfarfod, dylent wneud datganiad ar y cyfle cyntaf a gofyn am gyngor gan gynrychiolydd cyfreithiol y Corff Atebol os oes angen.

O ran diddordebau personol, gall aelod aros yn y cyfarfod a chymryd rhan mewn unrhyw ddadl a phleidleisio ar eitem busnes. O ran diddordebau rhagfarnol, yna mae'n rhaid iddynt adael y cyfarfod ar unwaith, peidio â chymryd rhan wrth drafod na phleidleisio ar yr eitemau hynny y maent wedi datgan diddordeb rhagfarnol ynddynt.

Bydd y diddordeb yn cael ei gofnodi yng nghofnodion y cyfarfod.

South East Wales Corporate Joint Committee
Cyd-bwyllgor corfforaethol De-Dwyrain Cymru

South East Wales Corporate Joint Committee

9.15am-9.30am on Monday 5 June 2023 via Microsoft Teams

Minutes

Committee Members and Chief Executives

Cllr Stephen Thomas		Leader	Blaenau Gwent CBC
Damien McCann		Interim Chief Executive	Blaenau Gwent CBC
Cllr Huw David OBE		Leader	Bridgend CBC
Cllr Huw Thomas		Leader	Cardiff Council
Paul Orders		Chief Executive	Cardiff Council
Cllr Jamie Pritchard		Deputy Leader	Caerphilly CBC
Cllr Geraint Thomas		Leader	Merthyr Tydfil CBC
Cllr Mary Ann Brocklesby		Leader	Monmouthshire CC
Cllr Jane Mudd, Vice Chair		Leader	Newport CC
Beverly Owen		Chief Executive	Newport CC
Cllr Anthony Hunt, Chair		Leader	Torfaen CBC
Cllr Lis Burnett		Leader	Vale of Glamorgan Council
Rob Thomas		Chief Executive	Vale of Glamorgan Council
Kellie Beirne	(KB)	Interim Chief Executive	SEW CJC
Colan Mehaffey		Head of Digital & Data Innovation	
Christopher Lee		Interim Section 151 Officer	SEW CJC

Officers

Gill Brown	Group Accountant	Accountable Body
Mary Cormack	Solicitor	Accountable Body
Liz Fitzgerald (minutes)	Business Development & Partnership Officer	Office of the CCR

Apologies

Julian Stedman	Chair of Planning, Access and Rights of Way Committee	Bannau Brecheiniog NPA
Catherine Mealing-Jones	Chief Executive	Bannau Brecheiniog NPA
Gareth Jones	Director of Planning & Place	Bannau Brecheiniog NPA
Mark Shephard	Chief Executive	Bridgend CBC
Cllr Sean Morgan	Leader	Caerphilly CBC
Christina Harrhy	Chief Executive	Caerphilly CBC
Tracey Thomas	Chief HR Officer	Cardiff Council
Ellis Cooper	Chief Executive	Merthyr Tydfil CBC
Paul Matthews	Chief Executive	Monmouthshire CC
Cllr Andrew Morgan OBE	Leader	Rhondda Cynon Taf CBC
Paul Mee	Chief Executive	Rhondda Cynon Taf CBC
Stephen Vickers	Chief Executive	Torfaen CBC
James Williams	Interim Monitoring Officer	SEW CJC
Gareth Gates	Accountant	Accountable Body

Hrjinder Singh	Head of Finance, Risk & Assurance	Office of the CCR
Rob O'Dwyer	Head of Infrastructure	Office of the CCR

Recording of the meeting was started at 09:36

1. Welcome and Apologies

Cllr Hunt opened the meeting and apologies were noted.

2. Declarations of Interest

No declarations of interest were received.

3. Minutes of the Previous Meeting held on 22 May 2023

The minutes of the previous meeting held on 22 May 2023 were agreed as a true and accurate record of the meeting.

Recording of the meeting ended at 09:37

EXEMPT ITEMS

The report and appendices, and discussions, below are exempt from publication because they contain information of the kind described in paragraphs 14 (information relating to the financial or business affairs of any particular person) and 21 (public interest test) of parts 4 and 5 of Schedule 12A to the Local Government Act 1972 and in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information

4. Temporary acting up Arrangements for the Chief Executive Post

(1) KB introduced the item and went through the key points of the report. KB said the report was supported by CCR Accountable Body and by Monmouthshire CC, the employer of KB, the Interim Chief Executive postholder.

(2) Members were unanimous in accepting the recommendations of the report verified by a show of hands, with no abstentions.

(3) It was resolved that the SEW CJC accepted the recommendations of the exempt report.

The meeting ended at 09:39

Date of Next Meeting: 11.30am on Monday 17 July 2023

South East Wales Corporate Joint Committee

Cyd-bwyllgor corfforaethol De-Dwyrain Cymru

Cydbwyllgor Corfforaethol De-ddwyrain Cymru

9:15am-9:30am ddydd Llun 5 Mehefin 2023 drwy Microsoft Teams

Cofnodion

Aelodau'r Pwyllgor a Phrif Weithredwyr

Y Cynghorydd Stephen Thomas	Arweinydd	CBS Blaenau Gwent
Damien McCann	Prif Weithredwr Dros Dro	CBS Blaenau Gwent
Y Cynghorydd Huw David OBE	Arweinydd	CBS Pen-y-bont ar Ogwr
Y Cynghorydd Huw Thomas	Arweinydd	Cyngor Caerdydd
Paul Orders	Prif Weithredwr	Cyngor Caerdydd
Y Cynghorydd Jamie Pritchard	Dirprwy Arweinydd	CBS Caerffili
Y Cynghorydd Geraint Thomas	Arweinydd	CBS Merthyr Tudful
Y Cynghorydd Mary Ann Brocklesby	Arweinydd	Cyngor Sir Fynwy
Y Cynghorydd Jane Mudd, Is-gadeirydd	Arweinydd	Cyngor Dinas Casnewydd
Beverly Owen	Prif Weithredwr	Cyngor Dinas Casnewydd
Y Cynghorydd Anthony Hunt, Cadeirydd	Arweinydd	CBS Torfaen
Y Cynghorydd Lis Burnett	Arweinydd	Cyngor Bro Morgannwg
Rob Thomas	Prif Weithredwr	Cyngor Bro Morgannwg
Kellie Beirne (KB)	Prif Weithredwr Dros Dro	CBC DDdC
Colan Mehaffey	Pennaeth Arloesi Digidol a Data	
Christopher Lee	Swyddog Adran 151 Dros Dro	CBC DDdC

Swyddogion

Gill Brown	Cyfrifydd Grŵp	Corff Atebol
Mary Cormack	Cyfreithiwr	Corff Atebol
Liz Fitzgerald (cofnodion)	Swyddog Datblygu Busnes a Phartneriaethau	Swyddfa P-RC

Ymddiheuriadau

Julian Stedman	Cadeirydd y Pwyllgor Cynllunio, Mynediad a Hawliau Tramwy	APC Bannau Brycheiniog
Catherine Mealing-Jones	Prif Weithredwr	APC Bannau Brycheiniog
Gareth Jones	Cyfarwyddwr Cynllunio a Lle	APC Bannau Brycheiniog
Mark Shephard	Prif Weithredwr	CBS Pen-y-bont ar Ogwr
Y Cynghorydd Sean Morgan	Arweinydd	CBS Caerffili
Christina Harrhy	Prif Weithredwr	CBS Caerffili
Tracey Thomas	Prif Swyddog AD	Cyngor Caerdydd

Ellis Cooper	Prif Weithredwr	CBS Merthyr Tudful
Paul Matthews	Prif Weithredwr	Cyngor Sir Fynwy
Y Cynghorydd Andrew Morgan OBE	Arweinydd	CBS Rhondda Cynon Taf
Paul Mee	Prif Weithredwr	CBS Rhondda Cynon Taf
Stephen Vickers	Prif Weithredwr	CBS Torfaen
James Williams	Swyddog Monitro Dros Dro	CBC DDdC
Gareth Gates	Cyfrifydd	Corff Atebol
Hrjinder Singh	Pennaeth Cyllid, Risg a Sicrwydd	Swyddfa P-RC
Rob O'Dwyer	Pennaeth Seilwaith	Swyddfa P-RC

Dechreuwyd recordio'r cyfarfod am 09:36

1. Croeso ac Ymddiheuriadau

Agorodd y Cynghorydd Hunt y cyfarfod a nodwyd yr ymddiheuriadau.

2. Datgan Buddiannau

Ni dderbyniwyd unrhyw ddatganiadau buddiannau.

3. Cofnodion y Cyfarfod Blaenorol a gynhaliwyd ar 22 Mai 2023

Cytunwyd bod cofnodion y cyfarfod blaenorol a gynhaliwyd ar 22 Mai 2023 yn gofnod gwir a chywir o'r cyfarfod.

Gorffennwyd recordio'r cyfarfod am 09:37

EITEMAU EITHRIEDIG

Mae'r adroddiad a'r atodiadau, a'r trafodaethau, isod wedi'u heithrio rhag cael eu cyhoeddi oherwydd eu bod yn cynnwys y fath wybodaeth a ddisgrifir ym mharagraffau 14 (gwybodaeth sy'n ymwneud â materion ariannol neu fusnes unrhyw berson penodol) a 21 (prawf budd y cyhoedd) rhannau 4 a 5 o Atodlen 12A i Ddeddf Llywodraeth Leol 1972 a dan holl amgylchiadau'r achos, mae budd y cyhoedd o ran cynnal yr eithriad yn gwrthbwyso budd y cyhoedd o ran datgelu'r wybodaeth.

4. Trefniadau cyfrifoldebau ychwanegol dros dro ar gyfer Swydd y Prif Weithredwr

(1) Cyflwynodd KB yr eitem ac aeth drwy bwyntiau allweddol yr adroddiad. Dywedodd KB fod yr adroddiad yn cael ei gefnogi gan Gorff Atebol Prifddinas-Ranbarth Caerdydd a chan Gyngor Sir Fynwy, cyflogwr KB, deiliad y swydd Prif Weithredwr Dros Dro.

(2) Roedd yr aelodau yn unfrydol wrth dderbyn argymhellion yr adroddiad a ddilyswyd trwy ddangos dwylo, heb unrhyw ymatal.

(3) Penderfynwyd bod CBC DDdC yn derbyn argymhellion yr adroddiad eithriedig.

Daeth y cyfarfod i ben am 09:39

Dyddiad y Cyfarfod Nesaf: - 11:30am ddydd Llun 17 Gorffennaf 2023

South East Wales Corporate Joint Committee

Cyd-bwyllgor corfforaethol De-Dwyrain Cymru

31 JULY 2023

SCRUTINY ARRANGEMENTS

REPORT OF THE INTERIM MONITORING OFFICER

AGENDA ITEM: 4

Reasons for Report

1. The South East Wales Corporate Joint Committee (the CJC) is required to make appropriate scrutiny arrangements. This report sets out the relevant requirements in relation to making such arrangements and seek the authority from the CJC to implement proposals.

Background

2. The Statutory Guidance issued by Welsh Government that accompanies the CJC Regulations states that the CJCs will be subject to the same performance, governance and scrutiny requirements as local authorities. However, it also states that it is expected that these arrangements should be proportionate to the scale of functions the CJC undertakes.

3. The Statutory Guidance further states that *'in considering the most effective and efficient approach to scrutiny, constituent councils and CJCs should give thought to the benefits of a joint overview and scrutiny committee made up of the constituent councils'.*

Issues

4. Regulations 8 – 10 of the Corporate Joint Committees (General) (No. 2) (Wales) Regulations 2022 ("the Regulations") set out the CJC's duties in relation to overview and scrutiny. There is no requirement within the Regulations for the CJC to establish its own overview and scrutiny committee. However, the regulations require the CJC to provide information to, attend meetings of and consider any report or recommendations made by a 'relevant overview and scrutiny committee. A 'relevant overview and scrutiny committee' is defined in Regulation 8 (7)) as:

    a. an overview and scrutiny committee appointed by a constituent council under section 21(2) of the Local Government Act 2000;

    b. a joint overview and scrutiny committee appointed under the Local Authorities (Joint Overview and Scrutiny Committees) (Wales)

Regulations 2013 where the appointing authorities are constituent councils of the corporate joint committee;

c. a sub-committee of a committee described in paragraph (a) or (b).

5. The Cardiff Capital Region City Deal Joint Overview and Scrutiny Committee ("the JOSC") was appointed by the constituent councils of the CCRCD to provide the scrutiny function for the Joint Committee. It meets up to 4 times per year and is administered by Rhondda Cynon Taf County Borough Council ("RCTCBC").

6. The JOSC comprises one non-executive member from each constituent council of the CCRCD, which are also the constituent authorities of the CJC.

7. Therefore, relevant scrutiny committees for the purposes of the Regulations, are the individual scrutiny committees of each constituent council of the CJC and if appointed, the JOSC. It is proposed that having the JOSC provide the scrutiny arrangements for the CJC would best satisfy Welsh Government's intention, as set out in the Statutory Guidance, because:

   (1) the Statutory Guidance provides for consideration to be given to scrutiny being carried out by a joint committee of the constituent authorities;

   (2) the Statutory Guidance expressly states that scrutiny arrangements should be proportionate to the scale and functions of the CJC; and

   (3) JOSC already provides the scrutiny function of the CCRRD.

8. Preliminary discussions have taken place between the Interim Chief Executive and officers at RCTCBC and they have indicated that they would be able to facilitate the proposal. If approved the terms of reference of the JOSC will need to be amended to make clear the scope of its functions in relation to the CJC.

9. The CJC cannot designate the scrutiny function to the JOSC itself, instead the Local Authorities (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013 require the constituent Councils to appoint the JOSC as the Joint Overview and Scrutiny Committee for the CJC, and when doing so, to enter into an agreement setting out the terms of reference, rules and procedures and other ancillary matters as set out in Regulation 4 of those Regulations.

10. Accordingly, if this proposal was approved, the terms of reference of the JOSC will need to be amended to include the scrutiny function of the CJC, and this, along with the other requirements of Regulation 4, will need to be agreed by all ten constituent authorities.

Reasons for Recommendations

11. To ensure that there is independent scrutiny of the exercise of the CJC's functions.

12. To obtain relevant authority from members to approach constituent authorities to progress the proposal.

Financial Implications

13. The attached report seeks to request that the scope of the existing JOSC arrangements be amended to include the requirements of the South East Wales Corporate Joint Committee.

14. The existing JOSC arrangements are overseen by RCTCBC and the costs are fully met by the Cardiff Capital Regional City Deal's budget. It is not anticipated that the overall cost envelope will change as result of the recommendations set out in this report, but consideration will need to be given to whether an appropriate element of these costs should be recharged to the CJC.

15. In the current financial year (2023/24) the CJC has set aside a budget of £8,000 to meet the costs of its sub-committees, which is deemed to be sufficient at this time. In addition, the CJC has an approved Contingency budget of £30,000 to support the work of the CJC during 2023/24, which involves putting in a place a number of new arrangements to enable the CJC to discharge its duties under the regulations. These sums will be reviewed as part of the CJC's annual budget setting process, as the volume and complexity of the CJC's operations evolve.

Legal Implications

16. The legal implications are set out in the body of the report.

Well-being of Future Generations (Wales) Act 2015

17. In developing these proposals and in considering its endorsement regard should be had, amongst other matters, to the Well-being of Future Generations (Wales) Act 2015. The Well-being of Future Generations (Wales) Act 2015 ('the Act') is about improving the social, economic, environmental and cultural well-being of Wales. The Act places a 'well-being duty' on public bodies aimed at achieving 7 national well-being goals for Wales - a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language and is globally responsible. In discharging their respective duties under the Act, each public body listed in the Act (which includes the Councils comprising the CJC) must set and publish wellbeing objectives. These objectives will show how each public body will work to achieve the vision for Wales set out in the national wellbeing goals. When exercising its functions, the CJC should consider how the proposed decision will contribute towards meeting the wellbeing objectives set by each Council and in so doing achieve the national wellbeing goals. The wellbeing duty also requires the Councils to act in accordance with a 'sustainable development principle'. This principle requires the Councils to act in a way which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

18. Put simply, this means that CJC must take account of the impact of their decisions on people living their lives in Wales in the future. In doing so, they must:

    - look to the long term;

- focus on prevention by understanding the root causes of problems;
- deliver an integrated approach to achieving the 7 national well-being goals;
- work in collaboration with others to find shared sustainable solutions;
- involve people from all sections of the community in the decisions which affect them.

19. The CJC must be satisfied that the proposed decision accords with the principles above. To assist the CJC to consider the duties under the Act in respect of the decision sought, an assessment has been undertaken, which is attached at Appendix 1.

Equality Act 2010

20. In considering this matter, regard should be had, amongst other matters, to the Councils' duties under the Equality Act 2010. Pursuant to these legal duties the CJC must in making decisions have due regard to the need to (1) eliminate unlawful discrimination (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are:

    - age;
    - gender reassignment;
    - sex;
    - race – including ethnic or national origin, colour or nationality;
    - disability.
    - pregnancy and maternity;
    - marriage and civil partnership;
    - sexual orientation;
    - religion or belief – including lack of belief.

RECOMMENDATIONS

21. It is recommended that the CJC, subject to the agreement of the constituent authorities of the CJC:

    (1) endorses the proposal that the JOSC should be appointed as the Joint Overview and Scrutiny Committee of the CJC;

    (2) authorises the Interim Monitoring Officer to approach relevant officers at RCT CBC to formally request that the JOSC be appointed as the Joint Overview and Scrutiny Committee of the CJC;

    (3) authorises the Interim Monitoring Officer to make arrangements with the constituent authorities as are necessary to progress the proposal.

James Williams
Interim Monitoring Officer
South East Wales Corporate Joint Committee
31 July 2023

Appendices
Appendix 1 Well-being of Future Generations Assessment

Future Generations Assessment Evaluation
(includes Equalities and Sustainability Impact Assessments)

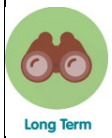
Name of the Officer completing the evaluation:	**Please give a brief description of the aims of the proposal:**
Mary Cormack, Locum Governance Solicitor **E-mail:** mary.cormack@cardiff.gov.uk	To make appropriate scrutiny arrangements for the CJC
Proposal: Scrutiny Arrangements	**Date Future Generations Evaluation form completed:** 31 July 2023

1. **Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	The report proposes that the CJC appoint the already established Cardiff Capital Region City Deal Joint Overview and Scrutiny Committee. This is considered to be the most effective and efficient approach to scrutiny. As the CJC will have responsibility for economic wellbeing in the region, a CJC that is set up and governed appropriately will be in the best position to deliver upon this wellbeing goal.	n/a
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	A CJC, with robust scrutiny arrangements will add value in this space by being more resilient.	n/a

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	The report sets out how the CJC will ensure that there is independent scrutiny of the exercise of the CJC's functions. This will have neither a positive or a negative impact on this goal.	n/a
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	The report sets out how the CJC will ensure that there is independent scrutiny of the exercise of the CJC's functions. This will have neither a positive or a negative impact on this goal.	n/a
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	The report sets out how the CJC will ensure that there is independent scrutiny of the exercise of the CJC's functions. This will have neither a positive or a negative impact on this goal.	n/a
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	The report sets out how the CJC will ensure that there is independent scrutiny of the exercise of the CJC's functions. This will have neither a positive or a negative impact on this goal.	n/a
A more equal Wales People can fulfil their potential no matter what their background or circumstances	The report sets out how the CJC will ensure that there is independent scrutiny of the exercise of the CJC's functions. This will have neither a positive or a negative impact on this goal.	n/a

2. How has your proposal embedded and prioritized the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 Balancing short term need with long term and planning for the future	The CJC is a long-term construct and requires thinking ahead, however in the short-term a 'bare minimum' model is being put in place. The appointment of the Joint Overview and Scrutiny Committee shows that the CJC is developing its capacity and capability for the long term	Not at this time but may change over the longer term.
Working together with other partners to deliver objectives	The principles of the governance structure, its partnership approach and the building of new institutional capacity are all at the heart of the CJC. These are the principles under which the proposal has been put forward.	Not at this time but may change over the longer term.
Involving those with an interest and seeking their views	The approach here will be backed by a wider corporate plan which will be consulted upon during its development	The production and consultation on the wider corporate plan will be an important step in the CJC's development and a robust consultation approach will be important in getting a wider view of how well it is managing that development.
Putting resources into preventing problems occurring or getting worse	The appointment of the Joint Overview and Scrutiny Committee will ensure that there is independent scrutiny of the CJC.	The Joint Overview and Scrutiny Committee will scrutinise the way in which the CJC exercises its functions which will support this objective even further.
Considering impact on all wellbeing goals together and on other bodies	The proposal will help the CJC be a robust, well governed regional organisation and support the delivering of the Regional Economic and Industrial Plan and with that the CJC's wellbeing objectives.	Continuing to develop the partnership approach taken to date will be critical to closer align wellbeing objectives across the region to the wellbeing goals.

3. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Not relevant in this context since the principles, approach and ways of working apply to all prospective interests and stakeholders	As projects and programmes develop under the CJC, each will be subject to comprehensive assessments against the plans and procedures put in place to protect certain characteristics.	A full ESG agenda and diversity and inclusion reviews into partnerships and groups will help ensure this agenda is embedding in ways of working and the culture that is created. A full training and development programme will also be devised in order to embed and 'bring to life' such considerations – not just as part of project assessments, but in seeking to address such concerns and issues as part and parcel of project business cases that are developed.
Disability	As above	As above	As above.
Gender reassignment	As above	As above	As above.
Marriage or civil partnership	As above	As above	As above.
Pregnancy or maternity	As above	As above	As above.
Race	As above	As above	As above.
Religion or Belief	As above	As above	As above.
Sex	As above	As above	As above.
Sexual Orientation	As above	As above	As above.
Welsh Language	As above	As above	As above.

4. Safeguarding & Corporate Parenting. Are your proposals going to affect either of these responsibilities?

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	**Describe any negative impacts your proposal has on safeguarding and corporate parenting**	**What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?**
Safeguarding	n/a		
Corporate Parenting	n/a		

5. What evidence and data has informed the development of your proposal?

As above.

6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

The proposal in general should have a positive impact. Setting the CJC up for success and robust governance should bring long term regional benefits, more partnership working and clearer, joined up priorities on transport, land use planning and economic wellbeing. Although these elements are not directly delivered by this proposal, having sound structures and governance will support them

7. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	This will be revisited in approximately 8 months' time as part of the Transition Plan and will be reviewed at that point.

South East Wales Corporate Joint Committee

Cyd-bwyllgor corfforaethol De-Dwyrain Cymru

31 JULY 2023

SOUTH EAST WALES CJC – STATUTORY SUB-COMMITTEES UPDATE

REPORT OF THE INTERIM MONITORING OFFICER

AGENDA ITEM: 5

Reasons for Report

1. To update members on progress made following the decisions of the CJC made at its meeting in March 2023.

2. To obtain the relevant authority and decisions from the CJC to make further progress in establishing and constituting the statutory sub-committees.

Background

Standards Sub-Committee

3. Members are referred to the report considered at the meeting of the CJC in March 2023, which outlines the legislative framework for the establishment of the statutory standards sub-committee of the CJC.

4. At that meeting, the CJC resolved to:

   a) utilise Cardiff Council's Standards & Ethics Committee to carry out the functions of the Standards Sub-Committee for the South East Wales Corporate Joint Committee; and

   b) authorised the Interim Chief Executive to instruct officers of the CJC to make arrangements with officers at Cardiff Council to obtain the required approval and consent of the relevant officers and members to implement the proposal.

5. Cardiff's Standards and Ethics Committee met on 9th May 2023 and agreed, in principle, to carry out the functions of the Standard's Sub-Committee of the CJC, subject to a Service Level Agreement being concluded between Cardiff Council and the CJC on suitable terms, including specifically, to provide that any additional costs and liabilities incurred by Cardiff Council under the arrangement are to be paid for by the SEWCJC, and with provision for review after 12 months and termination of the arrangements. This decision was due to be approved by a meeting of Cardiff Council on 20th July 2023. However, due to a technical issue, the Council meeting was adjourned before all items o business were dealt with. Therefore, if the CJC approves this approach, the matter will be confirmed by

Cardiff Council at its next meeting in September, at which point the Standards & Ethics Committee of Cardiff Council will be the CJC's statutory standards sub-committee.

6. The CJC is required to adopt its own Code of Conduct, to ensure that the standards framework is in place for the statutory sub-committee to exercise its functions. The CJC approved a Member's Code of Conduct as part of the wider approval of its first set of standing orders, at its inaugural meeting in January 2022. An updated Member Code of Conduct based on the Model Code of Conduct, is at Appendix 1 of this report for members to consider and approve.

7. Paragraph 17 of this Code of Conduct sets out a requirement for members to notify the Monitoring Officer of gifts and hospitality above a value specified in a resolution of the CJC. Given that the statutory standards sub-committee function is being provided by Cardiff's Standards & Ethics Committee, it is proposed that the value specified should be the same as apply to members of Cardiff Council, namely £25.00.

Governance & Audit Committee

8. At its meeting on 27 March 2023, the CJC noted the statutory requirement to establish a Governance and Audit Sub-Committee, approved its terms of reference and authorised the Interim Chief Executive to make arrangements to establish the Governance and Audit Sub-Committee and to constitute its membership.

9. Steps now need to be taken to recruit elected and lay members of this sub-committee.

10. In accordance with the approved terms of reference, the Governance and Audit Sub-Committee is required to have twelve members. Eight of these must be a member of a constituent authority (but may not be a Leader or Executive member of an authority) and four must be lay persons.

11. A lay person is defined (section 87 of the 2011 Measure as amended) as one who:

    (a) is not a member or an officer of a local authority;

    (b) has not at any time in the period of twelve months ending with the date of that person's appointment been a member or an officer of any local authority; and

    (c) is not the spouse or civil partner of a member or an officer of any local authority.

12. In respect of recruitment of the elected members, the CJC has delegated authority to the Interim Chief Executive. In respect of the recruitment of elected members, the Interim Chief Executive will invite expressions of interest from non-executive members of the constituent authorities.

13. Lay members will be with a public advert of vacancies. The Interim Chief Executive will establish an appointments panel to consider all applications received; and make recommendations to the CJC at a future meeting in relation to which applicants the CJC should consider appointing.

14. The IPRW is supposed to determine the renumeration of members appointed to the Governance and Audit Sub-Committee. However, as yet, it has not done so. However, the statutory guidance for CJCs states that it is not anticipated that members of CJCs or their sub-committees who are already elected members of constituent authorities will receive an additional payment in respect of their role on the CJC. However, members are entitled to payment of a contribution to costs of care, travel and subsistence incurred in carrying out their CJC duties.

15. Lay members of the Governance and Audit Sub-Committee are entitled to the payments set by the IPRW in respect of co-opted members to Governance and Audit committees; namely:

    a) Chair: £134 for up to 4 hours and £268 for 4 hours and over;
    b) other Members: £105 for up to 4 hours and £210 for 4 hours and over.

Reason for Recommendations

16. To obtain the relevant authority and decisions to progress the establishment and constitution of the statutory sub-committees.

Financial Implications

17. As outlined above, this report provides an update on CJC sub-committees matters that were reported back in March 2023. Therefore, there are no direct financial implications arising from this report, but a further report will be brought back to the CJC for consideration. This report will fully set out the proposed arrangements in respect of both sub-committees, along with details of the part-year costs applicable to the 2023/24 financial year, the full year costs due in future years, as well as the proposed funding arrangements.

18. The CJC's 2023/24 approved budget includes a sum of £8,000 to cover 'Governance & Sub-Committee expenditure'. In addition, the budget includes a contingency sum of £30,000 to support the CJC activities during year, as deemed appropriate.

Legal Implications

19. The legal implications are set out within the body of this report.

Well-being of Future Generations (Wales) Act 2015

20. In developing these proposals and in considering its endorsement regard should be had, amongst other matters, to:

a) the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards;

b) public sector duties under the Equalities Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are: a. age; b. gender reassignment; c. sex; d. race – including ethnic or national origin, colour or nationality; e. disability; f. pregnancy and maternity; g. marriage and civil partnership; h. sexual orientation; I. religion or belief – including lack of belief, and;

c) the Well-being of Future Generations (Wales) Act 2015. The Well-being of Future Generations (Wales) Act 2015 ('the Act') is about improving the social, economic, environmental and cultural well-being of Wales. The Act places a 'well-being duty' on public bodies aimed at achieving 7 national well-being goals for Wales - a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language and is globally responsible. In discharging their respective duties under the Act, each public body listed in the Act (which includes the Councils comprising the CJC) must set and publish wellbeing objectives. These objectives will show how each public body will work to achieve the vision for Wales set out in the national wellbeing goals. When exercising its functions, the CJC Board should consider how the proposed decision will contribute towards meeting the wellbeing objectives set by each Council and in so doing achieve the national wellbeing goals. The wellbeing duty also requires the Councils to act in accordance with a 'sustainable development principle'. This principle requires the Councils to act in a way which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

   Put simply, this means that CJC Board must take account of the impact of their decisions on people living their lives in Wales in the future. In doing so, they must:

   - look to the long term;
   - focus on prevention by understanding the root causes of problems;
   - deliver an integrated approach to achieving the 7 national well-being goals;
   - work in collaboration with others to find shared sustainable solutions;
   - involve people from all sections of the community in the decisions which affect them.

21. CJC Board must be satisfied that the proposed decision accords with the principles above. To assist CJC Board to consider the duties under the Act in respect of the decision sought, an assessment has been undertaken, which is attached at Appendix 2.

Equality Act 2010

22. In considering this matter, regard should be had, amongst other matters, to the Councils' duties under the Equality Act 2010. Pursuant to these legal duties the CJC Board must in making decisions have due regard to the need to (1) eliminate unlawful discrimination (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are:

    - age;
    - gender reassignment;
    - sex;
    - race – including ethnic or national origin, colour or nationality;
    - disability.
    - pregnancy and maternity;
    - marriage and civil partnership;
    - sexual orientation;
    - religion or belief – including lack of belief.

RECOMMENDATIONS

23. It is recommended that the CJC:

    (1) notes the progress made towards establishing the statutory sub-committees;

    (2) delegates the statutory functions of the statutory Standards Sub-Committee of the CJC to Cardiff Council's Standards & Ethics Committee and authorises the Interim Chief Executive to conclude a Service Level Agreement with Cardiff Council setting out the terms of the interim arrangements as set out in paragraph 5 of the report;

    (3) endorses the proposed method of recruitment of elected and lay members of the Governance & Audit Sub-Committee;

    (4) notes the renumeration payable to lay members of the Governance & Audit Committee;

    (5) approves and adopts the CJC Member Code of Conduct at Appendix 1.

James Williams
Interim Monitoring Officer
South East Wales Corporate Joint Committee
31 July 2023

Appendices
Appendix 1 CJC Member Code of Conduct
Appendix 2 Well-being of Future Generations Assessment

MEMBER CODE OF CONDUCT

CODE OF CONDUCT

SOUTH EAST WALES CORPORATE JOINT COMMITTEE

PART 1
INTERPRETATION
1
(1) In this code—

"CJC" means the South East Wales Corporate Joint Committee
"independent member" ("*aelod annibynnol*"), in relation to a relevant authority, means a person who is not a member of the authority but who—
(a) is a co-opted member of any committee or sub-committee of the authority, or
(b) is a co-opted member of, and represents the authority on, any joint committee or joint sub-committee of the authority,
and who is entitled to vote on any question which falls to be decided at any meeting of that committee or sub-committee. (An independent member may also be referred to as a co-opted member but is not a full member of the relevant authority);
"meeting" ("*cyfarfod*") means any meeting—
(a) of the relevant authority,
(b) of any executive or board of the relevant authority,
(c) of any committee, sub-committee, joint committee or joint sub-committee of the relevant authority or of any such committee, sub-committee, joint committee or joint sub-committee of any executive or board of the authority, or
(d) where members or officers of the relevant authority are present other than a meeting of a political group constituted in accordance with regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990,
and includes circumstances in which a member of an executive or board or an officer acting alone exercises a function of an authority;
"member" ("*aelod*") includes, unless the context requires otherwise, an independent member;
"register of members' interests" ("*cofrestr o fuddiannau'r aelodau*") means the register established and maintained under section 81 of the Local Government Act 2000;
"registered society" means a society, other than a society registered as a credit union, which is—
(a) a registered society within the meaning given by section 1(1) of the Co-operative and Community Benefit Societies Act 2014; or
(b) a society registered or deemed to be registered under the Industrial and Provident Societies Act (Northern Ireland) 1969;
"relevant authority" ("*awdurdod perthnasol*") means—
(a) a county council,
(b) a county borough council,
(c) a community council,
(d) a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies,
(e) a National Park authority established under section 63 of the Environment Act 1995;
(f) a Corporate Joint Committee
"you" ("*chi*") means you as a member or independent member of the CJC

PART 2
GENERAL PROVISIONS

2

(1) Save where paragraph 3(a) applies, you must observe this code of conduct—

(a) whenever you conduct the business, or are present at a meeting, of the CJC;

(b) whenever you act, claim to act or give the impression you are acting in the role of member of the CJC ;

(c) whenever you act, claim to act or give the impression you are acting as a representative of the CJC ; or

(d) at all times and in any capacity, in respect of conduct identified in paragraphs 6(1)(a) and 7.

(2) You should read this code together with the general principles prescribed under section 49(2) of the Local Government Act 2000 in relation to Wales.

3

Where you are elected, appointed or nominated by the CJC to serve—

(a) on another relevant authority, or any other body, which includes a Local Health Board you must, when acting for that other authority or body, comply with the code of conduct of that other authority or body; or

(b) on any other body which does not have a code relating to the conduct of its members, you must, when acting for that other body, comply with this code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

4

You must—

(a) carry out your duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion;

(b) show respect and consideration for others;

(c) not use bullying behaviour or harass any person; and

(d) not do anything which compromises, or which is likely to compromise, the impartiality of those who work for, or on behalf of, the CJC.

5

You must not—

(a) disclose confidential information or information which should reasonably be regarded as being of a confidential nature, without the express consent of a person authorised to give such consent, or unless required by law to do so;

(b) prevent any person from gaining access to information to which that person is entitled by law.

6

(1) You must—

(a) not conduct yourself in a manner which could reasonably be regarded as bringing your office or the CJC into disrepute;

(b) report, whether through the CJC's confidential reporting procedure or direct to the proper authority, any conduct by another member or anyone who works for, or on behalf of, the CJC which you reasonably believe involves or is likely to involve criminal behaviour (which for the purposes of this paragraph does not include offences or behaviour capable of punishment by way of a fixed penalty);

(c) report to the CJC's monitoring officer any conduct by another member which you reasonably believe breaches this code of conduct;

(d) not make vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, the CJC.

(2) You must comply with any request of the CJC's monitoring officer, or the Public Services Ombudsman for Wales, in connection with an investigation conducted in accordance with their respective statutory powers.

7

You must not—

(a) in your official capacity or otherwise, use or attempt to use your position improperly to confer on or secure for yourself, or any other person, an advantage or create or avoid for yourself, or any other person, a disadvantage;

(b) use, or authorise others to use, the resources of the CJC—

(i) imprudently;

(ii) in breach of the CJC's requirements;
(iii) unlawfully;
(iv) other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of the CJC or of the office to which you have been elected or appointed;
(v) improperly for political purposes; or
(vi) improperly for private purposes.

8

You must—
(a) when participating in meetings or reaching decisions regarding the business of the CJC , do so on the basis of the merits of the circumstances involved and in the public interest having regard to any relevant advice provided by the CJC's officers, in particular by—
(i) the CJC's Chief Executive;
(ii) the CJC's chief finance officer;
(iii) the CJC's monitoring officer;
(iv) the CJC's chief legal officer (monitoring officer) (who should be consulted when there is any doubt as to the CJC's power to act, as to whether the action proposed lies within the policy framework agreed by the CJC or where the legal consequences of action or failure to act by the CJC might have important repercussions);
(b) give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the CJC.

9

You must—
(a) observe the law and the CJC's rules governing the claiming of expenses and allowances in connection with your duties as a member;
(b) avoid accepting from anyone gifts, hospitality (other than official hospitality, such as a civic reception or a working lunch duly authorised by the CJC), material benefits or services for yourself or any person which might place you, or reasonably appear to place you, under an improper obligation.

PART 3
INTERESTS

Personal Interests

10

(1) You must in all matters consider whether you have a personal interest, and whether this code of conduct requires you to disclose that interest.
(2) You must regard yourself as having a personal interest in any business of the CJC if—
(a) it relates to, or is likely to affect—
(i) any employment or business carried on by you;
(ii) any person who employs or has appointed you, any firm in which you are a partner or any company for which you are a remunerated director;
(iii) any person, other than the CJC, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties as a member;
(iv) any corporate body which has a place of business or land in the CJC's area, and in which you have a beneficial interest in a class of securities of that body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital of that body;
(v) any contract for goods, services or works made between the CJC and you or a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in sub-paragraph (iv) above;
(vi) any land in which you have a beneficial interest and which is in the area of the CJC;
(vii) any land where the landlord is the CJC and the tenant is a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in sub-paragraph (iv) above;
(viii) any body to which you have been elected, appointed or nominated by the CJC;
(ix) any—
(aa) public authority or body exercising functions of a public nature;
(bb) company, registered society, charity, or body directed to charitable purposes;
(cc) body whose principal purposes include the influence of public opinion or policy;
(dd) trade union or professional association; or
(ee) private club, society or association operating within the CJC's area,

in which you have membership or hold a position of general control or management;
(x) any land in the CJC's area in which you have a licence (alone or jointly with others) to occupy for 28 days or longer;

(b) a decision upon it might reasonably be regarded as affecting—
(i) your well-being or financial position, or that of a person with whom you live, or any person with whom you have a close personal association;
(ii) any employment or business carried on by persons as described in 10(2)(b)(i);
(iii) any person who employs or has appointed such persons described in 10(2)(b)(i), any firm in which they are a partner, or any company of which they are directors;
(iv) any corporate body in which persons as described in 10(2)(b)(i) have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or
(v) any body listed in paragraphs 10(2)(a)(ix)(aa) to (ee) in which persons described in 10(2)(b)(i) hold a position of general control or management,
to a greater extent than the majority of

other council tax payers, ratepayers or inhabitants of the CJC's area.

Disclosure of Personal Interests

11

(1) Where you have a personal interest in any business of the CJC and you attend a meeting at which that business is considered, you must disclose orally to that meeting the existence and nature of that interest before or at the commencement of that consideration, or when the interest becomes apparent.
(2) Where you have a personal interest in any business of the CJC and you make—
(a) written representations (whether by letter, facsimile or some other form of electronic communication) to a member or officer of the CJC regarding that business, you should include details of that interest in the written communication; or
(b) oral representations (whether in person or some form of electronic communication) to a member or officer of the CJC you should disclose the interest at the commencement of such representations, or when it becomes apparent to you that you have such an interest, and confirm the representation and interest in writing within 14 days of the representation.
(3) Subject to paragraph 14(1)(b) below, where you have a personal interest in any business of the CJC and you have made a decision in exercising a function of an executive or board, you must in relation to that business ensure that any written statement of that decision records the existence and nature of your interest.
(4) You must, in respect of a personal interest not previously disclosed, before or immediately after the close of a meeting where the disclosure is made pursuant to sub-paragraph 11(1), give written notification to the CJCin accordance with any requirements identified by the CJC's monitoring officer but, as a minimum containing—
(a) details of the personal interest;
(b) details of the business to which the personal interest relates; and
(c) your signature.
(5) Where you have agreement from the CJC's monitoring officer that the information relating to your personal interest is sensitive information, pursuant to paragraph 16(1), your obligations under this paragraph 11 to disclose such information, whether orally or in writing, are to be replaced with an obligation to disclose the existence of a personal interest and to confirm that the CJC's monitoring officer has agreed that the nature of such personal interest is sensitive information.
(6) For the purposes of sub-paragraph (4), a personal interest will only be deemed to have been previously disclosed if written notification has been provided in accordance with this code since the last date on which you were elected, appointed or nominated as a member of the CJC.
(7) For the purposes of sub-paragraph (3), where no written notice is provided in accordance with that paragraph you will be deemed as not to have declared a personal interest in accordance with this code.

Prejudicial Interests

12

(1) Subject to sub-paragraph (2) below, where you have a personal interest in any business of the CJC you also have a prejudicial interest in that business if the interest is one which a member of the public with

knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.
(2) Subject to sub-paragraph (3), you will not be regarded as having a prejudicial interest in any business where that business—
(a) relates to—
(i) another relevant authority of which you are also a member;
(ii) another public authority or body exercising functions of a public nature in which you hold a position of general control or management;
(iii) a body to which you have been elected, appointed or nominated by the CJC;
(iv) your role as a school governor unless it relates particularly to the school of which you are a governor;
(v) your role as a member of a Local Health Board where you have not been appointed or nominated by the CJC;
(b) relates to—

(i) the functions of the CJC in respect of statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of such pay from your authority;
(ii) the functions of the CJC in respect of an allowance or payment made in accordance with the provisions of Part 8 of the Local Government (Wales) Measure 2011, or an allowance or pension provided under section 18 of the Local Government and Housing Act 1989;
.
(3) The exemptions in subparagraph (2)(a) do not apply where the business relates to the determination of any approval, consent, licence, permission or registration.

Overview and Scrutiny Committees

13
You also have a prejudicial interest in any business before an overview and scrutiny committee of the CJC (or of a sub-committee of such a committee) where—
(a) that business relates to a decision made (whether implemented or not) or action taken by the CJC's executive, board or another of the CJC's committees, sub-committees, joint committees or joint sub-committees; and
(b) at the time the decision was made or action was taken, you were a member of the executive, board, committee, sub-committee, joint-committee or joint sub-committee mentioned in sub-paragraph (a) and you were present when that decision was made or action was taken.

Participation in Relation to Disclosed Interests

14
(1) Subject to sub-paragraphs (2), (2A), (3) and (4), where you have a prejudicial interest in any business of the CJC you must, unless you have obtained a dispensation from the CJC's standards committee—
(a) withdraw from the room, chamber or place where a meeting considering the business is being held—
(i) where sub-paragraph (2) applies, immediately after the period for making representations, answering questions or giving evidence relating to the business has ended and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration; or
(ii) in any other case, whenever it becomes apparent that that business is being considered at that meeting;
(b) not exercise executive or board functions in relation to that business;
(c) not seek to influence a decision about that business;
(d) not make any written representations (whether by letter, facsimile or some other form of electronic communication) in relation to that business; and
(e) not make any oral representations (whether in person or some form of electronic communication) in respect of that business or immediately cease to make such oral representations when the prejudicial interest becomes apparent.
(2) Where you have a prejudicial interest in any business of the CJC you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

(2A) Where you have a prejudicial interest in any business of the CJC you may submit written representations to a meeting relating to that business, provided that the public are allowed to attend the meeting for the purpose of making representations, answering questions or giving evidence relating to the business, whether under a statutory right or otherwise.
(2B) When submitting written representations under sub-paragraph (2A) you must comply with any procedure that the CJC may adopt for the submission of such representations.
(3) Sub-paragraph (1) does not prevent you attending and participating in a meeting if—
(a) you are required to attend a meeting of an overview or scrutiny committee, by such committee exercising its statutory powers; or
(b) you have the benefit of a dispensation provided that you—
(i) state at the meeting that you are relying on the dispensation; and
(ii) before or immediately after the close of the meeting give written notification to the CJC containing—
(aa) details of the prejudicial interest;
(bb) details of the business to which the prejudicial interest relates;
(cc) details of, and the date on which, the dispensation was granted; and
(dd) your signature.
(4) Where you have a prejudicial interest and are making written or oral representations to the CJC in reliance upon a dispensation, you must provide details of the dispensation within any such written or oral representation and, in the latter case, provide written notification to the CJC within 14 days of making the representation.

PART 4
THE REGISTER OF MEMBERS' INTERESTS

Registration of Personal Interests

15

(1) Subject to sub-paragraph (4), you must, within 28 days of—
(a) the CJC's code of conduct being adopted or the mandatory provisions of this model code being applied to the CJC; or
(b) your election or appointment to office (if that is later),
register your personal interests, where they fall within a category mentioned in paragraph 10(2)(a), in the CJC's register of members' interests by providing written notification to the CJC's monitoring officer.
(2) Subject to sub-paragraph (4), you must, within 28 days of becoming aware of any new personal interest falling within a category mentioned in paragraph 10(2)(a), register that new personal interest in the CJC's register of members' interests by providing written notification to the CJC's monitoring officer.
(3) Subject to sub-paragraph (4), you must, within 28 days of becoming aware of any change to a registered personal interest falling within a category mentioned in paragraph 10(2)(a), register that change in the CJC's register of members' interests by providing written notification to the CJC's monitoring officer.
(4) Sub-paragraphs (1), (2) and (3) do not apply to sensitive information determined in accordance with paragraph 16(1).

(5) You must, when disclosing a personal interest in accordance with paragraph 11 for the first time, register that personal interest in the CJC's register of members' interests by providing written notification to the CJC's monitoring officer.

Sensitive Information

16

(1) Where you consider that the information relating to any of your personal interests is sensitive information, and the CJC's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to the interest under paragraph 15.
(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under sub-paragraph (1) is no longer sensitive information, notify the CJC's monitoring officer asking that the information be included in the CJC's register of members' interests.
(3) In this code, "sensitive information" ("*gwybodaeth sensitif*") means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

Registration of Gifts and Hospitality

17

You must, within 28 days of receiving any gift, hospitality, material benefit or advantage above a value specified in a resolution of the CJC, provide written notification to the CJC's monitoring officer of the existence and nature of that gift, hospitality, material benefit or advantage.

Future Generations Assessment Evaluation
(includes Equalities and Sustainability Impact Assessments)

Appendix 2

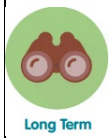
Name of the Officer completing the evaluation:	**Please give a brief description of the aims of the proposal:**
Mary Cormack Locum Governance Solicitor **E-mail:** mary.cormack@cardiff.gov.uk	1. The South East Wales Corporate Joint Committee (the CJC) is required to establish a Standards & Ethics sub-committee and a Governance & Audit sub-committee. This report updates the CJC on progress made to date in establishing these sub-committees and seeks authority to make further progress and seeks approval of an updated Member Code of Conduct.
Proposal: South East Wales CJC – Statutory Sub-Committees Update	**Date Future Generations Evaluation form completed:** 31 July 2023

1. **Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	The report is setting out how the CJC it will fulfil its statutory responsibilities to have a Standards and Ethics Sub-Committee and a Governance and Audit Sub-Committee. As the CJC will have responsibility for economic wellbeing in the region, a CJC that is set up and governed appropriately will be in the best position to deliver upon this wellbeing goal.	n/a
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	The report is setting out how the CJC it will fulfil its statutory responsibilities to have a Standards and Ethics Sub-Committee and a Governance and Audit Sub-Committee. A CJC, with robust Standards, Governance and Audit approaches will add value in this space by being more resilient.	n/a

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	The report is setting out how the CJC it will fulfil its statutory responsibilities to have a Standards and Ethics Sub-Committee and a Governance and Audit Sub-Committee. This will have neither a positive or a negative impact on this goal.	n/a
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	The report is setting out how the CJC it will fulfil its statutory responsibilities to have a Standards and Ethics Sub-Committee and a Governance and Audit Sub-Committee. This will have neither a positive or a negative impact on this goal.	n/a
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	The report is setting out how the CJC it will fulfil its statutory responsibilities to have a Standards and Ethics Sub-Committee and a Governance and Audit Sub-Committee. This will have neither a positive or a negative impact on this goal.	n/a
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	The report is setting out how the CJC it will fulfil its statutory responsibilities to have a Standards and Ethics Sub-Committee and a Governance and Audit Sub-Committee. This will have neither a positive or a negative impact on this goal.	n/a
A more equal Wales People can fulfil their potential no matter what their background or circumstances	The report is setting out how the CJC it will fulfil its statutory responsibilities to have a Standards and Ethics Sub-Committee and a Governance and Audit Sub-Committee. This will have neither a positive or a negative impact on this goal.	n/a

2. How has your proposal embedded and prioritized the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 Balancing short term need with long term and planning for the future	The CJC is a long-term construct and requires thinking ahead, however in the short-term a 'bare minimum' model is being put in place. The setting up of the Standards and Ethics Sub Committee and the Audit and Governance Sub Committee shows that the CJC is developing its capacity and capability for the long term	The Standards and Ethics Committee is proposing a short-term solution of utilizing an existing committee from one of the constituent authorities, therefore a longer-term solution will be required to be developed.
Working together with other partners to deliver objectives	The principles of the governance structure, its partnership approach and the building of new institutional capacity are all at the heart of the CJC. These are the principles under which the proposal has been put forward.	Not at this time but may change over the longer term.
Involving those with an interest and seeking their views	The approach here will be backed by a wider corporate plan which will be consulted upon during its development	The production and consultation on the wider corporate plan will be an important step in the CJC's development and a robust consultation approach will be important in getting a wider view of how well it is managing that development.
Putting resources into preventing problems occurring or getting worse	The two sub committees being established by this proposal will be at the heart of the CJC operation and have statutory duties to help the CJC improve.	As the committees mature, they will provide essential input into the CJC, including lessons learned activities that will support this objective even further.
Considering impact on all wellbeing goals together and on other bodies	The proposals will help the CJC be a robust, well governed regional organisation and support the delivering of the Regional Economic and Industrial Plan and with that the CJC's wellbeing objectives.	Continuing to develop the partnership approach taken to date will be critical to closer align wellbeing objectives across the region to the wellbeing goals.

3. Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Not relevant in this context since the principles, approach and ways of working apply to all prospective interests and stakeholders	As projects and programmes develop under the CJC, each will be subject to comprehensive assessments against the plans and procedures put in place to protect certain characteristics.	A full ESG agenda and diversity and inclusion reviews into partnerships and groups will help ensure this agenda is embedding in ways of working and the culture that is created. A full training and development programme will also be devised in order to embed and 'bring to life' such considerations – not just as part of project assessments, but in seeking to address such concerns and issues as part and parcel of project business cases that are developed.
Disability	As above	As above	As above.
Gender reassignment	As above	As above	As above.
Marriage or civil partnership	As above	As above	As above.
Pregnancy or maternity	As above	As above	As above.
Race	As above	As above	As above.
Religion or Belief	As above	As above	As above.
Sex	As above	As above	As above.
Sexual Orientation	As above	As above	As above.
Welsh Language	As above	As above	As above.

4. Safeguarding & Corporate Parenting. Are your proposals going to affect either of these responsibilities?

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	n/a		
Corporate Parenting	n/a		

5. What evidence and data has informed the development of your proposal?

As above.

6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

The proposal in general should have a positive impact. Setting the CJC up for success and robust governance should bring long term regional benefits, more partnership working and clearer, joined up priorities on transport, land use planning and economic wellbeing. Although these elements are not directly delivered by this proposal, having sound structures and governance will support them

7. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	This will be revisited in approximately 8 months' time as part of the Transition Plan and will be reviewed at that point.

South East Wales Corporate Joint Committee

Cyd-bwyllgor corfforaethol De-Dwyrain Cymru

31 JULY 2023

SOUTH EAST WALES CORPORATE JOINT COMMITTEE TRANSITION PLAN

REPORT OF THE ACTING INTERIM CHIEF EXECUTIVE

AGENDA ITEM: 6

Reasons for Report

1. To update the South East Wales Corporate Joint Committee (the CJC) on the transition of the Cardiff Capital Region City Deal (CCRCD) into the CJC.

2. To update the CJC on the current activities to fulfil its statutory duties to develop the Regional Transport Plan and the Strategic Development Plan.

Background

3. Since the setup of the CJC, planning and activities to transition the CCRCD to the CJC have been developing and the CJC has made decisions to put in place the building blocks for 'Lift and Shift' including:

   (1) an annual business plan focussed on transition – moving from Bare Minimum to Building Foundations (Jan 2023);

   (2) setting up of sub committees (March 2023);

   (3) decisions on staffing matters (May 2023).

4. During this period, the amendments to primary legislation were made by the UK government, removing the barriers to operation of the CJC, including Section 33 VAT status and the Government of Wales Act Section 150 Order. Both of these putting the 4 CJC's in Wales on a level footing with Local Authorities on areas including VAT, Pensions and Taxation.

5. In order to deliver 'Lift and Shift' the Transition Steering Group has been brought together to be the engine room; it is made up of the 6 Workstream Leads:

	Title:	**Lead:**
WS 1	People	Chief HR Officer Cardiff Council
WS 2	Corporate & Governance	SEW CJC Interim Chief Executive and Cardiff Legal Services Legal Lead, Interim Monitoring Officer.

	Title:	Lead:
WS 3	Finance	Head of Finance, Risk & Assurance CCRCD
WS 4	Investments and Project Delivery	Head of Digital & Data Innovation CCRCD
WS 5	Subsidiary Corporate Structures	Chief Operating Officer CCRCD
WS 6	Stakeholder Engagement & Communications	Head of Governance, Policy and Communications CCRCD

6. The group meets monthly and is responsible for:

   i. oversight and coordination of activities across the workstreams;

   ii. monitoring and highlighting:

      1. Progress against the Transition Plan,
      2. Risks,
      3. Opportunities,
      4. Interdependencies;

   iii. ensuring the best use of cross cutting resources;

   iv. managing the interactions of the Transition Plan and the CJC to ensure appropriate and timely decision making;

   v. giving the CJC assurance on the progress of the Transition Plan.

Update

What are the Key Milestones

7. The transition plan is focussed around 2 key points in time and the longer term, these are:

   (1) Day 1 – achieving operating status at 1st October 2023, the building blocks for 'Lift and Shift', which means the CJC:

      i. Has the ability to employ people
      ii. Employees have access to the tools to be productive
      iii. Can function as a corporate entity
      iv. Has the appropriate governance, scrutiny and support arrangements in place
      v. Is registered with the appropriate bodies
      vi. CEO takes up position as a minimum – as per Workforce Update to the CJC meeting in May 2023.

   (2) Year 1 – having a fully functioning status at 31st March 2024 to enable 'Lift and Shift', this means:

i. all appropriate policies, procedures and operations in place, commensurate with a public body in Wales
ii. ability for all CCRCD employees to transition into the CJC structure
iii. the CJC being responsible for all activities currently undertaken by the Accountable Body for the CCRCD, this could mean the CJC undertaking those activities itself and/or making arrangements with 3rd parties in respect of these activities
iv. The portfolio of CCRCD projects are managed directly by the CJC
v. All CCRCD and CJC activities fully governed in the CJC
vi. The CJC is effectively standing on its own two feet.

(3) Future Years – Transition does not finish on 1st April:

i. There will likely need to be ongoing work, ensuring that the organisation remains fit for purpose, aligned with its strategic vision, and delivering its legal responsibilities.
ii. Setting the Strategic Vision for the future - The CJC provides an opportunity to develop something different and authentic that aligns with the evidence base and bold ambition set for the region as articulated in the Regional Economic and Industrial Plan. An approach to setting a Strategic Vision will be brought to the September CJC. The approach will also take into account feedback from the recent OECD follow up workshop on regional working.

How do the Workstreams Deliver the Above?

8. Each workstream has a significant amount of work underway to achieve the 'Day 1' ambition for the CJC to be operational by the 1st October 2023 (see Appendix 1) shows an overview of the critical activities being delivered by each workstream to meet this milestone.

9. Table 1 below, lays out the progress so far per workstream, rating the activities and the resources to deliver as Red / Amber / Green to give an indication of the risk attached to each area.

Table 1:

Workstream 1 – People (Tracey Thomas)	RAG Rating:	Activities:	Resources:	Overall:
		Green	Amber	Amber
Activities: The two main areas of focus are putting in place the policies, procedures and systems required for Day 1/Year 1 and the formal activities around the TUPE transfer of staff to the CJC. There are many interdependencies, in particular with WS 3 (Finance) on areas such as payroll, pension enrolment where close working between all parties is required for a successful outcome. **Resources:** Although resources in the accountable body are available to undertake the majority of the work to prepare policies and procedures, resource within the CJC is as yet unidentified which poses a risk to the longer-term elements of this work.				

Workstream 2 – Corporate & Governance (James Williams / Kellie Beirne)	RAG Rating:	Activities:	Resources:	Overall:
		Amber	Amber	Amber

Activities:

There is a significant amount of work underway in this workstream to both deliver a functioning corporate body on Day 1, but also to ensure that these foundations are built on for the Year 1, the key components to this work are:

I. Developing an interim constitution for the CJC (Green)
II. Statutory Sub Committees in place (Green)
III. Governance Model Development (Amber)
IV. Target Operating Model Development (Amber)
V. ICT provision in place for Day 1 operation (Green)
VI. Strategic Vision definition approach preparation (Green)
VII. Work with the UK Government to transition CCRCD – joint with WS 3 (Amber)

Resources:

Resources within the legal aspects of this have been resolved. A Governance Manager has recently joined CCRCD and will devote 50% of their time to support developing the CJC future governance approach. Resource to support other work is coming on stream, albeit slowly.

Statutory posts within the CJC:

The Monitoring Officer and the Section 151 Officer functions are currently filled via the Accountable Body and will continue to be until the substantive posts within the CJC structure are filled

Workstream 3 – Finance (Hrjinder Singh)	RAG Rating:	Activities:	Resources:	Overall:
		Green	Red	Amber

Activities:

This workstream has by far the greatest number of activities underway and also carries the greatest number of interdependencies, progress includes:

I. Ensure there are proper arrangements in place to administer the CJC's financial affairs
II. Arrangements in respect of accounting, financial management, reporting and audit
III. Developing treasury management approach for the organisation
IV. Implementing capability required to manage these activities
V. Engagement with RCT on new functions including transactional support
VI. Engagement with CCC on closing out CCR function
VII. Arrangements for Pension Administration & Accounting
VIII. Arrangements for Payroll & Accounting
IX. Arrangements for VAT and taxation matters
X. Supporting the development of the CJC Constitution

Resources:

This area has significant resource constraints at present due to depleted Finance Team. This will require considerable effort from the small finance team to ensure we meet the objectives for Day 1. However, a plan has been developed to manage this issue and is expected to be implemented by the end of the summer period.

Workstream 4/5 – Portfolio Transition (Colan Mehaffey)	RAG Rating:	Activities:	Resources:	Overall:
		Green	Red	Amber

Activities: The majority of work being undertaken in this phase is to carry out an assessment of the portfolio (all 25+ projects to date) to understand the legal and financial implications of transferring to the CJC. The assessment is on track to bring to the next CJC meeting at the end of September. **Resources:** This work relies heavily on external expertise in the form of specialist tax advice and CCRCD legal advisors, reviewing each project and the implications and mitigating actions to enable transfer				
Workstream 6 – Stakeholder Engagement & Communications (Nigel Pompeus)	RAG Rating:	Activities:	Resources:	Overall:
		Green	Amber	Amber
Activities: Having been a little slower to get moving due to retirement and recruitment timings, this workstream is starting to get up to speed. Activities to date include Stakeholder mapping, the development of regular internal comms and the building of a messaging framework **Resources:** Resources are now more readily available and the new workstream lead is developing the activities and support required to deliver them.				

Key Decisions for the CJC July and September

10. In July the CJC will be required to make decisions on the following items:

    (1) the setting up of the Statutory Sub-Committees of the CJC;
    (2) establishing scrutiny arrangements for the CJC.

11. In September, the CJC will have a series of decisions to make, including the following items:

    (1) an interim Constitution for the CJC;

    (2) an updated Business Plan and Budget position for FY 2023/24;

    (3) update on people related items, these may include:

    i. Target Operating Model – including statutory roles and responsibilities
    ii. Any LGPS pension set up requirements over and above standard transfer terms;

    (4) an outline Governance model to further develop in readiness for 'Year 1';

    (5) any outstanding statutory committee set up actions;

(6) an approach to the development of the Annual Business Plan and proposed budget strategy for FY 2024/25 and over the medium-term;

(7) an approach to setting the 'Strategic Vision for the CJC';

(8) the approach to transition the portfolio in readiness for 'Year 1' – October 2023 to January 2024;

(9) updated approaches to the delivery of the RTP and the SDP.

Key Dependencies:

12. The whole transition is built upon a cohesive plan of cross organisational working, key dependencies of that include:

13. HR and Finance (WS 1 & 3) - There are a wide range of dependencies between these workstreams. Aligning the payroll and HR systems is critical, this also links to the pensions and benefits. Resource constraints in the Finance Team will impact this. Mitigation: In order to ensure this is managed appropriately, strong links have been established between these two workstreams, and monthly sessions with the programme manager to ensure nothing falls between the gaps.

14. Corporate Governance, Finance and People (WS 1, 2 & 3) - Setting up the corporate entity, with a new constitution and all that entails, impacts on a number of areas, in particular, finance and people elements of the constitution. Input from the People and already stretched Finance WS's is critical to the success of this piece of work. Secondly, ensuring the governance of the SEWCJC is appropriate and aligned to the finance and operational procedures of the organisational, matched with the appropriate skills and delegations. Mitigation: The delivery of the constitution of the new organisation is being done in house, reducing the reliance on outside legal advisors. This work is being led by the Interim Monitoring Officer. Fortnightly meetings between the Programme Manager and Interim Monitoring Officer and Interim Governance Manager ensure that this work is capturing all the required elements and progressing accordingly. The Finance WS is kept abreast of developments in this area and will input at the appropriate time in respect the key Financial Schedules etc.

15. Finance and Project Transition (WS 3 / 4 / 5) - The transition of the portfolio and the many contracts from the current set up to the new will involve a close link between the finance and project transition workstreams, ensuring that all potential risks are mitigated, opportunities are taken advantage of and a seamless transition managed. Mitigation: joint sessions held with tax advisors, legal advisors and a jointly agreed package of work, overseen by the Programme Manager will help ensure that these dependencies are delivered within the transition plan and ensure the extent of any taxation liabilities crystallising on transfer are kept to a minimum.

Key Risks and Opportunities:

16. The risks to the Transition Plan are:

(1) Resources (all workstreams)

i. Risk – across the whole transition approach there is a clarity on what has to be delivered, however the major constraint is capacity, the risk is that:

1. finance in particular have reduced capacity;
2. summer is a very busy period to prepare for Day 1 – 1st Oct 2023;
3. recruitment of resource can be protracted over the summer period;
4. challenges with recruitment due to the current national employment market;
5. specialist support for key activities (in particular WS 4/5) may have large costs.

ii. Mitigations:
1. a clear plan of what is required for each workstream to focus on for Day 1 – to ensure minimal wasted effort;
2. additional central resource to support all workstreams – doing activities that do not require specialist knowledge or skills;
3. a RAID log that captures risks, actions and issues and is regularly reviewed by the Transition Steering Group to ensure transparency;
4. finance has developed a Resourcing Plan and is in the process of implementing this over the summer period.

(2) Complexity (all workstreams)

i. Risk: Working between three organisations (CCC / RCT / SEWCJC) brings added layers of complexity. Therefore, the following have to be considered:

1. timescales;
2. governance;
3. decision making;
4. procurement.

ii. Mitigations: ensuring each decision required is clearly communicated to key stakeholders – to enable timing considerations and preparation to be carried out. A clearly communicated and defined overview is made available to the wider team to see where and when decisions are required in order for them to support appropriately.

(3) Lack of Clarity for our people and our stakeholders:

i. Risk: Our people are our most valuable asset, working through a change programme such as this, we need to support our staff. This is especially so with the current growth of the team, within what is a fairly loose structure;

ii. Mitigations: an internal communications plan is being developed in order to keep our internal CCR stakeholders engaged appropriately, and an active stakeholder engagement and management plan is being developed to keep our wider stakeholders engaged and to ensure a smooth transition.

17. The opportunities presented by the Transition to the CJC is enormous, to both set the CJC on a path that delivers the maximum for the Region, but also to ensure that the CJC delivers a truly regional proposition, with a vision that clearly articulates not only it's role and purpose, but also brings a level of clarity to the national and local agendas too.

Regional Transport Plan / Strategic Development Plan - Update

18. Welsh Government's vision is for a strategic approach to both land-use and transport planning in a more joined-up way than has previously been achieved. To that end, the CJC is required to develop a Strategic Development Plan (SDP) and Regional Transport Plan (RTP).

Regional Transport Plan (RTP)

19. The Welsh Government (WG) Guidance to Corporate Joint Committees on Regional Transport Plans, has been finalised and published on 11 July 2023 and can be seen in full in Appendix 2. The RTP guidance provides advice on the practicalities of producing an RTP, including key milestone and timescales, alignment with the Wales Transport Strategy, National Transport Delivery Plan, other key strategies and plans, and advice on following the Welsh Transport Appraisal Guidance (WelTAG).

20. An Implementation Plan for the RTP was approved by the CCR Regional Transport Authority on 15 June 2023. This will be revised based on the final RTP guidance and submitted to the CJC for approval on 25 September 2023.

21. The guidance sets out the approach Welsh Government expects the Corporate Joint Committees (CJCs) to take in preparing Regional Transport Plans (RTPs).

22. The duty to produce a RTP sits with the CJCs, the duty to deliver the RTP rests with the local authorities. It is expected that the local authorities in each CJC will collaborate on a single collective delivery plan, an RTDP.

23. The key milestones identified within the Guidance are:

- 31 October 2023 – CJCs to submit Implementation Plan to Welsh Government;

- 29 February 2024 – CJCs to submit RTP Case for Change including SMART objectives to Welsh Government;

- 29 May 2024 – CJCs to submit initial draft RTP, Integrated Well-Being Appraisal (IWBA) and RTDP to Welsh Government BEFORE public consultation;

- 31 October 2024 – CJCs to submit final draft RTP, IWBA and RTDP to Welsh Government;

- 29 March 2025 – CJCs to submit final RTP, IWBA and RTDP to Welsh Government;

- 30 June 2025 – Welsh Government decision on approval of RTPs.

Strategic Development Plan (SDP):

24. Two Advisory Notes on SDPs have been issued by Welsh Government, covering governance and the SDP preparation process, and an informal draft Manual providing detailed guidance has been provided. Informal consultation on the manual has taken place with Local Planning Authorities (LPAs) and it is anticipated this will be finalised and published in spring 2024 following formal, wider consultation.

25. An official letter was issued to CJCs on 13 January 2023 setting out Welsh Ministers' expectations in relation to the development of the SDP. This includes the submission of a Delivery Agreement (DA) to Welsh Ministers by March 2024, and that the CJC demonstrate the commencement of technical work on plan preparation.

26. CCR has engaged with regional planning officials on the preparation of the plan. Significant progress was made on securing regional agreement on governance, resourcing, scope and funding of the SDP before the CJC regulations were introduced. As a regional endeavour, collaboration is critical, and LPA colleagues will provide expert support and guidance when preparing the SDP.

27. It is intended that the SDP will, ultimately, enable a more consistent, cost effective and efficient approach to land-use planning. The SDP will offer the opportunity to better plan and deliver regionally important, strategic growth in a coordinated, cross-border manner, aligned with the Regional Transport Plan.

28. It is not anticipated that the SDP will be adopted until 2028, and Local Development Plans (LDPs) must be kept up to date, ensuring, for example, that investment and sustainable development can continue to take place in a Plan-led way, providing confidence to all stakeholders including investors, developers and our communities. It also provides a safeguard against speculative development proposals, for example, the loss of key employment sites to other types of development.

29. To that end, there have been discussions with LPA and WG colleagues, to ensure that there is a satisfactory dual track of SDP development and LDP review/ renewal, allied to alignment with WG policy.

30. In terms of the statutory Development Plan hierarchy, legislation requires that SDPs and LDPs align with Future Wales 2040 (FW2040). FW2040 identifies parts of South East Wales as a national growth area where development and

growth should be focused, as well as setting out population projections based on past trends and other policy requirements such as allocation of a green belt.

31. As LDPs are developed, WG requires evidence that the region's LDPs align and that the region's growth assumptions for homes and jobs are complementary across the region and are in general conformity with FW2040.

32. An agreement has been reached at a regional officer level (and tabled with WG officers) that a report will be commissioned demonstrating and evidencing regional growth ambitions and their general conformity with FW2040. It is anticipated this will be delivered in September/October 2023. The report is being funded through the South East Wales Strategic Planning Group (SEWSPG).

33. Similarly, CCR is investigating how the development of the Delivery Agreement will be resourced. This could be achieved through formally 'buying-in' resource from an LPA to provide strategic leadership.

34. It is proposed that a plan, outlining the SDP development forward view; alignment to LDPs; and resources required to achieve the Delivery Agreement is brought to the next meeting of the CJC for approval.

Regional Transport Plan / Strategic Development Plan – Development Funding

35. There is potential funding in 2023/24 from WG to support the development of the RTP and the SDP. However, before any funding is issued to support regional planning, we will need to work with WG to agree the resources required.

36. To that end, the SEWCJC must submit, by the end of October 2023, a draft implementation plan that scopes out the work and resources required to develop the RTP based on the requirements of the guidance. This initial work must be conducted 'in-house and not through consultants'.

Reason for Recommendations

37. In order to keep the CJC update on the progress on the transition of the Cardiff Capital Region City Deal (CCRCD) into the CJC and the current activities to fulfil its statutory duties to develop the Regional Transport Plan and the Strategic Development Plan.

Financial Implications

38. The report provides an update on the transition of the Cardiff Capital Region City Deal (CCRCD) to the South East Wales Corporate Joint Committee (CJC), including details on current activities and statutory duties. These activities and duties were considered as part of the 2023/24 budget report approved by the CJC in January 2023.

39. In summary, the CJC approved a revenue budget amounting to £255,662 for the year and the report set out that the sufficiency of the budget will be kept under review and updates will be reported to the CJC at key intervals during the year. In addition, CCRCD has approved a separate Transition Budget amounting to

£234,481 in respect of 2023/24. These budgets provide a total resource envelope of £490,143 to cover both operational activities and transition arrangements.

40. At Month 03 a high-level budget review has been undertaken to assess the adequacy of the resource envelope against known and emerging costs. The review indicates that based on the information know at this time, the resource envelope should be sufficient to meet the projected costs in 2023/24. However, as set out in this report, the transition is complex and dynamic and additional requirements (and potentially costs) are being identified as the transition gains momentum. Therefore, further work on the 23/24 budgets will be undertaken over the summer period and a detailed report will be brought back for consideration at the CJC's September meeting.

41. In addition, the summer period will mark the commencement of work around the CJC's 2024/25 Budget and Medium-Term Financial Plan (MTFP). The local authority partners and the Bannau Brycheiniog National Park (BBNPA), will be keen to understand as soon possible how their existing levels of contributions may need to change to support the CJC from the 1st April 2024 and beyond, noting the use CCR General Reserves in recent years to meet local authority contributions.

42. This will be a key task, involving the CJC to think through both the scope and the practical implications of delivering the existing CCRCD and the new CJC functions as a legal entity in its own right. For example, the CJC will need to take responsibility for matters such as its day-to-day cash management, as well as its wider Treasury Management activities, which to-date have been undertaken by the Accountable Body.

43. The findings from this initial work will be discussed with members at the workshop planned for September 2023, and the agreed way forward, fully set out in a report to the CJC's September meeting.

44. Finally, the report refers to potential funding from Welsh Government in respect of the Strategic Development Plan and the Regional Transport Plan. In accepting such funding, the CJC will need to satisfy itself that it can meet the terms of any associated funding terms and conditions.

Legal Implications

45. There are no legal implications regarding the transition activities and proposed production of the SDP set out in this report.

46. S112 Transport Act 2000 provides that the CJC must have regard to any guidance issued by the Welsh Ministers concerning the content of regional transport plans and the preparation of such plans.

Well-being of Future Generations (Wales) Act 2015

47. In developing the Plan and in considering its endorsement regard should be had, amongst other matters, to:

a) the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards;

b) public sector duties under the Equalities Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are: a. age; b. gender reassignment; c. sex; d. race – including ethnic or national origin, colour or nationality; e. disability; f. pregnancy and maternity; g. marriage and civil partnership; h. sexual orientation; I. religion or belief – including lack of belief, and;

c) the Well-being of Future Generations (Wales) Act 2015. The Well-being of Future Generations (Wales) Act 2015 ('the Act') is about improving the social, economic, environmental and cultural well-being of Wales. The Act places a 'well-being duty' on public bodies aimed at achieving 7 national well-being goals for Wales - a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language and is globally responsible. In discharging their respective duties under the Act, each public body listed in the Act (which includes the Councils comprising the CJC) must set and publish wellbeing objectives. These objectives will show how each public body will work to achieve the vision for Wales set out in the national wellbeing goals. When exercising its functions, the CJC should consider how the proposed decision will contribute towards meeting the wellbeing objectives set by each Council and in so doing achieve the national wellbeing goals. The wellbeing duty also requires the Councils to act in accordance with a 'sustainable development principle'. This principle requires the Councils to act in a way which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

   Put simply, this means that CJC must take account of the impact of their decisions on people living their lives in Wales in the future. In doing so, they must:

   - look to the long term;
   - focus on prevention by understanding the root causes of problems;
   - deliver an integrated approach to achieving the 7 national well-being goals;
   - work in collaboration with others to find shared sustainable solutions;
   - involve people from all sections of the community in the decisions which affect them.

48. The CJC must be satisfied that the proposed decision accords with the principles above. To assist the CJC to consider the duties under the Act in respect of the decision sought, an assessment has been undertaken, which is attached at Appendix 3.

Equality Act 2010

49. In considering this matter, regard should be had, amongst other matters, to the Councils' duties under the Equality Act 2010. Pursuant to these legal duties the CJC must in making decisions have due regard to the need to (1) eliminate unlawful discrimination (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are:

    - age;
    - gender reassignment;
    - sex;
    - race – including ethnic or national origin, colour or nationality;
    - disability;
    - pregnancy and maternity;
    - marriage and civil partnership;
    - sexual orientation;
    - religion or belief – including lack of belief.

RECOMMENDATIONS

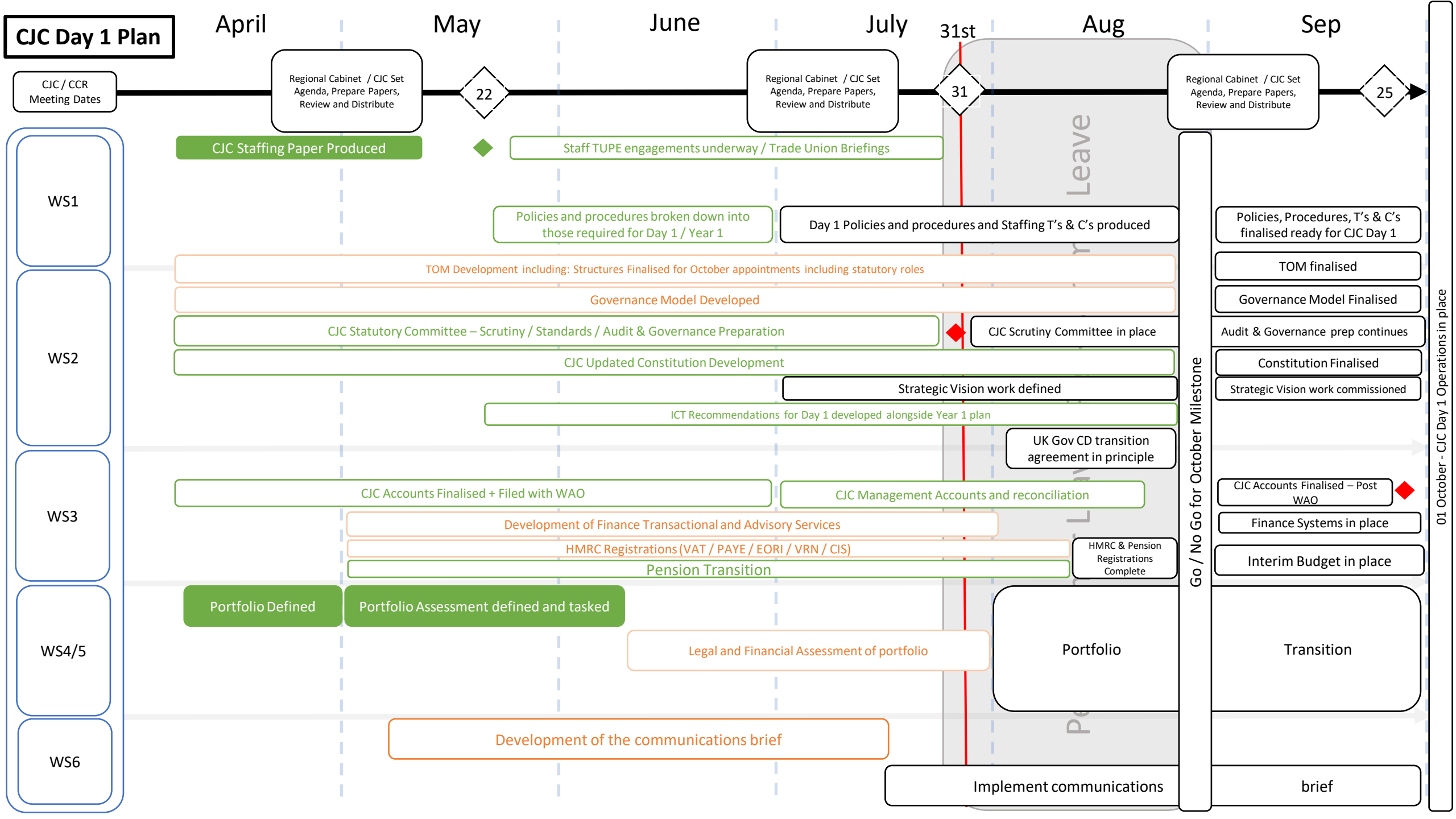
50. It is recommended that the SEW CJC:

    (1) notes the transition activities laid out in the report;

    (2) notes the proposed approach to the development of the RTP and SDP laid out in the report.

Rhys Thomas
Interim Chief Executive
South East Wales Corporate Joint Committee
31 July 2023

Appendices
Appendix 1 CJC Day 1 Plan
Appendix 2 Newly Published RTP Guidance
Appendix 3 Well-being of Future Generations Assessment


CJC Day 1 Plan
April
May
June
July
31st
Aug
Sep
CJC / CCR Meeting Dates
Regional Cabinet / CJC Set Agenda, Prepare Papers, Review and Distribute
22
Regional Cabinet / CJC Set Agenda, Prepare Papers, Review and Distribute
31
Regional Cabinet / CJC Set Agenda, Prepare Papers, Review and Distribute
25
Leave
WS1
WS2
WS3
WS4/5
WS6
CJC Staffing Paper Produced
Staff TUPE engagements underway / Trade Union Briefings
Policies and procedures broken down into those required for Day 1 / Year 1
Day 1 Policies and procedures and Staffing T's & C's produced
Policies, Procedures, T's & C's finalised ready for CJC Day 1
TOM Development including: Structures Finalised for October appointments including statutory roles
TOM finalised
Governance Model Developed
Governance Model Finalised
CJC Statutory Committee – Scrutiny / Standards / Audit & Governance Preparation
CJC Scrutiny Committee in place
Audit & Governance prep continues
CJC Updated Constitution Development
Constitution Finalised
Strategic Vision work defined
Strategic Vision work commissioned
ICT Recommendations for Day 1 developed alongside Year 1 plan
UK Gov CD transition agreement in principle
CJC Accounts Finalised + Filed with WAO
CJC Management Accounts and reconciliation
CJC Accounts Finalised – Post WAO
Development of Finance Transactional and Advisory Services
Finance Systems in place
HMRC Registrations (VAT / PAYE / EORI / VRN / CIS)
HMRC & Pension Registrations Complete
Pension Transition
Interim Budget in place
Portfolio Defined
Portfolio Assessment defined and tasked
Portfolio
Transition
Legal and Financial Assessment of portfolio
Development of the communications brief
Implement communications
brief
Go / No Go for October Milestone
01 October - CJC Day 1 Operations in place

Appendix 2

Llywodraeth Cymru
Welsh Government

www.cymru.gov.uk

GUIDANCE TO CORPORATE JOINT COMMITTEES ON

REGIONAL TRANSPORT PLANS

2023

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Mae'r ddogfen hon ar gael yn Gymraeg hefyd / This document is also available in Welsh

Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg / We welcome correspondence and telephone calls in Welsh

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1 Introduction

1.1 Purpose

1.1.1 This guidance sets out the approach Welsh Government expects the Corporate Joint Committees (CJCs) to take in preparing Regional Transport Plans (RTPs).

1.1.2 The purpose of this guidance is to set out:

- the practical process to be followed in developing the RTPs;
- how Welsh Government aims to support RTP production; and
- the process to be followed to obtain approval from the Welsh Ministers.

1.1.3 CJCs have a legal duty to take account of this guidance in the preparation of RTPs.

1.2 Key Points

1. **We DO want the RTPs to be firmly focused on achieving modal shift.**
2. **We DO NOT want overly long documents written solely by consultants.**
3. **We DO want evidence of clear outcome-focused thinking.**
4. **We DO want you to use innovative approaches and technology in both developing and implementing the RTP.**
5. **We DO want you to draw on existing analysis and plans, including the work of the Transport for Wales (TfW) Geospatial and Strategic Transport Analysis unit (G-STAT).**
6. **We DO want you to work together as a CJC to produce the RTP.**
7. **We DO want you to follow the five ways of working set out in the Well-being of Future Generations (Wales) Act 2015.**
8. **We DO want you to use creative ways to engage people to achieve modal shift.**
9. **We DO want you to include disincentives for car use as well as incentives for more sustainable travel.**
10. **We DO want the Strategic Development Plans and the Regional Transport Plans to be developed together.**

1.3 Overview

1.3.1 Llwybr Newydd – The Wales Transport Strategy (WTS)[1] – sets out a vision for an accessible, sustainable, and efficient transport system in Wales.

1.3.2 The delivery mechanisms to realise these ambitions are the National Transport Delivery Plan (NTDP) and the Regional Transport Plans (RTPs).

1.3.3 The NTDP is prepared by Welsh Government and the RTPs are prepared by each CJC. The RTPs set the policies for implementing the WTS at a regional level.

1.3.4 The RTPs must include Regional Transport Delivery Plans (RTDPs) setting out how local authorities in Wales will deliver the policies set out in the RTPs.

1.3.5 RTPs must be approved by the Welsh Ministers. This approval will form part of the assessment process for local authorities to access Welsh Government grant funding for both local and regional transport schemes.

1.3.6 The existing Local Transport Plans (LTPs) remain live until the new RTPs are approved. There is no longer a duty for local authorities in Wales to produce LTPs.

1.3.7 A list of regional contacts to support the CJCs and LAs in the development of their RTPs and RTDPs is provided at Annex 1.

1.4 Statutory requirements and duties

1.4.1 The requirement for local authorities to produce an LTP is set out in the Transport Act 2000, as amended by the Transport (Wales) Act 2006.

1.4.2 This duty was transferred to CJCs on 30th June 2022 by the Local Government and Elections (Wales) Act 2021. Statutory guidance is set out in the Corporate Joint Committee Statutory Guidance[2]. The Corporate Joint Committees (Transport Functions) (Wales) Regulations 2021[3] set out how CJCs should prepare RTPs.

1.4.3 Although the duty to produce a RTP sits with the CJCs, the duty to deliver the RTP sits with the local authorities. Despite this, it is expected that the local authorities in each CJC will collaborate on a single collective delivery plan, an RTDP.

1.4.4 A CJC must develop policies for local authorities to implement the WTS. These policies must include transport facilities and services that are:

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[1] https://gov.wales/llwybr-newydd-wales-transport-strategy-2021

[2] Corporate Joint Committee: statutory guidance summary | GOV.WALES

[3] The Corporate Joint Committees (Transport Functions) (Wales) Regulations 2021 (legislation.gov.uk)

- Required to meet the needs of people living or working in the region, visiting or travelling through the region;
- Required for the transportation of freight; and
- Facilities and services for pedestrians.

1.4.5 RTPs must consider the transport needs of disabled persons (within the meaning of the Equality Act 2010[4]) and of persons who are elderly or have mobility problems, and more widely consider overcoming barriers.

1.4.6 In doing so, CJCs must comply with their other statutory duties, including:

- Wales Act 2017
- Conservation of Habitats and Species Regulations 2017 (Habitats Regulations)
- Environment (Wales) Act 2016
- Well-being of Future Generations (Wales) Act 2015
- Active Travel (Wales) Act 2013
- Welsh Language (Wales) Measure 2011 and Welsh Language Standards
- Equality Act 2010
- Rights of Children and Young Persons (Wales) Measure 2011
- Air Quality (Wales) Regulations (2000), as amended by the Air Quality (Wales) (Amendment) Regulations 2002) and Air Quality (Wales) Regulations (2010)
- Environmental Assessment of Plans and Programmes (Wales) Regulations 2004 (SEA Regulations)

1.5 Approval

1.5.1 CJCs must submit their RTPs to Welsh Government for approval by the Welsh Ministers. The Welsh Ministers may only approve the RTP if they consider that:

- The RTP is consistent with the WTS;
- The policies contained in the RTP are adequate for the implementation of the WTS[5] within the region; and
- The RTP has taken account of this guidance.

1.5.2 If the Welsh Ministers do not approve an RTP, the CJC will receive a statement of the reasons for its refusal. The CJC must then submit another RTP to Welsh Government for its approval within the timescale specified by Welsh Government.

1.5.3 If the Welsh Ministers approve an RTP, it has effect from when approval is given.

1.5.4 No additional or revised information will be accepted after the submission, unless approved or requested by Welsh Government.

[4] https://www.legislation.gov.uk/ukpga/2010/15/contents

[5] The Corporate Joint Committees (Transport Functions) (Wales) Regulations 2021 sets out the requirements associated with preparation and approval of RTPs.

2 Strategic Context

2.1 Llwybr Newydd: The Wales Transport Strategy

2.1.1 The WTS sets out our vision to provide an accessible, sustainable and efficient transport system that is fit for future generations and places people and tackling climate change at the heart of decision making.

2.1.2 The vision is supported by four long-term ambitions with supporting objectives. These are to deliver a transport system that is good for:

- people and communities (equality, health, and safety and confidence)
- the environment (transport emissions, biodiversity and waste)
- places and the economy (place making and innovation)
- culture and the Welsh Language

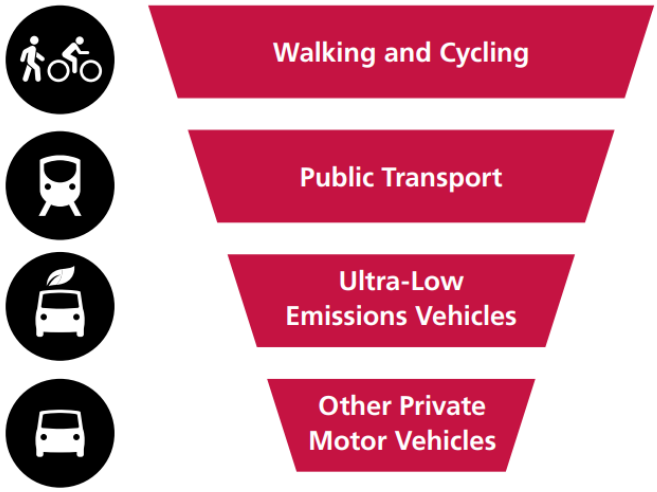
2.1.3 The four ambitions are supported by three short-term priorities:

- bring services to people in order to reduce the need to travel;
- allow people and goods to move easily from door to door by accessible, sustainable and efficient transport services and infrastructure; and
- encourage people to make the change to more sustainable forms of transport.

2.1.4 **The RTPs must include policies to support the vision and ambitions of the WTS, with an emphasis on the three short term priorities. The RTDPs must include actions to deliver these.**

2.1.5 The RTPs and RTDPs must include policies and actions to make best use of existing transport infrastructure by maintaining and managing it well, adapting it to a changing climate and upgrading it to support modal shift.

2.1.6 Where new infrastructure is needed, the RTPs and RTDPs must follow the Sustainable Transport Hierarchy.



2.1.7 **The RTPs must identify barriers to sustainable travel for different groups of people, using the COM-B model of behaviour change.**

2.1.8 The COM-B model states that to do a behaviour, an individual must have the **Capability** to do it, the **Motivation** to do it, and external factors must provide them with an **Opportunity** to do it. The RTPs and RTDPs must include policies and actions to give people:

- the Capability to use sustainable transport;
- the Opportunity to make sustainable transport choices; and
- the Motivation to shift away from private car use.

2.1.9 **RTPs and RTDPs must include policies and actions for a range of behaviour-change projects** to encourage people to make smarter travel choices to reduce congestion and increase use of sustainable modes of transport.

2.1.10 The WTS includes nine mini-plans that set out actions for specific transport modes. To encourage integrated transport planning across modes there are four cross-cutting pathways to track actions on rural delivery, decarbonisation, equality and integrated journey planning.

2.1.11 **The RTPs must include policies to support the mini-plans and cross-cutting pathways. The RTDPs must include actions deliver these.**

2.1.12 The WTS Monitoring Framework sets out measures to track progress against the WTS. These are based on the four ambitions in the WTS and the 7 goals set out in the Well-being of Future Generations (Wales) Act 2015.

2.1.13 **RTP policies and RTDP actions must maximise contribution to the measures in the WTS Monitoring Framework.**

2.1.14 The WTS incorporates the five ways of working set out in the Well-being of Future Generations Act (Wales) 2015.

2.1.15 **RTPs and RTDPs must be developed using five ways of working of the Well-being Act:**

- **Long term** – balancing short-term needs with the need to safeguard the ability to also meet long-term needs.
- **Prevention** – identifying root causes of problems and considering how to prevent them occurring or getting worse.
- **Integration** – considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.
- **Collaboration** – acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.

- **Involvement** – involving people with an interest in achieving the well-being goals and ensuring that those people reflect the diversity of the area which the body serves.

2.2 The National Transport Delivery Plan

2.2.1 The National Transport Delivery Plan (NTDP[6]) sets out Welsh Government's programmes, projects and policies to deliver the WTS vision, ambitions and priorities across Wales over a five-year period.

2.2.2 **The RTPs and RTDPs must align with the NTDP.**

2.2.3 Given the overlapping publication cycles, it is expected that RTPs will inform subsequent versions of the NTDP. The current NTDP is due to be revised in 2027.

2.2.4 **The RTPs must draw on work already undertaken for other transport policies and plans in the region**, including Metro programmes, South Wales Transport Commission, North Wales Transport Commission and Bws Cymru.

2.2.5 Transport for Wales (TfW) is developing Metro programmes and associated business cases on behalf of Welsh Government and in collaboration with local government. Where they exist, Metro programmes will provide context for the RTPs in those regions to build on.

2.2.6 The Active Travel (Wales) Act 2013 **requires** CJCs to have regard to the Integrated Network Maps for active travel when formulating RTPs.

2.2.7 **RTPs and RTDPs must align with Welsh Government's response to the Roads Review recommendations and principles for future road investment.**

2.2.8 Annex 2 provides a list of modal plans and strategies that all RTP policies and RTDP projects must align with.

2.3 Strategic Development Plans

2.3.1 Transport is a key element in place-making, so it is important that RTPs and SDPs for each CJC are closely aligned.

2.3.2 The first WTS priority is 'to bring services to people to reduce the need to travel'. This involves planning ahead for better physical and digital connectivity, more local services, more home and remote working and more active travel to reduce the need for people to use their cars on a daily basis.

[6] National transport delivery plan: 2022 to 2027 | GOV.WALES

2.3.3 Both Planning Policy Wales and Future Wales include guidance on taking transport issues into account in land use planning including having regard to WelTAG and adopting the sustainable transport hierarchy.

2.3.4 **RTPs will provide a good platform for better integration with land use planning. RTPs must take account of:**

- Future Wales: the National Plan 2040[7] which sets the direction for development in Wales;
- Planning Policy Wales;
- the Wales Infrastructure Investment Plan[8]; and
- work undertaken to produce existing and new Local Development Plans (LDPs) and emerging work on their Strategic Development Plans (SDPs). LDPs and SDPs must take account of RTPs.

2.4 Other Policies and Plans

2.4.1 **CJCs must take account of other policies and plans, including:**

- Local Authority well-being assessments and well-being plans
- Regional Economic Frameworks[9]
- Net Zero Wales[10]
- A Healthier Wales[11]
- Clean Air Plan for Wales: Healthy Air, Healthy Wales[12]
- Noise and Soundscape Action Plan[13]

2.4.2 The RTPs should clearly demonstrate how they will enable access to, and deliver benefits in relation to, other local government and public services such as education and health.

[7] https://gov.wales/sites/default/files/publications/2021-02/future-wales-the-national-plan-2040.pdf

[8] https://gov.wales/wales-infrastructure-investment-plan-project-pipeline-2021

[9] Regional economic frameworks | GOV.WALES

[10] https://gov.wales/net-zero-wales

[11] https://gov.wales/healthier-wales-long-term-plan-health-and-social-care

[12] Clean Air Plan for Wales: Healthy Air, Healthy Wales | GOV.WALES

[13] noise-and-soundscape-action-plan.pdf (gov.wales)

3 Form and Content of Regional Transport Plans

3.1 Format

3.1.1 **The RTPs must consist of two elements:**

- The RTP itself, incorporating the RTDP; and
- An Integrated Well-being Appraisal (IWBA) for the RTP.

3.1.2 The RTP and IWBA **must** both be **easy to read and concise**. Please consider:

- What information **MUST** the reader have to understand the issues and options? **Include it**.
- What information **SHOULD** the reader have to improve understanding of the issue and options? **Be selective**.
- What information **COULD** the reader have, which would be nice to know, but not necessary to understand the issues and options? **Leave it out**.

3.1.3 Keeping the RTP concise is very important. You may use annexes, but these must also be concise and kept to a minimum.

3.1.4 Visuals such as diagrams and plans should illustrate the style, format and content of RTPs to a range of stakeholders and be easy to understand.

3.1.5 RTPs **must** be available in accessible formats, including an Easy Read version. The purpose of an Easy Read document is to give people access to information who have difficulty doing so from documents produced in a standard format.

3.1.6 RTPs, RTDPs and IWBA **must** be available in Welsh and English.

3.2 Content

3.2.1 **The RTPs must include the following information:**

- Context and background to the plan, including the link to relevant national and regional strategic plans and policies.
- An evidenced-based overview of the current transport situation and likely changes over the plan period – closely tied to land use planning. This should include opportunities and barriers to addressing the priorities in the WTS and fit with the NTDP. To support this, information is produced by Welsh Government and available via the Well-being of Future Generations Future Trends Report[14],

[14] https://gov.wales/future-trends-2021

Mobility in Wales[15], and WTS transport data and trends supporting information[16]. Datasets, analytics and regional modelling is available via TfW (Annex 3).

- A vision for the transport network by the end of the plan period with a series of clear SMART objectives linked to this. These should be linked back to the WTS.
- An overview of the proposed policies and high-level interventions and how they will achieve the vision, including a brief summary of how those options were chosen (including any consultation and appraisal).
- A Regional Transport Delivery Plan (RTDP), listing the specific projects that will help to achieve the vision – ranked in order of priority (in terms of greatest impact in meeting WTS priorities) and sequenced for delivery. This can be in the form of a detailed table. An example can be found in Annex 4 of this document.
- Information about how projects will be delivered, and plans for monitoring and evaluation. These **must** align with the WTS monitoring framework.

3.3 Supporting information

3.3.1 The supporting information for an RTP can include (but not be limited to):

- the key background data and research used to inform the issues and opportunities (this might include data from previous studies, modelling information, or land use planning information);
- an IWBA showing how well-being has been taken into account in developing the RTP including the five ways of working and the four WTS well-being ambitions;
- more detailed statutory impact assessments, technical studies, consultation and engagement summaries, or other information that have been used to inform the development of the RTP or IWBA; and
- a monitoring framework and set of baseline data.

3.4 Scope

3.4.1 For each high-level intervention identified in the RTP, the RTDP should set out the specific schemes proposed to deliver them. These should **only** include proposals for schemes that are within a local authority's remit and should not, for example, include schemes relating to the rail or trunk road network.

3.4.2 Where a local authority considers an intervention or scheme to have a sub-regional or regional impact, this should be identified in the RTP.

[15] https://gov.wales/llwybr-newydd-wales-transport-strategy-2021-mobility-wales

[16] https://gov.wales/sites/default/files/consultations/2020-11/supporting-information-transport-data-and-trends.pdf

4 How to Develop the Regional Transport Plan

4.1 Case for Change

4.1.1 Before starting work on developing the RTP, the CJC should develop a 'Case for Change'. This should set out the aim of the RTP and core SMART objectives. It should draw on the WTS and other current strategic plans, as well as on existing knowledge of issues and opportunities including previous plans.

4.2 Engagement

4.2.1 As part of the Case for Change, CJCs should develop an Engagement Plan showing who will be involved in developing the RTP and how they will be involved, including details of the formal consultation process and other engagement and involvement mechanisms.

4.2.2 RTPs should be developed collaboratively, drawing on knowledge and experience of previous local and regional transport plans. CJCs should also be in dialogue with each other during the process to share knowledge and avoid duplication.

4.2.3 The key partners will be each of the local authorities in the CJC. Other partners should include TfW, Welsh Government, and transport groups and operators in the private and third sectors across different transport modes. CJCs must engage with the public, using creative and innovative means of involving a diverse range of people.

4.2.4 There should be a formal governance process in place to involve key partners and agree the RTP (see below). There should also be a wider engagement process involving activities such as working groups, forums, face to face meetings and formal consultations.

4.2.5 **We expect CJCs to use creative ways of reaching people whose behaviour we want to change to achieve modal shift.**

4.2.6 It is particularly important that there is effective engagement with land-use planning colleagues developing Strategic Development Plans. The CJC should also seek to engage with stakeholders from other policy areas including education, health and well-being, such as through inviting colleagues to workshops to develop options.

4.2.7 The RTP should summarise the engagement process and show how the results of that engagement have informed the development of the RTP. The Integrated Well-being Appraisal (IWBA) should show how engagement across different sectors and policy areas has informed the social, environmental, economic, place-based and cultural impacts of the RTP.

4.3 Governance

4.3.1 As well as a wider engagement process, CJCs will need a formal governance process for preparing the RTP. This ensures that key partners have the opportunity be involved in, and formally agree, the RTP.

4.3.2 A review group should be set up involving key staff from the authorities in the CJC. This group should ensure that CJCs have taken into account relevant information, including priorities plans and budgets. Other members should include representatives from Welsh Government and TfW. The regulations allow for others to be co-opted into the process such as partners from outside the region where there are shared interests.

4.3.3 The CJC should appoint a Secretariat to co-ordinate basic administration, such as meeting arrangements, and a Project Manager to be responsible for and oversee the plan's production, including securing decision making/ approvals.

4.3.4 Welsh Government check-ins should be held at least twice during the development of a CJC's RTP to help ensure progress is being made and to raise any issues at an early stage. This could, for example, take place at draft and final plan stages prior to the submission of the RTP to the Welsh Government for approval. The Check-in approach should be agreed at the start of the RTP planning process with Welsh Government officials.

4.3.5 Details of the governance process should be included in the Implementation Plan.

4.4 Scoping and Implementation Plan

4.4.1 RTPs and RTDPs should be prepared and submitted to Welsh Government by the start of the 2025-26 financial year.

4.4.2 Following the publication of this guidance, CJCs should consider it, review previous work to ensure it is aligned, scope the likely work required and consider the resources needed to prepare their RTP.

4.4.3 By the end of October 2023, each CJC **must** produce an Implementation Plan and discuss it with Welsh Government transport officials and Transport for Wales.

4.4.4 The scoping exercise should identify the work packages needed to develop the RTP and supporting information including the IWBA.

4.4.5 The work packages could include:

- Background data and research including technical data from transport models, and baseline data on key WTS monitoring measures including air quality or noise.
- Initial advice on scheme development and options, including technical modelling of options including carbon emissions and air quality.
- Preparation of an initial IWBA to inform the choice of options and a final IWBA showing how well-being has been taken into account in the final RTP.
- More specific regulatory impact assessments such as Environmental Impact Assessment, Habitats Regulations Assessment, Equalities Impact Assessment, Welsh Language Impact Assessment and Heritage impact assessment as needed to inform the IWBA.
- Assistance with engagement and consultation.
- Assistance with drafting the plan and incorporating the results of more detailed work packages including the IWBA.

4.4.6 The milestones should include target dates for completing the following steps:

1. Drafting the initial Case for Change, mobilisation and scoping
2. Submitting the Implementation Plan to Welsh Government
3. Finalising the Case for Change and engaging with statutory bodies and others on the IWBA
4. Developing and refining proposals
5. Submitting the draft RTP and draft IWBA to Welsh Government for review
6. Publishing the revised RTP and IWBA for public consultation
7. Submitting the revised RTP, IWBA and consultation report to Welsh Government for approval by the Welsh Ministers
8. Publishing the approved RTP and IWBA.

4.4.7 Annex 5 provides key milestones.

4.4.8 The Implementation Plan should set out how the RTP will be developed including what work packages are needed, the governance arrangements, the timetable and milestones. It should include an engagement plan for the development of the RTP.

4.5 The Planning Process

4.5.1 Once the Case for Change has been established and the Implementation Plan has been agreed, the next step is for the CJCs to develop the regional policies and high-level interventions to achieve the vision and objectives of the RTPs.

4.5.2 These policies and high-level interventions will set the framework for the projects and programmes in the RTDPs. This will ensure that what we are delivering directly contributes to regional and national priorities.

4.5.3 It is important that RTPs are developed in-house wherever possible, and consultants and specialists are only brought in where needed.

4.5.4 It is also important not to duplicate work and make best use of existing information and knowledge.

4.5.5 Engagement and review are essential parts of the planning process and will help make sure that the policies, programmes and projects maximise well-being.

4.5.6 Modelling can be used to test the effectiveness of policies and interventions at meeting our objectives against a do nothing or do minimum scenario. Any modelling must be proportionate to the funding available to deliver the RTPs.

4.6 Regional Transport Delivery Plans

4.6.1 RTPs must set out both policies for transport in the region and more specific information about how those policies will be delivered by local authorities in its Regional Transport Delivery Plan (RTDP).

4.6.2 The RTDP should take the form of a list of schemes and be ranked in order of priority in terms of impact on delivering WTS priorities. These should be the schemes that local transport authorities intend to invest in to deliver the RTPs.

4.6.3 The RTDP must set out how local authorities will meet the revenue consequences of the capital investment.

4.6.4 As well as using their own resources, CJCs and local authorities are encouraged to be creative in seeking additional funding for transport investment. This could include private sector financing or funding from other funders.

4.6.5 Where Welsh Government funding is made available for local authority schemes once RTPs are in place, we would expect any schemes proposed for support to be identified and prioritised in the approved RTDP.

4.7 Monitoring and Evaluation Plan

4.7.1 The RTP must include a Monitoring and Evaluation Plan showing how regional progress in achieving the national priorities and ambitions in the WTS will be monitored, measured and evaluated. This must include the region's contribution to national decarbonisation and modal shift targets.

4.7.2 The Monitoring and Evaluation Plan should include a set of measures with baseline information for each. The measures can include qualitative outcomes and quantitative measures.

4.7.3 The measures should be based on the framework of measures used in the IWBA and updated if needed, drawing on the WTS Monitoring Framework adapted for regional needs. Transport for Wales published baseline data for the WTS Monitoring Framework and are reviewing and updating this on an ongoing basis.

4.7.4 CJCs must submit annual performance reports on RTPs to Welsh Government each year.

4.7.5 A comprehensive evaluation should be prepared after three years to assess whether the RTP is delivering its outcomes, providing value for money and whether there are any unintended consequences. This should follow published guidance and best practice on evaluation.

4.7.6 The results of this comprehensive evaluation will feed into the subsequent RTP for each CJC, and the subsequent NTDP.

5 Integrated Well-being Appraisal

5.1.1 RTPs **must** be supported by an Integrated Well-being Appraisal (IWBA). Current guidance on IWBA is set out in the new draft WelTAG guidance. This should be used until the final guidance is published.

5.1.2 An IWBA shows how well-being has been considered in the plan including social, environmental, economic and place based and cultural well-being, and the five ways of working. It should also show how the RTP will contribute to other outcomes such as NetZero and equality.

5.1.3 IWBA is not new. Welsh Government publish Integrated Impact Assessments for new policies and programmes and public bodies are required to consider well-being. Strategic Environmental Assessments (SEAs) are used for plans that set the framework for development consents.

5.1.4 The IWBA simply tailors that process to the needs of transport policies, programmes and projects in Wales by aligning it with the WTS and the Well-being of Future Generations (Wales) Act 2015. It includes considerations relevant to transport services including equalities impact assessment, Welsh Language impact assessment and impact on NetZero ambitions.

5.1.5 Public Service Boards already publish well-being plans and report against well-being targets. Those documents will provide a useful starting point for developing the RTP and assessing the impact of RTPs on well-being.

5.1.6 Providing the IWBA identifies, describes and evaluates the "likely significant effects on the environment of implementing the plan and reasonable alternatives, taking into account the objectives and geographical scope of the plan",[17] there may be no need for a separate Strategic Environmental Assessment.

5.1.7 In accordance with the Equalities Act 2010, the IWBA should summarise the foreseeable impacts of the RTP on people who share protected characteristics (including disabled people and people with limited mobility) and how any potentially negative impacts have been mitigated or avoided. They should also show how the RTP has addressed the socio-economic duty.

5.1.8 The IWBA should use an Integrated Well-being Appraisal Framework which incorporates the four well-being ambitions in the WTS and the measures in the WTS Monitoring Framework, including modal shift and decarbonisation targets.

[17] Environmental Assessment of Plans and Programs (Wales) Regulations 2004

5.1.9 These can be supplemented with regional ambitions and measures drawing on, for example, Public Sector Board Well-being Plans or Regional Strategic Plans.

5.1.10 The IWBA should also show how the RTP has used five ways of working set out in the Well-being of Future Generations (Wales) Act 2015.

5.1.11 The IWBA should not be prepared after the RTP is drafted. Instead, well-being should be considered each stage in developing the RTP including the Case for Change, exploring options, the choice of final proposals and plans for monitoring and evaluation.

5.1.12 The four main steps in preparing and IWBA for a RTP are:

Step 1 before work commences: the project manager should review the Case for Change, undertake scoping to establish what specialist work packages may be needed to develop the IWBA including any supporting statutory impact assessments, and develop a brief/s to commission that work and ensure it is fed into the process of developing the RTP.

Step 2 During the process of developing the RTP: an integrated well-being framework should be developed and agreed with key partners. Options for policies or projects should be reviewed against that framework.

Step 3 when the draft RTP is published for consultation: it should be accompanied by a draft IWBA report showing how well-being has been taken into account and how the five ways of working have been followed.

Step 4: when the final RTP is submitted to WG: it should be accompanied by a final IWBA report taking on board any consultation responses.

5.1.13 CJCs may wish to commission specialist impact assessments to explore particular topics in Schedule 2 of the environmental impact regulations or in relation to equality or Welsh language. They may also need specialist advice on calculating projected carbon emissions or health impacts. Information from these should be summarised in the IWBA which should take an integrated approach.

Annex 1: Regional Contacts

Transport Planning

For help with transport planning including RTP development and application of WelTAG:

	Welsh Government	Transport for Wales
North Wales	Corinna James*	Ruth Wojtan
	transportplanning@gov.wales	Ruth.wojtan@tfw.wales
Mid Wales	Matt Jones	Tracy Kearns
	transportplanning@gov.wales	Tracy.kearns@tfw.wales
South West Wales	Matt Jones	Ben George
	transportplanning@gov.wales	Ben.george@tfw.wales
South East Wales	Corinna James	Rob Jones
	transportplanning@gov.wales	Rob.jones@tfw.wales
		Amy Nichols (Cardiff)
		Amy.nichols@tfw.wales

*Temporary contact whilst a north Wales transport planner is appointed

North Wales Transport Commission

In developing north Wales transport policies, programmes and projects, the north Wales CJC and LAs must take account of the following documents:

- North Wales Transport Commission Interim Report https://www.gov.wales/sites/default/files/publications/2023-06/north-wales-transport-commission-interim-report-june-2023.pdf

Key Contact:

Welsh Government
Lea Beckerleg Lea.beckerleg@gov.wales

Annex 2: Modal Plans and Strategies

Active Travel

In developing Active Travel policies, programmes and projects, including Safe Routes in Communities, CJCs and LAs must take account of the following documents:

- Active Travel Act Guidance Active Travel Act guidance (gov.wales)
- Each local authority's Active Travel Network Map, as submitted on DatamapWales, Active Travel Network Maps | DataMapWales (gov.wales) and its associated scheme prioritisation schedule

Key Contacts:

Welsh Government	Transport for Wales
Natalie Grohmann activetravel@gov.wales	Matthew Gilbert activetravel@tfw.wales

Public Transport

In developing Public Transport policies, programmes and projects, CJCs and LAs must take account of the following documents:

- Bws Cymru Bws Cymru connecting people with places (gov.wales)
- Bus reform white paper One network, one timetable, one ticket: planning buses as a public service for Wales | GOV.WALES and any subsequent legislation
- A Railway for Wales: Meeting the needs of future generations a-railway-for-wales-the-case-for-devolution.pdf (gov.wales)

Key Contacts:

Welsh Government	Welsh Government
Joe Dooher bus@gov.wales	Jodye Kershaw / Jon Travis rail@gov.wales

Road Safety

In developing Road Safety policies, programmes and projects, CJCs and LAs must take account of the following documents:

- Road Safety Strategy for Wales Written Statement: Road Safety Strategy (15 December 2022) | GOV.WALES

We are developing a new Road Safety Strategy for Wales to align with the Wales Transport Strategy and Net Zero. We plan to launch the new strategy in early 2024.

We will provide a copy of the Road Safety Strategy for Wales once it is published.

Key Contacts:

Welsh Government
Ian Bradfield transportplanning@gov.wales

Ultra-low Emission Vehicles

In developing Ultra-low Emission Vehicle policies, programmes and projects, CJCs and LAs must take account of the following documents:

- Electric Vehicle Charging Strategy for Wales Electric Vehicle Charging Strategy (gov.wales)
- Electric Vehicle Charging Strategy for Wales Action Plan Electric vehicle charging strategy for Wales: action plan (gov.wales)

Key Contacts:

Welsh Government	Transport for Wales
Karine Boucher transportplanning@gov.wales	Steve Ward steve.ward@tfw.wales

Roads

In developing Road policies, programmes and projects, CJCs and LAs must take account of the following documents:

- Welsh Government response to the Roads Review Welsh Government response to the Roads Review | GOV.WALES

Key Contacts:

Welsh Government
Alison Thomas transportplanning@gov.wales

Freight

In developing Freight policies, programmes and projects, CJCs and LAs must take account of the following documents:

- Freight & Logistics Plan for Wales

We are developing a new Freight & Logistics Plan for Wales. The plan will be developed through joint working and consultation with key stakeholders such as The Rail Freight Group, Road Haulage Association and Logistics UK. We intend to launch the plan by 2024.

We will provide a copy of the Freight & Logistics Plan for Wales once it is published.

Key Contacts:

Welsh Government
Jonathan Moody aviationportsandlogistics@gov.wales

Annex 3: Data to inform Regional Transport Plans

Data available to CJCs from Transport for Wales

Subject to discussion and agreement of scope with Transport for Wales, the following data and analysis can be provided for use by CJCs. Requests should be made to Welsh Government and Transport for Wales representations working with CJCs across each region, who may engage with the Geospatial and Strategic Transport Analysis Unit (G-STAT)18.

Datasets

- Public Sector Geospatial Agreement (PSGA) data from OS, such as mapping tiles and AddressBase – note that this information can be supplied to CJCs if they (or their legally accountable body) are signed up to the PSGA and can use their own OS licence number on maps that are produced when they use this data.
- Bus route coverage / bus stop mapping, updated to Q3 2022.
- GPS-based journey time data for main road links and corridors (up-to-date and historic) – note that permission will need to be granted by the Welsh Government before Transport for Wales can release this data to CJCs.
- Summary annual rail demand for specific stations or specific rail corridors based on ticket sales data contained within MOIRA1, updated to year ending March 2022 – note that permission may need to be sought from GWR, Cross County or Avanti if CJCs wish to publish information for rail lines/stations served by those operators.
- Origin-destination mobile network data summary mapping at the MSOA census level, from summer 2018 / spring 2019 (pre-pandemic). More recent datasets (for summer/autumn 2022) will be available spring 2023.
- High level GB National Trip End Model (NTEM) forecasts from the DfT's TEMPro.

[18] Email: gstat@tfw.wales

Analytics

- Journey time accessibility isochrone mapping for public transport, walk, cycle access to specific destinations, by time of day. Similarly, journey time accessibility mapping for walk or cycle access to the public transport network. Based on Q3 2022 public transport networks.
- Catchment analyses, for populations within certain distances / times of bus stops and/or rail stations, using 2020 mid-year population estimates.
- Trip numbers and mode share estimates (2019) for each region.

Strategic transport modelling

- Base year travel demand matrices by time period (AM peak, inter-peak, PM peak), by mode (car, public transport) and by journey purpose (commute, business, other):
    - South East Wales Transport Model (SEWTM): 2015 base year (2022 version to be available mid-2023)
    - South West & Mid Wales Transport Model (SWMWTM): 2019 base year
    - North Wales Transport Model (NWTM): 2019 base year
- Scenario modelling / forecasts, following scoping discussions with Transport for Wales:
    - SEWTM: 2026/2036 (later forecast years to be available mid-2023)
    - SWMWTM: 2027/2042
    - NWTM: 2027/2042

Further information on the Wales Regional Transport Models is available at: Wales Regional Transport Models | TfW

Llwybr Newydd Wales Transport Strategy Monitoring Framework

Information on the national Wales Transport Strategy Monitoring Framework is available at: Wales Transport Strategy Monitoring | Transport for Wales (tfw.wales)

Annex 4: Regional Transport Plan Framework

1. Introduction

1.1 Plan Coverage and Period

Provide a brief introduction. Attach a location plan of area covered.

1.2 Links to Welsh Government Priorities

Provide information about links to priorities.

1.3 Review of Regional Transport Plan and Studies

Provide an overview of plans and studies reviewed.

1.4 Review of Policies and Other Plans

Provide a brief overview of documents reviewed.

2. Issues, Opportunities and Interventions

Issues and opportunities should relate to meeting the WTS priorities and targets for decarbonisation and modal shift, considering the well-being outcomes.

The interventions should focus on turning the WTS into action at a regional level. Whilst it will be the responsibility of local authorities to deliver the interventions in any approved RTP, the CJCs should answer key questions as part of the RTP process pertinent to affordability, deliverability and management.

In line with WelTAG, an evidence-based approach should be applied, considering each issue, opportunity and outcome in the context of the current and future trends.

The five ways of working set out in the Well-being of Future Generations (Wales) Act should be followed to help ensure CJCs think more about the long-term, work better with people and communities and each other, look to prevent problems and take a more joined-up approach. CJCs should refer to the relevant guidance published by the Future Generations Commissioner for Wales[19].

[19] https://gov.wales/well-being-future-generations-wales-act-2015-guidance

RTPs should include a Regional Transport Delivery Plan, using the format below. This should provide a reference number alongside relevant evidence, issues, opportunities and interventions.

Ref	Evidence	What is the issue or opportunity?	What do we want to achieve? (Well-being outcomes)	How do we intend to achieve this? (Affordability, deliverability, and management)	When do we intend to achieve this? (Timescale)

The WTS identifies **four** key areas critical to the delivery of Welsh Government priorities and ambitions – decarbonisation, equality, integrated journey planning and rural. These cut across the different modes and sectors.

There are a wide range of commitments relating to each of these throughout the WTS. Annex 3 of the NTDP provides a summary of the main NTDP initiatives that will be key to delivering each pathway.

The RTP should include a summary of the main RTP initiatives that will be key to delivering each pathway.

3. Statutory Checks

CJC should provide details of screening undertaken and summarise any necessary statutory checks.

An IWBA should accompany the RTP.

4. Engagement

CJCs should provide details of who has been consulted, summarise feedback and explain how comments have been taken into account. This should be based on an Engagement Plan completed as part of the RTP Implementation Plan, and recorded in a Consultation Report, to be undertaken and satisfied as part of the WelTAG and IWBA process.

5. Monitoring and Evaluation

A Monitoring and Evaluation Plan will be required which describes how each intervention and its impacts will be monitored. This should follow WelTAG guidance as appropriate.

Annex 5: Key Milestones

- 31st October 2023 – CJCs to submit Implementation Plan to Welsh Government.
- 29th February 2024 – CJCs to submit RTP Case for Change including SMART objectives to Welsh Government
- 29th May 2024 – CJCs to submit initial draft RTP, IWBA and RTDP to Welsh Government BEFORE public consultation
- 31st October 2024 – CJCs to submit final draft RTP, IWBA and RTDP to Welsh Government
- 29th March 2025 – CJCs to submit final RTP, IWBA and RTDP to Welsh Government
- 30th June 2025 – Welsh Government decision on approval of RTPs

Future Generations Assessment Evaluation
(includes Equalities and Sustainability Impact Assessments)

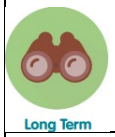
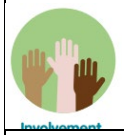
Name of the Officer completing the evaluation:	**Please give a brief description of the aims of the proposal:**
Rhys Thomas **E-mail:** rhys.thomas@cardiff.gov.uk	1. To update the South East Wales Corporate Joint Committee (the CJC) on the transition of the Cardiff Capital Region City Deal (CCRCD) into the CJC. 2. To update the CJC on the current activities to fulfil its statutory duties to develop the Regional Transport Plan and the Strategic Development Plan.
Proposal: CJC – Update	**Date Future Generations Evaluation form completed:** 31 July 2023

1. **Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	The report and appendices set out a progressive approach for driving prosperity within the region as it evolves its functions to embed CJC provisions and regulations.	In order to maintain business continuity and a seamless transition the report is focused on concurrence and the principles of transition and adaptation.
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	The central contention of the report is that covid-19, climate and low growth all poses a conundrum about the forward and how some of the behaviours around working together, innovating quickly and rapidly adapting can be maintained as a positive legacy in the new working arrangements.	A CJC will allow more freedom and flexibility and it is envisaged that climate and renewable energy for clean growth will be a key lever in this context. The report highlights the responsibilities of the CJC going forward and how the organisation is setting itself up to be able to manage those duties appropriately and proportionally.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	Inclusion is a core theme of the approach and balancing a focus on levelling up the region with other regions in the UK to ensure CCR accesses all of the opportunities available to it – thus supporting not just sectors and industries but communities and people.	ESG and equality and diversity focus to ensure emphasis on societal and community needs. CJC will develop its own corporate policies in response to key duties in respect of WFG Act Wales, Equality and Human Rights and Nature and Biodiversity
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	Putting in place a framework for regional cohesion whilst enhancing localism will support delivery of scale projects that make a difference across the geography, in tandem with local policies and levers that ensure citizens can benefit.	Work on the Northern Valleys will continue to be a key theme of CJC work – as will the emphasis on distributed, inclusive and resilient growth. CJC will also pick up the mantle on approval of key mechanisms such as the Regional Investment Plans for the Shared Prosperity Fund.
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	The principles look outward and focus on the FDI and international opportunities, which are particularly important post-EU exit.	Proposal for eventual radical decentralization of business functions and units currently operating at national level.
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	The document represents a distinctive regional strategic approach to developing the economy.	CJC will develop its own corporate policies in response to key duties in respect of WFG Act Wales, Equality and Human Rights and Nature and Biodiversity
A more equal Wales People can fulfil their potential no matter what their background or circumstances	The approach focuses on economic inclusion, levelling-up and a mission-driven approach capable of not just tackling economic problems – but societal ones too.	The CJC will begin to produce its own policies for equality and diversity and ensuring these are not just factors in assessing impact – but become central to the task of increasing productive capacity and inclusive growth in the first place.

2. How has your proposal embedded and prioritized the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 Balancing short term need with long term and planning for the future	The CJC is a long-term construct and requires thinking ahead, however in the short-term a 'bare minimum' model is being put in place.	This will be subject to the first phases of work and the transition plan as well as the proposed interim first phase of operation.
Working together with other partners to deliver objectives	The principles of the structure recommended situate partnerships and the building of new institutional capacity at the heart of the new framework.	As the regs develop this will be further progressed. As work commences on immediate duties around the Strategic Development and Regional Transport Plans – consultation and engagement processes will be developed accordingly.
 Involving those with an interest and seeking their views	The plan will be backed by a wider comms plan which has already included meeting with the various CCR Partnership groups.	Challenge funds will be another perspective to bring to bear in this context.
Putting resources into preventing problems occurring or getting worse	The mission-driven/ challenge-led approach embedded will be a key means of experimenting in the prevention space	At project and programme level – there are a number of options the CJC will be looking at in quick time, regarding regional bus services and transport demand management. There is also work moving forward on Local Area Energy Planning to ensure prevention is prioritized.
Considering impact on all wellbeing goals together and on other bodies	The proposed impact assessments will give a comprehensive and ongoing overview of benefits, costs and results. Outcome focused reporting and accountability will be key to this.	This can be further reinforced in the CJC budget setting and when Cabinet and partners have access to greater freedoms and flexibilities and the full 'lift and shift' CJC model.

3. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Not relevant in this context since the principles, approach and ways of working apply to all prospective interests and stakeholders	As projects and programmes develop under the CJC, each will be subject to comprehensive assessments against the plans and procedures put in place to protect certain characteristics.	A full ESG agenda and diversity and inclusion reviews into partnerships and groups will help ensure this agenda is embedding in ways of working and the culture that is created. A full training and development programme will also be devised in order to embed and 'bring to life' such considerations – not just as part of project assessments, but in seeking to address such concerns and issues as part and parcel of project business cases that are developed.
Disability	As above	As above	As above.
Gender reassignment	As above	As above	As above.
Marriage or civil partnership	As above	As above	As above.
Pregnancy or maternity	As above	As above	As above.
Race	As above	As above	As above.
Religion or Belief	As above	As above	As above.
Sex	As above	As above	As above.
Sexual Orientation	As above	As above	As above.
Welsh Language	As above	As above	As above.

4. Safeguarding & Corporate Parenting. Are your proposals going to affect either of these responsibilities?

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	**Describe any negative impacts your proposal has on safeguarding and corporate parenting**	**What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?**
Safeguarding	Not directly relevant –however, building the future economy should have a profoundly positive impact on ability to safeguard the future of our residents		This is dependent upon the brief for regional education consortia and whether or not, it is intended to be grouped within CJCs.
Corporate Parenting	Not directly relevant – however building strength in the economy should create opportunities for all of the young people entrusted in our care and makes a direct contribution to wellbeing.		

5. What evidence and data has informed the development of your proposal?

As above.

6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

As above, the main implications will be in the delivery of this work.

7. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	Scrutiny by the CJC and quarterly performance – Lift and Shift anticipated to take place in 2023/24