

**CONSORTIWM AWDURDODAU LLEOL CYMRU CONSORTIUM OF LOCAL AUTHORITIES IN WALES**

**ANNUAL GENERAL MEETING OF ELECTED MEMBER EXECUTIVE BOARD AND OFFICER LEADERSHIP BOARD**

# Minutes of Meeting held 3rd December 2024 online

**Present:
Dave Powell Chair CLAW Leadership Board/Rhondda Cynon Taf
Cllr Christina Leyshon Chair CLAW Elected Member/Rhondda Cynon Taf
Sue Selkirk Secretary/CEWales**
Nicholas Adamson Wrexham
John Arroyo Rhondda Cynon Taf
Cllr Simon Atterbury Torfaen
Gareth Baker Newport Norse
Cllr Jake Berriman Powys
Cllr Kim Broom Carmarthenshire
Paul Calland Flintshire
Lorna Cross Vale of Glamorgan
Cllr Helen Cunningham Blaenau Gwent
Kevin Dobson Carmarthenshire
Ian Edwards Flintshire
Cllr Gwyneth Ellis Denbighshire
Vince Hanly VH Procurement
Meilir Hughes Ynys Mon
Cllr Jeremy Hurley Neath Port Talbot
Chris Jones Merthyr
Cllr Scott Jones Neath Port Talbot
Cllr Billy Mullin Flintshire
Joanne Norman Bridgend
Giles Parker Cardiff
Dafydd Rhys Thomas Ynys Mon
Lyndon Watkins Newport Norse

**Apologies:**Jim Allen Blaenau Gwent
Andrew Ginn Ceredigion
Julie Holmes Cardiff
Philip Johnson Torfaen
Mark Morgan Pembrokeshire
Richard Symonds Pembrokeshire
Cat Griffith-Williams CEWales
Ben Winstanley Caerphilly

**ITEM**

1. **WELCOME**

Dave Powell, Chair of CLAW’s Officer Leadership Board welcomed everyone to the meeting and introduced Cllr Christina Leyshon, CLAW’s Elected Member Executive Board to chair the meeting. Cllr Leyshon thanked all those who attended the meeting and expressed how important the consortium is she also thanked Dave Powell & Sue Selkirk for their ongoing work.

1. **APOLOGIES FOR ABSENCE**

Apologies from those unable to attend the meeting are shown above.

1. **PREVIOUS AGM MINUTES 23rd November 2023**

Minutes of the last AGM were approved.

1. **CHAIR’S REPORT**

A full copy of the Chair’s report will be circulated with the minutes.

**Key items noted:**
Thanks were given for everyone’s help and support during the past year, particularly when colleagues from local authorities have a lot of workload pressures.

There has been some steady progress with the subgroups, a Housing group was created (chair now required) and we still require a Design and Project Management group, a Chair was identified and this needs to be followed up.

The Constitution is due to be updated/reviewed every two years, DP has updated it in draft form to be discussed during the AGM today.

A letter was sent to all the LA CE’s asking for increased participation at CLAW meetings. Around eight responded and we saw a small increase in attendance. We also asked for names to be put forward for nominations of Chair & Vice Chair, nothing was received. Following conversations within the Leadership Board it was agreed to advertise the role and look for a suitable paid candidate. This was done in June, an advert was placed on the CLAW website. An application was submitted by Vince Hanley. An assessment was carried out, and an interview took place, we then recommended to the LB that Vince should be considered for the role, subject to all agreeing at the AGM.

Three LB meetings have taken place this year, the constitution states a minimum of two, attendance at the LB has been quite low. This is one thing the new Chair should focus on moving forward.

Another good outcome was the CLAW conference on Sustainable Housing, which was held in November, online. We had planned to hold it face to face but a lot of people were unable to attend due to travelling time and expenses, 66 attended the conference online. The CLAW Project of the Year was announced, and details of the winners can be seen [here](https://www.claw.wales/eng/claw-awards)

DP closed his update thanking all members of CLAW. He also thanked Joanne Norman at Bridgend Council for performing a brilliant job as treasurer, all the subgroup chairs for the work that they've done and also all the attendees. Thanks also went to Elected Member Cllr Leyshon for support and consolidation in DP’s final year and thanks went to Sue Selkirk at CEWales for excellent Secretariat support.

**Action – to appoint a new Chair of the Housing Group**

 **Action – appoint a chair for the Design and Project Management**

1. **TREASURER’S REPORT**

JN presented the Treasurer’s report. The purpose of the report is to set out the progress to the end of November against the 24/25 budget, the rebate fund was £257,633. The approved budget for this financial year assumes a potential draw down from that fund of £11,620 which would reduce the rebate to £246,013. Income is received from LA subscriptions and Zumtobel sponsorship was £12,488. Expenditure totalled £39,623, which includes training, the Secretariat role, conference and meeting expenses, Domain renewal, Treasurer’s support and sponsorship of Building Project of the Year CEW Awards.
Following the update DP reiterated to the subgroups that funding is available to provide training opportunities for the board to consider and fund between now and the end of March, contact SS or the new chair.

1. **CONSTITUTION REVIEW**

As noted in the Chairs report the Constitution has been updated by the current chair and a draft copy was sent prior to the meeting. All changes are highlighted in red and relate to 4.3, 4.4 & 5.8

**4.3. In the event that a Member Organisation is unable to put forward a name for the Chair/Vice Chair of the Leadership Board, the Leadership Board can agree to advertise, interview and appoint a suitable candidate and nominate them as a paid Chair/Vice Chair for a duration of up to 1 year with an ability to extend up to 1 year until Member Organisations are able to put forward nominations for the role(s).**

**4.4. It is the duty of the Leadership Board to regularly review the appointment of a paid Chair/Vice Chair with a view to taking the role back ‘in house’ to minimise the impact on the financial status of the Consortium.
5.8. Expenditure relating to the provision of services by the paid Chair/Vice Chair of the**

**Leadership Board shall be approved by the Leadership Board in consultation with the**

**Treasurer**No further changes were required. Cllr Leyshon agreed and Cllr Berriman seconded the changes. **Action - Following this discussion once the new Chair has settled in is to remind all LA’s what CLAW is about and the benefits it will bring and try to increase participation moving forward.**

1. **WORKING GROUPS – UPDATES**

**Energy** – Jon Arroyo, Chair gave a verbal update on the work of the group over the past year. He mentioned that he is stepping down as Chair shortly and the Vice Chair Paul Rossiter, Caerphilly will be taking over from 2025. Meetings are held quarterly with good attendance. Key discussion areas are transition to Net Zero Energy, cost of energy, develop change for the 2030 target, electric chargers & REGO. **Full report attached with minutes.**

**M&E** – Richard Symonds, Chair was unable to attend the meeting. **Full report attached with minutes.**
**Building Maintenance** – Gareth Baker, Chair gave a verbal update. Meetings are held quarterly and generally quite well attended. All held on Teams as face to face seems to be very challenging. Some of the key topics from 2024 are education, maintenance grants, and the lack of funding, we are hoping 2025 might improve. RAAC is still an ongoing issue and how we manage it and particularly trying to find funding to get it removed. Professor John

Edwards gave an excellent presentation on retrofitting traditional buildings. We will try to run some CPD sessions in 2025. One of the issues this year relates to the Welsh Government condition survey, this proved to be a huge amount of work for some Councils. GB thanked SS for all the help she's given during the year.

**Asset Management/ACES** – Lorna Cross, Vale of Glamorgan, gave an update on behalf of the group as the Chair Geoff Bacon was unable to attend. Meetings are very well attended, the last was the AGM in November it was an in-person meeting. The meetings tend to have CPD directly linked presented by Chris Brain. He gives a good insight with legislative background and also anything that's of interest to the group. There is a standing agenda that covers property talking about its functions, budgets, valuation matters, rent collection, facilities, management regeneration and energy and how that affects the general practice estate management. The Ystadau Cymru conference was held last week and well attended. The theme of the conference was risk in the public sector estate with a good cross section of speakers. They held their awards with some very good case studies. There has been good success as a group with the reintroduction of the RICS accredited course back in Wales through the University of South Wales, a brilliant piece of work to bring the accredited RICS course back to Wales. Ben Winstanley, Caerphilly, will be taking over as Chair from 2025.

1. **ELECTION OF LEADERSHIP BOARD CHAIR & VICE CHAIR & CHAIR & VICE-CHAIR OF BOARD OF NOMINATED OFFICERS**One nomination was received for Chair of the Leadership Board, as discussed earlier. DP nominated Vince Hanly as paid Chair and also put a call out for any other nominations. There were no other nominations received. Cllr Leyshon seconded the nomination. It was agreed that Vince Hanly will perform the role of Chair of the Leadership Board for one year with an option to extend for a further year. VH expressed his thanks to DP and the board

and advised the importance of bringing all the property professionals together under CLAW.

The next election item was for Vice Chair, no nominations were received. An action to take forward over the next 12 months. VH is happy to take on the role without a Vice Chair.

**Action – new Chair to source a Vice Chair for the Leadership Board**

The next election was for Executive Board Chair now Cllr Leyshon has officially stepped down, she expressed her thanks and advised that she has enjoyed her time as Chair. Cllr Berriman present at the meeting showed an interest in the role and advised he would speak to Cllr Leyshon outside of the meeting to see if this is something he will have time to do. Cllr Leyshon advised that the work was minimal and there was a lot of support from DP and SS. Cllr Leyshon therefore nominated Cllr Berriman and he agreed to take on the role for 12 months.

**Action – a discussion to be arranged between Cllr Leyshon and Cllr Berriman
Action – to find a Vice Chair to support Cllr Berriman**

1. **CONFIRMATION OF TREASURER & SECRETARIAT ARRANGEMENT**

All attendees of the meeting were happy for Bridgend to continue with the Treasurers role and for CEWales to continue as Secretariat. Both parties are happy to continue in their roles.

1. **DATE AND LOCATION OF 2025 AGM**

3rd December 2025, Teams.

1. **ANY OTHER BUSINESS**

None