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**Control Sheet**

<b>Name</b>	<b>Version</b>	<b>Date</b>
HM	Draft 0.1	9.12.08
VAT	Draft 0.2	5.01.09
TK	Draft 0.3	19.01.09
CM	Draft 0.4	20.01.09
VAT	Final 1.0	26.01.09

<b>PROSIECT GWYRDD MEMBERS STEERING GROUP MEETING</b>	
<b>9TH DECEMBER 2008, PENALLTA HOUSE, TREDOMEN</b>	
<b>Present:</b>	<b>Abbreviation</b>
<b>Elected Members:</b>	
Cllr Colin Mann, Caerphilly County Borough Council (Chair)	CM
Cllr Margaret Jones, Cardiff County Council	M.J
Cllr Mark Stephens, Cardiff County Council	MS
Cllr David Atwell, Newport City Council	DA
Cllr David Fouweather, Newport City Council	DF
Cllr Peter Fox, Monmouthshire County Council	PF
Cllr Eric Saxon, Monmouthshire County Council	ES
Cllr Geoff Cox, The Vale of Glamorgan Council	GC
Cllr Gordon Kemp, The Vale of Glamorgan Council	GK
<b>Officers:</b>	
Mark Williams, Caerphilly County Borough Council	MW
Steven Phillips, Cardiff County Council	SP
Marcia Sinfield, Cardiff County Council	MS
Elizabeth Weale, Cardiff County Council	EW
Stephen Davison, Newport City Council	SD
Dave Harris, Monmouthshire County Council	DH
Clifford Parish, The Vale of Glamorgan Council	CP
Tara King, Project Manager	TK
Ian Lloyd Davies, Communications Lead Officer	ILD
<b>Apologies:</b>	
Cllr Lyn Ackerman, Caerphilly County Borough Council	
Elizabeth Lucas, Caerphilly County Borough Council	
Dan Perkins, Caerphilly County Borough Council	

No	Item	Action
<b>1.</b>	<b>Minutes of Previous Meeting</b>	
78/08	The minutes of the meeting held on 30 <sup>th</sup> September 2008 were agreed.	Noted
<b>2.</b>	<b>Matters Arising</b>	
79/088	There were no matters arising.	Noted
<b>3.</b>	<b>Project Manager Report Update - TK</b>	
80/08	<p>TK reported that both Cardiff and Caerphilly had considered and endorsed the content of the 'common' report (to which the outline business case was appended) and that Newport, the Vale and Monmouthshire would consider the report on 16th, 17th December 2008 and 7th January 2009 respectively.</p> <p>TK then gave a presentation on the scope of the project and the procurement strategy and referred specifically to site progress and the key project issues. In making reference to the requirement to finalise the joint working agreements, TK confirmed that the draft output specification should be available to be presented to the next meeting.</p> <p>It was pointed out that the lack of commitment from the Welsh Assembly Government could affect the indicative outline timetable which has been developed to allow the project to be taken forward but that it would be necessary to continue to develop the necessary and complex procurement documentation in the event that the support is forthcoming.</p> <p>TK responded to a number of questions which were raised during the presentation and the course of the ensuing debate with particular reference to the risks associated with the response from the Welsh Assembly Government and the specific funding arrangements of the individual authorities.</p>	
<b>4.</b>	<b>Leaders Letter to First Minister -TK</b>	
81/08	TK gave an update on the current position of the Welsh Assembly Government in relation to financial support and	Noted

	<p>referred to correspondence sent to Jane Davidson by the Steering Group in July 2008 and the subsequent response received in August 2008 indicating that it is not possible to make a specific commitment at this time.</p> <p>Following detailed discussion as to how the matter should now be progressed and on the assumption that a decision is not forthcoming from the WAG, whilst taking into account the requirement for an early commitment in order that the scheme can proceed, it was agreed that:-</p> <ol style="list-style-type: none"> <li>1. subject to minor amendments to include revised financial information and the detailed consequences as a result of any delay, the letter (as appended to the agenda) be sent to the First Minister Rhodri Morgan from the Steering Group seeking assistance in obtaining a firm commitment of funding arrangements;</li> <li>2. individual authorities write to their respective AM's and MP's outlining the current situation and seeking their support;</li> <li>3. The First Minister, be invited to the next meeting scheduled for 26th January 2009.</li> <li>4. Relevant AM's and MP' s to be considered for inviting to the next meeting</li> </ol>	<p>TK</p> <p>Lead Officers</p> <p>TK</p>
<p><b>5.</b></p>	<p><b>Communications Update and Press Protocol - TK</b></p>	
<p>82/08</p>	<p>ILD highlighted the communication objectives and detailed the media protocol and the proposals for dealing with all queries via one central e-mail address to ensure that there is consistency and control over the information provided. It was noted that this proposal has been discussed and agreed with the individual Communications Managers.</p> <p>He then gave a presentation on the details to be incorporated on the web site which will include links to each of the constituent authority websites (recycling plans and strategies etc) and other related websites. As part of the launch of the site, which will commence consultation with the public and key stakeholders, it is proposed to send an internal e-mail to all staff of each of the five local authorities.</p> <p>ILD confirmed that all public relations material released to</p>	<p>ILD</p>

	<p>the media will be sent out on behalf of Prosiect Gwyrdd. He circulated an example of an initial press release that had been issued and confirmed that further releases will be produced as the project develops.</p> <p>It was suggested that consideration should be given to the inclusion of an item in respective council newspaper publications in the new year.</p> <p>ILD responded to a number of questions which were raised during the presentation and the course of the ensuing debate with particular reference to the media protocol and the detailed content of the website.</p>	
<b>6.</b>	<b>Question and Answer Session</b>	
83/08	There were no questions raised that had not already been dealt with during the course of the meeting.	Noted
<b>7.</b>	<b>Any Other Business</b>	None
<b>8.</b>	<b>Date of Next Meeting</b>	
84/08	<p>Future meetings would be held at 4.30pm as follows:</p> <p>26th January 2009 - Penallta House, Tredomen                  23rd February 2009 - Penallta House or County Hall, Cardiff                  16th March 2009 - Penallta House                  20th April 2009 - Penallta House or County Hall, Cardiff</p>	Noted