

Prosiect Gwyrdd Members Steering Group Meeting	
Penallta House, Tredomen	
Present:	Initial
Elected Members:	
Cllr Colin Mann, Caerphilly County Borough Council (Chair)	CM
Cllr Miss Lyn Ackerman, Caerphilly County Borough Council	LA
Cllr Margaret Jones, Cardiff County Council	M.J
Cllr Mark Stephens, Cardiff County Council	MS
Cllr David Atwell, Newport City Council	DA
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
Officers:	
Mark Williams, Caerphilly County Borough Council	MW
Hrjinder Singh, Cardiff County Council (Lead Finance Officer)	HS
Steven Phillips, Cardiff County Council	MS
Marcia Sinfield, Cardiff County Council	EW
Elizabeth Weale, Cardiff County Council (Legal Lead Officer)	SP
Ian Lloyd Davies, Cardiff County Council (Communications Lead Officer)	ILD
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
Apologies:	
Cllr David Fouweather, Newport City Council	
Cllr Peter Fox, Monmouthshire County Council	

No	Item	Action
1.	Minutes of Previous Meeting	
9/09	The minutes of the meeting held on 26th January 2008 were agreed.	Noted
2.	Matters Arising	
10/09	Arising from the minutes the requirement to emphasise that the procurement is technology neutral and that the reference technology of the OBC will not prescribe the final outcome was reiterated.	Noted
3.	Project Managers Report - TK	
11/09	<p>TK gave an update on WAG targets and future directions 2 paper which need to be taken into account within the Financial and Technical Health-check. The Final Draft OBC (which has been approved in principle by all constituent authorities) which will continue to be reviewed and developed as the project moves through the procurement stages for Final Business Case was noted.</p> <p>TK then made reference to the economic changes which would need to be taken into account and it was confirmed that the heads of terms for site options will need to be drafted and agreed with the relevant Council prior to progressing to the procurement stage. It was anticipated that these would be drafted by the end of the month.</p> <p>Concerns were expressed that a formal notification has yet to be received from the Welsh Assembly Government on the funding arrangements terms and conditions and funding formula and that its delay has an impact on the timetable. As such, it was agreed that a letter be sent by the Chairman on behalf of the Group requesting the commitment be confirmed in writing as soon as possible.</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 nominated public controlled site option under discussion, the procurement decision path process and financial management of the process by the relevant Councils.</p>	<p>Noted</p> <p>Agreed</p>
4.	Content of Second Report	
12/09	<p>TK then gave an update on the second of the common reports which had been discussed in detail at the previous meeting and it was reported that this would be referred to the relevant Council in the first instance prior to its presentation to the other authorities. In this connection, Members were reminded of the indicative outline timetable, key principles of the output specification, the affordability envelope and the governance and procurement process which will be detailed therein.</p> <p>TK then made specific reference to the competitive dialogue procurement process, the staged timetable, the draft evaluation framework, technical and service delivery and the legal and contractual arrangements.</p>	<p>Noted</p> <p>Noted</p>

	<p>HS gave an overview on the financial implications and highlighted ongoing reviews of the OBC to regularly assess the relevance and robustness of the key assumptions in order that all of the key technical and financial assumptions and the resulting affordability issues can be revised as necessary.</p> <p>EW then gave an update on the Joint Working Agreement and made specific reference to the role of the Lead Authority and the proposed structure the governance arrangements on the basis of a Joint Committee with a Lead Authority. EW detailed its proposed terms of reference and the function it will perform on behalf of the constituent authorities and pointed out the requirement to understand the consequences.</p> <p>TK, HS and EW responded to a number of questions which were raised during the presentation and the course of the ensuing debate.</p>	<p>Noted</p> <p>Noted</p>
5.	Members Options	
13/09	<p>With regard to the proposed site visits it was agreed that arrangements should made to visit two sites in the north on dates which will be notified in due course. TK to review the potential arrangements.</p> <p>It was reported that in view of diary commitments it had not been possible to arrange the proposed meeting with Cabinet/Executive Members of each authority in order to give an update on the progress of the project. As such SP referred to the meeting of the Connecting South East Wales Board scheduled for 9th April and to proposals to meet with the Chief Executives and Members in attendance prior to that meeting.</p>	<p>Agreed</p> <p>Noted</p> <p>SP</p>
6.	Question and Answer Session	
14/09	There were no questions raised that had not already been dealt with during the course of the meeting.	Noted
7.	Any Other Business	
15/09	There were no issues raised under any other business	
8.	Date of Next Meeting	
16/09	Subject to progress being made, the next meeting would be held on 20th April 2009 and be convened at Penallta House	Noted