



Complete Agenda

Democratic Service
Swyddfa'r Cyngor
CAERNARFON
Gwynedd
LL55 1SH

Meeting

JOINT PLANNING POLICY COMMITTEE

Date and Time

2.00 pm, FRIDAY, 24TH JUNE, 2016

***A MEETING OF THE JOINT LOCAL DEVELOPMENTS PLAN PANEL
WILL FOLLOW THE COMMITTEE**

Location

**ISLE OF ANGLESEY COUNTY COUNCIL OFFICES,
LLANGFNI**

Contact Point

Nia Haf Davies

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(Dosbarthwyd Thursday, 16 June 2016)

JOINT PLANNING POLICY COMMITTEE

Membership

Gwynedd

Councillors

Gwen Griffith
Dyfrig Jones
John Pughe Roberts

John Brynmor Hughes
Dafydd Meurig
John Wyn Williams

Owain Williams

Isle of Anglesey

Councillors

Richard Dew
Ann Griffith
William Thomas Hughes

Lewis Davies
John Griffith
Victor Hughes

John Arwel Roberts

Substitutes

Gwynedd

Vacant Seat

Isle of Anglesey

Councillor Jeffrey Evans

AGENDA

1. ELECT CHAIR FOR 2016 - 2017

To elect a Chairman for 2016/17

2. ELECT VICE CHAIR FOR 2016 - 2017

To elect a Vice Chairman for 2016/17

3. APOLOGIES

To receive any apologies for absence

4. DECLARATION OF PERSONAL INTEREST

To receive any declaration of personal interest.

5. URGENT BUSINESS

To note any items that are a matter of urgency in the view of the Chairman for consideration.

6. MINUTES

5 - 11

The Chairman shall propose that the minutes of the meeting of this committee held 29.1.2016 be signed as a true record.

7. ANNUAL GOVERNANCE STATEMENT FOR THE JOINT PLANNING COMMITTEE 12 - 17

To submit the Interim Head Of Regulatory Department's Report

8. THE JOINT COMMITTEE'S FINAL ACCOUNTS (FOR THE YEAR ENDING 31.3.16) 18 - 28

To submit the Senior Finance Manager's Report

Agenda Item 6



JOINT LOCAL DEVELOPMENT PLAN

Joint Planning Policy Committee

10:30 a.m. 29th January 2016

Siambwr Dafydd Orwig, Caernarfon

Present:

IACC

Coun. Lewis Davies
Coun. Richard Dew
Coun. Ann Griffith
Coun. John Griffiths
Coun. Victor Hughes
Coun. WT Hughes
Coun. John Arwel Roberts

Gwynedd Council

Coun. Gwen Griffith
Coun. John Brynmor Hughes
Coun. Dafydd Meurig
Coun. John Pughe Roberts
Coun. John Wyn Williams
Coun. Owain Williams

Officers:

Rhun ap Gareth	Senior Solicitor (GC)
Nia Haf Davies	Manager - JPPU
Gareth Jones	Senior Manager Planning, Environment and Public Protection (Temporary) (GC)
Jim Woodcock	Head of Planning & Public Protection (IACC)
Heledd Ff. Jones	Business & Economy Team Leader - JPPU
Bob Thomas	Housing & Communities Team Leader - JPPU
Eirian Harris	Planning Support Assistant - JPPU

Apologies:

Coun. Dyfrig Jones (GC)
Coun. Jeff Evans (IACC) - Substitute
Coun. Gethin Glyn Williams (GC) - Substitute

1. APOLOGIES

As noted above

2. DECLARATION OF PERSONAL INTEREST

The following officers said they would not be able to participate in a discussion about sites within the settlements listed:

Nia Haf Davies:	Bethesda Chwilog Llanfairpwll Dolydd Dinas (Llanwnda)
Heledd Ff. Jones:	Benllech Llangaffo Llangefni Llangristiolus
Bob Thomas:	Porthaethwy Llanddanielfab Llanrug Llandwrog Telecommunications Strategic Policy (PS3)
Jim Woodcock:	Waun, Penisarwaun

Coun. Lewis Davies noted that he was a member of the Welsh Language Society and a member of the Uwch Gwyrfai Historical Society, but that he would take part in the discussion in his capacity as a member of the Committee.

General advice was given to the Committee that there was no need to leave the Chamber if they belonged to organisations that have submitted comments, but Members who had submitted comments on the Plan would need to decide whether to declare an interest in accordance with the Code of Conduct.

3. URGENT MATTERS

There were no urgent matters

4. MINUTES

The Minutes of the Committee on 26 June 2015 were accepted as a true record and were signed by the Chairman.

5. GWYNEDD AND ANGLESEY JOINT LOCAL DEVELOPMENT PLAN

A report presented by the Manager (Policy) explained the process and progress on the Joint Local Development Plan:-

- It was explained that the revised timetable had been submitted to the Panel and advertised via Newsletter - Issue 5. So far, step 9) of the schedule has almost been reached.
- An explanation was given of the process and details of the public consultation on the Deposit Plan as well as the description of the comments received.
- An explanation was given about the LDP Regulations and the relevant guidelines. Committee's attention was drawn to the requirements in considering the comments, including the kinds of changes, namely 'Minor Changes' and 'Focussed Changes' that could possibly be included if changes were needed.
- Reference was made to the report which was presented to Members in June 2015 by Mr Iwan Evans (Planning Consultant) (Appendix D) to help them understand what kind of changes would be appropriate.
- It was explained that the purpose of the examination would be to ensure that the Plan is 'sound' - and when working through the examination process, the Inspector would look at the Tests of Soundness, which are included in Appendix CH.
- A summary was given of the main issues raised in the comments received, together with an overview of the responses:-
 - Scale of housing growth including in relation to the Welsh language
 - Housing strategy to ensure growth in relation to the Welsh language
 - Spatial strategy, including the status of settlements
 - Affordable housing
 - Local housing market
 - Accommodation needs of gypsies and travellers
 - Economy and employment including the provision of land
 - Renewable energy including wind turbines
 - Protection of natural environment
 - Site-specific allocations
- It was explained that Appendix A of the report provides a summary of each individual comment and response to individual comments.
- Attention was drawn to the additional papers that were circulated on 26 January 2016 and to the Joint LDP Panel on 29 January 2016 which (i) referred to the necessary amendments to Annex B and (ii) recorded comments that were not included in Appendix A.
- Having carefully considered the issues raised in the consultation process, including discussions and feedback on the Joint LDP Panel, it can be seen that the report concludes that no compelling and robust evidence or reasons were presented to propose fundamental changes to the Deposit Plan.
- It was considered that parts of the Deposit Plan would benefit from minor changes and focussed changes, and those were set out in Annex B and Annex C to the report.
- It was reported that there is no need for the Councils to consult on the Focussed Changes but it was recommended that they did so because it would demonstrate best practice, and would provide an opportunity to gather public opinion on the changes for the Examination.
- It was explained that the Focussed Changes did not have an adverse impact on the statutory assessment of SA (including SEA), the Welsh Language Impact Assessment, or the Habitats Regulations Assessment.
- Before moving on to consider individual comments, an overview of the Examination process was given: When the Plan is submitted to the Welsh Government, this would act as a trigger to contact the Planning Inspectorate, who

would appoint an Inspector. Unless it was necessary to call an Exploratory Meeting, a Pre Hearing Meeting would be arranged so that the Inspector could explain the process and present the 'Programme Officer'. It was explained that the Programme Officer has been appointed and would administer the Examination on behalf of the Inspector. She would be the point of contact between the Inspector and the Councils, and between the Inspector and objectors. It was explained that 'Public Hearings' about themes would be organised during the Examination process. Objectors can express their wish for a 'public hearing' about their objections or they can rely on their written objections.

- The documents to be submitted to the Welsh Government and the Planning Inspectorate were listed in accordance with the LDP.

During the ensuing discussion, the following main issues were raised:

- It was understood that the timetable will be submitted to both Councils separately.
- Asked whether the Inspector was a Welsh speaker - this would be an important factor in order to understand the language situation.
- Need an explanation why the report is not considered by both Councils before being submitted to the Welsh Government.
- Clarification was sought on 'Comment 815', which raised concerns about the housing growth figure.
- Reference was made to concerns about the over-provision of housing and its impact on the Welsh language.
- Wylfa Workers Accommodation, - what will happen to these when the construction is complete?
- Noted that a large number of houses have been directed to the largest centres. Need opportunities to keep the population in rural areas.
- Asked whether the Plan recognises the National Grid project. Concerns were expressed about the impact power lines have on the Anglesey Area of Outstanding Natural Beauty and therefore need to consider laying cables underground, which is Anglesey Council's position on the matter.
- Concerns about water infrastructure - Welsh Water are not addressing the problem during a period of austerity.
- Asked who had undertaken the Special Landscape Areas Study and why an independent consultant hadn't been appointed to undertake the Welsh Language Impact Assessment.
- Asked about the methodology used to assess the special landscape areas.

In response to members' comments, the officers noted:

- It was confirmed that a decision on the timetable was a matter for the two Councils separately in accordance with the agreement between the two Councils.
- It is understood that the Planning Inspectorate intends to appoint two Inspectors and that they are Welsh speakers.
- It was also explained that the role of the Joint Planning Policy Committee is to make a decision on the individual comments. When the Inspector's report is published it would be submitted to the two Councils separately for adoption. It was explained that the procedure has been agreed by the two Councils.

- Re comment 815 – it was explained that the housing growth figure is based on diverse evidence that includes population and household forecasts (base 2011), housing construction trends, economic outlook and evidence on factors that influence the local housing market and the demand/need for new homes. After considering all the evidence that had been gathered and comparing it to evidence submitted by the objector, there was no justification for amending the level of growth. The Committee was reminded of the soundness tests and the need for every aspect of the Plan to be based on evidence to ensure its soundness. It was noted that the Committee when approving the Deposit Plan to go out for public consultation in the first place had done so on the grounds that it is a sound Plan. It was emphasised that no compelling evidence was submitted in response to the public consultation which would undermine the evidence the Councils have to support the plan - and therefore there was no justification for changing the level of housing growth. It was further stated that seeking to change the level of growth at this stage, without compelling evidence, would be a significant risk to the Plan as it was likely it would not meet the soundness tests. This could mean putting the Planning Inspector in a situation where a recommendation would have to be made not to proceed with the examination. It was explained that a significant change that did not fit with the evidence would mean putting forward a different Plan to the Deposit Plan and would undoubtedly mean revisiting a lot of areas, including the Sustainability Assessment. That would mean a significant slippage in the timetable for the adoption of the Plan.
- Furthermore, reference was made to the monitoring framework set out in Chapter 8 that would record and analyse information on the level and distribution of housing. Also the Plan will be reviewed in the fourth year.
- Following from the above, it was explained that the Plan would not promote a proliferation of housing because due consideration had been given to the local demand for new homes.
- Re. accommodation for workers to build Wylfa Newydd, it was explained that the needs will be met through a number of different methods. The Plan recognises this and seeks to ensure that the greatest benefit will come through a long-term legacy where this is appropriate. For some developments such as 'Land and Lakes', the legacy, i.e. homes for the local communities, will not be seen until after the Plan period. Therefore they do not form part of the supply to meet the demand for housing during the Plan period.
- It was explained that the Plan area is considered a rural area and the spatial strategy of the Plan reflects this. It was emphasised that 45% of the housing figure will be directed to Local Centres, Villages and Clusters.
- It was explained that Policy PS8, which is a criteria based policy, covers large infrastructure projects such as the National Grid Project. Other detailed policies would also apply.
- The concerns about water infrastructure were noted - this is a matter for discussion at the planning application stage. There was no evidence that this would prevent developments from coming forward.
- It was noted that an external consultant had been commissioned to undertake the assessment of special landscape areas, namely the LUC company. Consultants were appointed to supplement the capacity of the Unit. There was no need for an external consultant to carry out the language impact assessment.

- Re. Special Landscape Areas (SLAs), it was explained that the LUC company had carried out the study. It was explained that a background paper had been prepared which reviewed existing land to see if it was worthy to be called SLA. The scientific evidence supported the designations found in the LDP. It was noted that there was no scientific evidence to support the designation in the Local Plan and that the UDP (Stopped) did not identify SLAs.

An amendment was put forward to appoint an external expert to make a language assessment of the Plan.

In response to this proposal, the officers noted:

It was confirmed that the language assessment carried out was consistent with the recognised methodology. The assessment also informed the relevant part of the Sustainability Assessment. It was noted that careful consideration had been given to the objections about the level of housing growth and distribution and the Welsh language. That work led to a recommendation to make some focussed changes to parts of the Plan. It was emphasised that revisiting the language impact assessment work at this stage would mean having to defer making a decision on the report that was before the Committee. In response to a query whether councils could re-visit the language assessment alongside submitting the Plan for examination, it was confirmed that it was not possible to do so. The submitted Plan must be based on published evidence. Reference was made to the risks of not doing so, and the risks associated with delays in the process at this stage. Objectors would have the opportunity to participate in a discussion about the issues raised in their evidence documents during public hearings at the Examination.

The amendment was not seconded.

An amendment was put forward to designate the Lairds site, near Llanfaes for mixed use.

In response to this proposal, the officers noted:

It was noted that the proposal relates to a site that is the subject of an objection made because the site is not designated in the Deposit Plan. The report about the objection came to the conclusion that not enough robust evidence was received during the public consultation to identify the site for mixed use, including housing. It was stated that, in principle, if relevant evidence were provided, the Plan could facilitate some of the individual uses referred to in the evidence of the objector at the planning application stage. Favourable consideration would not be given to the scale referred to. It was emphasised that agreeing to change the Plan in accordance with the objection was not consistent with evidence about the demand or supply of land for housing, and thus it would mean a fundamental change that would go to the heart of the Plan, undermining its soundness. That would be a significant risk to the process to take the Plan forward to Examination. The objector would have the opportunity to participate in a discussion about the issues raised in his evidence documents during the public hearings at the Examination.

The amendment was not seconded.

It was resolved:

- 1. To support the revised timetable for adoption by the two Councils.**
- 2. To approve the recommended responses to the comments (Appendix A) and the additional paper circulated to the Joint LDP Panel on 29 January 2016.**

3. To approve the Proposed Focussed Changes to the Deposit Plan (Annex B), subject to the additional Paper circulated on 26 January 2016.
4. To approve the Minor changes to the Deposit Plan (Appendix C).
5. To submit the Plan and schedule of Focussed Changes to the Welsh Government for examination.
6. To publish the Focussed Changes for public consultation.
7. To give delegated powers to senior officers and/or the Cabinet Member (Planning and Regulation - GC), Executive Member (Planning and Public Protection - IACC), to agree on possible changes to the Deposit Plan as part of independent Examination process in accordance with Welsh Government guidance.

ITEM 7

MEETING	JOINT PLANNING POLICY COMMITTEE
DATE	24 JUNE 2016
TITLE	ANNUAL GOVERNANCE STATEMENT FOR THE JOINT PLANNING POLICY COMMITTEE
PURPOSE	TO ACCEPT AND APPROVE THE ANNUAL GOVERNANCE STATEMENT
AUTHOR	Dafydd Williams, Interim Head of Regulatory Department

1. BACKGROUND

- 1.1 The Accounts and Audit (Wales) 2014 Regulations sets fixed requirements on public bodies that operate partnership management arrangements through formal joint committees.
- 1.2 Section 5 requires the Joint Committee to review and approve annually a statement of internal control. To comply with this requirement the Annual Governance Statement has been prepared. The document has been produced to offer a framework to the Joint Committee's operation, following consideration of different contracts between Gwynedd Council and the Isle of Anglesey County Council.
- 1.3 The Joint Planning Policy Committee is asked to accept and approve the Annual Governance Statement.

ANNUAL GOVERNANCE STATEMENT

This statement meets the requirement to produce a Statement of Internal Control pursuant to Section 5 of the Accounts and Audit (Wales) Regulation 2014.

Part 1: SCOPE OF RESPONSIBILITY

Gwynedd Council and Isle of Anglesey County Council agreed on 15 June 2010 to establish a formal joint working arrangement for the provision of the Planning Policy Service for both Authorities. It was agreed that the Joint Planning Policy Committee would be formed as a formal cross boundary decision making body.

The Joint Planning Policy Committee is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Joint Planning Policy Committee is also responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk and adequate and effective financial management.

Part 2: THE PURPOSE OF THE GOVERNANCE FRAMEWORK

The governance framework comprises the systems and processes, and culture and values, by which the Joint Planning Policy Committee is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the authorities that are part of the Joint Planning Policy Committee to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost effective services.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Joint Planning Policy Committee's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The governance framework described above has been in place at the Joint Planning Policy Committee for the year ended 31 March 2016 and up to the date of approval of the statement of accounts.

Part 3: THE GOVERNANCE FRAMEWORK

3.1 Membership

The Joint Planning Policy Committee has been established in accordance with requirements set out in the Local Government Act 1972 under section 101, section 102(1) (b) (power for two or more authorities to appoint a joint committee), section 103 (expenses incurred by a joint committee defrayed between the authorities), section 104 (disqualification for membership of a joint committee as per normal local authority rules) and section 105 (disability for voting on account of interests in contracts etc.).

There are 14 members, with 7 members from Gwynedd Council and 7 members from Isle of Anglesey County Council.

3.2 Functions

The Joint Planning Policy Committee fulfils the following on behalf of Gwynedd Council and Isle of Anglesey County Council:

- to agree and finalise the Gwynedd and Môn Deposit Local Development Plan
- to agree and finalise report on consultation responses and (where appropriate) amendments to the Gwynedd and Môn Deposit Local Development Plan
- to adopt Supplementary Planning Guidance in respect of an Adopted Local Development Plan for Gwynedd and Môn
- to advise upon the formulation of the Gwynedd and Môn Delivery Agreement, Strategic Options and Preferred Strategy
- to formulate the Gwynedd and Môn Deposit Local Development Plan
- to formulate and consider Consultation Responses to the Deposit Local Development Plan
- to receive and accept the Planning Inspector's Report
- to have responsibility for the monitoring and review of the Local Development Plan for Gwynedd and Môn
- to have responsibility for advising on oversight and review of externally funded programmes not within the remit of the Committee but material to the work undertaken by or on behalf of the Committee and shared resources. This will include (but is not limited to) providing responses to Local Development plans in neighbouring Planning Authorities and consultation documents in respect of National Planning Policy and advice documents.
- to oversee and receive reports on the Joint Planning Policy Unit
- to formulate Supplementary Planning Guidance in respect of an Adopted Local Development Plan for Gwynedd and Môn
- to appoint any panel or working group in order to assist the Committee to fulfil its functions

3.3 Structure, Roles and Responsibilities

In order to assist it in carrying out its functions, the Joint Planning Policy Committee has established the following:

- Joint Project Board
- Joint Planning Policy Unit
- Joint Local Development Plan Panel

Each of these has a specific role within the governance arrangements of the Committee.

Joint Planning Policy Unit

A Formal Agreement was signed between the two authorities on 13 October 2011 to establish formally a Joint Planning Policy Unit. Gwynedd Council is the Host Authority, and the agreement for the establishment of the Unit states that both authorities would support the Unit through the TUPE transfer of staff to Gwynedd Council. Gwynedd Council is also responsible for providing financial management and administration of the Unit.

Staff appointments to the Unit are made in accordance with the policies and procedures of Gwynedd Council, but in consultation with the Joint Project Board.

In terms of day to day operation, therefore, the Joint Planning Policy Unit works within Gwynedd Council's Governance Framework.

Joint Project Board

The Joint Project Board is an internal group of Gwynedd Council and Isle of Anglesey County Council officers. In accordance with its Terms of Reference, the Joint Project Board:

- Provides strategic input into the work of preparing the joint Local Development Plan (LDP) and ensures that the Joint Planning Policy Unit adheres to the timetable stated in the Delivery Agreement
- Takes a strategic overview of the work of the Joint Planning Policy Unit and makes operational decisions in relation to the service provided by the Unit to both Authorities.

In doing so, the Joint Project Board:

- Ensures that the strategic objectives of Gwynedd Council and Isle of Anglesey County Council are fed into the process of preparing the joint Local Development Plan (LDP).
- Accepts, and provides comments on the reports submitted by the Planning Manager (Joint Planning Policy Unit) and the Senior Manager, Environmental Service (Gwynedd Council), on the work of preparing the joint LDP and on the Unit's work in general, including any operational issues that are likely to attract the wider service provided by the Unit.
- Ensures that progress with the work of preparing the LDP is in accordance with the timetable and details included in the Delivery Agreements approved by the Welsh Government.

Joint Local Development Plan Panel

The Joint Local Development Plan Panel is an internal group of Gwynedd Council and Isle of Anglesey County Council Elected Members. Its main purpose is to consider and provide an opinion on intermediate documents, including documents that provide the conclusions of public consultation or public participation periods in order to facilitate the work of adhering to the timetable in the Delivery Agreement

Its objectives are:

- To consider draft documents at intermediate stages in the process of preparing the Joint LDP in order to identify other issues or options for inclusion in the draft documents before they are published as a basis for stimulating discussion and public participation in them, e.g. vision of the Joint LDP, alternative strategies for the Joint LDP area, consideration of the draft scoping report for the Sustainability Assessment, in accordance with the Community Involvement Scheme in the Delivery Agreement.
- To receive, and take account of comments from the public and any group / stakeholder forum during the statutory public consultation or public participation.

3.4 Service Standards

In accordance with the agreement for establishing the Joint Planning Policy Unit:

- Gwynedd Council acts as the Host Authority for the Unit.
- The Unit is accountable to the Joint Planning Policy Committee, and ensures that advice given to the Committee is competent and compliant with current Law and good practice. The Planning Manager maps out the proposed meetings of the Joint Planning Policy Committee as part of a Work Programme, ensuring circulation of information in accordance with established standards of Gwynedd Council, as the Host Authority
- The work by the Unit for the preparation of a single Local Development Plan has the input of the Joint Local Development Plan Panel and the meetings of this Panel are mapped out as part of the Work Programme, with information circulated in accordance with the established standards of Gwynedd Council, as the Host Authority.
- The Unit undertakes the tasks required for preparation of the single Local Development Plan, in accordance with the Delivery Agreement agreed by the Welsh Government.
- The Unit reports to the Joint Project Board, in accordance with the Project Board's Terms of Reference.
- The Unit engages in full and timely exchange of information with customers within the Authorities and externally, in accordance with the established standards of Gwynedd Council, as the Host Authority.

Part 4: EFFECTIVENESS OF THE GOVERNANCE FRAMEWORK

The Joint Planning Policy Committee has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the executive managers who have responsibility for the development and maintenance of the governance environment, any reference within the head of internal audit’s annual report, and also by comments made by the external auditors and other review agencies and inspectorates.

- As Gwynedd Council is the host authority of the Joint Planning Policy Committee, reviews of the effectiveness of the Local Code of Governance, Constitution and system of internal control of that authority will also incorporate the basis of the Joint Committee’s governance.

We have been advised on the implications of the result of the **review of the effectiveness of the governance framework** by the Joint Planning Policy Committee, and that the arrangements **continue to be regarded as fit for purpose in accordance with the governance framework**.

Part 5: SIGNIFICANT GOVERNANCE ISSUES

The processes outlined in previous sections of this statement describe the methods used by the Council to identify the most significant governance issues that need to be addressed.

The Joint Planning Policy Committee does not believe that any such issues have arisen during the assessment of its governance arrangements that warrant attention in this Annual Governance Statement.

Dafydd Wyn Williams

**[INTERIM HEAD OF REGULATORY ,
GWYNEDD COUNCIL]**

**[CHAIR OF JOINT PLANNING
POLICY COMMITTEE]**

DATE:

DATE:

MEETING	Joint Planning Policy Committee (Isle of Anglesey County Council and Gwynedd Council)
DATE	24 June 2016
TITLE	The Joint Committee's Final Accounts for the year ended 31 March 2016
PURPOSE	To submit – <ul style="list-style-type: none"> • The Revenue Income and Expenditure Account Report for 2015/16, and • Statements of accounts return, duly certified, but pre-Audit
RECOMMENDATION	To receive and approve the accounts
AUTHOR	William E Jones, Senior Finance Manager, Gwynedd Council

1. STATUTORY FINANCIAL REPORTING REQUIREMENTS

- 1.1 As reported in previous years, there are specific accounting and audit reporting requirements for Joint Committees.
- 1.2 Section 12 of the Public Audit (Wales) Act 2004 states that a joint committee of two or more (local) authorities is a local government body, and Section 13 of the Act requires such bodies to maintain accounts subject to audit by an external auditor approved by the Auditor General for Wales.
- 1.3 Although they are not independent legal entities, for the purposes of keeping accounts and being audited, a joint committee is separately subject to the same regulations as other local councils.
- 1.4 Gwynedd Council is the 'lead' Council responsible for meeting the accounting and financial reporting responsibilities of Anglesey and Gwynedd's Joint Planning Policy Committee.
- 1.5 The Accounts and Audit (Wales) Regulations 2014 require all Joint Committees to prepare year-end accounts. Where the turnover is less than £2.5million the joint committee is deemed to be a "small joint committee" and the accounts must be prepared on a statements of accounts return supplied by the Wales Audit Office.
- 1.6 The accounts and return will be subject to an audit by Deloitte, external auditors appointed by the Auditor General for Wales.

2. ACCOUNTS FOR 2015/16

- 2.1 **The Revenue Income and Expenditure Account for 2015/16 is submitted herewith as Appendix A** in simple “outturn” format.
- 2.2 **The statements of accounts return for 2015/16 (prior to audit) is submitted herewith as Appendix B, duly completed and certified**, by Dafydd L Edwards, the Statutory Finance Officer for the Joint Committee.
- 2.3 The accounts and return will be subject to imminent audit by Deloitte, Gwynedd Council’s external auditors appointed by the Auditor General for Wales. Should any amendments be necessary then a revised version will be presented to the Joint Committee meeting on 23 September 2016.
- 2.4 Following audit and any required amendments, the Auditor General’s representative will certify the return prior to 30 September.

3. RECOMMENDATION

- 3.1 **The Joint Planning Policy Committee is asked to receive and approve the information in the appendices, i.e. –**
 - Revenue Income and Expenditure Account for 2015/16 – Appendix A
 - 2015/16 statements of accounts return, subject to audit – Appendix B

JOINT PLANNING POLICY COMMITTEE

(GWYNEDD AND ANGLESEY COUNCILS)

REVENUE INCOME AND EXPENDITURE ACCOUNT 2015/2016

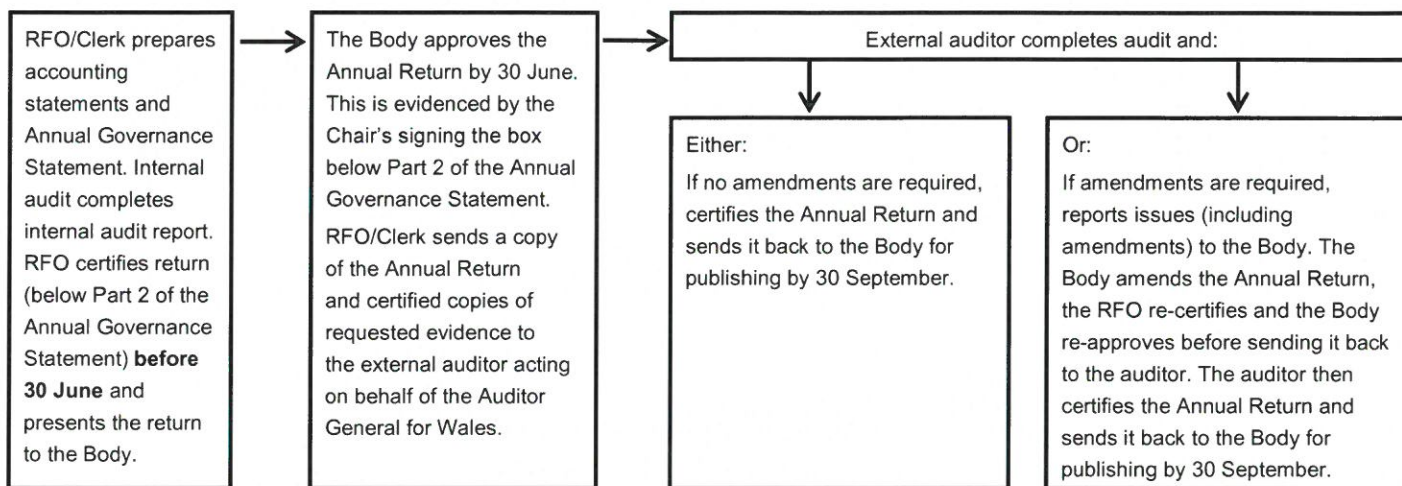
	Budget 2015/2016 £	Final Accounts 2015/2016 £	Variance Over/(Under)spend £
Expenditure			
Employees			
Salaries	474,630	430,545	(44,085)
Other Staff Costs	2,410	3,968	1,558
Liability Insurance	2,020	2,191	171
Transport			
Pooled Cars	1,450	1,936	486
Travelling Expenses	1,890	1,148	(742)
Disturbance Allowance	0	406	406
Supplies and Services			
Unit Running Costs	11,240	25,292	14,052
Project Development Costs			
Printing and Publication Costs	12,000	23,825	11,825
Research Costs	55,000	23,782	(31,218)
Marketing and Publicity	10,000	1,416	(8,584)
Translation	6,030	18,549	12,519
Hardware and Software purchase	1,500	10,079	8,579
Other	0	399	399
Central Support			
Central Recharges	65,830	66,731	901
Total Expenditure	644,000	610,267	(33,733)
Income			
Anglesey County Council Contribution	(322,000)	(279,423)	42,577
Gwynedd Council Contribution	(322,000)	(279,423)	42,577
Contribution from Joint Committee Reserves	0	(46,800)	(46,800)
Fee from Anglesey County Council - additional work related to the development of Wylfa	0	(4,620)	(4,620)
Total Income	(644,000)	(610,267)	33,733
Total Net Expenditure	0	0	0
Balances/Earmarked Reserves 31/03/15:			(195,140)
Net Movement			68,140
Balances/Earmarked Reserves 31/03/16:			(127,000)

Smaller local government bodies in Wales Annual Return for the Year Ended 31 March 2016

Smaller local government bodies in Wales must prepare annual accounts following proper practices as set out in the One Voice Wales/SLCC publication **Governance and accountability for local councils in Wales – A Practitioners’ Guide** (the Practitioners’ Guide). The Practitioners’ Guide states that bodies may prepare their accounts in the form of an annual return prepared by the Wales Audit Office.

The accounts and audit process

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



Please complete all sections highlighted in red. Incomplete or incorrect returns may require additional external audit work and incur additional costs. Send the **original** Annual Return, together with all additional information requested, to the external auditor acting on behalf of the Auditor General for Wales. **Please note that copies of all documents provided for the purposes of the audit must be certified as true copies of the originals by the Clerk and Chair.** Unless requested, please **do not** send any original financial or other records to the external auditor.

Bodies should note the changes to the Annual Governance Statement. This is to be completed in full by all Bodies.

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

Completion checklist

‘No’ answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	Has the RFO certified the accounting statements and the body approved the Annual Return (as evidenced by the relevant signatures), no later than 30 June 2016?	<input checked="" type="radio"/>	<input type="radio"/>
	Do the accounts add up and does the balance carried forward from last year equal the opening balance this year?	<input checked="" type="radio"/>	<input type="radio"/>
	Do the papers to be sent to the external auditor include an explanation of significant variations, including a quantified analysis of the changes from last year to this year?	<input checked="" type="radio"/>	<input type="radio"/>
	Does the bank reconciliation as at 31 March 2016 agree to line 9?	<input checked="" type="radio"/>	<input type="radio"/>
All sections	Have all red boxes been completed and explanations provided where needed?	<input checked="" type="radio"/>	<input type="radio"/>
	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.	<input checked="" type="radio"/>	<input type="radio"/>
Supporting evidence	Have all items and pages of supporting evidence provided to the audit been certified as a true copy of the original by the Clerk and Chair?	<input checked="" type="radio"/>	<input type="radio"/>

Accounting statements 2015-16 for:

Name of body: **Joint Planning Policy Committee (Gwynedd and of Anglesey Councils)**

	Year ending		Notes and guidance for compilers
	31 March 2015 (£)	31 March 2016 (£)	

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	175,440	195,140	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	601,204	542,127	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	157,272	0	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	-441,169	-436,704	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	-297,607	-173,563	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	195,140	127,000	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).

Statement of balances

8. (+) Debtors and stock balances	7,718	7,709	Income and expenditure accounts only: Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	247,981	121,077	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	-60,559	-1,786	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	195,140	127,000	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 original 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).

14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	The Body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/Board/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 2016, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref	
	Yes	No*			
1. We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and proper practices.	<input checked="" type="radio"/>	<input type="radio"/>	Prepared its accounting statements in the way 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 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 Council/Board/Committee to conduct its business or on its finances.	<input checked="" type="radio"/>	<input 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 type="radio"/>	Has given all persons interested the opportunity to inspect and to ask questions about the Body's accounts.	6, 23	
5. We have carried out an assessment of the risks facing the Council/Board/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 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 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 Council/Board/Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="radio"/>	<input 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 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	
9. Trust funds – in our capacity as trustee, we have: <ul style="list-style-type: none"> Discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit. 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

* 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.

Annual Governance Statement (Part 2)

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We calculated and approved the Council/Board/Committee's budget requirement for the 2015-16 financial year in accordance the Local Government Finance Act 1992 and proper practices [and issued the precept in accordance with Sections 39 to 42 of the Local Government Finance Act 1992.]*	<input checked="" type="radio"/>	<input type="radio"/>	Properly planned its financial activities for the year and set a budget in accordance with statutory requirements.	13
2. We have received detailed financial reports setting out the [income and expenditure* receipts and payments*] and a summary of the Council/Board/Committee's financial position on a regular [monthly* / quarterly*] basis throughout the year.	<input checked="" type="radio"/>	<input type="radio"/>	Effectively monitored its financial position, income and expenditure against that budget throughout the financial year.	13
3. We have ensured that the Council/Board/Committee's internal audit is independent of its day-to-day decision-making process and maintenance of the accounting records and have agreed appropriate terms of reference for the internal audit.	<input checked="" type="radio"/>	<input type="radio"/>	Ensured that its internal audit function is able to undertake its work without potential conflicts of interest and with sufficient scope to provide an adequate and effective service.	8

* Please delete as appropriate.

Council/Board/Committee approval and certification

The Council/Board/Committee is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2016.</p>	<p>Approval by the Council/Board/Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p>
<p>RFO signature: </p>	<p>Chair signature:</p>
<p>Name: Dafydd L Edwards</p>	<p>Name:</p>
<p>Date: 15/6/16</p>	<p>Date:</p>

Council/Board/Committee re-approval and re-certification (only required if the annual return has been amended at audit)

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2016.</p>	<p>Approval by the Council/Board/Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p>
<p>RFO signature:</p>	<p>Chair signature:</p>
<p>Name:</p>	<p>Name:</p>
<p>Date:</p>	<p>Date:</p>

Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2016 of:

Joint Planning Policy Committee (Gwynedd and Anglesey Councils)

External auditor's report

[Except for the matters reported below]* On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

[[These matters along with]* Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated _____.]

Other matters and recommendations

On the basis of our review, we draw the Body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the Body.

(Continue on a separate sheet if required.)

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

* Delete as appropriate.

Annual internal audit report to:

Name of body: **Joint Planning Policy Committee (Gwynedd and Anglesey Councils)**

The Council/Board/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 2016.

The internal audit has been carried out in accordance with the Council/Board/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 Council/Board/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.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
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="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8. Asset and investment registers were complete, accurate, and properly maintained.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

	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="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
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="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

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**	
12.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
13.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
14.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

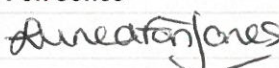
* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 5 May, 2016 * Delete if no report prepared.

Internal audit confirmation

I confirm that as the Council's internal auditor, I have not been involved in a management or administrative role within the body or as a member of the body during the financial years 2014-15 and 2015-16. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: Luned Fôn Jones
Signature of person who carried out the internal audit: 
Date: 07/06/2016

Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this annual return. For guidance, please read the Practitioners' Guide (**Governance and accountability for local councils: A Practitioners' Guide (Wales)**) – available from One Voice Wales and SLCC. It contains everything you need for the financial year-end and the statutory audit.
2. The Wales Audit Office Good Practice Exchange (www.audit.wales/good-practice/finance/community-council-money) provides further information on the accounts and audit process along with guidance on governance matters.
3. 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.
4. **There are now two boxes for certification and approval by the Body. The second box is only required if the annual return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.**
5. 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.
6. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2015) equals the balance brought forward in the current year (line 1 of 2016). Explain any differences between the 2015 figures on this annual return and the amounts recorded in last year's annual return.
7. 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.
8. 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. If your Council holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in section 1. More help on bank reconciliation is available in the Practitioners' Guide*.
9. **Every** small body is now required to 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 (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
10. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
11. 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.
12. **Do not complete the Auditor General for Wales' Audit Certificate and report.** The external auditor completes this on behalf of the Auditor General for Wales on completion of the audit.
13. **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.
14. **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.**