

 <p>VALE of GLAMORGAN BRO MORGANNWG</p>	<p>Members Steering Group – Prosiect Gwyrdd Tredomen</p>
	<p>MEETING – 31st October 2007</p>

Present:

Elected Members

Cllr. D. Poole, Caerphilly County Borough Council (Chair)
 Cllr. G. Jones, Caerphilly County Borough Council
 Cllr. R. Curtis, The Vale of Glamorgan Council
 Cllr. E. Saxon, Monmouthshire County Council
 Cllr. E. Morgan, Cardiff County Council
 Cllr M Stephens, Cardiff County Council

Officers:

Mr. D. Harris, Monmouthshire County Council
 Mrs Joyce Steven, Newport City Council
 Mr. S. Davison, Newport City Council
 Mr G Price, Newport City Council
 Mr. S. Phillips, Cardiff County Council
 Mr. R. Lambourne, Cardiff County Council
 Ms M Sinfield, Cardiff County Council
 Mr H Sihgn, Cardiff County Council
 Mr. C. Parish, The Vale of Glamorgan Council

Apologies: Received from:

Cllr Truman, Newport City Council
 Cllr Guy, Newport City Council
 Cllr N Moore, The Vale of Glamorgan Council
 Cllr. A. Webb, Monmouthshire County Council
 Mr. M. Punter, The Vale of Glamorgan Council

Item	Minutes	Actions
1	<p><u>Introductions</u></p> <p>The Chair asked for all present to provide details of their names and which authority they represented by way of introduction.</p>	

2	<p>Mr. M. Williams, Caerphilly County Borough Council needed to give his apologies at the start of the meeting as he had been unexpectedly called away from the meeting at short notice.</p> <p>Other apologies given are listed on page 1.</p>	
3	<p><u>Minutes of Member Steering Group Held On 12/09/2007 at the Vale of Glamorgan</u></p> <p>The draft minutes of the above meeting were accepted to be a true record of the meeting without amendment.</p> <p>There were no matters arising from the draft minutes</p>	Noted
4	<p><u>Clarification Of Role Of The Members Steering Group And Its Terms Of Reference</u></p> <p>The Chair reiterated that from the last meeting of this group he had wanted a basic framework of the operational procedures to be adopted by the group. He felt that this basic requirement had potentially misunderstood and appeared have to been taken out of proportion.</p> <p>There followed some discussion in respect to what would best constitute these basic 'rules of procedure'. It was agreed that they should be as informal as possible in line with the agreed role of the group, but would include Member guidance on matters such as:</p> <ul style="list-style-type: none"> (i) Substitute Member representation at meetings; and (ii) Reporting mechanism to individual Authorities; <p>It was agreed:</p> <ul style="list-style-type: none"> (i) That substitute Members were appropriate but that these Members should be Executive Members; (ii) That the Office Legal Group would draft a simple protocol that would give the group a basic framework for meeting; (iii) Draft to be provided for agreement at next Members Steering Group Meeting. 	Prosiect Gwyrdd Legal Officers Group
5	<p><u>Memorandum Of Understanding</u></p> <p>Members were informed that a copy of Legal Officers Memorandum of Understanding (MoU) [draft copy provided</p>	Noted

	<p>at last meeting] had been circulated to all five individual Authorities for signing.</p> <p>The MoU being appropriate from now to the completion of the Outline Business Case (OBC)</p> <p>The chair sought clarification whether there had been any changes from the previously circulate draft and was informed that the MoU now included cost that the individual Authorities will incur up to the OBC being completed.</p>	<p>Noted</p> <p>Noted</p>
6	<p><u>WAG Paper On Future Recycling, Composting And Energy From Waste Targets – Discussion On Response From Prosiect Gwyrdd</u></p> <p>The group were inform during the discussion of the WAG Paper that:</p> <ul style="list-style-type: none"> (i) That local authorities were now starting to get some clarity from the Minister; (ii) That the Minister encouraged by and was will to enter into discussion with specific local authority grouping such as Prosiect Gwyrdd; (iii) There will be an on-going dialog between local authorities and the Minister between now and Christmas. <p>It was agreed that the Chair on behalf of Prosiect Gwyrdd would write to the Minister outlining the concerns that the Paper raise for Prosiect Gwyrdd in general agreement with the letter that the WLGA has already sent to her in respect to achievable targets.</p> <p>It was reported that the Minister has offered to speak to Members representing Prosiect Gwyrdd and it was agreed that the Chair invite the Minister to attend a future meeting of the Steering Group. (either the next scheduled meeting or a separate meeting to suit the Ministers diary)</p> <p>It was agreed that the Paper did contain some contractions between joint working and separate local authority responsibility to meet targets and that possible fear of change will work against delivery of targets.</p>	<p>Technical Officers Group/Chair</p> <p>Chair</p> <p>Noted</p>
7	<p><u>Work programme For External Advisors</u></p> <p>Members were informed that Technical and Financial Advisors had now been appointed and that Legal Advisors whilst still to be appointed would be so in the near future.</p>	<p>Noted</p>

	<p>Members were also informed that Prosiect Gwyrdd was moving confidently to a February 2008 timetable to produce the OBC.</p> <p>Up to date Timetable and Prosiect Gwyrdd Structure documents to be circulated for Members for information.</p> <p>Project Timetable to be place on the agenda of a future Steering Group meeting for discussion.</p>	<p>Technical Officers Group</p> <p>Technical Officers Group</p>
8	<p><u>Logo</u></p> <p>Members were shown three (Nos 1, 2 & 3) possible Prosiect Gwyrdd Logos developed by the Prosiect Gwyrdd Communications Group and asked their views on the most appropriate. No1 of the three (<i>Thin Text Type</i>) was considered the most appropriate by Members.</p>	
9	<p><u>Any Other Business</u></p> <p>There was no other business.</p> <p>Date of next meeting: Wednesday the 5th December 2007 @ 5pm, venue for next meeting to be at Tredoman, Caerphilly.</p>	