

# CARDIFF CAPITAL REGION CABINET CABINET MEETING 17 MARCH 2017

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## CARDIFF CAPITAL REGION PROGRAMME BOARD – TERMS OF REFERENCE

### REPORT OF CARDIFF CAPITAL REGION PROGRAMME DIRECTOR

#### AGENDA ITEM: 6

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#### Reason for this Report

1. To provide the Cardiff Capital Region Cabinet with details of the purpose and functions of the Cardiff Capital Region Programme Board to be undertaken in support of the Regional Cabinet.
2. To recommend to the Regional Cabinet the Terms of Reference which should apply to the Cardiff Capital Region Programme Board.

#### Background

3. When establishing the Cardiff Capital Region Cabinet each Council approved the Joint Working Agreement and the Wider Investment Fund Assurance Framework to be used to assess projects and proposals for investment.
4. Within the Joint Working Agreement, it states that the Programme Board Terms of Reference will be finalised and inserted by agreement of the Councils as a Regional Cabinet (Joint Committee) matter.
5. The Assurance Framework states that related to the Wider Investment Fund the Programme Board will have three distinct roles:
  - Providing Portfolio support;
  - Monitor Portfolio development; and
  - Prepare recommendations on individual Candidate Schemes and the overall programme of the Wider Investment Fund.

#### Issues

6. Whilst developing the Terms of Reference for the Programme Board it became clear that it would also have a generic role in supporting the Regional Cabinet in delivering the aspirations for the City Deal as set out in the agreement between the Welsh Government, the UK Government and the Councils dated 15.03.16 and appended as schedule 7 to the Cardiff Capital Region City Deal Joint Working Agreement.
7. The Terms of Reference have therefore been drafted to encompass the purposes detailed in the Assurance Framework and an additional purpose of regional working.

8. These proposed Terms of Reference have been considered and agreed by the Programme Board.

### **Reason for Recommendation**

9. To comply with the requirements of the Joint Working Agreement and Assurance Framework by agreeing the Terms of Reference for the Programme Board.

### **Financial Implications**

10. There are no direct financial implications related to this report.

### **Legal Implications**

11. The Joint Working Agreement (JWA) provides that the Cardiff Capital Region Joint Cabinet shall establish a Programme Board with:
  - i. The membership being prescribed in the Cardiff Capital Region City Deal Joint Working Agreement together with such other representatives as the Joint Cabinet may determine; and
  - ii. The terms of reference be determined by the Joint Cabinet.
12. It is noted that the Programme Board is not a decision making body.

### **RECOMMENDATION**

It is recommended that the Cardiff Capital Region Cabinet:

- a) Establish the Cardiff Capital Region Programme Board with the Terms of Reference as detailed in Appendix 1 to this report.

**Sheila Davies**

**10<sup>th</sup> March 2017**

*The following appendices are attached:*

Appendix 1: **Cardiff Capital Region Programme Board – Terms of reference**

**Background paper – Cardiff Capital Region City Deal Agreement dated 1.3.17**

## Appendix 1 – Cardiff Capital Region Programme Board – Terms of Reference

<b>Cardiff Capital Region Programme Board Summary of Terms of Reference</b>	
<b>Governance Type</b>	Officer Governance
<b>Purpose</b>	<p>Related to and within the remit of the CCRCD Wider Investment Fund the Programme Board will have four distinct roles:</p> <p>P1. Providing Portfolio support by:</p> <ul style="list-style-type: none"> <li>• appointing Theme Leads, from their membership, to support the Portfolio Leads and Portfolio Officers established by the Joint Committee;</li> <li>• under each Theme establish a Strategic Regional Group and, as required, Task &amp; Finish Groups to develop CCRCD Wider Investment Fund proposals;</li> <li>• under each Theme develop a series of Candidate Schemes for assessment under the CCRCD Candidate Scheme Appraisal Framework;</li> <li>• advise on the strategic direction for the portfolio area and assist in the development of a portfolio work programme to drive forward delivery.</li> </ul> <p>P2. Monitor Portfolio development by:</p> <ul style="list-style-type: none"> <li>• providing support and collective challenge to the Portfolios and Themes including the Strategic Regional Groups and Task &amp; Finish Groups, to ensure their work progresses the development of proposals in line with the CCRCD vision and objectives;</li> <li>• oversight of performance and delivery of the portfolios</li> </ul> <p>P3. Prepare recommendations on individual Candidate Schemes and the overall programme of the CCRCD Wider Investment Fund by:</p> <ul style="list-style-type: none"> <li>• ensuring that all Candidate Schemes are assessed in accordance with the CCR Wider Investment Fund Candidate Scheme Appraisal Framework;</li> <li>• preparing recommendations on Candidate Schemes whilst ensuring due regard is given to the observations provided by the Advisory/Consultation Bodies and the independent assessment;</li> <li>• providing recommendations to the Regional Cabinet on all Candidate Schemes;</li> <li>• considering the CCR Wider Investment Fund programme of schemes as a whole to ensure they work effectively together to maximise outcomes by assessing 'total impact' and not just economic considerations;</li> <li>• providing recommendations to the Regional Cabinet on CCRCD Wider Investment Fund programme as a whole.</li> </ul> <p>Related to and within the remit of the delegated authority granted to the Joint Cabinet in respect of the City Deal:</p>

	<p>P4. To work on a regional basis to improve public services especially in the areas of:</p> <ul style="list-style-type: none"> <li>❖ Economic Development;</li> <li>❖ Transportation;</li> <li>❖ Regeneration and Housing;</li> <li>❖ Business Support;</li> <li>❖ Skills; and</li> <li>❖ Planning.</li> </ul>
<b>Accountable to</b>	Regional Cabinet via the City Deal Regional Office.
<b>Reporting</b>	All reports prepared by the Board, or members of the Board, pertaining to City Deal and regional or sub-regional matters, once approved by the Board will be submitted 'as draft' to the Regional Office to seek approval of the Regional Cabinet or, if appropriate, one of its sub-committees.
<b>Membership</b>	<p>The CCR Programme Board membership will consist of the:</p> <ul style="list-style-type: none"> <li>• City Deal Programme Director;</li> <li>• City Deal Programme Manager;</li> <li>• Strategic Directors, or equivalent, from each constituent authority;</li> <li>• Specialist Officers, and;</li> <li>• Legal and Financial representatives from the Accountable Body.</li> </ul> <p>The Chief Executives/Managing Directors, or nominated substitutes, of each of the constituent authorities will be standing invitees to the Programme Board.</p> <p>Board members may make substitutions for attendance. The substitution will be reported to the CCR Regional Office, prior to the meeting, naming the substitute and stating if the attendee is to be counted as part of the quorum (see the section on Quorum below).</p> <p>The Board may invite persons or organisations to attend meetings, in whole or in part, to advise them on matters, as they deem appropriate.</p>
<b>Chair</b>	City Deal Programme Director.
<b>Voting/Agreement</b>	The Programme Board shall not have any decision making powers. It is not envisioned that the Board will require voting arrangements, with agreement being reached by consensus. Where alternative views and opinions are expressed these will be recorded and included in any reporting process.
<b>Conflict of Interest</b>	To allow the Programme Board to undertake all its functions a clear distinction will be drawn between those involved in specific Candidate Scheme development and those preparing recommendations on those schemes to the Joint Cabinet. A robust system of declaration of conflict of interest will be put in place.

	<p>Occasions will arise where conflicts of interest preclude specific named officers and/or local authorities from taking part in discussions which will form views and recommendations on specific matters. Members have an obligation to declare any such interests which will then be recorded.</p>
<b>Proceedings of Meetings</b>	<p>The Chair of the board will arrange for minutes of the proceedings of each meeting to be taken, approved and recorded.</p>
<b>Quorum</b>	<p>It is important that the Board's discussions and recommendations reflect a broad consensus from across the region.</p> <p>For the Board to agree and submit recommendations constituent authorities must be represented up to a quorate equivalent to that of the Regional cabinet (see JWA).</p>
<b>Frequency</b>	<p>The Programme Board will meet monthly or more frequently as required to complete business.</p>
<b>Allowances</b>	<p>No allowances will be paid.</p>
<b>Servicing</b>	<p>The Chair of the Programme Board will organise appropriate servicing for the meetings.</p>
<b>Sub-Groups</b>	<p>The Board, by agreement, can introduce sub-groups or Task &amp; Finish groups for any matters which they feel would be better dealt with in this way. These sub-groups will report to the Board with any recommendation or draft papers or reports.</p>
<b>Review</b>	<p>To be reviewed March 2018</p>