

# CITY AND COUNTY OF SWANSEA

## NOTICE OF MEETING

You are invited to attend a Special Meeting of the

## STANDARDS COMMITTEE

**At:** Committee Room 3, Civic Centre Swansea

**On:** Tuesday, 18 March 2014

**Time:** 2.00 pm

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## AGENDA

	Page No.
<b>1 Apologies for Absence.</b>	
<b>2 Disclosures of Personal and Prejudicial Interest.</b>	<b>1 - 2</b>
<b>3 Annual Meetings with Political Group Leaders and Chief Executive.</b>	<b>3 - 5</b>
2.15p.m. - Councillor E W Fitzgerald	
2.45p.m. – Councillor C A Holley	
3.15p.m. – Councillor P R Hood - Williams	



**Patrick Arran**  
**Head of Legal, Democratic Services & Procurement**  
**12 March 2014**

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**Contact: Jane Tinker 636820**

# Agenda Item 2

## Disclosures of Interest

To receive Disclosures of Interest from Councillors and Officers

### Councillors

**Councillors Interests are made** in accordance with the provisions of the Code of Conduct adopted by the City and County of Swansea. You must disclose orally to the meeting the existence and nature of that interest.

**NOTE:** You are requested to identify the Agenda Item / Minute No. / Planning Application No. and Subject Matter to which that interest relates and to enter all declared interests on the sheet provided for that purpose at the meeting.

1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3 below, you **MUST WITHDRAW** from the meeting (unless you have obtained a dispensation from the Authority's Standards Committee)
3. Where you have a Prejudicial Interest you may attend the meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, **provided** that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. In such a case, you **must withdraw from the meeting immediately after the period for making representations, answering questions, or giving evidence relating to the business has ended**, and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration (**Paragraph 14** of the Code).
4. Where you have agreement from the Monitoring Officer that the information relating to your Personal Interest is **sensitive information**, as set out in **Paragraph 16** of the Code of Conduct, your obligation to disclose such information is replaced with an obligation to disclose the existence of a personal interest and to confirm that the Monitoring Officer has agreed that the nature of such personal interest is sensitive information.
5. If you are relying on a **grant of a dispensation** by the Standards Committee, you must, before the matter is under consideration:
  - i) Disclose orally both the interest concerned and the existence of the dispensation; and
  - ii) Before or immediately after the close of the meeting give written notification to the Authority containing:

- a) Details of the prejudicial interest;
- b) Details of the business to which the prejudicial interest relates;
- c) Details of, and the date on which, the dispensation was granted; and
- d) Your signature

## **Officers**

### **Financial Interests**

1. If an Officer has a financial interest in any matter which arises for decision at any meeting to which the Officer is reporting or at which the Officer is in attendance involving any member of the Council and /or any third party the Officer shall declare an interest in that matter and take no part in the consideration or determination of the matter and shall withdraw from the meeting while that matter is considered. Any such declaration made in a meeting of a constitutional body shall be recorded in the minutes of that meeting. No Officer shall make a report to a meeting for a decision to be made on any matter in which s/he has a financial interest.
2. A “financial interest” is defined as any interest affecting the financial position of the Officer, either to his/her benefit or to his/her detriment. It also includes an interest on the same basis for any member of the Officers family or a close friend and any company firm or business from which an Officer or a member of his/her family receives any remuneration. There is no financial interest for an Officer where a decision on a report affects all of the Officers of the Council or all of the officers in a Department or Service.

# Agenda Item 3

## Report of the Monitoring Officer

Special Standards Committee – 18 March 2014

### ANNUAL MEETINGS WITH POLITICAL GROUP LEADERS AND CHIEF EXECUTIVE

#### SUMMARY

<b>Purpose:</b>	To seek the views of the Political Group Leaders and Chief Executive in relation to the work of the Standards Committee and to ensure high standards of behaviour..
<b>Policy Framework:</b>	None
<b>Reason for Decision:</b>	To ensure high Standards of behaviour
<b>Recommendation(s):</b>	The views of the Political Group Leaders be noted and used as a tool to improve the effectiveness of the Standards Committee

#### 1. Introduction

- 1.1 At the meeting of the Standards Committee held on 12 April 2013, it was suggested that an annual meeting should be held with Political Group Leaders both individually and then collectively in order to ensure high standards of behaviour.
- 1.2 It was resolved that Annual meetings with Political Group Leaders be scheduled into the work plan.
- 1.3 A report was submitted to the Standards Committee on 15 November 2013, and it was agreed that the Political Group Leaders and the Chief Executive be invited to future meetings.
- 1.4 A further report was submitted to the Standards Committee on 17 January 2014 seeking clarity regarding the actual framework and expected outcomes from these meetings. It was agreed that views be sought in respect of the issues listed in Appendix A.
- 1.5 Three Group Leaders have been invited to attend this meeting and future meetings will be arranged for the Leader of the Council and the Chief Executive to attend individually.

**Background Papers:-**

Reports to Standards Committee held on 12 April 2013, 15 November 2013 and 17 January 2014

**Appendices:-**

Appendix A – Areas in respect of which views of Group Leaders will be sought

## APPENDIX A

### **Suggested views regarding the following will be sought:**

- How you see the role of the Standards Committee
- Your understanding of this role
- How could you help to promote standards and good governance
- How do you see the future role of the Standards Committee
- Your views regarding training in respect of the Code
- How you consider the dispute resolution process is working
- Your views in respect of the Swansea Pledge
- Your views regarding the possible merger of the Standards Committee with the Community/Town Council Standards Sub Committee.
- Do you think that incorporating the Community Council would/could bring benefits.

## STANDARDS COMMITTEE (4)

### Councillors

#### Labour Councillors: 3

Bob A Clay	Clive E Lloyd
Phil Downing	

#### Liberal Democrat Councillor: 1

L Graham Thomas	
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Name	Term of Office	Name	Term of Office
Jill Burgess	19.10.2012 to 18 10.2018	Clive Walton *	22.02.2005 to 21.02.2015
Meirion Howells	01.08.2008 to 31.07.2016	Jennifer Gomes *	05.12.2008 to 04.12.2016
Adrian Novis *	22.02.2005 to 21.02.2015		

#### Others:

Executive	One copy
Patrick Arran	Head of Legal, Democratic Services & Procurement – Electronic
Tracey Meredith	Deputy Head of Legal, Democratic Services & Procurement
Huw Evans	Head of Democratic Services
Mike Hawes	Head of Financial Services
Janet Hooper	Directorate Lawyer
Democratic Services	1 Copy
Archives	

### Total Copies Needed – 27

#### NOTE:

1. \* Denotes that the **period of office cannot be extended further**.
2. The **term of office for Independent Members** can be for not less than 4 nor more than 6 years. They can be reappointed for one further consecutive term but that term cannot be for more than 4 years.
3. **Members of the Local Authority** who are members of the Standards Committee will have a term of office of no more than 4 years or ending at the next ordinary local government election following their election, whichever is the shorter.
4. The Standards Committee **shall not sit if the Independent Members are outnumbered by Councillors**. A Councillor shall remove him/herself from the meeting in order for the business to be transacted.