

Pwyllgor CYDBWYLLGOR PROSIECT GWYRDD

Rhif Cyfarfod: 02-21

Dyddiad ac amser DYDD IAU, 2 RHAGFYR 2021, 11.30 AM

Lleoliad CYFARFOD O BELL

Aelodaeth Cyngorydd Michael Michael, Cyngor Caerdydd (Cadeirydd)
 Cyngorydd Chris Weaver, Cyngor Caerdydd
 Cyngorydd Nigel George, Cyngor Bwrdeistref Sirol Caerffili
 Councillor Colin Gordon, Cyngor Bwrdeistref Sirol Caerffili
 Cyngorydd Phil Murphy, Cyngor Sir Fynwy
 Councillor Jane Pratt, Cyngor Sir Fynwy
 Councillor Roger Jeavons, Cyngor Dinas Casnewydd
 Cyngorydd Ray Truman, Cyngor Dinas Casnewydd
 Councillor Peter G King, Cyngor Bro Morgannwg
 Councillor Eddie Williams, Cyngor Bro Morgannwg

AGENDA

No	Item
1	Ymddiheuriadau am Absenoldeb Derbyn ymddiheuriadau am absenoldeb.
2	Datgan Buddiannau I'w gwneud ar ddechrau'r eitem agenda dan sylw, yn unol â Chod Ymddygiad yr Aelodau.
3	Cofnodion (<i>Tudalennau 1 - 4</i>) Cymeradwyo cofnodion y cyfarfod a gynhaliwyd ar 18 Mai 2021 fel gwir gofnod.
4	Materion yn Codi
5	Adroddiad Diweddar (<i>Tudalennau 5 - 8</i>)
6	Sefyllfa Monitro Alldro a Ragamcanwyd Mis 7 2021/22 a Chyllideb 2022/23 (<i>Tudalennau 9 - 14</i>)

No	Item
7	Ail-lofnodi Datganiad Blynyddol 2020/21 (<i>Tudalennau 15 - 28</i>)
8	Dyddiad arfaethedig y cyfarfod nesaf - i'w gadarnhau

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 Welsh Assembly Government

PROSIECT GWYRDD JOINT COMMITTEE MEETING 18 May 2021, 11.00 am	
LOCATION: MS Teams	
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 Phil Murphy, Monmouthshire County Council Councillor Jane Pratt, Monmouthshire County Council Councillor Roger Jeavons, Newport City Council Councillor Peter G King, Vale of Glamorgan Council	

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No	Item
31	Apologies for Absence Apologies had been received from Councillor Truman.
32	Declarations of Interest None received.
33	Minutes The minutes of the meeting held on 1 December 2020 were agreed as a correct record.
34	Matters Arising None.
35	JC Update Report Joint Committee Members were presented with an update report which provided information on; Contract Update, the quantity and proportion of contract waste delivered by Partner Authority, the five key targets achieved by Viridor and an update on Community Benefit Fund and awards. The Chairperson invited questions and comments on the update report. Members sought clarification on the amount of contract waste and Officers confirmed it was 9.69 tonnes. Members noted that there had been no community fund award for Monmouthshire and asked whether this was because there had been no projects put forward or whether any projects put forward had not met the criteria. Officers agreed to check after the meeting but they were minded it was that no projects had been put forward. Officers added that feedback is always provided to applicants who are not successful and advice is given on how to amend the application. Members considered that more could be done to promote the Community Fund in the local authorities. RESOLVED: to note the report.
36	Unaudited Annual Financial Return for Year Ended 31 March 2021 Joint Committee Members were presented with the draft, unaudited Financial Annual Return for the year ended 31st March 2021 prior to the deadline of 31st May agreed with the Audit Wales. The Joint Committee were asked to approve the unaudited Annual Return and following their approval, the document would be available for public inspection for the advertised period, and then submitted to the Audit Wales to undertake the external audit of this return. RESOLVED That: 1. The Joint Committee notes the outturn position for the financial year ended 31st March 2021.

No	Item	Action
	<p>2. Subject to the approval by the Joint Committee of the Annual Return, the Joint Committee consequently authorises the Chair to sign the Annual Return on behalf of the Joint Committee, and its subsequent submission to Audit Wales to commence the 2020/21 audit.</p> <p>3. If following the completion of the audit minor amendments are required by Audit Wales then, to authorise, the Audited annual Return to be signed by the Chair on behalf of the Joint Committee.</p>	
37	Date of next meeting - TBC	

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**THE BOROUGH, CITY AND COUNTY COUNCILS OF CAERPHILLY, CARDIFF,
MONMOUTHSHIRE, NEWPORT AND THE VALE OF GLAMORGAN**

PROSIECT GWYRDD JOINT COMMITTEE

REF: 02-21

DATE: 02.12.21

PROSIECT GWYRDD UPDATE REPORT FOR JOINT COMMITTEE

REPORT OF: SENIOR RESPONSIBLE OFFICER

AGENDA ITEM: 5

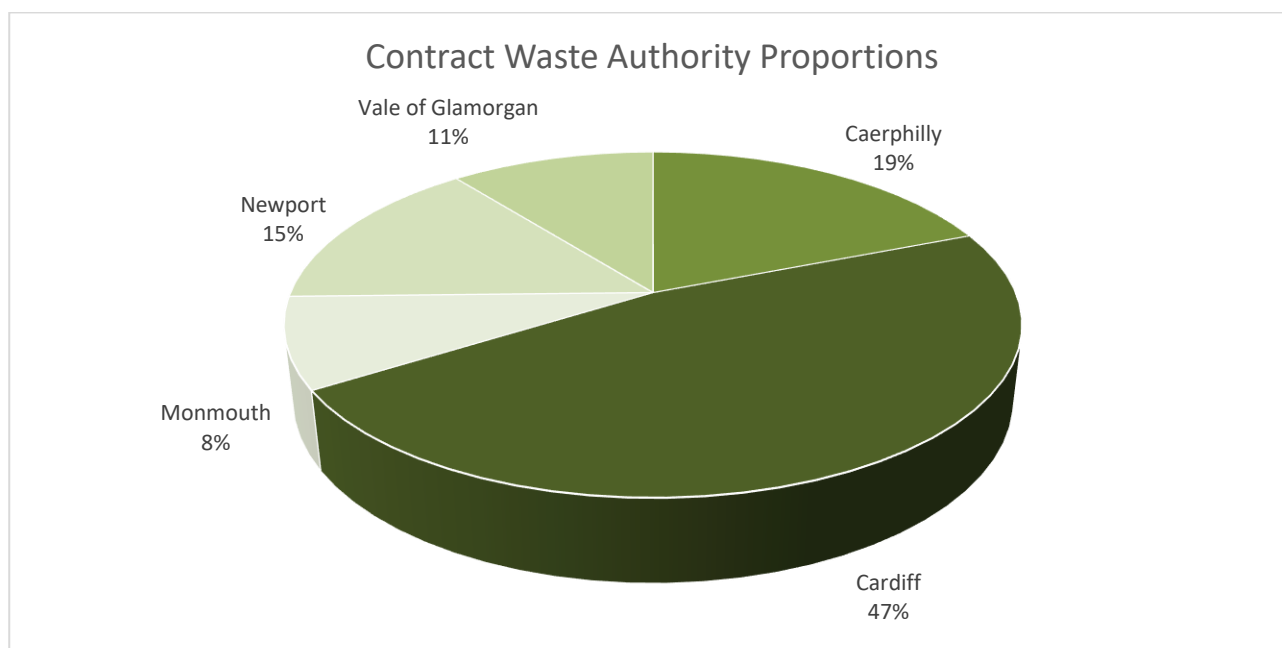
Background

1. At previous Joint Committee meetings Update Reports on the Prosiect Gwyrdd Contract have been provided, this report provides a further update in relation to this contract.

Contract Update

2. The annual maintenance outage for Trident Park was carried out during June and July 2021. During this period the facility's waste bunker was used to store the Partnerships waste, and all Contract Waste was treated at the facility. All works were completed as per the outage schedule and both lines at the facility were returned to service on 10th July 2021.
3. Site investigation works at Trident Park have commenced for installation of the heat exchanger unit to supply the Cardiff Heat Network. It is anticipated that the heat exchanger will be connected during the 2022 annual maintenance outage. Installation works for Cardiff Heat Network pipes is due to commence early 2022.
4. During April to September 2021 a total of 88,828 tonnes of residual waste was sent to the Prosiect Gwyrdd Contract, with all of the residual waste being treated at Trident Park.

5. Proportion of Contract Waste Delivered April – September 2021 by Partner Authority:



6. From the waste delivered 13,327 tonnes of the Incinerator Bottom Ash was recycled, 594 tonnes of the Air Pollution Control Residue was recycled, 3,551 tonnes of metals was recycled.

7. In April to September 2021 Viridor achieved all of the five Key Targets:

Key Target	Target Percentage	Actual Percentage
The Contractor's Guaranteed Unprocessed Landfill Target Percentage	0.0%	0.0%
The Contractor's Guaranteed Maximum Percentage of Contract Waste to Landfill	2.1%	0.4%
The Contractor's Guaranteed IBA Recycling Target Percentage	100.0%	100.0%
The Contractor's Guaranteed BMW Diversion Target Percentage	100.0%	100.0%
the Contractor's Guaranteed Un-reprocessed IBA Target Percentage	0.0%	0.0%

8. 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 to Natural Resources Wales confirmed with an annual figure of 0.78 which is in excess of the 0.65 requirement.
9. The Incinerator Bottom Ash is currently being recycled by Days Aggregates at their facility in Avonmouth.

10. The Air Pollution Control Residue is currently either being recycled by O.C.O. Technology Ltd previous called Carbon8 Aggregates at their facility in Avonmouth or landfilled by Grundon (Waste) Ltd at their Gloucestershire facility.

Community and Community Benefit Fund

11. During 2021/22 to date the Prosiect Gwyrdd Community Benefits Fund Panel has met twice, where a total of £23,721.90 was awarded between eleven community initiatives based with the Prosiect Gwyrdd Partnership Local Authority areas, the panel will be meeting once more this financial year. A breakdown of the projects supported this year to date, is detailed in the table below.

12. Breakdown of 2021/22 Prosiect Gwyrdd and Viridor Community Fund Awards

Organisation	Region	Contribution
May 2021		
Newport Scout Group	Newport	£2,746.00
C&V Scouts	Cardiff	£3,009.20
Dusty Shed	Cardiff	£2,529.00
Kids Cancer Charity	Cardiff	£2,642.30
Tenovus	Cardiff	£350.00
September 2021		
Ainon Baptiste Choir	Cardiff	£2,244.00
Allegra Ladies Choir	Newport	£2,000.00
Croesyceiliog Canoe Club	Newport	£2,895.00
Cyfeillion Glan Ceubai	Cardiff	£2,886.40
Rhiwbina Squirrels	Cardiff	£2,000.00
St Albans U8s	Cardiff	£420.00

13. Details of the funding criteria and how to apply can be found at: <https://viridor.co.uk/our-operations/energy/energy-recovery-facilities/cardiff-erf/community>

Financial Implications

14. There are no direct financial implications arising from this update report. The financial arrangements between the Partnership and Viridor will operate in accordance with the Contract and in particular the Payment Mechanism.

Legal Implications

15. There are no direct legal implications associated with this report

Recommendations

16. To note the content of this report.

Matt Wakelam
Senior Responsible Officer, Prosiect Gwyrdd
 02 December 2021

Mae'r dudalen hon yn wag yn fwriadol



**THE BOROUGH, CITY AND COUNTY COUNCILS OF CAERPHILLY, CARDIFF,
MONMOUTHSHIRE, NEWPORT AND THE VALE OF GLAMORGAN**

PROSIECT GWYRDD JOINT COMMITTEE

REF: 02-21

DATE: 02/12/2021

**2021/22 MONTH 7 MONITORING POSITION AND PROJECTED OUTTURN:
2022/23 BUDGET**

**REPORT OF: TREASURER TO THE PROSIECT GWYRDD JOINT COMMITTEE
AGENDA ITEM: 6**

PURPOSE OF REPORT

1. To provide Joint Committee with an update of the financial monitoring position and projected outturn for the Prosiect Gwyrdd Budget based on the Month 7 position for the 2021/22 financial year.
2. For Joint Committee to consider the proposed 2022/23 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 2022/23.
3. To provide the partner Councils with early indicative estimates for the period from 2023/24 onwards.

BACKGROUND

4. The Joint Committee's budget approval process is set-out in the Joint Working Agreement 2 (JWA2). In addition, the JWA2 also provides that the budget is reviewed on a regular basis during the financial year and where appropriate, action taken to ensure sufficient resources are available to the project in order to deliver the agreed outcomes.
5. The Prosiect Gwyrdd Joint Committee approved the original 2021/22 Budget at its meeting on the 1st December 2020, which recommended the 2021/22 Revenue budget to the partner councils for consideration as part of their respective annual budget setting processes.

2021/22 MONITORING

6. Table 1 below provides an update on the Joint Committee's Month 7 financial position for the 2021/22 financial year. In summary the current position shows a projected gross expenditure outturn of £190,059 which represents a decrease of £58,625 against the original 2021/22 gross expenditure budget of £248,684.

TABLE 1: 2021/22 Summary Monitoring Position

	2021/22 Budget £	2021/22 Projected Outturn £	2021/22 Variance £
Project Team	182,607	170,525	(12,082)
Supplies & Services	18,450	18,393	(57)
Committee & Support Services	10,200	5,645	(4,555)
Organics Contribution	(40,103)	(38,005)	2,098
Expenditure funded by Partner Contributions	171,154	156,559	(14,595)
External Advisors	57,530	23,500	(34,030)
Contingency	20,000	10,000	(10,000)
Expenditure funded by Reserve Account	77,530	33,500	(44,030)
Gross Expenditure	248,684	190,059	(58,625)
Partner Contributions	(185,000)	(135,000)	50,000
Net Expenditure	63,684	55,059	(8,625)
Appropriations (from) / to Joint Committee Reserve A/c	(63,684)	(55,059)	8,625
Projected Balance of the Joint Committee Reserve A/c as at 31.03.2022		256,426	

7. The Project Team is currently reporting an underspend of £12,082 (this assumes a 2% pay award being agreed for 21/22). This variance is a consequence of the Budget being based on top of the pay scale costings and full employee on-costs.
8. The underspend of £34,030 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. The actual spend to date on advisors is nil and there are no current commitments to engage advisors in this financial year.
9. The other significant expenditure variance identified in Table 1 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

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the financial year to date. Again there are no current commitments to use the contingency budget in this financial year.

10. Based on the projected Reserve Account position at Month 7 a £10,000 rebate per partner is proposed for 2021/22. 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 31st March 2022 is £256,426 and this resource will be available to continue the principle of funding non-recurring Prosiect Gwyrdd expenditure in future financial years.

2022/23 BUDGET

11. A reasonable balance in the Reserve Account will be necessary to ensure that the Joint Committee has the financial flexibility to respond to unforeseen events without the need to ask Partner Councils to increase their in-year partner contributions. Against this background it is proposed that Partner contributions will continue to primarily fund the recurring regular expenditure of the Joint Committee, with the Reserve Account funding any ad-hoc non-recurring expenditure, specifically External Advisors and the contingency provision. Any in-year additional resource requirements such as an upturn in external advisor activity would be funded from further drawdowns from the Joint Committee Reserve Account. The projected balance for this account for the end of 2022/23 financial year assuming a full drawdown of the budgeted funding is £187,766.
12. Table 2 below provides a summary of the proposed Budget for 2022/23 as well as a comparison with the current 2021/22 budget. A pay award of 2% from 1st April 2022 has been assumed for uplifting employee costs with an indexation assumption of 2% being applied to the other non-employee budget headings.

TABLE 2: Summary Budget Position 2022/23

	2021/22 Original Budget £	2022-23 Proposed Budget £
Expenditure		
Contract Management Team	182,607	148,320
Supplies & Services	18,450	18,820
Support Services	10,200	48,350
Cardiff & Vale Organics Contribution	(40,429)	(40,900)
Expenditure – funded by Partner contributions	170,828	174,580
External Advisors	57,530	58,680
Contingency	20,000	20,400
Expenditure – funded by Reserve Account	77,530	79,080
Gross Expenditure	248,358	253,660
Partner Contributions	(185,000)	(185,000)
Appropriations from Joint Committee Reserve A/c	(63,358)	(68,660)
Projected Balance of the Joint Committee Reserve A/c as at 31.03.2023		187,766

13. Historically the lead finance officer for the project has been included in the budget for the Contract Management Team, however now that the contract is established this role is more of a support function and as such the budget has been transferred between headings for the 22/23 budget proposal along with the Procurement and Legal support costs. The other budgets heads have been increased by 2% with the proposed partner contributions unchanged at £185,000, which is £37,000 per partner.
14. The projected drawdown from the Reserve account is £68,660 to leave a projected balance on the account of £187,766 as at 31st March 2023.

POST 2022/23 INDICATIVE BUDGET PROJECTIONS

15. Table 3 below provides a summary of indicative Joint Committee budgets and partner contributions for the financial years 2023/24 to 2025/26 which have also been indexed by inflation assumptions of 2% for both pay awards and 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.

16. 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.

TABLE 3: Summary 2023/24 to 2025/26 Indicative Resource Requirements

Financial Year	Indicative Gross Expenditure Budget	Contributions per Partner	Reserve A/c funding	Projected Reserve A/c balance
	£	£	£	
2023/24	258,000	38,600	66,000	122,000
2024/25	264,000	39,400	67,000	55,000
2025/26	269,000	42,800	55,000	0

FINANCIAL IMPLICATIONS

17. This report provides Joint Committee with an update on the 2021/22 projected out-turn position at Month 7 with a gross expenditure underspend of £58,625 being projected. The projected balance of the Reserve Account at the end of 2021/22 is £256,426 which will be available to assist in funding non-recurring Prosiect Gwyrdd expenditure in future financial years.
18. The budget requirement of £253,660 for 2022/23 will be funded from partner contributions of £185,000 with the remaining funding of £68,660 being funded from a drawdown from the Reserve account. The closing projected Reserve Account balance of £187,766 assumes full drawdown in line with budget requirements for 2022/23 which will be monitored and updated accordingly with its implications for future years funding.
19. Indicative budgets have also been prepared for financial years 2023/24 to 2025/26 to inform Partner Councils in considering Prosiect Gwyrdd Joint Committee funding requirements in setting their Medium Term Financial Forecasts. These assume a continuation of the funding policy with the Reserve Account funding ad-hoc, non-recurring expenditure. The Reserve Account drawdown is dependent on sufficient resources being available to fund relevant expenditure. If Reserve Account resources are not sufficient then any shortfall will need to be made up either by partners contributing to the Reserve account and / or by increasing partner contributions. The expectation is that the balance of the Reserve Account can be managed to avoid any in year increases in Partner contributions.

LEGAL IMPLICATIONS

20. The Joint Working Agreement 2 (JWA2) in respect of the PG contract makes provision in respect of monitoring of costs, approving annual budgets (for recommendation to each Partner Council for approval) and council contributions. As part of the annual budget the JWA2 also allows Joint Committee to confirm the contingency to be included in the annual budget. The annual budget is the amount reasonably required to administer the contract.
21. It should be noted that the figures set out in this report are the best estimates at this time and as with any complex contract there is always a risk that the costs may exceed estimates as the contract progresses.

RECOMMENDATIONS

- a. That the Joint Committee notes the 2021/22 projected outturn forecast including the projected year-end balance for the Joint Committee Reserve Account.
- b. That the Joint Committee recommends the 2022/23 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 2022/23.
- c. The Joint Committee asks the Partnering Councils to note the indicative budgets, and associated partner contributions, outlined for the financial years 2023/24 to 2025/26.

Christopher Lee
Section 151 Officer – Cardiff Council
Treasurer to the Prosiect Gwyrdd Joint Committee

2nd December 2021



**THE BOROUGH, CITY AND COUNTY COUNCILS OF CAERPHILLY, CARDIFF,
MONMOUTHSHIRE, NEWPORT AND THE VALE OF GLAMORGAN**

PROSIECT GWYRDD JOINT COMMITTEE

REF: 02-21

DATE: 02/12/2021

PROSIECT GWYRDD 2020/21 ANNUAL FINANCIAL RETURN RE-SIGNING

REPORT OF: TREASURER TO THE PROSIECT GWYRDD JOINT COMMITTEE

AGENDA ITEM: 07

PURPOSE OF REPORT

1. To present to the Joint Committee an amended unaudited Financial Annual Return for the year ended 31st March 2021 for approval by the Joint Committee. Following the Joint Committee approval, the Annual Return will be submitted to Audit Wales to finalise the external audit of this return.

BACKGROUND

2. Local Authorities and other relevant bodies (including Joint Committees) are required to prepare and publish their annual accounts in-line with the requirements of the Accounts & Audit (Wales) Regulations 2014 (as amended). Regulation 14 states that smaller local government bodies (those with annual income and expenditure below £2.5 million) can prepare their accounts in the form of an Annual Return replacing the obligation to produce a full Statement of Accounts.

ISSUES

3. The Joint Committee at its meeting on 18th May 2021 approved the unaudited Annual Return for 2020/21 and following a period of public display this document was forwarded to Audit Wales to complete their work as External Auditors. During the course of their work as external auditors of the Annual Returns for the Joint Committees for which Cardiff Council is the lead authority, inconsistencies in the treatment of the Accumulated Absences Reserve between the Joint Committees were identified. Consequently, the 2020/21 Annual Return requires the Accumulated Absences reserve to be excluded.



4. The Accumulated Absences Reserve is an un-usable reserve which records the financial commitment for Annual Leave that has not been taken but is due at the end of the financial year. It is not included in the Prosiect Gwyrdd Budget nor the monitoring reports and it is not significant for Prosiect Gwyrdd with the Reserve being c£3,000 for 31.03.2021.
5. Although not a significant amount, there is no ability to amend the Annual Report outside of a formal Joint Committee meeting. The amended 2020/21 Annual Report is appended to this report. The removal of the Accumulated Absences Return has impacted on lines 4,7,10 and 11 of the Accounting Statements page of the Annual Return.

FINANCIAL IMPLICATIONS

6. There are no direct financial implications for removing the Accumulated Absences return from the annual Return as this is an un-usable reserve.

LEGAL IMPLICATIONS

7. All Local authority accounts are required to be made up to 31st March. The Accounts and Audit (Wales) regulations set out the process for dealing with accounts and as set out in this report that will be the process for a 'smaller relevant body' i.e. approval of an Accounting Statement (including amendments thereof) which is referred to in this report as an Annual Return. The Regulations also sets out further provision in relation to publication.
8. The Joint Working Agreement 2 (JWA2) in respect of the PG contract makes provision in respect of monitoring of costs, approving annual budgets, council contributions, project expenditure and subsequent reimbursements to councils.
9. Currently the JWA2 deals with the process of approving accounts according to legislation which was in place at the time of drafting the JWA2. It is understood that any update in the process of what is approved by Joint Committee is due to the updates in the Regulations referred to above and in the body of the report. The JWA2 states that any reference to legislation within the agreement includes any amended legislation. Accordingly any process under the JWA2 would be read in conjunction with any amended legislation.

RECOMMENDATIONS

10. Subject to the approval by the Joint Committee of the revised Annual Return, the Joint Committee consequently authorises the Chair to re-sign the Annual Return on behalf of the Joint Committee, and its subsequent submission to Audit Wales to finalise the 2020/21 audit.

Christopher Lee
Treasurer to Prosiect Gwyrdd Joint Committee

2nd December 2021

The following Appendix is attached:

Appendix A - The Prosiect Gwyrdd Joint Committee's Unaudited Annual Return for financial year 2020/21.

Mae'r dudalen hon yn wag yn fwriadol

Minor Joint Committees in Wales

Annual Return for the Year Ended 31 March 2021

LANGUAGE PREFERENCE

Please indicate how you would like us to communicate with you during the audit. Note that audit notices will be issued bilingually.

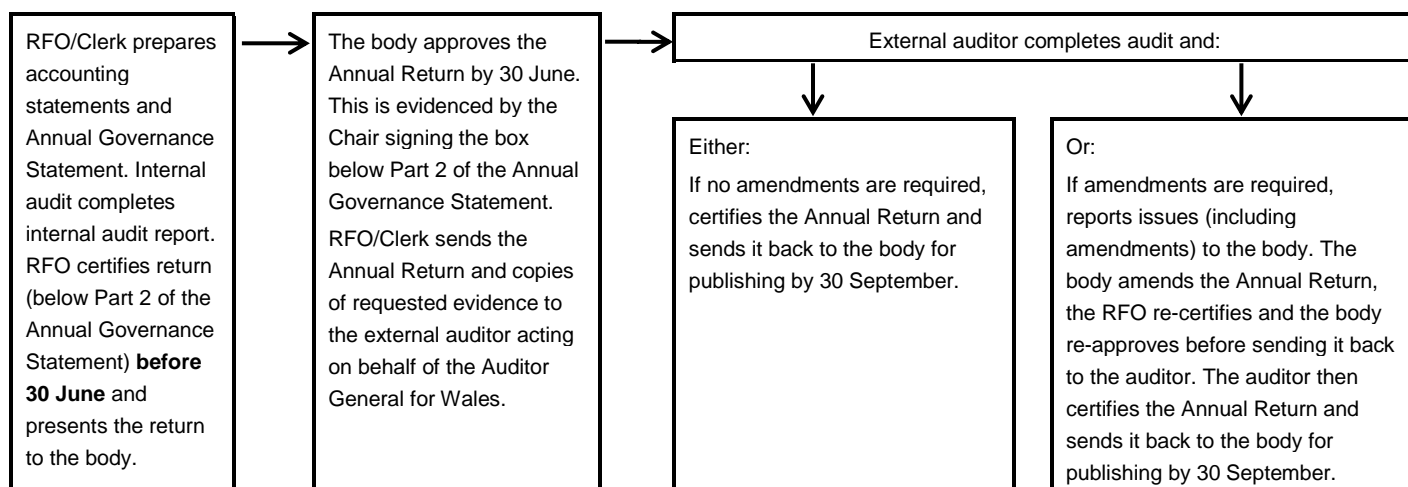
	Yes	No		Yes	No		Yes	No
ENGLISH	<input type="checkbox"/>	<input type="checkbox"/>	WELSH	<input type="checkbox"/>	<input type="checkbox"/>	BILINGUALLY	<input type="checkbox"/>	<input type="checkbox"/>

THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires local government bodies in Wales (including joint committees) to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For minor joint committees with income and expenditure below £2.5 million, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication, **Governance and accountability for local councils in Wales – A Practitioners' Guide** (the Practitioners' Guide). The Practitioners' Guide requires that they prepare their accounts in the form of an Annual Return. This Annual Return meets the requirements of the Practitioners' Guide.

The accounts and audit arrangements follow the process as set out below.



Please read the guidance on completing this Annual Return and **complete all sections highlighted pink**.

APPROVING THE ANNUAL RETURN

The Committee must approve the Annual Return **BEFORE** the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.

If it is unable to complete the approval process by 30 June 2021 or publish the audited return by 30 September, the Committee must publish notices as required by the Regulations.

The Auditor General for Wales' Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It **MUST NOT** be completed by the Clerk/RFO, the Chair or the internal auditor.

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.

Accounting statements 2020-21 for:

Name of body: PROSIECT GWYRDD

	Year ending		Notes and guidance for compilers
	31 March 2020 (£)	31 March 2021 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	329,712	323,863	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	135,000	135,000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	31,682	35,354	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	-117,603	-131,309	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	-54,928	-51,423	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	323,863	311,485	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	108,000	216,000	Income and expenditure accounts only: Enter the value of debts owed to the body.
9. (+) Total cash and investments	218,152	97,774	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	-2,289	-2,289	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	323,863	311,485	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	0	0	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement (Part 1)

We acknowledge as the members of the Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2021, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. 	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Committee to conduct its business or on its finances.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1.

2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

Committee approval and certification

The Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2021.	Approval by the Committee I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference: Minute ref: Original Annual Return presented to meeting on 18/5/21 Agenda Item 6. This amended Return to be presented to the next meeting of Joint Committee on 2/12/21
RFO signature:	Chair of meeting signature:
Name: Christopher Lee	Name: Councillor Michael Michael
Date: 02/12/2021	Date: 02/12/2021

Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with, guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2021 of:

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Auditor General's report

Audit opinion

Other matters arising and recommendations

External auditor's name:

External auditor's signature:

Date:













For and on behalf of the Auditor General for Wales

Annual internal audit report to:

Name of body: PROSIECT GWYRDD 2020-2021

The Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2021.

The internal audit has been carried out in accordance with the Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.					<p>Appropriate books of accounts has been kept through Cardiff Councils main accounting ledger, SAP and all supporting evidence was checked.</p> <ul style="list-style-type: none"> Income- Expenditure Statement of balances Highlight Report and Meeting minutes <p>Regular progress against budget is maintained and monitored by the Accountant and discussed at the PG Project Board Management Meetings and Contract Management Board, the meetings are held approximately bi-monthly.</p>
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.					<p>Financial regulations have been met, payments were supported by invoices and VAT has been appropriately accounted for under the accountable body: Cardiff Council's VAT registration with the necessary disclosures and permissions sought from HMRC.</p>
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.					<p>The body has assessed and mitigated significant risks in order to achieve its objectives. Risks are considered at the Contract Management Board meetings and also on the highlight reports to the Board.</p> <p>Prosiect Gwyrdd inherent risks are also subject to a quarterly risk management review process.</p>

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Regular progress against budget is maintained and monitored by the Accountant and the Monitoring Position and the Projected Outturn is discussed regularly at Prosiect Gwyrdd's Joint Committee Contract Management Board Meetings.</p> <ul style="list-style-type: none"> SAP - Income- Expenditure Statement of balances CMB Meeting Minutes CMB01-18.11.2020 Highlight Report v1.0
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>An income contribution of £27,000 for both 19/20 and 20/21 is expected, from each of the joint contributing Councils. There has been a delay in obtaining some purchase orders numbers, this issue has now been resolved and invoices covering both years has been raised.</p> <p>This expected income is reflected in the Debtors figure £216,000 on the statement.</p>
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Analysis of KSB1 for the overall cost / profit centre position DA051 did not identify any Imprest account reimbursements.</p> <p>Prosiect Gwyrdd does not have any Petty Cash or Imprest Accounts.</p>
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Salaries to employees were paid through Cardiff Council's main accounting ledger, SAP and the internal payroll process including DigiGOV.</p> <p>Prosiect Gwyrdd has three Permanent employees-.SAP checked.</p>
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>No tangible fixed assets.</p> <p>Current assets include cash (held by Cardiff Council) and Debtors.</p>
	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>It was verified that bank account reconciliations for inter companies are undertaken as part of the council's wider year-end bank reconciliations, any imbalances are rectified during the course of the year. Inter companies are not identified individually throughout the year.</p> <p>A suitably qualified person undertakes the bank reconciliations.</p>
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The Accounting statements were prepared from figures based in SAP on the correct accounting basis, they agreed with the cashbook and were supported by an adequate audit trail from underlying records.</p>

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
11. Insert risk area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Insert text
12. Insert risk area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Insert text
13. Insert risk area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Insert text

Internal audit confirmation

I/we confirm that as the Committee's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2019-20 and 2020-21. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	PERNILLE LARSEN
Signature of person who carried out the internal audit:	Pernille Larsen
Date:	30.04.2021

Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this Annual Return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs. Ask your auditor for an electronic copy of the form if required.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2020) equals the balance brought forward in the current year (line 1 of 2021). Explain any differences between the 2020 figures on this Annual Return and the amounts recorded in last year's Annual Return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers **all** your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **You must send to the external auditor, information to support the assertions made in the Annual Governance Statement.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?		
	Does the bank reconciliation as at 31 March 2021 agree to Line 9?		
Approval	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 2021?		
	Has the body approved the accounting statements before 30 June 2021 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?		
All sections	Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed?		
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.		

If accounts are amended after receipt of the Auditor General's report on matters arising		Yes	No
Accounts	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Committee's approval of the amendments before re-submission to the auditor?		

Mae'r dudalen hon yn wag yn fwriadol