



Gwasanaeth Democraidd
Democratic Service
Swyddfa'r Cyngor
CAERNARFON
Gwynedd
LL55 1SH

Cyfarfod / Meeting

PWYLLGOR POLISI CYNLLUNIO AR Y CYD
JOINT PLANNING POLICY COMMITTEE

Dyddiad ac Amser / Date and Time

10.00am, DYDD GWENER, 21 MEHEFIN, 2013
10.00am, FRIDAY, 21 JUNE, 2013

Lleoliad / Location

YSTAFELL BWYLLGOR 1/COMMITTEE ROOM 1
ISLE OF ANGLESEY COUNTY COUNCIL OFFICES, LLANGFN

***Noder y lleoliad ogydd/Please note the venue**

Pwynt Cyswllt / Contact Point

Nia Davies

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(DOSBARTHWDYD / DISTRIBUTED 13/06/12)

**PWYLLGOR POLISI CYNLLUNIO AR Y CYD
JOINT PLANNING POLICY COMMITTEE**

Aelodaeth / Membership

Gwynedd

Y Cynghorwyr / Councillors
Gwen Griffith, Dyfrig Jones,
Roy Owen, John Pughe Roberts,
Gethin Williams, John Wyn Williams,
Owain Williams.

Ynys Môn / Isle of Anglesey

Y Cynghorwyr / Councillors
Ann Griffith, Lewis Davies,
Victor Hughes, J. Arwel Roberts,
Nicola Roberts; William Thomas Hughes,
Kenneth Hughes,

Eilyddion / Substitutes

Gwynedd

Y Cynghorydd / Councillor
Dafydd Meurig,

Ynys Môn / Isle of Anglesey

Y Cynghorydd / Councillor
Jeff Evans

AGENDA

1. CHAIRMAN

To elect a Chairman for 2013/14

2. VICE-CHAIRMAN

To elect a Vice-chairman for 2013/14

3. APOLOGIES

To receive 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. ANNUAL GOVERNANCE STATEMENT FOR THE JOINT PLANNING POLICY COMMITTEE

To consider the report of the Head of Regulatory Department, (copy herewith – **pink** paper)

7. THE JOINT COMMITTEE'S FINAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH, 2013.

To consider report of the Head of Finance, (copy herewith – **white** paper)

8. DELIVERY AGREEMENT – REVISED TIMETABLE

To consider the report of the Planning Manager (Policy), (copy herewith – **blue** paper)

9. THE UNIT'S WORK PROGRAMME - 2013

A verbal report will be given by the Planning Manager (Policy)

ITEM

MEETING	JOINT PLANNING POLICY COMMITTEE
DATE	21 JUNE 2013
TITLE	ANNUAL GOVERNANCE STATEMENT FOR THE JOINT PLANNING POLICY COMMITTEE
PURPOSE	TO RAISE THE JOINT COMMITTEE MEMBERS AWARENESS
AUTHOR	Aled Davies, Head of Regulatory Department

1. BACKGROUND

- 1.1 Regulation 4 of the Accounts and Audit (Wales) 2005 Regulations sets fixed requirements on public bodies that operate partnership management arrangements through formal joint committees. This means that there is a need to report formally to the Joint Committee and produce an Annual Financial Report.
- 1.2 To correspond with requirement 4 of the Regulations, attached is a first draft of the Governance Statement for the Joint Planning Policy Committee. The document has been produced to offer a framework to the financial report, following consideration of different contracts between Gwynedd Council and Anglesey Council.
- 1.3 Please note that this is a statement for the consideration of the Committee and not a declaration on behalf of the Committee.
- 1.4 The draft is presented for the Committee's attention. The final report will be submitted to the Committee in September as part of the Joint Committee's package of audit reports.

ANNUAL GOVERNANCE STATEMENT

This statement meets the requirement to produce a Statement of Internal Control pursuant to Regulation 4 of the Accounts and Audit (Wales) Regulation 2005.

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 2013 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

JOINT PLANNING POLICY COMMITTEE

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.

JOINT PLANNING POLICY COMMITTEE

- 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.

JOINT PLANNING POLICY COMMITTEE

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.
- Consideration was given to formal membership of the Joint Local Development Plan Panel at the meeting of the Joint Planning Policy Committee on 22 June 2012. Members of the Panel decided that the same members would sit on both Panel and Committee, continuing with the same arrangements.

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.

Part 6: OPINION

We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

XXXXXXXXXXXXXXXXX Councillor XXXXXXXXXXXXXXXXXXXX

LEAD OFFICERS **LEAD MEMBER**

DATE

DATE

MEETING	Joint Planning Policy Committee
DATE	21 June 2013
TITLE	The Joint Committee's Final Accounts for the year ended 31 March 2013
PURPOSE	To submit – <ul style="list-style-type: none"> • The Revenue Income and Expenditure Account Report for 2012/13, and • The Official Return on the Accounts, duly certified, but pre-Audit
RECOMMENDATION	To receive and note the information
AUTHOR	Dafydd L Edwards, Head of Finance, Gwynedd Council

1. NEW FINANCIAL REPORTING REQUIREMENTS

- 1.1 During 2012/13, it became apparent that 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 reporting responsibilities of Anglesey and Gwynedd's Joint Planning Policy Committee.
- 1.5 The Accounts and Audit (Wales)(Amendment) Regulations 2010 require all Joint Committees to prepare year-end accounts, i.e. an income and expenditure account and a balance sheet.
- 1.6 The Joint Planning Policy Committee, due to its turnover not exceeding £1m is considered to be a "Minor Joint Committee".
- 1.7 A "Minor Joint Committee" is required to complete an official return for the Wales Audit Office, and that will be subject to a separate audit, but production of full statutory financial statements (complying with "IFRS" International Financial Reporting Standards) are not required.

1.8 This return was devised by the Wales Audit Office and is more straightforward (and less expensive) to produce than full statutory statements would be.

2. ACCOUNTS FOR 2012/13

2.1 **The Revenue Income and Expenditure Account for 2012/13 is submitted herewith as Appendix A(i).** Also submitted herewith are the equivalent accounts for 2011/12, which facilitate comparisons (Appendix A(ii)). All of these are in simple “outturn” format.

2.2 **The official return for 2012/13 is submitted herewith as Appendix B, duly completed and certified prior to audit, by the Responsible Financial Officer,** namely Gwynedd Council’s Head of Finance (Dafydd L Edwards) as the Statutory Finance Officer for the Joint Committee.

2.3 These will be subject to imminent audit by the Wales Audit Office, and the Appointed Auditor (Anthony Barrett) will produce an “ISA 260” report (detailing the Wales Audit Office’s main findings) for submission to the Joint Committee on 24 September 2013.

2.4 For a number of reasons there was slippage in the work programme which has resulted in an underspend during the 2012/13 financial year. This will have implications for both Councils regarding the 2013/14 financing arrangements.

3. RECOMMENDATION

3.1 **The Joint Planning Policy Committee is asked to receive and note the information in the appendices, i.e. –**

- Revenue Income and Expenditure Account for 2012/13 – Appendix A(i)
- Revenue Income and Expenditure Account for 2011/12 – Appendix A(ii)
- Official Return for 2012/13 Audit – Appendix B

**JOINT PLANNING POLICY COMMITTEE
(GWYNEDD AND ANGLESEY COUNCILS)
REVENUE INCOME AND EXPENDITURE ACCOUNT 2012/2013**

	Budget 2012/2013 £	Final Accounts 2012/2013 £	Variance Over/(Under)spend £
Expenditure			
Employees			
Salaries	456,570	445,467	(11,103)
Other staff costs	1,890	2,653	763
Liability Insurance	4,400	4,428	28
Transport			
Pooled cars	590	1,206	616
Travelling Expenses	10,890	6,867	(4,023)
Disturbance allowance	12,580	5,369	(7,211)
Supplies and Services			
Unit Running Costs	15,460	8,788	(6,672)
Project Development Costs			
Printing (including Translation costs)	50,000	92,359	42,359
Public Inquiry Fees	271,460	74,625	(196,835)
Marketing and Publicity	3,000	546	(2,454)
Hardware and Software purchase	20,300	11,172	(9,128)
Central Support			
Central recharges	63,640	67,815	4,175
Total Expenditure	910,780	721,295	(189,485)
Income			
Sales	0	(3,475)	(3,475)
Anglesey County Council Contribution	(455,390)	(358,910)	96,480
Gwynedd Council Contribution	(455,390)	(358,910)	96,480
Total Income	(910,780)	(721,295)	189,485
Total Net Expenditure	0	0	0

**JOINT PLANNING POLICY COMMITTEE
(GWYNEDD AND ANGLESEY COUNCILS)
REVENUE INCOME AND EXPENDITURE ACCOUNT 2011/2012**

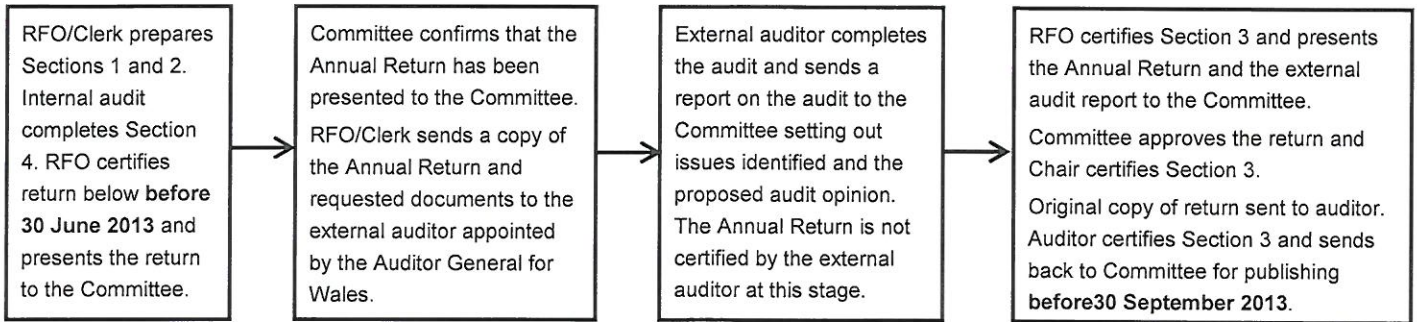
	Budget 2011/2012 £	Final Accounts 2011/2012 £	Variance Over/(Under)spend £
Expenditure			
Employees			
Salaries	411,080	389,318	(21,762)
Other staff costs	8,020	7,672	(348)
Liability Insurance	2,980	2,218	(762)
Transport			
Pooled cars	3,480	853	(2,627)
Travelling Expenses	2,540	3,892	1,352
Disturbance allowance	6,420	6,808	388
Supplies and Services			
Unit Running Costs	3,670	6,504	2,834
Project Development Costs			
Printing (including Translation costs)	8,000	14,104	6,104
Public Inquiry Fees	120,000	39,857	(80,143)
Marketing and Publicity	5,230	5,151	(79)
Hardware and Software purchase	20,080	7,669	(12,411)
Central Support			
Central recharges	59,820	40,120	(19,700)
Total Expenditure	651,320	524,166	(127,154)
Income			
Sales	0	(7,426)	(7,426)
Anglesey County Council Contribution	(325,660)	(258,370)	67,290
Gwynedd Council Contribution	(325,660)	(258,370)	67,290
Total Income	(651,320)	(524,166)	127,154
Total Net Expenditure	0	0	0

Minor Joint Committees in Wales Annual Return for the Year Ended 31 March 2013

Minor joint committees in Wales must prepare in accordance with proper practices, an income and expenditure account and a balance sheet for each year. The Local Authorities (Capital Finance and Accounting)(Wales) Regulations 2003 provide that the One Voice Wales/SLCC Guidance publication *Governance and accountability for local Committees in Wales – A Practitioners' Guide (2011)* (the Practitioners' Guide) are proper practices for minor joint committees. The Practitioners' Guide sets out a simple form of income and expenditure account and balance sheet that may be completed in the form of this Annual Return. **Please complete all sections highlighted in red.** Incomplete or incorrect returns may require additional external audit work and incur additional costs.

Further guidance is included in Section 5 and in the Practitioners' Guide. Section 2 includes references to where the guide has further information.


The accounts and audit arrangements follow the process as set out below. **The Responsible Financial Officer (RFO) MUST sign the certificate on this page before 30 June.** Committees are requested to complete the confirmation below before the Clerk submits a copy of the Annual Return to the auditor. The RFO will certify Section 3 and the Committee will approve the Annual Return and sign Section 3 at the conclusion of the audit following receipt of the external auditor's report.



Responsible Financial Officer Certificate

Certificate under Regulation 8B (1) and 8B(2) Accounts and Audit (Wales) Regulations 2005 (as amended)

I certify that the accounting statements contained in Section 1 of this Annual Return present fairly the financial position of the Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2013.

Certification prior to audit	Signature:  DAFYDD L EDWARDS, HEAD OF FINANCE GWYNEDD COUNCIL	Date: 07/06/2013
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Committee confirmation prior to audit

The Annual Return for	JOINT PLANNING POLICY COMMITTEE (GWYNEDD AND ANGLESEY COUNCILS)
for the year ended 31 March 2013 was presented to the Committee on:	
Section 1: Following certification by the RFO, the accounting statements in Section 1 were presented to the Committee.	
Section 2: The Annual Governance Statement has been presented to the Committee. To the best of our knowledge and belief, and subject to your audit findings, the responses to each statement of assurance in Section 2 are accurate, complete and represent the Committee's final responses.	
Signed by Chair:	Signed by Clerk:
Name:	Name:
Date:	Date:

Please send a copy of the Annual Return, together with any additional information requested, to your appointed external auditor. Unless requested, please **do not** send any original financial records to the external auditor. Audited and certified returns are sent back to the Committee for publication or display of Sections 1, 2 and 3.

Section 1 – Accounting statements for: JOINT PLANNING POLICY COMMITTEE (GWYNEDD AND ANGLESEY COUNCILS)

	Year ending			Notes and guidance for compilers			
	31 March 2012 (£)	31 March 2013 (£)		Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the Committee's underlying financial records for the relevant year.			
1. Balances brought forward	0	0		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 and/or levy	516,740	717,820		Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body.			
3. (+) Total other receipts	7,426	3,475		Total income or receipts recorded in the cashbook minus items in box 2. Includes support, discretionary and revenue grants.			
4. (-) Staff costs	-399,208	-452,548		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.			
5. (-) Loan interest/ capital repayments	0	0		Total expenditure or payments of capital and interest made during the year on the Committee's borrowing (if any).			
6. (-) Total other payments	-124,958	-268,747		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	0	0		Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).			
8. (+) Debtors and stock balances	69,559	106,619		Income and expenditure accounts only: Enter the value of debts owed to and stock balances held at the year-end.			
9. (+) Total cash and investments	0	0		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	-69,559	-106,619		Income and expenditure accounts only: Enter the value of monies owed by the Committee (except borrowing) at the year-end.			
11. (=) Balances carried forward	0	0		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 recorded current book value at 31 March of all fixed assets owned by the Committee and any other long-term assets – eg, loans to third parties, other investments to be held for the long term ie, more than 12 months.			
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 Committee 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).
			✓			✓	

Section 2 – Annual Governance Statement

We acknowledge as the members of the 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 Committee’s accounting statements for the year ended 31 March 2013, that:

	Agreed?		‘YES’ means that the Committee:	PG Chap.	
	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 2005 (as amended) and proper practices.	✓		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.	✓		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 Committee to conduct its business or on its finances.	✓		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 2005 (as amended).	✓		Has given all persons interested the opportunity to inspect and ask questions about the Committee’s accounts.	6, 23	
5. We have carried out an assessment of the risks facing the Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		Considered the financial and other risks it faces in the operation of the Committee and has dealt with them properly.	6, 9	
6. We have maintained an adequate and effective system of internal audit of the Committee’s accounting records and control systems throughout the year and have received a report from the internal auditor.	✓		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 Committee.	6, 8	
7. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	✓		Has responded to matters brought to its attention by internal and external audit.	6, 8, 23	
8. 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 Committee and, where appropriate, have included them on the accounting statements.	✓		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6	
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. 	Yes	No	N/A	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.

Section 3 – Certification and approval

Committee approval and certification following the audit

The Committee is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2005 (as amended) and for the preparation of an Annual Return which:

- summarises the Committee's accounting records for the year ended 31 March 2013; and
- confirms and provides assurance on those matters that are important to the external auditor's responsibilities.

Certification by the RFO Certificate under Regulation 8 Accounts and Audit (Wales) Regulations 2005 (Regulation 8B (1), 8B (2) and 8B(3)) I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2013.	Approval by the Committee Approval of accounting statements under Regulation 9 (3) Accounts and Audit (Wales) Regulations 2005 (as amended) and the Annual Governance Statement I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under Committee minute reference:
RFO signature:	Chair signature:
Name:	Name:
Date:	Date:

External Audit Certificate

The external auditor conducts the audit 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 2013 of:

Committee

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 Committee/meeting are included in our report to the Committee dated _____.]

(* Delete as appropriate)

External auditor's signature:

External auditor's name:

Date:

Section 4 – Annual internal audit report to:

JOINT PLANNING POLICY COMMITTEE (GWYNEDD AND ANGLESEY COUNCILS)

The 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 2013.

The internal audit has been carried out in accordance with the 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 Committee.

	Agreed?			
	Yes	No*	N/A	Not covered**
1. Appropriate books of account have been properly kept throughout the year.	✓			
2. The Committee's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓			
3. The Committee assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.				✓ review 2013/14
4. The annual local tax/levy requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.			✓	
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓			
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			✓	
7. Salaries to employees and allowances to members were paid in accordance with Committee approvals, and PAYE and NI requirements were properly applied.	✓			
8. Asset and investment registers were complete and accurate, and properly maintained.			✓	
9. Periodic and year-end bank account reconciliations were properly carried out.	✓			
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.	✓			
11. Trust funds (including charitable trusts). The Committee has met its responsibilities as a trustee.			✓	

For any risk areas identified by the Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:	Agreed?			
	Yes	No*	N/A	Not covered**
13.				
14.				

* 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.

Name of person who carried out the internal audit: DEWI MORGAN, SENIOR MANAGER, AUDIT & RISK, GWYNEDD COUNCIL



Signature of person who carried out the internal audit:

Date: 07/06/2013

Section 5 – Guidance notes on completing the 2013 Annual Return

1. For guidance please read the Practitioners' Guide (*Governance and accountability for local Committees: A Practitioners' Guide 2011 (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.wao.gov.uk/2594.asp) provides further information on the accounts and audit process along with guidance on governance matters.**
3. Please make sure that Sections 1, 2 and 4 are completed (ie, no empty red boxes) by the appropriate person and the certificates on page 1 are properly signed and dated. Avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are properly initialled and an explanation for them is provided to the 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.
4. Use the checklist provided below. Use a second pair of eyes, perhaps your internal auditor or the Chair, to review your Annual Return for completeness before sending a copy to the auditor.
5. Make sure that the copy of the bank reconciliation you send to your auditor with the copy 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 Committee holds any 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*.
6. Please **explain fully** any significant variances in the accounting statements. The auditor wants to know that **you** understand the reasons for the change. Please include a relevant and quantified analysis as shown in the Practitioners' Guide examples and not just a copy of your detailed accounts.
7. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful. Please ensure that you enclose all the information that the auditor has asked for. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances this may incur additional costs for which the auditor is entitled to charge additional fees.
8. Please make sure that Section 1 adds up! Also please ensure that the balance carried forward from the previous year (Line 7 of 2010) equals the balance brought forward in the current year (Line 1 of 2013).
9. **Do not complete the External Audit Certificate in Section 3.** The external auditor completes this after the Committee approves the Annual Return following receipt of the external auditor's matters arising report.
10. **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 to the Committee.

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 front page (Regulation 8B (1) and 8B (2)(a)) no later than 30 June 2013?		
	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?		
	Does the bank reconciliation as at 31 March 2013 agree to Line 9?		
	Have all red boxes in Sections 1 and 2 been completed and explanations provided where needed?		
All sections	Have all red boxes in Sections 1 and 2 been completed and explanations provided where needed?		
	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.		

Final submission to the external auditor after receipt of external auditor's report on matters arising		Yes	No
Accounts	Has the RFO certified Section 3 (Regulation 8B (2)(b)) before the Committee approves the Annual Return?		
Audit report	Has the Committee received and considered the external audit report before approving the Annual Return?		
Approval	Has the Chair signed and dated Section 3 in time to allow the auditor to certify Section 3 and return to the Committee no later than 30 September 2013?		

MEETING	Joint Planning Policy Committee
DATE	21 June, 2013
NAME	Delivery Agreement – revised timetable
PURPOSE	To inform the Committee about the need to revise the timetable for preparing the Joint LDP and to propose a revised timetable for public consultation
RECOMMENDATION	That the Joint Planning Policy Committee approves the revised timetable for public consultation; That a report on the public consultation is presented to the Councils in September 2013 for approval of the revised Delivery Agreement.
AUTHOR	Planning Manager (Policy), Gwynedd and Anglesey Joint Planning Policy Unit

1. Background

- 1.1 The process of preparing the Gwynedd and Anglesey Joint Local Development Plan started in 2011.
- 1.2 The Delivery Agreement (DA) notes how the two Councils are going through the process of preparing the Joint LDP, including a timetable for its completion and how and when communities could contribute towards the work. Anglesey County Council and Gwynedd Council approved the Delivery Agreement on 13 September and 20 October 2011 respectively. It was submitted to the Welsh Government and supported by the Government in November 2011. The Delivery Agreement was published during November 2011, and can be found on the following web pages:

<http://www.gwynedd.gov.uk/upload/public/attachments/1178/DeliveryAgreementApproved.pdf>

<http://www.anglesey.gov.uk/Journals/2013/05/08/z/o/u/Delivery-Agreement.pdf>

- 1.3 A great deal of work has been done since we started on the journey but it is clear by now that a little more time is needed to prepare a full version of the Joint LDP, i.e. the Deposit Plan, that is 'sound'. In order for the Deposit Plan to be 'sound' it

is important to ensure that it is based on compelling evidence and that sufficient time has been given to communities and other stakeholders to contribute to the process. If not enough time is set aside now, there is a risk that the rest of the process at the post-Deposit Plan stage will take longer and create a lot more work to deal with comments and or objections that could be avoided in the first instance.

- 1.4 The current Delivery Agreement foresaw that the two Councils would be in a position to approve the Deposit Plan for statutory public consultation between September and October 2013. The Councils must monitor the way they adhere to the Delivery Agreement, and make changes if necessary.
- 1.5 There are many reasons why more time is needed. Appendix 6 of the current DA identifies some risks that could have an impact on the timetable, and some risks have come to fruition. Appendix 1 to this report discusses more about those risks. It can be seen that a combination of these factors (additional work that could not be avoided, the ability of some stakeholders to respond within a specified timeframe, an 'unexpected' local election and a more complex reporting procedure than anticipated) has led to the need for more time in order to make sure that a 'sound' Deposit Plan is prepared.

2 The Proposal

- 2.1 Table 1 below, which has been taken from section 3.3.1 of the 2011 DA, shows the original timetable and the revised timetable. The timetable changes are highlighted in bold in the last column of the table.
- 2.2 It is anticipated that the statutory consultation period for the Deposit Plan (step 6 in the Table) will be reached in May/ June 2014 after approval by both Councils by March 2014. It is anticipated that the stage of adoption will be reached in May 2016. The original timetable had provided more than enough time to get background documents in place for submission to the Government. Many of those documents are already in place and the programme to get the rest ready is already in place. Only an addendum to some of the original documents will be needed to document more recent evidence. The timetable shown in the last column of Table 1 is sufficient to achieve this.
- 2.3 The LDP Regulations note that delivery agreements must be subject to achieving Council's decision before submission to the Government for its support. It is noted that the process of making changes to the delivery agreement must follow the same procedure that was used to prepare the delivery agreement in the first place. So there will be a need to consult with the public before the revised Delivery Agreement can be presented to Gwynedd Council and Anglesey County Council.

- 2.4 If the revised Delivery Agreement is approved by both Councils and then supported by the Government, it will be published on the website of the two Councils and placed in public places, like local public libraries and Council offices. The next newsletter will also inform all stakeholders.
- 2.5 We do not know how many comments we will receive during the public consultation on the Deposit Plan. Therefore in accordance with the Government's expectations, the dates for the post-Deposit Plan stages in Table 1 (7 – 13) remain indicative. The post-Deposit Plan timetable can be considered in more detail within 3 months after the end of the consultation period in order to confirm the timetable. There will be no need to re-consult on this, or to present the revised Delivery Agreement to the Government. The information in public places will be updated and everyone who has commented on the Deposit Plan will receive information directly from the Councils.

Table 1 Timetable for preparing the original and revised Joint LDP

Stage in the preparation process		Timetable	Revised timetable
1.	Preparation and publication of the final Delivery Agreement (<i>Regulation 5 - 10</i>)	January to November 2011	January to November 2011
2.	Review and develop the evidence base	July 2010 - July 2012	July 2010 - October 2012
3.	Participation Pre-deposit – prepare the pre-deposit documents that will outline the key objectives and preferred strategy (<i>Regulation 14</i>). This will not be a full draft of the Joint LDP	January 2011- July 2012	January 2011 - October 2012
4.	Pre-Deposit Consultation - 6 week period (<i>Regulation 15</i>). Formal consultation on the pre-deposit documents and the sustainability appraisal report	September 2012 - October 2012	May - June 2013
5.	Participation - further develop the evidence base and prepare the Deposit Joint LDP (full draft plan) which is based on the evidence base, including the response to the pre-deposit documents	November 2012 - September 2013	July 2013 - March 2014
6.	Placing the Joint LDP and associated documents on	October 2013 - November 2013	May - June 2014

	deposit - 6 week consultation period (<i>Regulation 17</i>)		
	Indicative timetable		
7.	Consideration of comments about the Deposit Joint LDP (<i>Regulations 18 & 19</i>)	December 2013 - June 2014	July 2014 - January 2015
8.	Publish comments on alternative sites, consulting upon them - a period of 6 weeks (<i>Regulations 20 & 21</i>)	January 2014 - February 2014	September - October 2014
9.	Submitting the Joint LDP to the Welsh Government for Examination (<i>Regulation 22</i>)	November 2014	February 2015
10.	Independent Public Examination (<i>Regulation 23</i>)	April 2015	June 2015
11.	Publication of the Inspector's Report (<i>Regulation 24</i>)	January 2016	March 2016
12.	Adoption of the Joint LDP (<i>Regulation 25</i>)	April 2016	May 2016
13.	Monitoring and Reviewing	Annual report	Annual report

3 Conclusions

- 3.1 The Councils drew up a timetable in 2011 for going through the process of preparing the Joint LDP. In doing so, a number of potential risks were identified and unfortunately some of those were realized. In addition there was the need to cope with the effects of a local election in Anglesey held at a different time to the local election in Gwynedd and the need to report to both Authorities more frequently than envisaged.
- 3.2 The revised timetable which has been identified in this report for the preparation of the Deposit Plan is realistic. Councils are not expected to put a final timetable in place for the stages after the consultation on the Deposit Plan (7 – 13). However it is believed that the timetable set out in the Table for those stages gives as accurate a picture as is possible.
- 3.3 From the information available, there is unquestionably a need for more time to prepare the Deposit Plan. The Regulations allow councils to agree on a revised timetable.

4 Recommendation

- 4.1 The Joint Planning Policy Committee approves the revised timetable for public consultation;
- 4.2 That the report on the public consultation is presented to the Councils in September 2013 for approval of the revised Delivery Agreement.

Appendix 1: Risks that have influenced the timetable

Risk	Possible Effect	Mitigation Measures
<p>1. Further requirements deriving from legislation or new national guidelines</p>	<ul style="list-style-type: none"> • Need to undertake more work in order to amend the Plan and the work programme • Programme slippage 	<p>Monitor work that's being done with regard to new legislation and guidelines so that we are in a good position to respond as soon and effectively as possible to any changes</p>
<p>June 2013 Comments</p> <p>Since work on the Joint LDP started, some national planning policies have been published that must be considered when preparing the Joint LDP or that have implications in another way:</p> <p>Publication of the 5th edition of Planning Policy Wales Consultation on policy and guidance on waste issues New Joint Housing Land Availability Study process, which means that Councils lead rather than Government, - through the Joint Planning Policy Unit</p>		
<p>2. Heavier than expected work load</p>	<p>Programme slippage</p>	<ul style="list-style-type: none"> • Ensure a realistic timetable which has flexibility • Ensure that we consider how much time it takes to undertake every aspect of the work • Consider additional resources
<p>June 2013 Comments</p> <p>Dealing with a significant number of objections to the information in the SPG for onshore wind energy and assisting the Planning Service to provide guidance for this field (e.g. checklist) has led to unexpected heavy workload. In order to minimize the impact on the timetable of the Joint LDP, it was necessary to appoint an external consultant to assist with additional consulting work for the SPG. But that meant that some time was lost to appoint a company.</p>		

Appendix 1: Risks that have influenced the timetable

Risk	Possible Effect	Mitigation Measures
<p>It is important that the Joint LDP and its policies are based on credible, contemporary and robust evidence. A lot of evidence has been collected and will continue to be collected in order to obtain the necessary information. Some of this work is done by officers within the Joint Planning Policy Unit while some is being done by external consultants and other services within the Council. The evidence here includes the Renewable Energy Capacity Assessment, Gypsy and Traveller Accommodation Needs Assessment, Strategic Flood Implications Assessment, Employment Land Assessment, Retail Assessment, and an Affordable Housing Viability Assessment. By looking at the work that other Councils have carried out, it is clear how important it is to do this work. A few studies have taken longer because of the need to look at a larger area than usual, and dependence on information from a 3rd party. Some officers have had to do more work than planned in assisting the external consultants or in doing their own work.</p>		
<p>More sites were received than expected for inclusion on the Candidate Site Register, which in turn meant that more time was spent inputting the information into a database /GIS.</p>		
<p>3. Substantial objections by consultation bodies</p>	<p>Programme slippage</p>	<ul style="list-style-type: none"> • Flexibility built into the timetable • Ensure that we consult early on (before the formal consultation period) with specific bodies
<p>4. Lack of political consensus</p>	<ul style="list-style-type: none"> • Failure to agree on the key aspects of the Plan • Conflict undermining what is noted in the Plan 	<p>Seek to resolve as much conflict as possible in the Joint LDP Panel meetings and by discussing with the leading Members e.g. Portfolio Leaders</p>
<p>5. Failure to report to a committee at the appropriate time</p>	<ul style="list-style-type: none"> • Programme slippage 	<p>Discuss requirements with those that arrange both Council's committee timetable as soon as possible</p>

Appendix 1: Risks that have influenced the timetable

Risk	Possible Effect	Mitigation Measures
<p>June 2013 Comments</p> <p>It became apparent that the expectations as regards reporting to committees in two Councils were more complicated than anticipated at the start of the process, e.g. the need to report to Angelsey County Council's Scrutiny Committee and to the full Council – steps that had not been foreseen in the formulation of the Timetable in 2011.</p>		
<p>6. Lack of consensus between different Council departments</p>	<p>Failure to agree on key aspects of the Plan</p>	<ul style="list-style-type: none"> • Ensure that we are in accordance with the Councils' strategies (Community Strategy, Three Year Plan) • Ensure that there are effective internal discussion procedures in place in relation to the Plan
<p>7. Delay with translation/printing process</p>	<p>Programme slippage</p>	<ul style="list-style-type: none"> • Use external translators • Share the translation work to different individuals/companies • Consider additional resources
<p>8. Lack of available funding throughout the process of preparing the Plan</p>	<ul style="list-style-type: none"> • Failure to fund specific and important work tasks e.g. as part of the evidence base • Programme slippage 	<p>Constant monitoring in order to ensure that the funding is used in the most effective way</p>
<p>9. Change in staff or losing staff</p>	<ul style="list-style-type: none"> • Loss of capacity and skills • More pressure on other officers • Programme slippage 	<p>Consider additional resources</p>

Appendix 1: Risks that have influenced the timetable

Risk	Possible Effect	Mitigation Measures
<p>June 2013 Comments</p> <p>Unforeseen staff absences because of sickness have affected the timetable by having to redirect staff and make temporary arrangements.</p>		
<p>10. Lack of expertise</p>	<ul style="list-style-type: none"> • Lower standard of work • Failure to identify weaknesses and note suggestions while verifying the work of consultants • Problems with regard to ensuring the 'soundness' of the Plan 	<p>Train specific staff to specialise in different fields</p>
<p>11. Failure on behalf of the Planning Inspectorate to meet the timetable/targets</p>	<p>Delay with regard to holding the investigation and/or in relation to receiving the report</p>	<p>Ensure close contact with the Planning Inspectorate in order to ensure a process which is as easy as possible. This will also give the opportunity of early warning regarding any problems</p>
<p>12. Plan fails the 'soundness' test</p>	<p>The Plan cannot be adopted without having to undertake further substantial work</p>	<p>Ensure that the LDP is sound by ensuring that we conform to procedures, laws, regulations along with all other specific soundness tests</p>
<p>13. Legal challenge</p>	<ul style="list-style-type: none"> • Abolish the adopted LDP (or parts of it) • Additional workload 	<p>Ensure that we adhere to procedures, laws, regulations etc.</p>

Appendix 1: Risks that have influenced the timetable

Risk	Possible Effect	Mitigation Measures
14. Elections	<ul style="list-style-type: none"> • Programme slippage • New members with different opinion regarding the contents of the Plan – changing priorities 	Ensure a realistic timetable with built-in flexibility
<p>June 2013 Comments</p> <p>It was decided to hold local elections in Anglesey in May 2013 instead of May 2012. Approval was secured for the Preferred Jont LDP Strategy before the 'purdah' period, but because of this period it was not possible to hold a public consultation until after the local elections.</p>		
15. Problems with I.T. work/Problems in relation to GIS work	Programme slippage	<ul style="list-style-type: none"> • Ensure a realistic timetable with built-in flexibility • Ensure that the Council's I.T. Service is aware of the requirements and schedule time to this purpose • Purchase appropriate software
16. Results of the SA/SEA outlining the unexpected problems	<ul style="list-style-type: none"> • Additional workload • Programme slippage 	<ul style="list-style-type: none"> • Ensure that the timetable is flexible enough to deal with such a situation • Consider additional resources

Appendix 1: Risks that have influenced the timetable

Risk	Possible Effect	Mitigation Measures
<p>17. Consultation bodies failing to submit observations as soon as expected</p>	<p>Programme slippage</p>	<ul style="list-style-type: none"> • Ensure that specific groups are consulted early on at any relevant stage during the process. • Seek to consult at times of the year when the majority of people are likely to be at work e.g. not during August or over Christmas
<p>June 2013 Comments</p> <p>Because only limited resources that were available to them and their workload at the time, some key stakeholders have failed to respond as promptly as need when we requested information about opportunities or constraints in relation to potential sites.</p>		
<p>18. Receive significant information late in the day</p>	<ul style="list-style-type: none"> • Programme slippage • Additional workload 	<p>Ensure that the timetable is flexible enough to deal with such a situation</p>
<p>19. Requirements associated with responding to the Wylfa B project</p>	<ul style="list-style-type: none"> • Programme slippage • Additional workload 	<ul style="list-style-type: none"> • Monitor progress with regard to this project • Ensure a close working relationship between the Energy Island Project Team and the Joint Planning Policy Unit