

**PROSIECT GWYRDD JOINT COMMITTEE MEETING**

20 November 2018, 10.00 am

**LOCATION: Committee Room 2 - County Hall**

**Present:**

**Elected Members:**

**Councillor Michael Michael, Cardiff Council (Chair)**

**Councillor Chris Weaver, Cardiff Council**

**Councillor Nigel George, Caerphilly County Borough Council**

**Councillor Colin Gordon, Caerphilly County Borough Council**

**Councillor Bryan Jones, Monmouthshire County Council**

**Councillor Phil Murphy, Monmouthshire County Council**

**Councillor Roger Jeavons, Newport City Council**

**Councillor Ray Truman, Newport City Council**

**Councillor Geoff Cox, Vale of Glamorgan Council**

**Councillor John Thomas, Vale of Glamorgan Council**

**Officers:**

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No	Item
10	<b>Apologies for Absence</b> None received.
11	<b>Declarations of Interest</b> None received.
12	<b>Minutes</b> The minutes of the meeting held on 12 <sup>th</sup> June 2018 were agreed as a correct record and signed by the Chairperson.
13	<b>Matters Arising</b> None.
14	<p><b>Update Report</b></p> <p>Members were provided with an update report on the Prosiect Gwyrdd Contract.</p> <p>Members were updated with regards to the appointment of Matt Wakelam as Cardiff's Assistant Director for Street Scene as Senior Responsible Officer (SRO) for Prosiect Gwyrdd.</p> <p>Members were updated on the following aspects of the contract:</p> <p>As authorised by the Joint Committee at the June meeting, in relation to the contractor change regarding the increased capacity at the Trident Park Energy Recovery Facility Cardiff Council have entered into a Deed of Variation (as detailed in the June report) in respect of the PG Contract. Furthermore as authorised the partner authorities have entered into the Deed of Variation regarding the JWA2.</p> <p>During April to September 2018 a total of 88,714 tonnes of residual waste was sent to the Prosiect Gwyrdd Contract, with 86,819 tonnes of residual waste treated at Trident Park. From the waste delivered 7,811 tonnes of the Incinerator Bottom Ash was recycled, 383 tonnes of the Air Pollution Control Residue was recycled, 938 tonnes of metals was recycled.</p> <p>In April to September 2018 Viridor achieved all of the five Key Targets; The Contractor's Guaranteed Unprocessed Landfill Target Percentage, The Contractor's Guaranteed Maximum Percentage of Contract Waste to Landfill, The Contractor's Guaranteed IBA Recycling Target Percentage, The Contractor's Guaranteed BMW Diversion Target Percentage and the Contractor's Guaranteed Unreprocessed IBA Target Percentage.</p> <p>As a requirement of revenue support from WG the facility is required to be CHP ready and to achieve and maintain R1 Status. Trident Park submitted the final stage 3 report earlier this year and is awaiting confirmation from Natural Resources Wales it is anticipated the annual figure will be higher than</p>

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	<p>the previous year which was 0.78, which is in excess of the 0.65 requirement.</p> <p>The Air Pollution Control Residue is currently either being recycled by Carbon8 Aggregates at their facility in Avonmouth or landfilled by Grundon (Waste) Ltd at their Gloucestershire facility.</p> <p>Members were also updated on the Community Benefit Fund and were advised that During 2018/19 to date the Prosiect Gwyrdd Community Benefits Fund Panel has met twice where a total of £21,306 was awarded between ten community initiatives based with the Prosiect Gwyrdd Partnership Local Authority areas, the panel will be meeting twice more this financial year. A breakdown of the projects supported this year to date, is detailed in the table below.</p> <table border="1" data-bbox="443 958 1460 1601"> <thead> <tr> <th data-bbox="443 958 1209 1014">Group</th> <th data-bbox="1209 958 1460 1014">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="443 1014 1209 1070">Barry Beaches</td> <td data-bbox="1209 1014 1460 1070">£125</td> </tr> <tr> <td data-bbox="443 1070 1209 1126">Caldicot Scout Group</td> <td data-bbox="1209 1070 1460 1126">£2,011</td> </tr> <tr> <td data-bbox="443 1126 1209 1182">Rumney Residents Defibrillator Group</td> <td data-bbox="1209 1126 1460 1182">£1,495</td> </tr> <tr> <td data-bbox="443 1182 1209 1238">Kids Cancer Charity</td> <td data-bbox="1209 1182 1460 1238">£2,650</td> </tr> <tr> <td data-bbox="443 1238 1209 1294">The Dell PTA</td> <td data-bbox="1209 1238 1460 1294">£2,866</td> </tr> <tr> <td data-bbox="443 1294 1209 1350">Friends of Abergaveny Library</td> <td data-bbox="1209 1294 1460 1350">£1,200</td> </tr> <tr> <td data-bbox="443 1350 1209 1406">Pentywn Scout Group</td> <td data-bbox="1209 1350 1460 1406">£3,000</td> </tr> <tr> <td data-bbox="443 1406 1209 1462">Repair Café Wales</td> <td data-bbox="1209 1406 1460 1462">£2,220</td> </tr> <tr> <td data-bbox="443 1462 1209 1518">St Mary's Parish</td> <td data-bbox="1209 1462 1460 1518">£3,000</td> </tr> <tr> <td data-bbox="443 1518 1209 1601">Upside Down Circus</td> <td data-bbox="1209 1518 1460 1601">£2,740</td> </tr> </tbody> </table> <p>Members were asked to encourage applications from their local authority areas. Any monies not spent would be carried over to the following year. There had been carry overs in previous years and they continue to be rolled over.</p> <p>Members noted that there were a variety of applications and asked if there was a set criteria for applications. Members were advised that applications</p>	Group	Amount	Barry Beaches	£125	Caldicot Scout Group	£2,011	Rumney Residents Defibrillator Group	£1,495	Kids Cancer Charity	£2,650	The Dell PTA	£2,866	Friends of Abergaveny Library	£1,200	Pentywn Scout Group	£3,000	Repair Café Wales	£2,220	St Mary's Parish	£3,000	Upside Down Circus	£2,740	
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	would be welcomed from anything that is not a statutory requirement and is community based. The guidance and criteria as well as a simple application form was on the website, the fund was currently undersubscribed.  RESOLVED: To note the content of the report.																																																							
<b>15</b>	<p><b>2018/19 Month 7 Monitoring Position and Projected Outturn: 2019/20 Budget</b></p> <p>Members were provided with an update of the financial monitoring position and projected outturn for the Prosiect Gwyrdd Budget based on the Month 7 position for the 2018/19 financial year.</p> <p>The table below provided an update on the Joint Committee's Month 7 financial position for the 2018/19 financial year. In summary the current position shows a projected gross expenditure outturn of £204,943 which represents a decrease of £48,299 over the original 2018/19 gross expenditure budget of £253,242.</p> <table border="1"> <thead> <tr> <th></th> <th>2018/19 Budget £</th> <th>2018/19 Projected Outturn £</th> <th>2018/19 Variance £</th> </tr> </thead> <tbody> <tr> <td>Project Team</td> <td>193,542</td> <td>179,492</td> <td>(14,050)</td> </tr> <tr> <td>Supplies &amp; Services</td> <td>22,510</td> <td>22,899</td> <td>389</td> </tr> <tr> <td>Committee &amp; Support Services</td> <td>10,350</td> <td>8,550</td> <td>(1,800)</td> </tr> <tr> <td>Organics Contribution</td> <td>(39,170)</td> <td>(37,248)</td> <td>1,922</td> </tr> <tr> <td><b>Expenditure funded by Partner Contributions</b></td> <td><b>187,232</b></td> <td><b>173,693</b></td> <td><b>(13,539)</b></td> </tr> <tr> <td>External Advisors</td> <td>46,010</td> <td>21,250</td> <td>(24,760)</td> </tr> <tr> <td>Contingency</td> <td>20,000</td> <td>10,000</td> <td>(10,000)</td> </tr> <tr> <td><b>Expenditure funded by Reserve Account</b></td> <td><b>66,010</b></td> <td><b>31,250</b></td> <td><b>(34,760)</b></td> </tr> <tr> <td><b>Gross Expenditure</b></td> <td><b>253,242</b></td> <td><b>204,943</b></td> <td><b>(48,299)</b></td> </tr> <tr> <td><b>Partner Contributions</b></td> <td><b>(185,000)</b></td> <td><b>(135,000)</b></td> <td><b>50,000</b></td> </tr> <tr> <td><b>Net Expenditure</b></td> <td><b>68,242</b></td> <td><b>69,943</b></td> <td><b>1,701</b></td> </tr> <tr> <td><b>Appropriations (from) / to Joint Committee Reserve A/c</b></td> <td><b>(68,242)</b></td> <td><b>(69,943)</b></td> <td><b>(1,701)</b></td> </tr> </tbody> </table>		2018/19 Budget £	2018/19 Projected Outturn £	2018/19 Variance £	Project Team	193,542	179,492	(14,050)	Supplies & Services	22,510	22,899	389	Committee & Support Services	10,350	8,550	(1,800)	Organics Contribution	(39,170)	(37,248)	1,922	<b>Expenditure funded by Partner Contributions</b>	<b>187,232</b>	<b>173,693</b>	<b>(13,539)</b>	External Advisors	46,010	21,250	(24,760)	Contingency	20,000	10,000	(10,000)	<b>Expenditure funded by Reserve Account</b>	<b>66,010</b>	<b>31,250</b>	<b>(34,760)</b>	<b>Gross Expenditure</b>	<b>253,242</b>	<b>204,943</b>	<b>(48,299)</b>	<b>Partner Contributions</b>	<b>(185,000)</b>	<b>(135,000)</b>	<b>50,000</b>	<b>Net Expenditure</b>	<b>68,242</b>	<b>69,943</b>	<b>1,701</b>	<b>Appropriations (from) / to Joint Committee Reserve A/c</b>	<b>(68,242)</b>	<b>(69,943)</b>	<b>(1,701)</b>			
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No	Item	Action
	Projected Balance of the Joint Committee Reserve A/c as at 31.03.2019	<b>274,139</b>
	<p>The Project Team is currently reporting an underspend of £14,050. This variance assumes that the Project Officer post will remain vacant until the end of this financial year, with the current Project Administrator acting up to cover this role on a full time basis. In addition Agency staff have been recruited on a temporary basis to cover the Project Administrator post part time at 22 hours per week until March 2019.</p> <p>The underspend of £24,760 with external advisors includes the assumptions that further advisor expenditure in the rest of the financial year will be pro-rata to the original budget provision. This assumption will be refreshed and reviewed to inform future monitoring reports. The actual spend to date on advisors is nil.</p> <p>The only other significant expenditure variance identified is with the contingency provision which, in a similar manner to projected Advisor's expenditure, has also had a pro-rata reduction to reflect that there has been no requirement to use this budget in the financial year to date. Again this projection will continue to be reviewed to inform future monitoring reports.</p> <p>In previous financial years rebates of £5,000 per partner have been applied. Based on the projected Reserve Account position at Month 7 a £10,000 rebate per partner is proposed for 2018/19. This position will be kept under review in future monitoring reports for the remainder of this financial year and appropriate adjustments made to this projected rebate if required. The projected balance for the Reserve account as at 31<sup>st</sup> March 2019 is £274,139 and this resource will be available to continue the principle of funding non-recurring Prosiect Gwyrdd expenditure in future financial years.</p> <p>Members were asked to consider the proposed 2019-20 Revenue Budget, including the projected balance of the Reserve Account, and to recommend these budgets to the partnering Councils for consideration as part of their budget planning frameworks for 2019-20.</p> <p>The table below provided a summary of the proposed Budget for 2019-20 as well as a comparison with the current 2018-19 budget. A pay award of 2% from 1<sup>st</sup> April 2019 has been assumed for uplifting employee costs with an indexation assumption of 2.5% being applied to the other non-employee budget headings</p>	

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No	Item	Action	
		2018-19 Original Budget £	2019-20 Proposed Budget £
	Expenditure		
	Contract Management Team	193,542	182,179
	Supplies & Services	22,510	23,470
	Support Services	10,350	8,760
	Cardiff & Vale Organics Contribution	(39,170)	(40,868)
	Expenditure – funded by Partner contributions	<b>187,232</b>	<b>173,540</b>
	External Advisors	46,010	50,120
	Contingency	20,000	20,000
	Expenditure – funded by Reserve Account	<b>66,010</b>	<b>70,120</b>
	Gross Expenditure	<b>253,242</b>	<b>243,660</b>
	Partner Contributions	<b>(185,000)</b>	<b>(185,000)</b>
	Appropriations from Joint Committee Reserve A/c	<b>(68,242)</b>	<b>(58,660)</b>
	Projected Balance of the Joint Committee Reserve A/c as at 31.03.2020		<b>215,479</b>

A full year spend for the Contract Management team is assumed in the above budget along with a full year assumptions for External Advisors and contingency expenditure. The other budgets heads remain broadly unchanged with the proposed partner contributions unchanged at £185,000, which is £37,000 per partner.

The projected drawdown from the Reserve account is £58,660 to leave a projected balance on the account of £215,479 as at 31<sup>st</sup> March 2020.

Members were provided with early indicative estimates for the period from

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	<p>2020-21 onwards.</p> <p>The table below provided a summary of indicative Joint Committee budgets and partner contributions for the financial years 2020-21 to 2022-23 which have also been indexed by inflation assumptions of 1% for pay and 2.5% for other non-pay expenditure per annum. The projections are based on the continuation of a funding position adopted elsewhere in this report with the Reserve Account funding non-recurring expenditure. Any significant in-year drawdown from the Reserve may need to be subsequently replenished by the Partners but there would be sufficient early warning of this requirement to avoid in-year increases in Partner contributions.</p> <p>An upper threshold of £275,000 and a lower threshold of £150,000 have been previously proposed for managing the Joint Committee Reserve Account but the account balance has been consistently above this threshold in recent years.</p> <table border="1" data-bbox="331 920 1457 1205"> <thead> <tr> <th>Financial Year</th> <th>Indicative Gross Expenditure Budget</th> <th>Contributions per Partner</th> <th>Reserve A/c funding</th> <th>Projected Reserve A/c balance</th> </tr> <tr> <td></td> <td>£</td> <td>£</td> <td>£</td> <td></td> </tr> </thead> <tbody> <tr> <td>2020-21</td> <td>246,000</td> <td>37,000</td> <td>61,000</td> <td>154,000</td> </tr> <tr> <td>2021-22</td> <td>250,000</td> <td>37,000</td> <td>65,000</td> <td>89,000</td> </tr> <tr> <td>2022-23</td> <td>262,000</td> <td>37,000</td> <td>68,000</td> <td>20,000</td> </tr> </tbody> </table> <p>RESOLVED:</p> <ol style="list-style-type: none"> <li>That the Joint Committee notes the 2018/19 projected outturn forecast including the projected year-end balance for the Joint Committee Reserve Account.</li> <li>That the Joint Committee recommends the 2019-20 budget, including the proposed drawdown and closing balance of the Reserve Account, to the Partnering Councils for approval as part of their respective budget planning frameworks for 2019-20.</li> <li>The Joint Committee asks the Partnering Councils to note the indicative budgets, and associated partner contributions, outlined for the financial years 2020-21 to 2022-23.</li> </ol>	Financial Year	Indicative Gross Expenditure Budget	Contributions per Partner	Reserve A/c funding	Projected Reserve A/c balance		£	£	£		2020-21	246,000	37,000	61,000	154,000	2021-22	250,000	37,000	65,000	89,000	2022-23	262,000	37,000	68,000	20,000	
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16	<p><b>Proposed Date of next meeting</b> Andrea Redmond to arrange a meeting for early June 2019.</p>																										

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