

**Monday, 23 September 2019**

*Rydym yn croesawu gohebiaeth yn Gymraeg.  
Rhowch wybod i ni os mai Cymraeg yw eich  
dewis iaith.*

*We welcome correspondence in Welsh. Please  
let us know if your language choice is Welsh.*



**Cyfarwyddiaeth y Prif Weithredwr / Chief  
Executive's Directorate**

Deialu uniongyrchol / Direct line /: 01656 643387

Gofynnwch am / Ask for: Sarah Daniel

Ein cyf / Our ref:

Eich cyf / Your ref:

**Dyddiad/Date:** Tuesday, 17 September 2019

Dear Councillor,

**CARDIFF CAPITAL REGION CITY DEAL JOINT SCRUTINY COMMITTEE**

A meeting of the Cardiff Capital Region City Deal Joint Scrutiny Committee will be held in Rhondda Cynon Taf County Borough Council, The Pavilions, Cambrian Park, Clydach Vale, Tonypany, CF40 2XX on **Monday, 23 September 2019 at 14:00**.

**AGENDA**

- |    |  |         |
|----|--|---------|
| 1. | <u>Apologies for Absence</u><br>To receive apologies for absence from Members/Officers.  |         |
| 2. | <u>Declarations of Interest</u><br>To receive declarations of interest (if any) from Members/Officers.   |         |
| 3. | <u>Approval of Minutes</u><br>To receive for approval the minutes of a meeting dated 24 June 2019.   | 3 - 8   |
| 4. | <u>Regional Transport Authority Transport update - Metro Plus</u>  | 9 - 12  |
| 5. | <u>Developing a Skilled Workforce and Tackling Unemployment</u>  | 13 - 16 |
| 6. | <u>Information reports for noting</u><br>(a) Cardiff Capital Region City Deal joint Cabinet minutes – 15 <sup>th</sup> July 2019<br>(b) 2019-20 Annual Business Plan – Quarter 1 Performance Report. | 17 - 48 |
| 7. | <u>Forward Work Programme, Training and Schedule of Meetings</u>   | 49 - 56 |

Yours faithfully

**K Watson**

Head of Legal and Regulatory Services

Councillors:  
JPD Blundell  
B Brooks  
J Gauden  
L Parsons

Councillors  
R Patel  
P Pavia  
M Rahman  
J Ridgewell

Councillors  
D Roberts  
G Thomas

MINUTES OF A MEETING OF THE CARDIFF CAPITAL REGION CITY DEAL JOINT SCRUTINY COMMITTEE HELD IN COMMITTEE ROOM 4 - CARDIFF COUNCIL, COUNTY HALL, ATLANTIC WHARF, CARDIFF, CF10 4UW ON MONDAY, 24 JUNE 2019 AT 10:30

Present

Councillor JPD Blundell – Chairperson

B Brooks  
M Rahman

P Jones  
J Ridgewell

L Parsons  
G Thomas

R Patel

Apologies for Absence

P Pavia

Officers:

Kellie Beirne  
Sarah Daniel

Programme Director  
Democratic Services Officer – Scrutiny

19. ELECTION OF CHAIRPERSON (FROM BRIDGEND COUNTY BOROUGH COUNCIL MEMBER)

RESOLVED: That Councillor JPD Blundell, Bridgend County Borough Council be elected Chairperson for the ensuing year.

20. ELECTION OF VICE-CHAIRPERSON (FROM CAERPHILLY COUNTY BOROUGH COUNCIL MEMBER)

RESOLVED: That Councillor J Ridgewell, Caerphilly County Borough Council be elected Vice-Chairperson for the ensuing year.

22. DECLARATIONS OF INTEREST

None.

23. APPROVAL OF MINUTES

RESOLVED: That the minutes of the CCRCD JOSC of the 28 March 2019 be approved as a true and accurate record of the meeting.

24. 2018-19 ANNUAL BUSINESS PLAN - QUARTER 4 PERFORMANCE REPORT

The Programme Director presented the quarterly monitoring report informing key stakeholders of progress with performance against the Annual Business Plan, therefore discharging the requirements of the Assurance Framework. This included a detailed work programme update, an Annual Governance Statement update, the Internal Audit action plan and a wider Investment Fund budget update.

The Programme Director explained that in September 2018 the ten point plan to evolve the City Deal was implemented. She then provided a summary of the progress made in the intervening seven months.

A member referred to the statement that developments such as Brexit and the loss of EU funding meant that City Deal was the key means through which to build a sustainable, resilient and more self-reliant future for the region. He asked why there was

no reference in that part of the report to the Shared Prosperity Fund. The Programme Director replied that the important point was that City Deal would be the main vehicle and would play a significant role in how funds were allocated. After Brexit, it was likely that all new economic investment would be allocated on a competitive basis and this would require a completely different approach.

A member asked what was being done to engage with harder to reach communities and what initiatives were in place. He also asked for a timetable and assurances in regard to promoting the commitment to sustainable development through more targeted activity with public organisations such as Bcorps, Co-ops and employee-owned organisations. The Programme Director replied that they would interact in a different way with one wide investment fund and a new approach based on different principles. In order to achieve inclusive growth they would need to tilt the playing field. In the Compound Semiconductor area there was an opportunity to build a cluster. They could make sure the mechanisms were in place not only to create wealth but also to spread wealth. By using innovative finance they could create new markets and products and they would be considering applications over the next few weeks. She added that there would be a presentation to a future meeting regarding public organisations.

A member referred to the recent announcement from Ford that the Bridgend factory was closing and the loss of skilled jobs and asked if plans were being implemented to address this issue. The Programme Director replied that the expertise in the region could be used in wider opportunities such as battery storage, electric vehicles or advanced propulsion centres. They had commissioned a piece of work to look at different areas and they had to make sure they had the skills base to encourage companies to relocate to the region.

A member asked what work had been done to communicate with the urban community. The Programme Director replied that the Business Council were holding sessions on skills etc but they had not yet put in place a communications table. The member asked to see examples of the clear channels of communication. The Programme Director explained that these actions were in the annual business plan for the latter part of the year and therefore showed in the progress table as an outstanding action.

A member referred to transportation around the region in light of the recent decision regarding the M4 relief road. The Programme Director replied that there was a significant issue in the region because of the bottleneck on the M4 in the Newport area. A Commission had been set up to look into a plan B. They had to consider the consequences on those looking to invest and she gave a recent example of a business party from Taiwan stuck in a 2 hour traffic jam between St Mellons and Newport. Their role was to offer alternatives such as sophisticated ways to manage congestion. Members recommended that the City Deal contribute to the current consultation.

In relation to the closure of Fords factory, a member stated that some skills were not transferable and that plans should be put in place to address any shortage in jobs. The Programme Director replied that industries of the future would be evolving and changing and they needed to press on at a pace. A piece of work had been completed looking at a strengths analysis and areas where the region was globally competitive. NESTOR were doing work around proper skills for industries focussing on apprenticeships, graduate schemes, intelligent labour markets and portfolios. There were also other areas such as the care system, prisons and young people. Prisoners in Cardiff, Bridgend and Usk were doing stem coding qualifications. They were duty bound to look at young people and to support those in deprived areas.

A member asked how many projects were in the pipeline. The Programme Director replied that there were 3 strands, Innovation, Infrastructure and Challenge and 23 schemes ready to come into the Investment Framework.

A member raised the issue of Internationalisation and building the brand and developing a profile. A member suggested working with the next potential leaders such as India and China. Another member suggested showcasing at EXPO in Dubai in 2020.

A member referred to the slippage of £1,381,600 due to changes in the project's programme of work and asked if we had learnt any lessons from it. The Programme Director explained that it had now levelled out and was down to a timing issue.

**RESOLVED:** Members asked that they receive an update back to the Joint Committee on the outstanding actions in the report when they receive the Q1 Performance report

The Joint Committee recommended that the CCRC Director feedback to Welsh Government the collective views from the Local Authorities of the decision not to go ahead with the M4 relief road at Newport so they could take these into consideration in their future planning.

25. **INVESTMENT AND INTERVENTION FRAMEWORK AND TOOLKIT**

The Programme Director presented a report to establish the Investment and Intervention Framework to provide an evaluative and objective means of appraising projects and proposals to be funded from the Wider Investment Fund. The report detailed the new process for evaluating proposals which enhanced governance mechanisms and proposals for launch and marketing.

A member asked for clarification regarding the position in relation to Freedom of Information. The Programme Director explained that they would make as much information as possible open to the public, however some information regarding a business, intellectual property or commercially sensitive information would be confidential.

A member asked what contingency was in place in terms of succession building when it came to the Cabinet and Lead Portfolio-holders roles. The Programme Director explained that it was for the politicians to decide what arrangements they should put in place. The Leaders were assigned a portfolio and they could have a Deputy to share information with. A member added that the portfolios should be cross cutting to ensure there was a joined up approach and to avoid silo thinking.

A member referred to the individual components, the South Wales Metro and the Wider Investment Fund (WIF), and asked if the targets were for the entirety of the City Deal funding and not only the WIF. The Programme Director confirmed that there was confusion regarding that point and desired outcomes. UK Government had confirmed that they expected the targets to be shared in an equal way.

**RESOLVED:** Members noted the report and agreed that the item was to remain on the Forward Work Programme to allow them to revisit in the future should they deem necessary.

26. **ESTABLISHMENT OF THE CITY DEAL OFFICE - RESTRUCTURE AND RESOURCING PLAN - 2019/20 - 2020/21**

The Programme Director presented a report on the establishment of the City Deal Office which had been configured to meet the challenges, demands, shifts and changes required in order to accelerate progress and pace and to deliver new initiatives and succeed in a much more competitive space. Amongst other challenges, there was a sense of urgency surrounding the impact of departure from the EU, loss of structural funds and the need to compete with other regions and institutions to secure resources. She outlined the proposed structure, the budget and resourcing plan, the wider implications and the financial and legal implications.

A member asked what the timescales were for implementing the new structure. The Programme Director explained that they had recruited to one post and the next layer was now in the process of being advertised. It was a slow process as they were working to local government processes and policies. Resources were an issue at the moment however they could only go as fast as the process would allow.

A member asked for further information on the structure and the candidates they would be looking to appoint. The Programme Director explained that they needed to encourage applications from academic institutions and businesses to get a good mix.

A member asked if all the tools were in place to appoint to the new structure. The Programme Director explained that the current staffing structure was predicated on Leaders and officers carrying out lead roles. This had not worked particularly well because of time constraints and competing priorities. Reinforcing the capacity and capability within the City Deal Office would allow it to become more accountable for project leadership and delivery. It was important to get the structure right and they might need to make roles more sustainable to encourage applications eg the Chief Investment Officer role had a specific skill set and was only for 18 months which could be a barrier to recruitment. Members agreed that this was a major concern and that the Programme Director needed officers in place to be able to deliver. Administrative and committee support were also identified as areas that needed attention.

A member referred to delegated powers in terms of procurement up to the value of £100,000. The Programme Director explained that that was only in conjunction with the Chairperson and that it would allow her to get on and do the job.

A member asked if there was more information available regarding the Shared Prosperity Fund and if it was likely to be challenge-driven. The Programme Director explained that there would be a further round of consultation but it was unlikely to match the support they had received from the EU. Members agreed that they would like to see the Fiscal Analysis.

27. FORWARD WORK PROGRAMME, TRAINING AND SCHEDULE OF MEETINGS

The Scrutiny Officer presented the report to Members.

A member suggested that information on the impact of the decision on the M4 relief road and what steps could be taken to mitigate that decision, be included in the Transport Authority – Metro Plus item due to be considered at the 23<sup>rd</sup> September meeting. Members also suggested that representatives from Transport for Wales be invited to that meeting. The Programme Director replied that Welsh Government were currently considering other options.

A member asked if the four scheduled meetings were enough for all the work they had to do. Members agreed that they would review this as the year progressed.

A member referred to the Skills Partnership item planned for late March 2020 and suggested that an informal meeting to discuss this matter be held before the next meeting.

A member referred to the recent training session and suggested that all members be sent a copy of the presentation for information. He added that City Deal appeared to be well ahead of any other similar schemes.

A member recommended that in addition to training, it was also essential to undertake site visits and suggested visiting different metro systems. He added that it was important to speak to Manchester and other areas that had already been through the process so that we could learn from their experience. The Democratic Services Manager from Cardiff explained that he was trying to get electronic copies of the presentation for circulation.

A member suggested reviewing and remodelling the Terms of Reference. Officers agreed to explore the various options and to come back to Committee.

A member requested training on finance.

A member stated that it would be helpful to have a picture profile of all members and officers either emailed or circulated to them in advance of the next meeting.

**RESOLVED:**

To be added to the Forward Work Programme:

- Skills for the Future Report
- JOSC Terms of Reference – The panel wish to revisit their terms of reference in a facilitated workshop to ensure they are relevant and allow for sufficient scrutiny of the CCRC. Members also recommended that they are reviewed annually.

Whilst discussing the Forward Work Programme, Members of the JOSC recommended the following:

- that the support for the scrutiny function in Bridgend is reviewed in relation to direct support for the CCRC JOSC
- That sufficient funding is sought so that the JOSC are able to carry out investigation panels, hold special meetings, invite expert witnesses and undertake site visits as projects develop.
- Cllr M Rahman wished to express his disappointment that there were no Cabinet members present at the meeting, recommended that every meeting should have at least one in attendance so they could be held to account by members.

**28. EXCLUSION OF THE PUBLIC**

**RESOLVED**

That under Section 100A (4) of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, the public be excluded from the meeting during consideration of the following item of business at it may contain exempt information as defined in Paragraph 12 of

Part 4 and Paragraph 21 of Part 5 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

Following the application of the public interest test it was resolved that pursuant to the Act referred to above to consider the following items in private, with the public excluded from the meeting, as it was considered that in all the circumstances relating to the item, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

29. APPROVAL OF EXEMPT MINUTES

RESOLVED

That the exempt minutes of the CCRCJ JSC of the 28 March 2019 be approved as a true and accurate record subject to an amendment to the last paragraph which should read "Following a brief discussion with members, they were satisfied with the information that was provided to them and agreed that they would like to continue to be updated regarding progress".

The meeting closed at 13:30



23 September 2019

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## Regional Transport Authority Transport Update – Metro Plus

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### Reason for this Report

1. To provide an update on the Cardiff Capital Region City Deal's transport initiatives

### Background

2. Following agreement from Joint Cabinet on 18<sup>th</sup> February 2019 (<https://www.cardiffcapitalregion.wales/event/regional-cabinet-meeting-12/> Item 10 – Strategic Outline Programme for Metro Plus) to support a Metro Plus programme in collaboration with Welsh Government, three update reports were submitted to the Regional Transport Authority on 1<sup>st</sup> August 2019 (<https://www.cardiffcapitalregion.wales/event/cardiff-capital-region-transport-authority-3/> Item 4 – Common Assessment Framework, item 5 – Metro Plus Package of Studies Update & item 6 – Metro Plus) which gave an update on the current position.
3. The Phase 1 Metro Plus Programme includes Transit Orientated Developments – such as future interchanges based around a range of uses beyond just transport; enhanced Park and Ride facilities that promote interchange and integration for all modes, and new and extended Metro networks that will open up and enable improved access to new and existing activities for work, training, education, culture, retail, leisure and community. The funding package is made up of £15m from Welsh Government, £15m from City Deal Investment Fund and £20m from a mix of Local Authorities' own resources and private investment.
4. On the 12<sup>th</sup> September 2019, Joint Cabinet (<https://www.cardiffcapitalregion.wales/event/regional-cabinet-public-meeting/> Item 7 - Regional Transport Authority Delegations) agreed a further report to amend the Regional Transport Authority's Terms of Reference (under the paragraph headed 'Functions') to include the following additional functions and delegated authority:  
  
[A] Delegate authority to the Regional Transport Authority ('RTA') to make decisions as regards:  
(1) the allocation of City Deal monies to individual Metro Plus projects within the envelop of the approved budget of up to £15m and

(2) all associated matters required to facilitate the implementation of the Metro Plus Projects within the envelope of the approved budget of up to £15m;

[B] Delegate authority to the City Deal Programme Director in consultation with the Chair of the RTA (or in his absence the Vice Chair of the RTA), the Accountable Body S151 Officer and the local RTA Member to authorise spend on individual approved Metro Plus projects up to the sum approved by the RTA in respect of the Metro Plus project concerned (pursuant to the above delegation) and to deal with all associated matters required to facilitate the implementation of the Metro Plus Project PROVIDED Always that in exercising any delegated powers all decisions made should:

- consider the broader aims and objectives of the Common Assessment framework;
- be made in accordance with the requirements of the Joint working Agreement in relation to the delivery of the Cardiff Capital Region City Deal;
- be within approved budgets and comply with any legal requirement; and
- a full record (report) of the exercise of such powers shall be kept by the City Deal Programme Director in respect of each decision taken and update reports provided to the RTA outlining decisions taken.

### **Issues – High level detail and opportunities to add value**

5. The Programme includes opportunities to enhance resilience of town centres, and viability of high streets and access to employment, are potentially significant. In this way, synergies with the Wellbeing Goals of prosperity, resilience, equality of access and community cohesion, are clear to see.
6. Beyond this, there is real scope for enhanced value through incorporation of a package of measures identified around renewables, energy storage and smart charging, enabling potential to future-proof these locations and potential future proposals, and to set a standard for the region. The recommendations of the initial Low Emission Vehicle Infrastructure requirements report provide information and data on forecast uptakes in 'plug-in' vehicles, including cars, buses and taxis and details of relevant local and national policies and investment opportunities including future consideration of local renewable energy development. This has the potential to convert into delivery of:
  - Latest technological advances in vehicle charging, including energy generation and storage wherever possible;
  - Potential for a car-club sharing and plug-in scheme;
  - Potential for on-site renewables;
  - Opportunities to improve air quality and support clean growth; and
  - A flexible system which responds to demand for up until 2025, with provision made for easy upgrades until 2030 in order for further demand to be seamlessly supported.

7. In addition, a Common Assessment Framework has been prepared for scheme proposals to be assessed against, setting out further opportunity for impact around:
- Promotion of active travel and developing the proposals in line with a standard to encourage and support walking and cycling. In particular, to explore an opportunity to roll-out 'Next Bike' provision at scale;
  - Skills development and training with the potential for a Targeted Recruitment and Training programme – delivered as a core component of all works contracts;
  - Direct and indirect;
  - Income generation and ROI that is capable of being recycled through the Infrastructure Fund and reinvested into scaling and supporting future Metro Plus schemes;
  - Synergies with prospective plans for digital infrastructure development and potential open data challenges that support development of apps and digital tools that help consumers make best use of new provision;
  - Synergies with plans for future energy supply and demand needs and understanding the potential for innovative joined-up practice; and
  - Connections with wider regional working to take forward the EV Bus initiative work to align with wider EV Strategy. Recognising that EV is an important part of the solution – but alongside the other options and opportunities set out in this report.

### **Metro Plus Package**

8. The Phase 1 Metro Plus Programme includes:-

#### **Interchanges**

EVR/ Abertillery Spur – Blaenau Gwent Council  
Caerphilly – Caerphilly CBC  
Porth – RCTCBC  
Barry Docks – VOGC

#### **Park & Ride**

Pentrebach Station – Merthyr CBC  
Pyle – Bridgend CBC  
Severn Tunnel Junction – Monmouthshire CC  
Pontypool and New Inn Station – Torfaen CBC

#### **Bus Priority**

Newport to Cardiff - Newport CC  
East Cardiff – Cardiff CC

9. Recommendation

It is recommended that Members of the Joint Overview and Scrutiny Committee note the report and provide comment to Officers on the Cardiff Capital Region City Deal's transport initiatives

**Clare Cameron**

**Project Development Officer – Transport / Swyddog Datblygu Projectau –  
Transport**

**Swyddfa Cytundeb Dinesig Prifddinas Ranbarth Caerdydd | Office of the  
Cardiff Capital Region City Deal**

**Ffôn | Phone: 03000 040414**

**[www.cytundebdinesigprifddinasranbarthcaerdydd.cymru](http://www.cytundebdinesigprifddinasranbarthcaerdydd.cymru)**

**[www.cardiffcapitalregioncitydeal.wales](http://www.cardiffcapitalregioncitydeal.wales)**



## **CARDIFF CAPITAL REGION CITY DEAL JOINT OVERVIEW AND SCRUTINY COMMITTEE**

23 September 2019

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### **Developing a Skilled Workforce and Tackling Unemployment**

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#### **Reason for this Report**

1. To provide an update on the Cardiff Capital Region City Deal's skills initiatives as requested in Appendix A.

#### **Background**

2. Regional Cabinet received a report containing the Cardiff Capital Region (CCR) Graduate Scheme as a strand of activity of the wider Skills for the Future programme on the 12<sup>th</sup> of February 2018. Regional Cabinet accepted the report's recommendation and agreed to commit officer time to develop the business case for the Skills for the Future programme.
3. On the 17<sup>th</sup> of December 2018, Regional Cabinet agreed to allocate £175,000 from the Wider Investment Fund to deliver a one-year pilot of the Cardiff Capital Region Graduate Scheme in partnership with the four universities in the Cardiff Capital Region.
4. The Industrial and Economic Growth Plan was approved by regional Cabinet on the 18<sup>th</sup> of February 2019. In conjunction with additional stakeholder engagement and strategic advisory services provided by the National Endowment for Science Technology and the Arts (Nesta), it set out means of optimising the impact of the other facets of the Skills for the Future programme to achieve two mutually supportive objectives of boosting competitiveness and tackling inequalities to deliver sustainable and inclusive growth.
5. Core sets of recommendations from Nesta include:
  - Seizing near-term opportunities to target specific areas of demand for skills.
  - Investing in a more intelligent labour market in the longer-term.

#### **Issues**

## **Seizing near-term opportunities to target specific areas of demand for skills.**

6. Since launching in April 2019, the Cardiff Capital Region Graduate Scheme has engaged over 140 businesses, sifted over 300 applicants on behalf of employers and hosted numerous assessment centres. The scheme has delivered graduate starts, upskilled employees and graduate placements. The first cohort event was held on the 16<sup>th</sup> of September 2019. Two more cohorts are scheduled over the course of the one-year pilot and an update report is scheduled to be taken to Regional Cabinet on the 9<sup>th</sup> of December 2019.
7. Engagement is being undertaken with employers from the compound semi-conductor sector and its wider supply chain in addition to other priority sectors from the Industrial and Economic Growth Plan. The aim of such engagement is to explore potential for the creation of high-value jobs, training solutions that meet the needs of industry and pathways to identify how young people across the region can access any emerging opportunities.
8. A proposal for a Youth Regional Cabinet is being developed in partnership with youth forums and school engagement teams in the region to allow young people to influence and shape City Deal investments. This is scheduled to be taken to Regional Cabinet on the 9<sup>th</sup> of December 2019.
9. Regional Transport Authority received a report on a Common Assessment Framework (CAF) on the 1<sup>st</sup> of August 2019 that sets out means of maximising the number of training and work opportunities through the CCRCD Metro Plus scheme while also contributing towards well-being targets, digital and transport goals.
10. The City Deal is supporting pupils from the region to attend a STEM event at the Royal Military Academy at Sandhurst on the 27<sup>th</sup> of September 2019. The event is being delivered in partnership with large engineering firms to inspire years 7, 8, 9 to consider the broad range of careers available in STEM employment.

## **A More Intelligent Labour Market**

11. The City Deal Office is working with the Regional Skills Partnership and recruitment firms in the region to enhance the breadth and depth of labour market information available and obtain a more comprehensive picture of the region's economy.
12. As outlined in the Resource and Restructure Report that regional cabinet approved on the 18<sup>th</sup> of February 2019, the City Deal office is developing capacity to convert such labour market information into labour market intelligence through PhD Data Scientists that will be sourced and match-funded from the KES studentship scheme. This will augment regional capacity for live data curation, support and analysis to inform the available evidence base and investment project appraisals.

*The following background papers have been taken into account:-*

- Skills for the Future report 12<sup>th</sup> February 2018
- Cardiff Capital Region Graduate Scheme report 17<sup>th</sup> of December 2018
- The Industrial and Economic Growth Plan 18<sup>th</sup> February 2019

- Resource and Restructure Report 18<sup>th</sup> February 2019
- Cardiff Capital Region Transport Authority – Item 4 (Common assessment framework) – Thursday 1<sup>st</sup> August 2019

### 13. Recommendations

It is recommended that Members note the report and provide comment in relation to Cardiff Capital Region City Deal's skills initiatives

#### Appendix A – Scrutiny Report Request

<p><b>Skills Partnership - Developing a Skilled Workforce and Tackling Unemployment</b></p>	<ul style="list-style-type: none"> <li>• A key part of the CCRCDD remit is to add 5% to GVA for the region, increase productivity and promote equality of outcomes so that the benefit of growth is shared more equally within the population. This will not be possible without developing a skilled workforce and tackling unemployment. How will this be achieved?</li> <li>• Education – How are CCRCDD liaising with schools, colleges and universities to ensure that students are aware of the potential opportunities and apprenticeships available to them</li> <li>• <i>(Skills Partnership Business Plan? - What are targets? Expected outcomes? Etc.)</i></li> </ul>
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Robert Seale  
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## CARDIFF CAPITAL CITY REGION DEAL JOINT OVERVIEW AND SCRUTINY COMMITTEE INFORMATION REPORTS FOR NOTING

### 1. Purpose of Report

- 1.1 The purpose of this report is to inform the Cardiff Capital Region City Deal Joint Overview and Scrutiny Committee (CCRCD JOSC) of the Information Reports for noting which have been published since its last scheduled meeting.

### 2. Background

At the first meeting of the JOSC on 15 October 2018 members requested to receive the minutes most recently published from the CCRCD Joint Cabinet.

Members also requested at their last meeting of the CCRCD JOSC on 24 June 2019 that they receive the 2019-20 Annual Business Plan – Q1 Performance Report.

### 3. Current situation / proposal

#### 3.1 Information Report

The following information reports have been published since the last meeting of JOSC

<u>Title</u>	<u>Date Published</u>
CCRCD Cabinet Meeting	15 July 2019
2019-20 Annual Business Plan – Q1 Performance Report	15 July 2019

### 4. Availability of Documents

- 4.1 These documents are published online on the CCRCD website

### 5. Recommendation

- 5.1 That the JOSC acknowledges the publication of the documents listed in this report.

**K Watson**  
**Head of Legal and Regulatory Services**

**Contact Officer:** Sarah Daniel  
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**Prifddinas  
Ranbarth  
Caerdydd**

**Cardiff  
Capital  
Region**

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Bridgend  
CF31 4WB**



**Cardiff Capital Region City Deal  
Regional Cabinet Meeting**

10.30am-12.30pm on Monday 15 July 2019  
Ebbw Room, Penallta House, Caerphilly County Borough Council,  
Tredomen Park, Ystrad Mynach, CF82 7FQ

**Minutes**

**Present**

**Leaders and Chief Executives**

Cllr Nigel Daniels	Leader	Blaenau Gwent CBC
Michelle Morris	Managing Director	Blaenau Gwent CBC
Cllr Huw David	Leader	Bridgend CBC
Mark Shepherd	Chief Executive	Bridgend CBC
Cllr David Poole	Leader	Caerphilly CBC
Christina Harray	Chief Executive	Caerphilly CBC
Cllr Caro Wild	Cabinet Member	Cardiff Council
Paul Orders	Chief Executive	Cardiff Council
Cllr Kevin O'Neill	Leader	Merthyr Tydfil CBC
Cllr Peter Fox	Leader	Monmouthshire CC
Paul Matthews	Chief Executive	Monmouthshire CC
Cllr Debbie Wilcox	Leader	Newport CC
Cllr Andrew Morgan, Chair	Leader	Rhondda Cynon Taf CBC
Chris Bradshaw	Chief Executive	Rhondda Cynon Taf CBC
Cllr Anthony Hunt	Leader	Torfaen CBC
Alison Ward	Chief Executive	Torfaen CBC
Cllr Neil Moore	Leader	Vale of Glamorgan Council
Carys Lord	Head of Finance / Section 151 Officer	Vale of Glamorgan Council

**Officers**

Christopher Lee	Section 151 Officer	Accountable Body
Gareth Gates	Accountant	Accountable Body
Elizabeth Weale	Solicitor	Accountable Body
Jenna Walters	Solicitor	Accountable Body
Kellie Beirne	Director	City Deal Office
Rhys Thomas	Strategic Lead	City Deal Office
Nicola Somerville	Strategic Lead	City Deal Office
Liz Fitzgerald (minutes)	C&P Support Officer	City Deal Office
Bev Owen	Strategic Director - Place	Newport CC

**Guests and Observers**

Sara-Jane Byrne	Performance Audit Manager	Wales Audit Office
Ian Phillips	Performance Auditor	Wales Audit Office
Alastair Milburn	Managing Director	Effective

## Apologies

Hrjinder Singh	Accountancy Manager	Accountable Body
Cllr Huw Thomas	Leader	Cardiff Council
Cllr Emlyn Dole	Leader	Carmarthenshire CC
Cllr Rob Stewart	Leader	City & County of Swansea
Gareth Chapman	Chief Executive	Merthyr Tydfil CBC
Will Godfrey	Chief Executive	Newport CC
Rob Thomas	Chief Executive	Vale of Glamorgan Council

### 1. Welcome and Apologies

Cllr Morgan opened the meeting and apologies were noted as above.

### 2. Declarations of Interest

No declarations of interest were raised.

### 3. Minutes of the meeting held on 10 June 2019

The minutes of the meeting held on 10 June were agreed.

### 4. 2019-20 Annual Business Plan - Quarter 1 Performance Report

1. Kellie introduced the report and confirmed that changes had been made to make it easier to read and more comprehensive. From Q2 onwards there would be a pipeline scheme tracker and a progress tracker of principal projects. It represented a more comprehensive and lighter touch. Cllr Morgan welcomed the report and the new format and asked for comments.
2. Cllr Wilcox said it was good to see that overall performance was good and noted that they needed to demonstrate a wider range of activities. Cllr Wilcox said she would like to understand the position with Nesta better. Kellie said a report had been shared with the CCR RSP and a further update would come to Regional Cabinet post Skills Plan being drawn up in the autumn.

It was **RESOLVED** that the CCR Regional Cabinet:

- a) noted the overall progress at Quarter 1 2019/20, including the budget position reported at Appendix 5;
- b) considered and deemed acceptable to approve the Quarter 1 performance report;
- c) authorised the Director of the Cardiff Capital Region City Deal to formally submit the Quarter 1 performance report, including supporting information to both UK and Welsh Governments, and other stakeholders as required, on behalf of the Regional Cabinet.

### 3. WAO Review of Governance Arrangements for the Cardiff Capital Region for Audit Year 2018-19

1. Ian Phillips confirmed he had conducted some one-to-one meetings and had also observed some RSP and RBC meetings. He recognised the region's progress and developments; the industrial plan was important and the region had a performance management framework in place. He noted that the Well-being of Future Generations work did need to be strengthened but understood this work was in train. The report noted issues that required further work such as transparency, public engagement and scope for advisory bodies to link up better. Overall progress had been made.
2. Cllr Wilcox noted that the issue on public engagement was not congruent just to the CCR body, it applied to other public bodies. There was a general discussion around the issues relating to public engagement.
3. Cllr Fox said that more could be done on public engagement. For example, some of the public may choose to want to watch through live streaming of the meetings. This option could be a healthy step forward. He queried if [www.gov.uk](http://www.gov.uk) could be utilised in some way.
4. Alison Ward asked if the Chief Executive Programme Board meetings should also include declarations of interest; it was confirmed that this was a good idea. Cllr Poole pointed out that declarations did not just apply to councillors but officers as well.
5. Cllr David welcomed the progress that had been made. He asked if the Regional Cabinet could have a report in, say, 6 months to indicate if the actions had been completed so that the Regional Cabinet could assure themselves they had complied.
6. Kellie Beirne endorsed all the proposals for improvement raised in the report. She noted that once the City Deal office had the Marketing & Communications Lead in place it would help with public engagement; job creation and the housing catalyst fund would also help demonstrate what they can do.
7. It was **RESOLVED** that the CCR Regional Cabinet:
  - a) noted the findings of the WAO Review of the Governance Arrangements of the CCRC for the Audit Year 18-19 and endorsed the corresponding actions put in place/already underway to address and implement them in full.

#### 4. Cardiff Capital Region Business Council - 2019/20 Business Plan

1. Kellie Beirne introduced the report that set out the proposed plan for the RBC for 2019/20. The Business Plan focusses on areas around communications, engagement and visibility, doing business in the CCR and promoting challenge-led investment. It demonstrated the growing maturity of the RBC but there was some way to go in upping the ante.

Beyond MIPIM there would be much more focus on sectors and clusters with RBC members actively engaging and leveraging its networks. This would be a key area of focus and a key test of the RBC. One of the gateway review areas highlighted was around business engagement; an investment ask of £24k to support activity was therefore included; some sponsorship targets had also been set for the RBC to help leverage their networks. Kellie Beirne noted that in December 2019 SQW, on behalf of the National Evaluation Forum, would begin the 'one year out' report to inform Gateway Review.

2. Cllr Fox appreciated the work undertaken and said that the gateway review was an ideal time to reflect on how things were evolving. Originally, it was hoped that the RBC would stand on their own two feet and he felt that they were approaching that position. He was happy to support the report and the recommendations.
3. Cllr Morgan confirmed he was happy to support the report and the recommendations but was mindful of the £24k ask; he advised that they should remind the RBC that they were a regional body and not Cardiff-centric. He was pleased that the business engagement events were happening but expected more than one or two events. There were many smaller SMEs who should be engaged and he queried if the RBC were capturing them. Cllr Fox suggested he and Cllr Moore engage with the Chair of the RBC more closely.
4. It was **RESOLVED** that the CCR Regional Cabinet:
  - a) approved the Business Plan of the Regional Business Council 2019/20 and associated expenditure of £24,100 representing the contribution required of the City Deal to realising the objectives set out in the plan;
  - b) noted the in-kind contributions and sponsorship targets of £31,000 to be made by the Regional Business Council – representing good leverage and exemplifying the value of the commitment and engagement of the Regional Business Council.

## 5. **Strength in Places Fund - Wave 2**

1. Kellie Beirne introduced and went through the report.
2. Cllr Wilcox said that medtech was very important to the region; the proposal would be an important way of stimulating this sector of the economy. Cllr Fox agreed and said the key thing was projects that could drive the whole region; the report demonstrated it was a highly important area. Cllr Morgan was also happy to support it but suggested an ethical policy was required given the nature of the work. Kellie said it was not essential at this stage but would need to be considered as matters progressed. Cllr David said that even if the SIPF bid was not successful they were still developing a cluster and an ecosystem for that cluster which would be of great value to the region.

3. It was **RESOLVED** that the CCR Regional Cabinet:
- a) noted the progress being made in developing a strong consortium to develop a Wave 2 Strength in Places Expressions Of Interest (“EOI”) around the theme of Medical Devices and Diagnostics;
  - b) approved up to £50,000 from the CCRCW Wider Investment Fund’s Programme Development & Support budget to meet the costs associated with the compiling of a project team as outlined in the report;
  - c) delegated authority to the Director of the Cardiff Capital Region City Deal (in consultation with the Portfolio Member and Joint Committee s151 Officer) to finalise and submit the EOI on 9 October 2019;
  - d) agreed that if the EOI is successful and Strength in Places Funding is awarded to develop the proposal (‘the Detailed Proposal’) that:
    - i. CCRCW, (with the partners to the bid and within the limits of the funding awarded), undertakes the work required to develop the Detailed Proposal; and
    - ii. a further report (with supporting business case) be submitted to Regional Cabinet to seek approval of the Detailed Proposal to be submitted, including approval of any financial contribution required from the CCRCW Wider Investment Fund as part of the Detailed Proposal.
  - e) agreed that if the EOI is unsuccessful, to delegate authority to the Director of the Cardiff Capital Region City Deal to work with the consortium partners to submit further EOI under successive rounds of the Strength in Places Fund programme (in line with the approach and principles set out in this report).

#### 4. **Report on Digital Interventions in Cardiff Capital Region**

1. Kellie introduced and went through the report that provided an update. The City Deal Office would need to take the work done to date by Cube Ultra forward but future activity would change fundamentally. The LFFN bid under Wave 2 had been submitted and taken forward by Newport, Monmouthshire, Blaenau Gwent and Torfaen local authorities. Originally, the intention had been to use a standalone network of school buildings that would have been of use to business customers. Following discussions with Welsh Government and DCMS, this was no longer possible. The new project provides base level connectivity across the region. The Deputy Economy Minister had instigated a PSBA review and CCR were included in those discussions. They now intended to develop one digital plan for the region. They had engaged extensively with the market who had indicated they would look to work on an ROI basis. CCR had now agreed with Welsh Government that they could have a joint investment fund with them for digital projects on a payback basis if public funding was unavailable.

2. Cllr Wilcox referred back to her previous comments about what was happening in England; she was disappointed by the report as it showed how far the region still had to go in terms of full fibre connectivity. She supported the proposal to support investment but felt it was somewhat sub-optimal. She felt that the strategy had been driven by funding rather than what was needed. In reality, they did not have many options but they needed to support the action. KB agreed it was sub-optimal in relation to the original proposal but the options were constrained and no other avenues were available in relation to the funds.
3. Cllr David said that it reflected the fast-moving world of digital. Pace was increasing and changing all the time. He said it was important the report reflected that rather than continue to progress plans on a digital world that had moved on. Digital connectivity was at the heart of everything. If they were able to secure other investment, it would be positive and allow them to reprioritise other funding.
4. It was **RESOLVED** that the CCR Regional Cabinet:
  - a) noted the work completed in respect of the original proposed business case for digital infrastructure attached at Appendix 1;
  - b) approved the change in direction set out in this report around digital infrastructure, specifically around the re-positioned LFFN bid;
  - c) noted the development of one shared digital infrastructure plan for CCR with Wales Government and the principle of the development of a business case for a joint 'bridging fund' with WG, which will be the subject of a further report following key foundational work and will be submitted as a proposal to the Investment Framework;
  - d) approved the emphasis on shaping the wider digital agenda in line with the priorities outlined in the Industrial Growth Plan and via the forthcoming Investment Prospectus;
  - e) agreed to fund the costs associated with LFFN development to date, noting:
    - i. that the costs of £91,000 expended to date with the further £15,000 needed to finalise the revised bid, which, when offset against the resources available from the original digital business case work, totals £59,000; and
    - ii. the revised DCMS LFFN Wave 2 submission attached at Appendix 2;
  - f) agreed to delegate authority to the Director of the Cardiff Capital Region City Deal (in consultation with the Portfolio Member and Joint Committee s151 Officer) to finalise the re-positioned bid, within the financial parameters outlined in this report;
  - g) approved to re-position the lead for the revised LFFN whole-region scheme from Newport City Council to the City Deal Office and note that an update report will be brought back in due course.



## 5. Updated Regional Cabinet Portfolios

1. Kellie introduced the report and went through the proposed Cabinet portfolio allocations. **KB**
2. It was **RESOLVED** that the CCR Regional Cabinet:
  - a) noted and endorsed the Lead Cabinet Portfolio holders as set out in the report.

### **Date of Next Meeting**

Monday 9 September 2019 in the Ebbw Room, Penallta House, Caerphilly County Borough Council, Tredomen Park, Ystrad Mynach, CF82 7FQ

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

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**15 JULY 2019**

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**2019-20 ANNUAL BUSINESS PLAN - QUARTER 1 PERFORMANCE REPORT**

**REPORT OF CARDIFF CAPITAL REGION DIRECTOR**

**AGENDA ITEM: 4**

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**Reason for this Report**

1. To inform key stakeholders, principally, Regional Cabinet and also, Wales and UK Governments of the Quarter 1 reporting position against the 2019/20 City Deal Business Plan, thus discharging the reporting requirements of the Assurance Framework and providing a comprehensive overview of progress.
2. To provide regional Cabinet with an update of actual expenditure as at Quarter 1 against the approved Wider Investment Fund budgets as set out in the Annual Business Plan for the financial year 2019/20.
3. To recommend that Regional Cabinet approve the Quarter 1 report, in order for formal submission to government partners.
4. To note the continued changes to the format, structure and shape of the report, in order to provide a 'balanced scorecard' approach relevant to the performance targets set – and their dates for completion/ achievement – as set out in Annual Business Plan.

**Background**

5. Regional Cabinet approved its 2019/20 Annual Business Plan at its meeting on the 19<sup>th</sup> February 2019, which included details of the Wider Investments Fund budgets for that year. The report also provided an overview of the key work streams that would need to be progressed during the year in accordance with key priorities. This consolidated Annual Business Plan sets out the activities, tasks and objectives to be delivered in 2019/20; alongside an assessment of the resources required to deliver.
6. That Annual Business Plan for 2019/20 and the priority action contained within it, now forms the basis of the Quarterly Performance Monitoring Reports which are issued to the UK and Welsh Governments. Ongoing changes have been made to the structure, format and shape of the Performance report in order to situate plans and priorities in the context of the targets City Deal must deliver against; reduce extraneous information volume; provide a high-level account of strategy and direction; alongside measures of Finance, Risk and Assurance; and, set out performance against key

priority areas such as Programme Delivery and Pipeline – which are relevant to the new Investment and Intervention Framework. Also included are priorities around Partnerships, Communications, Influence/ Engagement and Culture, Capacity and Leadership.

7. In addition to this, now that the Investment and Intervention Framework is activated, further enhancements to the process have been made. In the main, this includes:

- A revised version of the 'balanced scorecard' that relates to the targets specifically set for delivery in the relevant quarterly period – in this case – Q1;
- A copy of Q1 Performance on the Compound Semi-conductor (CSC) Project – the single 'live' investment of CCRDCD. This Q1 update is in the format required by National Evaluation Leads, SQW and is presented as an update to the agreed Logic Model. This will keep reporting consistent, connected into all main reporting outlets – Cabinet, CSC Foundry Board and SQW;
- From Q2 onwards, and subject to submissions to the Investment and Intervention Framework, a 'Pipeline Scheme' Tracker will be included to record all live submissions to the Investment Framework, enabling Regional Cabinet and partners, to understand their progress, status and early investment needs;
- Progress tracker for 'in principle' projects – Skills for Future, Digital, Metro Plus, Metro Central and Housing Investment Fund;
- A RAG rating system to evaluate the degree to which objectives are on target for delivery; and
- A rolling tracker of progress overall, that shows the quarterly delivery targets in the context of the objectives of the Annual Business Plan – in order to provide both a backwards and forwards-looking assessment of progress

9. It should be further noted that whilst the quarterly performance reporting information will be focussed and pertain only to those tasks embodied in the Annual Business Plan – there is a wider programme of activity ongoing. The Annual Business Plan represents the core tasks and activities crucial to making strategic progress in 19/20. In addition to this, there is work underway to:

- Develop the International presence – UKRI/ Innovate UK, Ser Cymru, support for hosting of Taiwanese Semiconductor delegation, MIPIM and Wales in London Week 2020 planning, developing UK-wide links, planning a programme of activity with UK Dept for International Trade and contributing to the WG Internationalisation Strategy;
- Cultivate inward investment opportunities – developing the Compound Semiconductor Cluster and CS Connected; Electric Vehicle transmissions centre, AI and Data and Cyber;
- Origination of proposals and projects and creation of 'dealflow' for the Investment Framework;
- Respond to challenges and opportunities – WEFO 'Institutional capacity' call; supporting the Taskforce for Ford; 5G, developing the Medical Tools and Diagnostics Cluster and Strength in Places bid;
- Participating in and contributing to national, regional and UK-wide networks and events – Chief Scientists Panel and Research and Innovation Strategy; the Learned

Society and Royal Society; Ministerial Valleys Taskforce; Ministerial Foundation Economy Advisory Board; Regional Investment Board and Fintech Wales;

- Partnership and collaborative development, through co-ordinating, supporting and aligning the activity plans of the Regional Economic Growth Partnership, the Regional Skills Partnership and the Regional Business Council. This includes the Regional Business Council's Business Plan, engagement activity with businesses across the region and event management; the commissioning of Research, support to the Investment Panel and development of the Investment framework documentation and Investment Prospectus.

10. The detail attached to the report, sets out the core activity in priority areas:

- Appendix 1: CCR City Deal Quarter 1 Performance 'Balanced Scorecard'
- Appendix 2: CCR City Deal CSC Project Quarter 1 Logic Model
- Appendix 3: AGS Quarter 1 Update
- Appendix 4: Wider Investment Fund Quarter 1 Finance Update
- Appendix 5: Wellbeing of Future Generations Assessment

## **Legal Implications**

11. The report sets out the Quarter 1 performance and is submitted to Regional Cabinet for consideration pursuant to the reporting requirements within the Cardiff Capital Region City Deal Assurance Framework. As regards individual projects referred to in the attached, then legal advice on those projects will be reflected in the relevant reports as and when such matters are reported to Regional Cabinet.

## **Wellbeing of Future Generations**

12. 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 CCRC) must set and published 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 Regional Cabinet 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 Regional Cabinet must take account of the impact of their decisions on people living their lives in Wales in the future. In doing so, Regional Cabinet 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.

Regional Cabinet must be satisfied that the proposed decision accords with the principles above. To assist Regional Cabinet to consider the duties under the Act in respect of the decision sought, an assessment has been undertaken, which is attached at appendix 6.

## **Financial Implications**

13. Regional Cabinet approved its 2019/20 Annual Business Plan and its associated budgets at its meeting of 18<sup>th</sup> February 2019. Appendix 4 provides an update as at Quarter 1, which, in summary, projects that the total Wider Investment Fund budget of £29.234M will be fully spent by the end of the financial year.
14. Wider Investment Fund expenditure has been minimal (£64.5k) during the first Quarter, whilst work the Investment & Intervention Framework (IIF) was finalised and approved, it is expected that the rate of spend will start to increase from Quarter 2 onwards as proposals are received and these progress through the IIF process.
15. In terms of Approved Projects, i.e. those that are in delivery stage, a sum of £1,381,600 is in place against the CSC Foundry Ltd.'s approved capital budget. The final programme of works for this project are expected to be completed during the latter part of 2019/20 and therefore the budget sum is expected to be fully drawn down. There is also a budget of £143,550 in place to complete the Graduate Pilot Scheme which is currently expected to be fully spent by the end of the financial year.
16. In addition to this, the Annual Business Plan contains currently uncommitted revenue and capital resources of £0.856 million and £26.110 million respectively. These resources are in place to provide Regional Cabinet with a level of flexibility to approve additional expenditure during the year in the event that In-Principle and/or emerging projects find themselves in a position to be allocated approved project funding during 2019/20.

17. It is important to note Paragraph 16 of Appendix 4 of this report which draws attention to the fact that, depending upon the nature and timing of any in-year project expenditure approvals, the components of the 'funding mix' may vary and subsequently impact upon the funding requirements of the Partner Authorities. The established stakeholder networks will be used to provide updates on this as and when necessary.
18. Regional Cabinet will be provided with regular project performance reports, supplemented by quarterly budget monitoring statements, where matters such as progress against the Project Delivery Pipeline and associated budgets can be assessed and the proposed funding arrangements can be reviewed as appropriate.

## **RECOMMENDATIONS**

It is recommended that the Cardiff Capital Region Joint Cabinet:

- a) Note the overall progress at Quarter 1 2019/20, including the budget position reported at Appendix 5
- b) Consider and if deemed acceptable, approve the Quarter 1 performance report
- c) Authorise the Director of the Cardiff Capital Region City Deal to formally submit the Quarter 1 performance report, including supporting information to both UK and Welsh Governments, and other stakeholders as required, on behalf of the Regional Cabinet;

**Kellie Beirne**  
**Cardiff Capital Region Director**  
**15 July 2019**

Appendices:

- Appendix 1: CCR City Deal Quarter 1 Performance 'Balanced Scorecard'
- Appendix 2: CCR City Deal CSC Project Quarter 1 Logic Model
- Appendix 3: AGS Quarter 1 Update
- Appendix 4: Wider Investment Fund Quarter 1 Finance Update
- Appendix 5: Wellbeing of Future Generations Assessment

### Appendix 1 - Annual Business Plan Balanced Scorecard

73% of Activities on Schedule

27% of Activities In progress with some issues

0% of Activities Failing to Progress

QTR/Year		QTR 1 2019/20					
Theme	Deliverable	Code	Activity Due	Responsible	Accountable	Trend/Comments by Exception	Remedial Actions (not on target)
Strategy and Direction	Produce final version of 'State of Region' evidence report & Data Dashboard	SD1/a	Q1 2019/20 Sectoral Analysis	City Deal Office supported by Cardiff University	Director & Regional Economic Growth Partnership (REGP)	Second report has been received by Cardiff University. Both to be published under the banner of the REGP. Chair to publish article.	
	Adopt Regional Economic and Industrial Plan/ Convert to 'Local Industrial Plan'	SD2/a	Approve and adopt REGP plan by Q1 2019/20	Director supported by REGP	Regional Cabinet	CCR Plan adopted in full. Awaiting receipt of WG regional economic plan, to co-ordinate and align frameworks. Note there are further steps due in QTR3.	
	Establish the Investment and Intervention Framework & Toolkit; Develop and Launch the Three funds	SD4/a	Draft in Q1 2019/20	City Deal Office & REGP Investment Panel	Director, REGP, Cabinet	Complete - Launched in QTR1	
Finance, Governance and Assurance	Develop Work Programme and Forward Planner for 2019/20	FGA9/a	Approve in QTR1	City Deal Office	Director	Forward work planner in place, meeting dates set for the forthcoming year. To set - dates for investment panel under IIF	Strategic Procurements process in QTR2 will enable investment panel dates to be set
Programme Pipeline and Project Delivery	See Appendix 2 - Detailed Work Programme Update						
Partnerships	Regional Economic Growth Partnership, support for activities a range of activities	PA21/a, PA21/d, PA21/e	Publication of Growth plan QTR1/2 2019/20. Quarterly updates from UKRI QTR1. Securing KESS Studentships QTR1	Chair of REGP, Leaders of Cardiff and Monmouthshire Councils and City Deal Director	Regional Cabinet	Completed sectoral analysis. Secured Kess studentships. Investment Framework launched. Work has commenced on investment prospectus. Work to commission an assessment of fiscal levers and incentives has begun.	
	Regional Business Council Support for Council to deliver a range of activities.	PA22/a	Foster Alignment structures for greater synergy with REGP	Chair of RBC and Director and Leaders of Monmouthshire and Cardiff	Regional Cabinet	Full business plan received and ready for adoption. Planning for MIPIM 2020 underway, plan agreed for Wales in London week 2020. Full programme of business roadshows across the region in process, to address SQW findings regarding business engagement.	Continue to support the Regional Business Council, including a programme of Roadshows underway in July.
Communications, Marketing and Reach	Drive a 10% increase in City Deal articles and interest generated; a 10% increase in website engagement; 10% in number of tweets and 'sentiment impact'	CMR25/a	Throughout the year with monitoring through quarterly reporting	City Deal Office	City Deal Director	In the Year to Date, 62 Articles directly generated, 81 indirectly generated. Website: 4,886 unique visitors 19,731 page views 474 contact page visits Twitter: 2,763 Followers 338.9K Impressions 255 Tweets 685 Retweets	
Influence/Engagement	Developing networks and opportunity radar through participation and representation on various influential groups and partnerships	IE33/a	Throughout 2019/20	City Deal Director and Chair of REGP	City Deal Director	Contributed to the 'What work' Centre review of economic inclusion. Hosted the UK 2070 commission on inclusive growth. Sponsored CS connected in the USA. Supported ESTNet awards. Gave evidence to the OECD commission on regional economic governance in Wales. Took part in the Wales festival of innovation. Sought candidates for the Board positions of UKRI and Innovate uk. Contributed to WG Task Force on Ford Bridgend. Further activities have included: <ul style="list-style-type: none"> <li>o Speech to CBI lunch</li> <li>o Article in trade press on City Deal overview via Cushman and Wakeman</li> <li>o Energy and Clean Growth Summit – supported by 50 organisations</li> <li>o Keynote at CIH conference</li> <li>o Keynote at CLAW conference</li> <li>o Participation in Royal Society workshops on energy and R&amp;D target</li> <li>o Contributions to Metro and Me</li> <li>o Evidence to OECD Economic Governance Review</li> </ul>	
Culture, Capacity and Leadership	Seek approval for new structure and resourcing plan for City Deal Office	CCL36/a	Approval - Q1 2019/20	City Deal Director	Regional Cabinet	Structure and resourcing approved by Regional Cabinet.	
	Establish new City Deal office and hub/ front of house at Innovation and Technology Centre, Tredomen	CCL37a	Implemented Q1 2019/20	City Deal Director	City Deal Director	Complete.	
	Implement KES Studentship programme for PHD data work	CCL38a	PhD students in place by Q1 2019/20	City Deal Director and REGP	City Deal Director	Commencing in September. Delay to programme start dates.	Work with Cardiff University to ensure selection process delivers appropriate candidates for the roles.



## Appendix 2(a) - Detailed Work Programme Update

Deliverable	Responsible	Accountable	Trend/Comments by Exception
Skills	City Deal Office	Director	Scope of existing project reworked by NESTA and now completed. Work underway to translate to outline project proposals around sector specific apprenticeship scheme, a data insight unit, a future ready fund and a challenge fund. To be shared with Programme Board in September. The Graduate scheme is on target for delivery. Over 100 businesses directly engaged, 14 live posts with spread across the region with 3 further posts pending pending. Additional marketing and engagement process underway.
Digital	City Deal Office	Director	Update report to Cabinet in July re: propped way forward. Capital resources required to be confirmed
Housing Revenue Fund	City Deal Office	Director	Initial meeting took place with WG, Savills and KPMG 21st June. City Deal funding element proposed £15m, with match from WG.
Metro Plus	City Deal Office	Director	Individual schemes are now moving through the delivery phases - i.e. Weltag process.
Metro Central	City Deal Office	Director	Awaiting funding notification from UK Government (CITY Deal funding element £40m of proposed £160m fund)
WEFO Funding	City Deal Office	Director	Submitted OLT, awaiting feedback from WEFO

## Appendix Two: CCR City Deal Quarter 4 detailed Work Programme Update

<b>Logic model title</b>	Compound Semiconductor Cluster
<b>Logic model type</b>	Hybrid 4A: Sites and premises for enterprise and innovation and 4C: Science & R&D capacity
<b>Interventions / projects covered by logic model</b>	Compound Semiconductor Project

**Theory of change**

Investment Fund monies will be used to support the development of a compound semiconductor cluster in South Wales, centred on the former LG site between Cardiff and Newport. Monies will be used specifically to redevelop the facility to modern standards, including a clean room facility for the production of compound semiconductors, which is anticipated to leverage substantial private investment, by a single tenant (IQE), of £375m to kit out the factory. A Special Purpose Vehicle (SPV) has been set up as the site owner, and it will receive rental income for 11 years at which point IQE has an option to acquire the site. Through this arrangement, the expectation is that the Investment Fund monies would be repaid.

It is expected that the facility, and IQE's location in South Wales, will act as anchor in the region for high end compound semiconductor production. The investment is expected to complement other investments in the compound semiconductor sector locally, including ERDF funding for Cardiff University's Institute for Compound Semiconductors. The long-term intention is to create a cluster at the forefront of R&D in this technology area, and at the forefront of production of compound semiconductors, although this would rely on non-Investment Fund activities (unless additional Investment Fund monies are committed to other projects to develop the cluster).

Key assumptions underlying the ToC: site's tenant could not have found alternative space locally, and would have moved production overseas without the intervention; retention and expansion of firm's production in Wales results in jobs safeguarded and created as expected; the modernised factory and clean room facility is attractive as a property resulting in enhanced value; the development of this facility and its primary lessee is an essential component in the development of the cluster resulting, alongside other interventions, in helping current semiconductor firms in south Wales to move up the value chain, and attracting other new companies and activities.

Other factors: complementary activities, e.g. of Cardiff University and the Compound Semiconductor Applications Catapult; market demand for compound semiconductors and the continuing growth of the sector; and development of the necessary skills.

Inputs	Activities	Outputs	Outcomes
<p><u>Investment Fund inputs</u></p> <ul style="list-style-type: none"> <li>£38.4m</li> </ul> <p><u>Other inputs (including staffing and in-kind)</u></p> <ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>Construction activities in relation to development of a clean room facility for the production of compound semiconductors at the former LG site between Cardiff and Newport</li> <li>Establishment of a Special Purpose Vehicle for the site</li> </ul>	<ul style="list-style-type: none"> <li>Ha land acquired (LS)</li> <li>Ha land assembled for commercial development</li> <li>Commercial floor space developed (5,900 sq m)</li> <li>Construction years of employment</li> <li>No. of learners enrolling/ completing course (i.e. apprentices in construction) (LT)</li> <li>Direct creation of new jobs at the site (501) – achieved</li> </ul>	<p><b>Theme-specific outcomes</b></p> <ul style="list-style-type: none"> <li>Private sector leverage up to the value of £375m for kit out of the facility (LS)</li> <li>Secure a £50m investment from the Compound Semiconductor Catapult (LS)</li> <li>Increase in premises with access to connectivity infrastructure (one) – <i>Celtic Way, Newport has since seen improved road infrastructure and fibre connectivity</i></li> <li>Positive property market sentiment survey</li> <li>Uplifted commercial sale value (£6m)</li> <li>Land value uplift</li> <li>Floorspace occupied by firms at the facility</li> </ul>

- over time – [61 direct jobs created to date]
- Safeguarding jobs (156 at head lessee company, 550 jobs at wafer fabrication plant)
  - Growth in employment of business located in the facility by number of employees
  - Growth in turnover of business located in the facility
  - Improved business survival rate of business located in the facility
  - Increased expenditure on business R&D (tenant + subsequently in wider sector)
  - Increase in exports (tenant + subsequently in wider sector)
  - New/improved processes adopted (tenant + subsequently in wider sector)
  - New/improved products entering the market (tenant + subsequently in wider sector)
  - Intellectual Property (IP) registered (e.g. patents) within the cluster
  - Improved attractiveness as a location for inward investment

**Broader outcomes**

- Return on investment up to the value of £33,108,000 (LS) [anticipated that tenant will exercise option to purchase ahead of year 6 with full return of investment resulting]
- Indirect and induced jobs of 1,088 (LS) [168 indirect jobs created to date – 85 construction jobs, 55 Catapult jobs, 8 project/site management, 1 CCRCD and 19 supply chain]
- Enhancement of local innovation ecosystems
- Increase in the number of businesses that are innovation active (i.e. in the wider compound semi-conductor sector)
- Improved productivity of firms in the cluster, i.e. in terms of GVA per worker

**Expected timescales for inputs / activities / delivery of outputs and outcomes**

<u>Investment Fund inputs</u>	<ul style="list-style-type: none"> <li>• 2017-18</li> </ul>	<ul style="list-style-type: none"> <li>• Achieved on completion of the project and tenant moving into the facility.</li> </ul>	<ul style="list-style-type: none"> <li>• Impacts to be realised over time. Some will be realised on or soon after completion of the project e.g. investment leveraged, improved attractiveness of the site, development of floorspace.</li> </ul>
<u>Other inputs (including staffing and in-kind)</u>	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Project delivery, including site occupation, phased so outputs achieved incrementally over time</li> </ul>	<ul style="list-style-type: none"> <li>• Others will be realised as the principal beneficiary develops its business</li> <li>• Yet others will take longer, e.g. development of the ecosystem and outcomes relating to the wider sector.</li> </ul>

**Relationship to other interventions**

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Other Investment Fund logic models:

- Unknown at this stage – further interventions (and logic models) to be confirmed

Other non-Investment Fund activities:

- Wider development of the Compound Semiconductor sector in Cardiff e.g. EU funding for Cardiff University's Institute for Compound Semiconductors
-

### Appendix 3: AGS 2018/19 Action Plan

The table below outlines the actions have been captured as part of a formal 2018/19 Action Plan, with a responsible officer and review period being identified in respect of each action. There are no actions that have a target date for completion as at Qtr 1, but an update on progress has been captured for completeness.

In summary, as at Qtr 1 the 3 standalone AGS actions are all on target for completion by their respective 'Target Dates'.

Table 1. AGS 2018/19 Action Plan – Qtr 1 Update

Action No	Assurance Statement	Agreed Action	Responsible Officer/s	Target Date	Progress Update
1	<b>Statement 15</b> – We ensure effective counter-fraud and anti-corruption arrangements are developed and maintained.	City Deal Office to arrange for the completion of Cardiff Council's e-learning on 'effective counter fraud and anti-corruption arrangements' when rolled out during the year.	City Deal Director	Qtr 4	<b>On Target</b> - Initial discussions have taken place with Internal Audit (Investigations) that are leading on this matter, with a view to agreeing an appropriate roll-out within City Deal.
2	<b>Statement 3</b> - We are committed to openness and acting in the public interest.	Work with WAO to deliver refresher sessions in respect of WAO's role and remit within the wider regional and economic investment context.	City Deal Director	Qtr 2	<b>On Target</b> - Refresher session scheduled to be delivered on the 15 <sup>th</sup> July.
3	<b>Statement 14</b> - We have mechanisms to review the effectiveness of our framework for identifying and managing risks and performance.	Develop wider Risk Management Strategy to build on Risk work completed to-date.	City Deal Director	Qtr 3	<b>On Target</b> - Completion of the City Deal Office restructure will provide the capacity to allow the next stage of the Risk Management Strategy to be developed.

## Appendix 4 - 2019/20 Wider Investment Fund Budget: Quarter 1 Update

1. The Wider Investment Fund (WIF) 2019/20 Budgets were approved by Regional Cabinet at its meeting of 18<sup>th</sup> February 2019, and included a programme of activity as detailed in Table 1 below, along with the proposed funding priority.

**Table 1: 2019/20 Approved WIF Expenditure & Funding (and Medium Term Overview)**

	2019/20 £'000	Medium Term Overview		
		2020/21 £'000	2021/22 £'000	2022/23 £'000
<b><u>Indicative Programme Expenditure</u></b>				
Wider Investment Fund Top-Slice	743	743	743	743
Approved Projects - Revenue	144	0	0	0
Approved Projects - Capital	1,382	0	0	0
Revenue Resources Available	856	1,600	1,000	1,000
Capital Resources Available	26,110	31,325	42,964	45,663
<b>Total Resources</b>	<b>29,234</b>	<b>33,668</b>	<b>44,707</b>	<b>47,406</b>
<b><u>Funded by</u></b>				
HMT Contribution (Revenue)	-1,743	-1,743	-1,743	-1,743
HMT Contribution (Capital)	0.0	0.0	-22,000	-22,000
<b>Total HMT Contribution</b>	<b>-1,743</b>	<b>-1,743</b>	<b>-23,743</b>	<b>-23,743</b>
LA Contribution (£120M)	-6,418	-9,073	-7,964	-7,964
LA Funding 'Cost of Carry'	-21,074	-21,052	-11,146	-11,146
CSC Loan Funding Repayment	0.0	-1,800	-1,854	-4,553
<b>Total Funding</b>	<b>-29,234</b>	<b>-33,668</b>	<b>-44,707</b>	<b>-47,406</b>

### Wider Investment Fund Top-Slice

2. The WIF Top-Slice revenue budget is set at £742,500 and supports the work of the Regional Bodies, as well as including a range of budgets in respect of Programme Development & Support activity.
3. At the time when the budget was set, known commitments were identified which totalled £504,417, with the balance (£283,083) being available to fund new initiatives approved during the year.
4. The actual expenditure at Quarter 1 against the WIF Top-Slice budget is £64,500, which can be broken down as £50,000 towards MIPIM 2020 costs as agreed by Regional Cabinet at its meeting of 10<sup>th</sup> June 2019 and £14,500 for ongoing work relating to the Metro Plus project.

5. The relatively low level of expenditure incurred to date for 2019/20 reflects the fact that progress against the Project Delivery Pipeline during this period has been held back, whilst the City Deal's Investment and Intervention Framework (IIF) and Toolkit was being finalised.
6. The IIF was approved by Regional Cabinet at its meeting of 10<sup>th</sup> of June 2019, and therefore, the approved budget can now be utilised to support the sift stage and, if appropriate, the development of Outline Business Cases for proposals received from Qtr 2 onwards. Therefore, it is anticipated that this budget will be spent in full by the end of the financial year.

### **Approved Projects (Revenue & Capital)**

7. Table 2 below sets out the budgets for Approved Revenue and Capital Projects for 2019/20. These are projects which are in their delivery stage.

	<b>2019/20 Budget £'000</b>	<b>2019/20 Q1 Actual £'000</b>	<b>2019/20 Outturn £'000</b>	<b>2019/20 Variance £'000</b>
Graduate Pilot Scheme (Revenue)	143.6	26.6	143.6	0.0
CSC Foundry Site Funding (Capital)	1,381.6	0.0	1,381.6	0.0
<b>Total</b>	<b>1,525.2</b>	<b>26.6</b>	<b>1,525.2</b>	<b>0.0</b>

8. The 2019/20 Annual Business Plan included a budget of £143,600 to fund the remaining aspect of the Graduate Pilot Scheme, which was approved during 2018/19. Recruitments have now been completed and officers are in post, while marketing and publicity work to advertise the scheme to both employers and graduates is underway. As a result of this, it is currently anticipated that this year's allocation will be fully spent by the end of the financial year.
9. A budget amounting to £1.382M was approved in respect of the CSC Foundry Ltd project for 2019/20 and represents the final balance of the £38.5M total project budget approved by Regional Cabinet in July 2017. The final programme of works for this project are expected to be completed during the latter part of 2019/20 and therefore the budget sum is expected to be fully drawn down.

### **Status of Delivery Pipeline and Revenue & Capital Resources Available**

10. In addition to the sums outlined above, the 2019/20 Annual Business Plan includes uncommitted revenue and capital resources which provide Regional Cabinet with the ability to make new project funding approvals during the year, subject to their approval via the IIF Process.
11. A narrative update in respect of the Project Delivery Pipeline is provided in Appendix 2a and the resources available to support any projects coming through the Investment & Intervention Framework process are set out below.

### **Revenue Resources Available**

12. Proposals which have secured Regional Cabinet approval to proceed, subject to the preparation and approval of their business cases, are categorised as In-principle Projects. There are revenue resources amounting to £856,000 available in 2019/20 set aside to support In-principle Projects. This budget will meet the cost of developing business cases, as well as carrying out the required level of due diligence as proposals are developed and move through the IIF process.
13. It should be noted that Regional Cabinet does has further flexibilities to supplement its in-year revenue resources via the HM Treasury Grant funding, should this need arise.

### **Capital Resources Available**

14. Projects that have satisfactorily met all the requirements of the IIF process and which are subsequently approved by Regional Cabinet i.e. 'Approved Projects', will be allocated an 'Approved Project Budget', as set out in the project's accompanying 'Funding Letter'. Approved Project Budgets will be met from resources allocated over the medium term as most projects are likely to straddle a number of financial years. There is £26.1M of capital resources available in 2019/20 to fund projects during the year, whilst the sums available over the Medium Term amount to a further £120.0M.

### **Funding Strategy**

15. The projected out-turn position outlined above (on target with budget at Quarter 1) indicates that the 2019/20 approved budgets will be spent in full. Where additional project expenditure is approved during the year, future year budget allocations will be updated accordingly to reflect each new approval's indicative spend profile. This will assist Regional Cabinet in monitoring the overall impact on medium term resources and ensuring that the fund remains affordable and within its approved envelope at all times, as proposals move through the IIF process.
16. Based on the projected programme of activity as set out in Table 1, the total projected expenditure for the 2019/20 Wider Investment Fund is £29,234,100. The Annual Business Plan assumes that this level of expenditure will be funded as follows:
  - Draw down of HM Treasury Revenue Grant - £1,742,500
  - Draw down of Council Contributions - £6,417,800
  - Temporary Borrowing – 'Cost of Carry' - £21,073,800
17. Finally, it should be noted that the actual funding applied will be dependent on the nature and timing of project expenditure incurred and may differ from the 'funding mix' outlined above. Close dialogue will be maintained with the ten partnering authorities, through established stakeholder networks, to ensure they are kept up to date on the medium term budget requirements and any associated implications.



18. Regional Cabinet will be provided with regular project performance reports, supplemented by quarterly budget monitoring statements, where matters such as progress against the Project Delivery Pipeline and associated budgets can be assessed and the proposed funding arrangements can be reviewed as appropriate.

## Future Generations Assessment






<p><b>Name of the Officer completing the evaluation:</b></p> <p><b>Kellie Beirne</b></p> <p><b>Phone no: 07826 9219286</b>  <b>E-mail: kellie.beirne@cardiff.gov.uk</b></p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>Setting out substantive performance and progress against the approved annual business plan for 2019/20.</p>
<p><b>Proposal: Quarter 1 Performance</b></p>	<p><b>Date Future Generations Evaluation form completed: 2<sup>nd</sup> July 2019</b></p>

**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.

<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Assessing progress with City Deal and the targets set around GVA, jobs and leverage – is our key means of securing greater prosperity. Reporting progress in this way contributes to a growing sense of self awareness.</p>	<p>Proposals to improve progress against each of the projects currently in progress – are set out in the report. This report does not seek to simply report progress – but to address the actions needed to drive it.</p>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>References to submissions around the 'Energy Revolution' challenge fund are described in the report. Also recent submissions around EV and work to underpin the roll out of LEV. In addition, the development of the Metro Plus scheme is critical to embodying resilience and sustainability.</p>	<p>This activity will be driven up in future. In addition as physical infrastructure schemes enter delivery – more comprehensive assessments will need to be carried out in full.</p>

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?
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	A number of the interventions in train – Skills, Housing and Transport improvements seek to make a contribution to the way the region 'works', how it promotes opportunity and unlocks potential	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	The place-shaping component of our City Deal is set out in the report	A greater contribution will be made to this by the aforementioned data capability, sectoral analysis and place assessments.
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Attending MIPIM, Wales in London week and CS Mantech to promote the CCR will see us play a stronger part in developing the economic wellbeing of our region and country, thus impacting social and community objectives. It will help make our country feel more connected and outward looking.	Develop the legacy impact of the event, sustaining new connections, sharing great practice and potentially securing propositions and deals that support economic growth.
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Our City Deal is uniquely Welsh – but pitches towards being world leading in areas of competitive strength. This enables a strong reflection on our rich culture and heritage.	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	City Deal is about delivering as far as possible across 10 LAs and a population of 1.5m people. It is about economic gains – but importantly how this will convert as tools for improving people's lives. Some of the specific interventions around skills and housing – will seek to make a more direct contribution to equity of access and equal opportunity for all. New role around Inclusive Growth will make a contribution to this as well as work to support the Foundational Economy.	The new Investment Framework is underpinned by criteria that focuses on economic inclusion – seeking to achieve shared prosperity and the spread of benefits across the region.

## 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?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The report describes performance in the round. It sets out short-term interventions and balances these against the long-term delivery of major programmes.</p>	<p>The plan has been iterated to reflect a more co-ordinated format. This is now followed up in the production of the Annual Business Plan 2019/20.</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>A cornerstone of our process is the strength of partnership working. An update on governance is set out in the report.</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>Communications and engagement remain a feature of our work.</p>	<p>More needs to be done to develop engagement platforms – beyond formal partnerships – to reach communities, hard to reach groups and those who currently have a limited understanding of City Deal. Improving social media, web presence and marketing materials will increasingly make a contribution to this.</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>This is set out in the REGP work on the developing Regional Economic and Industrial Plan.</p>	<p>This will be an increasing focus of scheme and programme delivery.</p>
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>City Deal seeks to make a contribution on place and to improving the life chances of people in the region.</p>	

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	The report is an overview of performance in all of the relevant aspects of projects, partnership, governance and investment. The protected characteristic assessments related to specific proposals will need to be drawn out in the relevant business cases and proposal documents.	None arising at this time.	As plans develop and unfold as discrete activities requiring decisions – impacts will be comprehensively assessed.  As with this and all the categories below, as work continues on data development and data analysis, we will glean better insights into our employment base and working demographic profiles.
Disability	As above	As above	
Gender reassignment	As above	As above	
Marriage or civil partnership	As above	As above	
Pregnancy or maternity	As above		
Race	As above		
Religion or Belief	As above		

<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Sex	As above		
Sexual Orientation	As above		
Welsh Language	As above	Not at this time but the situation will be kept under review.	

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

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	Not directly relevant –however, building the future economy should have a profoundly positive impact on ability to safeguard the future of our residents		
Corporate Parenting	Not directly relevant – however building strength in the economy should create opportunities for all of the young people entrusted in our care		

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

- Evidence and input contributed by theme leads
- Outcomes of assessments such as audit reports
- Delivery against targets set out in individual business cases/ approved project documentation

**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 areas requiring attention and focus are set out and follow-up actions will be assessed and monitored ongoing through the quarterly reporting mechanism. .*

**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:**

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## **CARDIFF CAPITAL REGION CITY DEAL JOINT OVERVIEW AND SCRUTINY COMMITTEE**

23 September 2019

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### **TITLE: FORWARD WORK PROGRAMME, TRAINING AND SCHEDULE OF MEETINGS**

### **REPORT OF CARDIFF CAPITAL REGION PROGRAMME DIRECTOR**

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#### **Reason for Report**

1. The purpose of the report is:
  - a) To develop a Forward Work Programme (FWP) of items for future prioritisation and consideration by the Joint Overview and Scrutiny Committee (JOSC);
  - b) To ask the JOSC to identify any invitees to attend future meetings to contribute to discussions and deliberations;
  - c) To identify any training requirements required by the JOSC and;
  - d) To agree a schedule of meetings of the JOSC

#### **Background**

2. An effective FWP will identify the issues that the JOSC wishes to focus on throughout the year and provide a clear rationale as to why particular issues have been selected, as well as the approach that will be adopted.
3. The FWP will remain flexible and will be revisited at each JOSC meeting with input from Members and officers on suggested topics for consideration.

## Proposal

4. Attached at **Appendix A** is the JOSC Draft Forward Work Programme. The JOSC is asked to first consider and determine an item to be considered at their next meeting to be held in January 2020. It is proposed that the JOSC agrees one item for consideration to each meeting to allow sufficient time for possible training sessions, Forward Work Programme planning, site visits and/or presentations from Officers at CCRCD. Members should also consider what further detail they would like the report to detail, including a list of potential questions they wish to be addressed, and who they would like to invite to attend the meeting to assist Members in their investigation.
5. Attached at **Appendix B** is a scrutiny criteria form which Members can use to propose further items for the FWP which the Committee can then consider for prioritisation at a future meeting. The criteria form emphasises the need to consider issues such as impact, risk, performance, budget and community perception when identifying topics for investigation and to ensure a strategic responsibility for Scrutiny and that its work benefits those in the CCRCD areas. Members are asked to complete the criteria form and return to the scrutiny officer with any suggested items they wish to consider at a future meeting. Completed criteria forms will then be considered by the JOSC at its next meeting.

### Training requirements

6. To assist Members in their role as a JOSC Member the Members are asked to consider any training requirements they have in relation to the Cardiff Capital Region City Deal. Scrutiny Officers will develop a schedule of training for JOSC Members which will also remain flexible and brought back to each meeting for consideration and scheduling.

### Future Meetings

7. Whilst it has previously been agreed that Bridgend County Borough Council is to act as the Host Local Authority for the administration of the CCRCD JOSC meetings, Members have previously requested that where possible the location of future meetings of the JOSC should be held, where possible throughout the regional offices of those Authorities that are part of the CCRCD, taking into consideration that all meetings of the JOSC are to be held in public. Based on what the JOSC agree for their Forward Work Programme, officers will look at appropriate timings for these items and look to schedule them in calendars in the near future. It is envisaged that for the forthcoming year 2019/20 we will increase the number of meetings to 4. The

number of meetings and budget for the JOSOC will be considered on an annual basis.

### **Financial Implications**

8. The 2018/19 Joint Cabinet Budget contains a contingency budget in the sum of £69,500, an element of which has been set aside to meet the cost of developing the Joint Scrutiny Committee arrangements. Based on initial estimations provided for the first year, it was agreed that an amount of £25,000 would be allocated to the host authority to carry out the Joint Scrutiny role. From 2019/20 the budget headings will be realigned to separately identify the pre-determined sum from the remaining contingency budget.

### **Legal Implications**

9. General advice:

In considering this matter regard should be had, amongst other matters, to:

- (i) The Councils' duties under the Well –being of Future Generations (Wales) Act 2015 and;
- (ii) 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.

### **Reason for Recommendations**

To determine a clear Forward Work Programme, schedule of future meetings, and training requirements for the JOSOC.

### **Recommendations**

The JOSOC is recommended to:

- (i) Consider and discuss items to include on their FWP taking into consideration the draft Forward Work Programme attached at **Appendix A**

- (ii) Identify further items for consideration on their FWP using the criteria form attached at **Appendix B** including identifying invitees for future meetings;
- (iii) Consider and develop a schedule of training requirements for the JOSC.
- (iv) Consider the schedule of future meetings of the JOSC including frequency of meetings and location of venue.

**Kelly Watson**  
**Head of Legal and Regulatory Services**

**Contact Officer: Sarah Daniel**

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*The following Appendices are attached:-*

**Appendix A – Draft Forward Work Programme**

**Appendix B – Scrutiny Criteria Form**

*The following background papers have been taken into account:-*

CCRCD Joint Cabinet Report on the Governance Arrangements for the Regional Scrutiny Committee 20 November 2017

## Cardiff Capital Region City Deal - Forward Work Programme

## CCRCD Joint Scrutiny Forward Work programme

Date	Item	Information Request/Purpose/ Rationale	Invitees
24 June 2019	CCRCD Governance Structure	<ul style="list-style-type: none"> <li>Report detailing the structure and governance arrangements, including who sits where, what and where responsibilities lie and how the decision making process takes place.</li> </ul>	
24 June 2019	CCRCD End of Year/Quarter 4 Performance Report	<ul style="list-style-type: none"> <li>To monitor and scrutinise the CCRCD end of year/Quarter 4 Performance report.</li> </ul>	
24 June 2019	Investment and Intervention Framework	<ul style="list-style-type: none"> <li>The 'Investment and Intervention Framework' report – to receive detailed information on targets, PIs and expected outcomes for CD</li> </ul>	
23 Sep 19	Transport Authority - Metro Plus	<ul style="list-style-type: none"> <li>Training/ Briefing Session</li> </ul>	Kellie Beirne Cllr Andrew Morgan CCR Transport Authority for Wales Cllr Huw David
23 Sep 19	Skills Partnership - Developing a Skilled Workforce and Tackling Unemployment	<ul style="list-style-type: none"> <li>A key part of the CCRCD remit is to add 5% to GVA for the region, increase productivity and promote equality of outcomes so that the benefit of growth is shared more equally within the population. This will not be possible without developing a skilled workforce and tackling unemployment. How will this be achieved?</li> <li>Education – How are CCRCD liaising with schools, colleges and universities to ensure that students are aware of the potential opportunities and apprenticeships available to them</li> <li><i>(Skills Partnership Business Plan? - What are targets? Expected outcomes? etc)</i></li> </ul>	Kellie Beirne Cllr Andrew Morgan

23 Sep 19	Q1 Performance Report <b>Information only</b>	<ul style="list-style-type: none"> <li>To monitor and scrutinise the CCRCD Q1 Performance report.</li> </ul>	
23 Sep 19	JOSC Terns of Reference	<ul style="list-style-type: none"> <li>The JOSC wish to revisit their terms of reference to refine their role as a Joint Scrutiny Committee</li> <li>Revisit the amount of meetings allocated to them per year</li> </ul> <p>*workshop to be arranged outside of formal Committee meeting with Rebecca David Knight*</p>	Legal representative
January 2020 TBC	Economic Growth Partnership –  Industrial and Economic Growth Plan	<ul style="list-style-type: none"> <li>Business Plan as approved by Cabinet on 18 February 2019 What are targets? Expected outcomes? etc</li> </ul>	Frank Holmes Chair. Founding Partner, Gambit Corporate Finance LLP
January 2020 TBC	Q2 Performance Report	<ul style="list-style-type: none"> <li>To monitor and scrutinise the CCRCD Q2 Performance report.</li> </ul>	
January 2020	Terms of Reference	<ul style="list-style-type: none"> <li>For the Committee to approve their revised terms of reference as drafted at their previous meeting.</li> </ul>	
Late March 2020 TBC			
Late March 2020 TBC	Q3 Performance Report	<ul style="list-style-type: none"> <li>To monitor and scrutinise the CCRCD Q3 Performance report.</li> </ul>	
	Regional Business Council	<ul style="list-style-type: none"> <li><i>Business Plan?- What are targets? Expected outcomes? etc)</i></li> </ul>	
	Supporting Enterprise and Business Growth	<ul style="list-style-type: none"> <li>How do we achieve an increase in productivity and business growth while maximising equality outcomes</li> </ul>	

		<ul style="list-style-type: none"> <li>• More information on what activity is being undertaken regarding the £4bn of private leverage</li> </ul>	
TBC	South Wales Metro	Report to include the following: <ul style="list-style-type: none"> <li>• Timescales, CCRCDC , implementation plan</li> <li>• Outline Plans – concern that some more rural areas are not included within the plan</li> <li>• What investment opportunities are available?</li> </ul>	
TBC	Housing Development Fund	<ul style="list-style-type: none"> <li>• £30million investment. Is this enough to meet housing development targets?</li> <li>• Where are the priority areas?</li> <li>• £30m does not seem a lot when all LA's in the JWA have targets to meet with regards to housing development.</li> </ul>	

\* Metro Central Update – it was reported that an update on the Metro Central project was to be provided to Cabinet at its June 2019 meeting. The Committee requested that they also receive this and that this be provided as part of a training/briefing session on the Metro and Metro Plus in order to assist them in their understanding of both projects and also in readiness for detailed consideration of Metro Plus.

### Other areas for further exploration

- Town centres appear to be suffering across the region. Is there anything planned to invest in these areas?
- Alternative methods for energy such as hydro and solar as these are cost saving potentials.
- There is great potential across the region to increase tourism and this also links into the infrastructure.
- Education
- Marketing

### Training Requirements

The Committee requested that a future workshop be held to revisit and reconsider their own Terms of Reference and processes with the view to improving the ways of working of the Joint Committee.

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