

Control Sheet

Name	Version	Date
HM	Draft 0.1	9.02.09
VAT	Draft 0.2	9.02.09
TK	Draft 0.3	6.03.09
CM	Draft 0.4	9.03.09
MSG	1.0	16.03.09

Prosiect Gwyrdd Members Steering Group Meeting	
26th January 2009, Penallta House, Tredomen	
Present:	Abbreviation
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	MJ
Cllr Peter Fox, Monmouthshire County Council	PF
Cllr Eric Saxon, Monmouthshire County Council	ES
Cllr Geoff Cox, The Vale of Glamorgan Council	GC
Officers:	
Steven Phillips, Cardiff County Council	SP
Marcia Sinfield, Cardiff County Council	MS
Gareth Price, Newport City Council	GP
Dave Harris, Monmouthshire County Council	DH
Clifford Parish, The Vale of Glamorgan Council	CP
Tara King, Project Manager	TK
Apologies:	
Cllr Mark Stephens, Cardiff County Council	
Cllr David Atwell, Newport City Council	
Cllr David Fouweather, Newport City Council	
Cllr Gordon Kemp, Vale of Glamorgan Council	
Mark Williams, Caerphilly County Borough Council	
Stephen Davison, Newport City Council	

No	Item	Action
1.	Minutes of Previous Meeting	
1/09	The minutes of the meeting held on 9 th December 2008 were agreed.	Noted
2.	Matters Arising	
2/09	There were no matters arising.	Noted
3.	Project Managers Report - TK	
3/09	<p>TK reported that all parties have now considered and endorsed the content of the 'common' report (to which the outline business case was appended).</p> <p>TK then gave an update on the site progress and reported that following technical assessments, two sites will be taken forward for further investigation. The heads of terms for options will need to be drafted and agreed with the relevant Council prior to progressing to the procurement stage.</p> <p>With regards to the funding position, reference was made to the First Ministers response to the WLGA indicating that there will be revenue grant funding and confirmed support for the project and seeking clarification on the stages of the funding process.</p> <p>TK then referred to the status of the outline business case and to the timetable which has been developed to allow the project to be taken forward.</p> <p>TK then gave details of the risk impacts and mitigation factors which have already been identified in the risk management framework that need to be addressed, particularly in respect of the procurement and financial processes.</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 timetable and the requirement of each of the constituent authorities to present the report to their relevant committees within the given timescale.</p>	Noted
4.	Common Report 2	
4/09	<p>TK and MS then gave a presentation on the second of the common reports and in highlighting its content referred to the indicative outline timetable, key principles of the outline specification and the affordability envelope.</p> <p>TK and MS responded to a number of questions which were</p>	Noted

	<p>raised during the presentation and the course of the ensuing debate with particular reference to:</p> <ul style="list-style-type: none"> • requirement to emphasise that the procurement is technology neutral and that the reference technology of the OBC will not necessarily prescribe the final outcome • the affordability envelope and range • the further steps to be undertaken prior to the report being available for presentation to Committee. 	<p>Accepted Noted Noted</p>
5.	Stakeholder Engagement	
5/09	<p>TK gave a brief on the proposals for stakeholder engagement with Members, AM's /MP's and through joint scrutiny and the proposals to utilise existing panels, boards and bodies for this purpose.</p> <p>SP confirmed the requirement to ensure there is consistency of approach in engaging with shareholders and particularly in the area where the specific site is chosen.</p> <p>There were a number of questions raised on the protocol for engagement and reference was made to the approved media protocol and the process for dealing with all queries via one central e-mail address. It was agreed that the latter, as agreed at the last meeting, be re-circulated to all Members for information. Reference was also made to the proposed timetable for the project and to the timing of the engagement process and it was noted that this would be addressed at a future meeting.</p>	Noted
6.	Question and Answer Session	
6/09	There were no questions raised that had not already been dealt with during the course of the meeting.	Noted
7.	Any Other Business	
7/09	Reference was made to a Wales Infrastructure Procurement Workshop to be held at Llandrindod Wells at the end of the month. Details of the invitation from the Welsh Assembly Government were circulated to those present.	Noted
8.	Date of Next Meeting	
8/09	<p>It was agreed that in view of other commitments the meeting scheduled for 23rd February 2009 would be cancelled.</p> <p>Future meetings would be held at 4.30pm as follows:</p> <p>6th March 2009 - Penallta House 20th April 2009 - Penallta House or County Hall, Cardiff</p>	<p>Agreed</p> <p> Noted</p>