

## COUNCIL SUMMONS

You are hereby summoned to attend a Meeting of the COUNCIL OF THE CITY AND COUNTY OF SWANSEA to be held in the Council Chamber, Civic Centre, on Tuesday, 17 June 2014 at 5.00 pm

The following business is proposed to be transacted:

1. **Apologies for Absence.**
2. **Disclosures of Personal and Prejudicial Interests.** 1 - 2
3. **Minutes.** 3 - 36  
To approve and sign as a correct record the minutes of the
  - 1) Annual Meeting of Council held on 8 May 2014.
  - 2) Ceremonial Meeting of Council held on 9 May 2014.
4. **Announcements of the Presiding Member.**
5. **Announcements of the Leader of the Council.**
6. **Public Questions.**  
Questions must relate to matters on the open part of the Agenda of the meeting and will be dealt within a 10 minute period.
7. **Public Presentation - Time to Change.**
8. **Report of the Cabinet Member for Citizen, Community Engagement and Democracy.**
  - a Membership of Committees. 37 - 38
9. **Report of the Presiding Member, Monitoring Officer & Head of Democratic Services.**
  - a Amendments to the Council Constitution - Gower Area of Outstanding Beauty (AONB) Partnership. 39 - 46
  - b Amendments to the Constitution - Audit Committee. 47 - 51
10. **Councillors' Questions.** 52 - 55
11. **For Information Reports. (Not For Discussion)**
  - a Written Responses to Questions asked at the Last Ordinary Meeting of Council. 56 - 59
  - b Scrutiny Dispatches. 60 - 61
12. **Notice of Motion from Councillors MC Child, JE Burtonshaw, NS Bradley, SE Crouch, CR Doyle, W Evans, D Phillips, C Richards, RC Stewart & M Theaker.**  
*"This Council wishes to recognise the work of the Time to Change Wales campaign as the first national campaign to encourage people to talk openly about their mental health. It is hoped that this will assist in bringing an end to the stigma and discrimination faced by people with*

*mental health problems.*

*This Council acknowledges the fact that within their lifetime 1 in 4 people will be affected by mental illness and whilst mental health issues can be classed from mild to severe, the impact for most sufferers, and their families and friends, can be absolutely devastating.*

*This Council supports and signs the Time to Change Wales Organisational Pledge. This Council will do all it is able to support both the public and its staff in regards to mental health and the aims of the Time to Change Wales campaign.”*



Patrick Arran  
Head of Legal, Democratic Services & Procurement  
Civic Centre  
Swansea

Thursday, 5 June 2014

**To: All Members of the Council**

# 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.

## CITY AND COUNTY OF SWANSEA

### MINUTES OF THE MEETING OF COUNCIL

HELD AT COUNCIL CHAMBER, CIVIC CENTRE, SWANSEA. ON  
THURSDAY, 8 MAY 2014 AT 5.00 PM

**PRESENT:** Councillor D W W Thomas (Chair) Presided

<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
J C Bayliss	J E C Harris	H M Morris
P M Black	T J Hennegan	B G Owen
N S Bradley	C A Holley	G Owens
J E Burtonshaw	P R Hood-Williams	D Phillips
M C Child	B Hopkins	C L Philpott
R A Clay	D H Hopkins	J A Raynor
U C Clay	L James	T H Rees
A C S Colburn	Y V Jardine	I M Richard
D W Cole	A J Jones	C Richards
S E Crouch	J W Jones	N M Ronconi-Woollard
J P Curtice	M H Jones	P B Smith
N J Davies	S M Jones	R V Smith
A M Day	E T Kirchner	D G Sullivan
P Downing	A S Lewis	G J Tanner
C R Doyle	D J Lewis	M Theaker
V A Evans	R D Lewis	C M R W D Thomas
W Evans	C E Lloyd	M Thomas
E W Fitzgerald	P Lloyd	L G Thomas
R Francis-Davies	K E Marsh	L J Tyler-Lloyd
F M Gordon	P M Matthews	G D Walker
J A Hale	P M Meara	T M White

1. **ELECTION OF CHAIR OF COUNCIL FOR THE 2014-2015 MUNICIPAL YEAR.**

A nomination was received for Councillor D W W Thomas. The nomination was proposed and seconded.

**RESOLVED** that Councillor D W W Thomas be appointed Chair of Council for the Municipal Year 2014-2015.

**Councillor D W W Thomas (Chair of Council) Presiding**

2. **ELECTION OF VICE CHAIR OF COUNCIL FOR THE 2014-2015 MUNICIPAL YEAR.**

A nomination was received for Councillor D H Hopkins. The nomination was proposed and seconded.

**RESOLVED** that Councillor D H Hopkins be appointed Vice Chair of Council for the Municipal Year 2014-2015.

3. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors A M Cook, W J F Davies, J Newbury, R J Stanton, R C Stewart, C Thomas and L V Walton.

4. **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTEREST.**

The Head of Legal, Democratic Services and Procurement gave advice regarding the potential personal and prejudicial interests that Councillors and / Officers may have on the agenda.

The Head of Democratic Services reminded Councillors and Officers that the "Disclosures of Personal and Prejudicial Interests" sheet should only be completed if the Councillor / Officer actually had an interest to declare. Nil returns were not required. Councillors and Officers were also informed that any declarable interest must be made orally and in writing on the sheet.

In accordance with the provisions of the Code of Conduct adopted by the City and County of Swansea the following interests were declared:

**Councillors:**

- 1) Councillors J C Bayliss, P M Black, N S Bradley, J E Burtonshaw, M C Child, B A Clay, U C Clay, A C S Colburn, D W Cole, S E Crouch, J P Curtice, N J Davies, A M Day, P Downing, C R Doyle, V M Evans, W Evans, E W Fitzgerald, R Francis-Davies, F M Gordon, J A Hale, J E C Harris, T J Hennegan, C A Holley, P R Hood-Williams, B Hopkins, D H Hopkins, L James, Y V Jardine, A J Jones, J W Jones, M H Jones, S M Jones, E T Kirchner, A S Lewis, D J Lewis, R D Lewis, C E Lloyd, P Lloyd, K E Marsh, P M Matthews, P M Meara, H M Morris, B G Owen, G Owens, D Phillips, C L Philpott, T H Rees, I M Richard, C Richards, N M Ronconi-Woollard, P B Smith, R V Smith, D G Sullivan, G J Tanner, M Theaker, C Miles R W D Thomas, M Thomas, L G Thomas, L J Tyler-Lloyd and T M White declared a Personal Interest in Minute 8 "Councillors Handbook";
- 2) Councillors J C Bayliss, P M Black, N S Bradley, J E Burtonshaw, M C Child, B A Clay, U C Clay, A C S Colburn, D W Cole, S E Crouch, J P Curtice, N J Davies, A M Day, P Downing, C R Doyle, V M Evans, W Evans, E W Fitzgerald, R Francis-Davies, F M Gordon, J A Hale, J E C Harris, T J Hennegan, C A Holley, P R Hood-Williams, B Hopkins, D H Hopkins, L James, Y V Jardine, A J Jones, J W Jones, M H Jones, S M Jones, E T Kirchner, A S Lewis, D J Lewis, R D Lewis, C E Lloyd, P Lloyd, K E Marsh, P M Matthews, P M Meara, H M Morris, B G Owen, G Owens, D Phillips, C L Philpott, T H Rees, I M Richard, C Richards, N M Ronconi-Woollard, P B Smith, R V Smith, D G Sullivan, G J Tanner, M Theaker, C Miles R W D Thomas, M Thomas, L G Thomas, L J Tyler-Lloyd and T M White declared a Personal Interest in Minute 9 "Constitutional Matters";
- 3) Councillors J C Bayliss, P M Black, N S Bradley, J E Burtonshaw, M C Child, B Clay, U Clay, A C S Colburn, D W Cole, S E Crouch, J P Curtice, A M Day, P Downing, V M Evans, W Evans, E W Fitzgerald, R Francis-Davies, F M Gordon, J A Hale, T J Hennegan, C A Holley, P R Hood-Williams, B Hopkins, D H Hopkins, L James, Y V Jardine, A J Jones, J W Jones, M H Jones, S M

Jones, E T Kirchner, A S Lewis, D J Lewis, C E Lloyd, P Lloyd, K E Marsh, P M Matthews, P M Meara, B G Owen, G Owens, C L Philpott, T H Rees, I M Richard, C Richards, N M Ronconi-Woollard, P B Smith, R V Smith, D G Sullivan, G J Tanner, M Theaker, C Miles R W D Thomas, M Thomas, L G Thomas, L J Tyler-Lloyd and T M White declared a Personal Interest in Minute 12 "School Organisation Proposals – Change to Executive Functions"

5. **MINUTES.**

**RESOLVED** that the Minutes of the:

- 1) Ordinary Meeting of Council held on 15 April 2014 be approved and signed as a correct record subject to the following amendments:
  - a) Minute 222 "Membership of Committees"
    - i) **Area 2 Development Control Committee**  
**Delete** reference to Councillor A S Lewis and replace with Councillor J C Bayliss.
    - ii) **Joint Consultative Committee (JCC)**  
**Delete** reference to Councillor N M Ronconi-Woollard and replace with Councillor A S Lewis.

6. **CHAIR OF COUNCIL AND / OR HEAD OF PAID SERVICE ANNOUNCEMENTS.**

1) **Amendments / Corrections to the Council Summons**

The Chair of Council stated that an "Amendments / Corrections to the Council Summons" sheet had been circulated at the meeting. The amendments / corrections being as follows:

**Item 9 "Constitutional Matters"**

- i) Page 15. **Delete** reference to "Appendix E" in Recommendation 1). **Replace** with "Appendix F".
- ii) Page 16. **Delete** reference to "Appendix F" in Recommendation 13). **Replace** with "Appendix G".
- iii) Page 23. Paragraph 10.4.
  - a) Amend the Member Champions list as follows:  
Gender, Gender Reassignment and Sexual Orientation – Councillor John C Bayliss;  
Health and Wellbeing – Councillor Jane E C Harris.
  - b) Add Domestic Abuse – Councillor Erika T Kirchner.

**Item 11 “Names of those Councillors that the Leader of the Council has agreed to sit on the Various Outside Bodies”.**

- i) **Caer Las**  
Remove Councillor D H Hopkins. Add Councillor T J Hennegan.
- ii) **Wales National Pool**  
Remove Councillor E T Kirchner. Add Councillor R Francis-Davies.

7. **NAMES OF COUNCILLORS THAT THE LEADER OF THE COUNCIL HAS CHOSEN TO BE MEMBERS OF THE CABINET.**

The Leader of the Council outlined to Council the names of those Councillors that he had chosen to be members of the Cabinet. He also outlined their Cabinet Portfolios:

<b>Councillors Name</b>	<b>Cabinet Portfolio</b>
David Phillips	<ul style="list-style-type: none"><li>• Leader of the Council;</li><li>• Anti Poverty.</li></ul>
J Christine Richards	<ul style="list-style-type: none"><li>• Deputy Leader of the Council;</li><li>• Citizen, Community Engagement &amp; Democracy.</li></ul>
Rob C Stewart	<ul style="list-style-type: none"><li>• Finance &amp; Resources.</li></ul>
Will Evans	<ul style="list-style-type: none"><li>• Learning and Skills.</li></ul>
Mitch Theaker	<ul style="list-style-type: none"><li>• Opportunities for Children and Young People.</li></ul>
June E Burtonshaw	<ul style="list-style-type: none"><li>• Place</li></ul>
Nick S Bradley	<ul style="list-style-type: none"><li>• Regeneration.</li></ul>
Sybil E Crouch	<ul style="list-style-type: none"><li>• Sustainability.</li></ul>
C Ryland Doyle	<ul style="list-style-type: none"><li>• Target Areas.</li></ul>
Mark C Child	<ul style="list-style-type: none"><li>• Wellbeing.</li></ul>

8. **COUNCILLORS HANDBOOK.**

The Head of Democratic Services submitted a report which sought to update the Councillors Handbook following its review by the Democratic Services Committee.

**RESOLVED** that:

- 1) The telephone element (currently £10) of the Broadband and Telephone Allowance (currently £25) be paid to each City and County of Swansea Councillor within the household;
- 2) The Approved Duties list be amended so that Councillors can also claim mileage allowance for meetings with Officers below the rank of Chief Executive / Directors / Chief Operating Officers / Head of Service providing it is not relating to a Political, Private or Personal matter;
- 3) The ability to claim for one alcoholic drink with dinner be no longer allowed;
- 4) Should any changes to salary, allowances etc. be determined by the Independent Remuneration Panel for Wales then the Head of Democratic



Services be authorised to make the amendments to the Handbook without the need to report back to Council; however an e-mail must be sent to all Councillors advising Councillors of the change.

9. **CONSTITUTIONAL MATTERS.**

The Monitoring Officer and Head of Democratic Services jointly submitted a report which informed Council of necessary Constitutional matters that needed to be attended to at the Annual Meeting of Council. Such matters would in turn enable the efficient and lawful operation of Council.

The Head of Democratic Services referred to the list of Member Champions and outlined an amended version below:

<b>Member Champion Area</b>	<b>Responsible Councillor</b>
Armed Forces	June E Burtonshaw
Biodiversity	Sybil E Crouch
Carers	Paulette B Smith
Children and Young People (Lead Member for Children and Young People's Services – As defined by the Children Act 2004)	Will Evans
Councillor Support and Development	Christine Richards
Disabled People	Paul Lloyd
Domestic Abuse	Erika T Kirchner
Gender, Gender Reassignment and Sexual Orientation	John C Bayliss
Health and Wellbeing	Jane E C Harris
Healthy Cities	Mark C Child
Language (including Welsh)	Paul M Meara
Older People	Jan P Curtice
Race, Religion, Belief and Heritage	Pearleen Sangha

**Amendment 1**

Councillor C A Holley proposed an amendment. The amendment was seconded by Councillor E W Fitzgerald. The amendment being:

*“We ask Council to amend Recommendation 6 and not to pay Senior Salaries to the 4 proposed Chairs of the Executive Support Committees.*

*The resultant savings to be used to fund Council services that are under threat through funding being withdrawn.”*

In accordance with Council Procedure Rule 30 “Voting” a recorded vote was requested. The voting on the amendment was recorded as follows:

<b>For (21 Councillors):</b>		
<b>Councillor(s):</b>	<b>Councillor(s):</b>	<b>Councillor(s):</b>
P M Black	J W Jones	T H Rees
A C S Colburn	M H Jones	I M Richard
A M Day	S M Jones	D G Sullivan
E W Fitzgerald	R D Lewis	C M R W D Thomas
C A Holley	K E Marsh	L G Thomas
P R Hood-Williams	P M Meara	L J Tyler-Lloyd
L James	C L Philpott	G D Walker

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<b>Against (43 Councillors):</b>		
<b>Councillor(s):</b>	<b>Councillor(s):</b>	<b>Councillor(s):</b>
J C Bayliss	F M Gordon	H M Morris
N S Bradley	J A Hale	B G Owen
J E Burtonshaw	J E C Harris	G Owens
M C Child	T J Hennegan	D Phillips
R A Clay	B Hopkins	J A Raynor
U C Clay	D H Hopkins	C Richards
D W Cole	Y V Jardine	N M Ronconi-Woollard
S E Crouch	A J Jones	P B Smith
J P Curtice	E T Kirchner	R V Smith
N J Davies	A S Lewis	G J Tanner
P Downing	D J Lewis	M Theaker
C R Doyle	C E Lloyd	D W W Thomas
V M Evans	P Lloyd	M Thomas
W Evans	P M Matthews	T M White
R Francis-Davies		

<b>Abstention (0 Councillors):</b>		
<b>Councillor(s):</b>	<b>Councillor(s):</b>	<b>Councillor(s):</b>
-	-	-

<b>Withdrawn from meeting due to declarable interest (0 Councillors):</b>		
<b>Councillor(s):</b>	<b>Councillor(s):</b>	<b>Councillor(s):</b>
-	-	-

In light of the result of the Recorded Vote the amendment did not become part of the substantive motion.

**RESOLVED** that:

- 1) The Council Bodies and the Number of Seats allocated to them as listed below be appointed for the Municipal Year 2014-2015:

<b>Council Body (Committees)</b>	<b>Seats</b>
Appeals & Awards Committee	<b>7</b>
Appointments Committee	<b>12</b>
Area 1 Development Control Committee	<b>35</b>
Area 2 Development Control Committee	<b>37</b>
Audit Committee	<b>12</b>
Chief Executive's Appraisal & Remuneration Committee	<b>8</b>
Chief Officers Disciplinary Committee	<b>12</b>
Chief Officers Disciplinary Appeals Committee	<b>12</b>
Democratic Services Committee	<b>12</b>
Development Management & Control Committee	<b>72</b>
<i>Rights of Way &amp; Commons Sub Committee</i>	<b>12</b>
Executive Support Committee 1	<b>4</b>
Executive Support Committee 2	<b>4</b>
Executive Support Committee 3	<b>4</b>
Executive Support Committee 4	<b>4</b>

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Equalities Committee	<b>12</b>
Joint Consultative Committee (JCC)	<b>7</b>
General Licensing Committee	<b>12</b>
<i>General Licensing Sub Committee</i>	<b>3</b>
Statutory Licensing Committee	<b>12</b>
<i>Statutory Licensing Sub Committee</i>	<b>3</b>
Pension Fund Committee	<b>6</b>
Scrutiny Programme Committee	<b>16</b>
Standards Committee <i>(4 Councillors and 5 Independent Members).</i>	<b>4</b>
<i>Community / Town Councils Standards Sub Committee (3 Community / Town Council Councillors and 4 Independent Members).</i>	<b>0</b>
West Glamorgan Archives Joint Committee	<b>5</b>
<b>Council Body (Panels, Forums and Groups)</b>	<b>Seats</b>
Admissions Panel	<b>6</b>
Challenge Panel	<b>12</b>
Local Authority (LA) Governor Appointment Panel	<b>12</b>
Standards Committee Vacancy Panel	<b>3</b>
Trustees Panel	<b>17</b>
West Wales Valuation Tribunal Joint Appointments Panel	<b>2</b>
Community / Town Councils Forum	<b>12</b>
Corporate Parenting Forum	<b>10</b>
Gower Area of Outstanding Natural Beauty (AONB) Partnership Group	<b>6</b>
<i>Sustainable Development Fund Panel</i>	<b>1</b>
<b>Council Body (Panels, Forums and Groups) Continued</b>	<b>Seats</b>
Gypsy Traveller Liaison Forum	<b>8</b>
Student Liaison Forum	<b>23</b>
Constitution Working Group	<b>9</b>
LDP Advisory Group	<b>12</b>
Social Services Rota Visits Group	<b>15</b>

- 2) The following positions be paid a Civic Salary:
  - a) Lord Mayor;
  - b) Deputy Lord Mayor.
  
- 3) The Civic Salary for the Lord Mayor be set at Band a) which the Independent Remuneration Panel for Wales (IRPW) has set at £24,000;
  
- 4) The Civic Salary for the Deputy Lord Mayor be set at Band a) which the Independent Remuneration Panel for Wales (IRPW) has set at £18,000;
  
- 5) A Presiding Member and Deputy Presiding Member be established and that they Chair Council Meetings. These posts will not receive a Senior Salary;
  
- 6) The following positions be paid a Senior Salary:
  - a) Leader of the Council;
  - b) Deputy Leader of the Council;
  - c) Cabinet Members **x 8**;

- d) Chair of Development Management and Control Committee;
  - e) Chair of Executive Support Committees x 4;
  - f) Chair of General Licensing Committee;
  - g) Chair of Scrutiny Programme Committee.
- 7) The Independent Remuneration Panel for Wales (IRPW) determination that the Leader of the Largest Opposition Political Group must be paid a Senior Salary (subject to the 10% rule) be noted;
- 8) The Role Description for the Chairs of the Executive Support Committees as listed in Appendix E of the report be adopted;
- 9) The terms of reference of the Executive Support Committees be adopted as follows:
- “To advise the relevant Cabinet Member as appropriate on matters relating to the Policy Commitments adopted by Council within any portfolio”.
- 10) The Committees listed below be exempted from the Local Government (Committees and Political Groups) Regulations 1990 and other relevant legislation for the Municipal Year 2013-2014 in order to allow greater representation from the Opposition Political Groups:
- a) Chief Executive’s Appraisal and Remuneration Committee;
  - b) Standards Committee (*By virtue of Section 53 (10) of the Local Government Act 2000, a Standards Committee is not required to comply with Section 15 of the Local Government and Housing Act 1989 (duty to allocate seats to Political Groups)*);
  - c) Community / Town Councils Forum;
  - d) Corporate Parenting Forum;
  - e) Gypsy Traveller Liaison Forum;
  - f) Swansea Student Liaison Forum;
  - g) Constitution Working Group.
- 11) Councillors be allocated to serve on Council Bodies in line with nominations received from the Political Groups as outlined in **Appendix A** to these minutes;
- 12) The adoption of the Council Constitution which may be viewed at [www.swansea.gov.uk/constitution](http://www.swansea.gov.uk/constitution) be reaffirmed including any amendments made at this meeting;
- 13) The Council Bodies Diary 2014-2015 as listed in Appendix G of the report be confirmed and adopted;
- 14) Councillor M H Jones be elected as Chair of the Democratic Services Committee;
- 15) Those Co-opted Members eligible for Co-opted Member payments be paid a maximum of 20 full days per Municipal Year;
- 16) The Councillors Handbook which may be viewed at [www.swansea.gov.uk/CllrsHandbook](http://www.swansea.gov.uk/CllrsHandbook) be reaffirmed;

- 17) Any consequential amendments to the Council Constitution as a result of this report be carried out.

10. **COUNCILLOR TRAINING PROGRAMME 2014-2015.**

The Head of Democratic Services submitted a report which sought to create a Councillor Training Programme 2014-2015. The Councillor Training Programme 2014-2015 had been compiled in conjunction with the Democratic Services Committee.

**RESOLVED** that:

- 1) The Councillor Training Programme 2014-2015 as outlined within the report be adopted;
- 2) Safeguarding Training be added to the list of compulsory training courses for Councillors to attend.

11. **NAMES OF THOSE COUNCILLORS THAT THE LEADER OF THE COUNCIL HAS AGREED TO SIT ON THE VARIOUS OUTSIDE BODIES.**

The Leader of the Council presented a for information list containing Councillors representation on Outside Bodies as outlined in **Appendix B** to these minutes.

12. **SCHOOL ORGANISATION PROPOSALS - CHANGE TO EXECUTIVE FUNCTIONS.**

The Learning and Skills Cabinet Member submitted a report which sought confirmation on whether Cabinet or Council will decide on School Organisation proposals should a decision be required following objection during the Statutory Notice period.

**RESOLVED** that Council shall determine future School Organisation proposals should a decision be required following objection during the Statutory Notice period.

The meeting ended at 5.56 pm

**CHAIR**

**APPENDIX A "COUNCILLORS ALLOCATED TO SERVE ON COUNCIL BODIES  
IN LINE WITH NOMINATIONS RECEIVED FROM THE POLITICAL GROUPS"**

**COUNCIL (72)**

**Councillors:**

John C Bayliss	Andrea S Lewis
Peter M Black	David J Lewis
Nicholas S Bradley	Richard D Lewis
June E Burtonshaw	Clive E Lloyd
Mark C Child	Paul Lloyd
Bob A Clay	Keith E Marsh
Uta C Clay	Penny M Matthews
Anthony C S Colburn	Paul M Meara
David W Cole	Hazel M Morris
Ann M Cook	John Newbury
Sybil E Crouch	Byron G Owen
Jan P Curtice	Geraint Owens
Nick J Davies	David Phillips
W John F Davies	Cheryl L Philpott
A Mike Day	Jennifer A Raynor
Phil Downing	T Huw Rees
C Ryland Doyle	Ioan M Richard
V Mandy Evans	Christine Richards
William Evans	Neil M Ronconi-Woollard
E Wendy Fitzgerald	Pearleen Sangha
Robert Francis-Davies	Paulette B Smith
Fiona M Gordon	Robert V Smith
Joe A Hale	R June Stanton
Jane E C Harris	Rob C Stewart
Terry J Hennegan	D Gareth Sullivan
Chris A Holley	Gloria J Tanner
Paxton R Hood-Williams	Mitchell Theaker
Beverly Hopkins	Ceinwen Thomas
David H Hopkins	C Miles R W D Thomas
Lynda James	Des W W Thomas
Yvonne V Jardine	Mark Thomas
Andrew J Jones	L Graham Thomas
Jeff W Jones	Linda J Tyler-Lloyd
Mary H Jones	Gordon D Walker
Susan M Jones	Lesley V Walton
Erika T Kirchner	T Mike White

**CABINET (10)**

**Labour Councillors:**

Nicholas S Bradley	William Evans
June E Burtonshaw	David Phillips ( <b>Leader</b> )
Mark C Child	Christine Richards ( <b>Deputy Leader</b> )
Sybil E Crouch	Rob C Stewart
C Ryland Doyle	Mitchell Theaker

**APPEALS & AWARDS (7)**

**Labour Councillors: 5**

June E Burtonshaw	Hazel M Morris
Jan P Curtice	Christine Richards
Joe A Hale	

**Liberal Democrats Councillor: 1**

Richard D Lewis	
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**Independent Councillor: 1**

Keith E Marsh	
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**APPOINTMENTS COMMITTEE (12)**

**Labour Councillors: 8**

David W Cole	David Phillips
J P Curtice	Christine Richards
R Francis-Davies	Cabinet Member TBC
Andrea S Lewis	Cabinet Member TBC

**Liberal Democrat Councillors: 2**

Chris A Holley	Mary H Jones
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**Independent Councillor: 1**

E Wendy Fitzgerald	
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**Conservative Councillor: 1**

Anthony C S Colburn	
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**Note: Not more than half of the Members of this Committee are to be Members of Cabinet.**

**AREA 1 DEVELOPMENT CONTROL COMMITTEE (35)**

**Labour Councillors: 25**

John C Bayliss	Erika T Kirchner
Uta C Clay	Andrea S Lewis
Sybil E Crouch	Clive E Lloyd
Nick J Davies	Paul Lloyd
Phil Downing	Penny M Matthews
C Ryland Doyle	Hazel M Morris
V Mandy Evans	Byron G Owen
Robert Francis-Davies	Pearleen Sangha
Fiona M Gordon	Paulette B Smith
Joe A Hale	Ceinwen Thomas
Jane E C Harris	T Mike White
Terry J Hennegan	Lesley V Walton
Beverly Hopkins	

**Liberal Democrat Councillors: 6**

Chris A Holley	Paul M Meara
Jeff W Jones	John Newbury
Richard D Lewis	L Graham Thomas

**Independent Councillors: 4**

Keith E Marsh	D Gareth Sullivan
Ioan M Richard	Gordon D Walker

**AREA 2 DEVELOPMENT CONTROL COMMITTEE (37)**

**Labour Councillors: 25**

Nicholas S Bradley	Andrew J Jones
John Bayliss	David J Lewis
June E Burtonshaw	Paul Lloyd
Mark C Child	Geraint Owens
Bob A Clay	Jennifer A Raynor
David W Cole	Christine Richards
Ann M Cook	Robert V Smith
Jan P Curtice	R C Stewart
William Evans	Mitchell Theaker
Robert Francis-Davies	Gloria J Tanner
Terry J Hennegan	Des W W Thomas
David H Hopkins	Mark Thomas
Yvonne V Jardine	

**Liberal Democrat Councillors: 6**

Mary H Jones	Cheryl L Philpott
Richard D Lewis	T Huw Rees
John Newbury	R June Stanton

**Independent Councillors: 4**

E Wendy Fitzgerald	Susan M Jones
Lynda James	Keith E Marsh

**Conservative Councillors: 2**

Anthony C S Colburn	C Miles R W D Thomas
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**AUDIT COMMITTEE (12)**

**Labour Councillors: 8**

Bob A Clay	Jennifer A Raynor
Phil Downing	Robert V Smith
Robert Francis-Davies	Des W W Thomas
Geraint Owens	Lesley V Walton

**Liberal Democrat Councillors: 2**

Jeff W Jones	Paul M Meara
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**Independent Councillor: 1**

Lynda James	
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**Conservative Councillor: 1**

Paxton R Hood-Williams	
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**CHIEF EXECUTIVES APPRAISAL & REMUNERATION COMMITTEE (8)**

**Labour Councillors: 5**

Nicholas S Bradley	David Phillips
June E Burtonshaw	Christine Richards
Sybil E Crouch	

**Liberal Democrat Councillor: 1**

Chris A Holley	
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**Independent Councillor: 1**

E Wendy Fitzgerald	
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**Conservative Councillor: 1**

Paxton R Hood-Williams	
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**CHIEF OFFICERS DISCIPLINARY COMMITTEE (12)**

**Labour Councillors: 8**

June E Burtonshaw	Phil Downing
Mark C Child	Andrew J Jones
Jan P Curtice	Penny M Matthews
Nick J Davies	Des W W Thomas

**Liberal Democrat Councillors: 2**

Mary H Jones	L Graham Thomas
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**Independent Councillor: 1**

E Wendy Fitzgerald	
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**Conservative Councillor: 1**

Anthony C S Colburn	
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**CHIEF OFFICERS DISCIPLINARY APPEALS COMMITTEE (12)**

**Labour Councillors: 9**

John C Bayliss	Erika T Kirchner
Nicholas S Bradley	Clive E Lloyd
Sybil E Crouch	Christine Richards
William Evans	Robert V Smith
Joe A Hale	

**Liberal Democrat Councillor: 1**

Cheryl L Philpott	
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**Independent Councillor: 1**

D Gareth Sullivan	
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**Conservative Councillor: 1**

Paxton R Hood-Williams	
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**DEMOCRATIC SERVICES COMMITTEE (12)**

**Labour Councillors: 8**

Bob A Clay	Erika T Kirchner
Ann M Cook	Andrea S Lewis
Nick J Davies	David J Lewis
Robert Francis-Davies	Lesley V Walton

**Liberal Democrat Councillors: 2**

Mary H Jones	Paul M Meara
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**Independent Councillor: 1**

Keith E Marsh	
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**Conservative Councillor: 1**

Anthony C S Colburn	
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**Cabinet Member**

Christine Richards	Deputy Leader
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**DEVELOPMENT MANAGEMENT & CONTROL COMMITTEE (72)**

**Councillors:**

John C Bayliss	Andrea S Lewis
Peter M Black	David J Lewis
Nicholas S Bradley	Richard D Lewis
June E Burtonshaw	Clive E Lloyd
Mark C Child	Paul Lloyd
Bob A Clay	Keith E Marsh
Uta C Clay	Penny M Matthews
Anthony C S Colburn	Paul M Meara
David W Cole	Hazel M Morris
Ann M Cook	John Newbury
Sybil E Crouch	Byron G Owen
Jan P Curtice	Geraint Owens
Nick J Davies	David Phillips
W John F Davies	Cheryl L Philpott
A Mike Day	Jennifer A Raynor
Phil Downing	T Huw Rees
C Ryland Doyle	Ioan M Richard
V Mandy Evans	Christine Richards
William Evans	Neil M Ronconi-Woollard
E Wendy Fitzgerald	Pearleen Sangha
Robert Francis-Davies	Paulette B Smith
Fiona M Gordon	Robert V Smith
Joe A Hale	R June Stanton
Jane E C Harris	Rob C Stewart
Terry J Hennegan	D Gareth Sullivan
Chris A Holley	Gloria J Tanner
Paxton R Hood-Williams	Mitchell Theaker
Beverly Hopkins	Ceinwen Thomas
David H Hopkins	C Miles R W D Thomas
Lynda James	Des W W Thomas
Yvonne V Jardine	Mark Thomas
Andrew J Jones	L Graham Thomas
Jeff W Jones	Linda J Tyler-Lloyd
Mary H Jones	Gordon D Walker
Susan M Jones	Lesley V Walton
Erika T Kirchner	T Mike White

**RIGHTS OF WAY & COMMONS SUB COMMITTEE (12)**

**Labour Councillors: 8**

Ann M Cook	Jennifer A Raynor
Joe A Hale	Robert V Smith
Jane E C Harris	Des W W Thomas
Yvonne V Jardine	T Mike White

**Liberal Democrat Councillors: 2**

Paul M Meara	John Newbury
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**Independent Councillor: 1**

Keith E Marsh	
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**Conservative Councillor: 1**

Linda J Tyler-Lloyd	
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**JOINT CONSULTATIVE COMMITTEE (7)**

**Labour Councillors: 5**

V Mandy Evans	Andrea S Lewis
Joe A Hale	Rob C Stewart
Christine Richards	

**Liberal Democrat Councillor: 1**

Mary H Jones	
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**Independent Councillor: 1**

Ioan M Richard	
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**EQUALITIES COMMITTEE (12)**

**Labour Councillors: 8**

John C Bayliss	Yvonne V Jardine
David W Cole	Erika T Kirchner
V Mandy Evans	Gloria J Tanner
Fiona M Gordon	Lesley V Walton

**Liberal Democrat Councillors: 2**

Cheryl L Philpott	T Huw Rees
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**Independent Councillor: 1**

Susan M Jones	
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**Conservative Councillor: 1**

Anthony C S Colburn	
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### GENERAL LICENSING COMMITTEE (12)

**Labour Councillors: 8**

David W Cole	Paul Lloyd
Phil Downing	Penny M Matthews
Andrea S Lewis	Hazel M Morris
Clive E Lloyd	Byron G Owen

**Liberal Democrat Councillors: 2**

Cheryl L Philpott	T Huw Rees
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**Independent Councillor: 1**

Keith E Marsh	
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**Conservative Councillor: 1**

Anthony C S Colburn	
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### STATUTORY LICENSING COMMITTEE (12)

**Labour Councillors: 8**

David W Cole	Paul Lloyd
Phil Downing	Penny M Matthews
Andrea S Lewis	Hazel M Morris
Clive E Lloyd	Byron G Owen

**Liberal Democrat Councillors: 2**

Cheryl L Philpott	T Huw Rees
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**Independent Councillor: 1**

Keith E Marsh	
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**Conservative Councillor: 1**

Anthony C S Colburn	
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### GENERAL LICENSING SUB COMMITTEE (3)

**Note** – Councillors called on a rota basis.

**Labour Councillors: 8**

David W Cole	Paul Lloyd
Phil Downing	Penny M Matthews
Andrea S Lewis	Hazel M Morris
Clive E Lloyd	Byron G Owen

**Liberal Democrat Councillors: 2**

Cheryl L Philpott	T Huw Rees
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**Independent Councillor: 1**

Keith E Marsh	
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**Conservative Councillor: 1**

Anthony C S Colburn	
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**STATUTORY LICENSING SUB COMMITTEE (3)**

**Note** – Councillors called on a rota basis.

**Labour Councillors: 8**

David W Cole	Paul Lloyd
Phil Downing	Penny M Matthews
Andrea S Lewis	Hazel M Morris
Clive E Lloyd	Byron G Owen

**Liberal Democrat Councillors: 2**

Cheryl L Philpott	T Huw Rees
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**Independent Councillor: 1**

Keith E Marsh	
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**Conservative Councillor: 1**

Anthony C S Colburn	
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**STANDARDS COMMITTEE (4)**

**Labour Councillors: 3**

J C Bayliss	Clive E Lloyd
Phil Downing	

**Liberal Democrat Councillor: 1**

L Graham Thomas	
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**WEST GLAMORGAN ARCHIVES COMMITTEE (5)**

**Labour Councillors: 4**

N J Davies	Ceinwen Thomas
Robert V Smith	

**Independent Councillor: 1**

Keith E Marsh	
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**Liberal Democrat: 1**

John Newbury	
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**SWITCH JOINT COMMITTEE**

**Labour Councillors: 2**

Councillor June Burtonshaw (Voting)	Councillor Paul Lloyd
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**Liberal Democrat Councillor: 1**

Councillor Chris A Holley	
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**ADMISSIONS PANEL (6)**

**Labour Councillors: 4**

Bob A Clay	Joe A Hale
Ann M Cook	Ceinwen Thomas

**Liberal Democrat Councillor: 1**

A Mike Day	
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**Independent Councillor: 1**

Susan M Jones	
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**ARMED FORCES COMMUNITY COVENANT SIGNATORIES PANEL**

**Labour Councillors: 1**

Councillor June Burtonshaw	
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**CHALLENGE PANEL (12)**

**Labour Councillors: 8**

Bob Clay	Robert Francis-Davies
Uta C Clay	David H Hopkins
Ann M Cook	Neil M Ronconi-Woollard
Nick J Davies	Paulette B Smith

**Liberal Democrat Councillors: 2**

Chris A Holley	L Graham Thomas
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**Independent Councillor: 1**

E Wendy Fitzgerald	
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**Conservative Councillor: 1**

Paxton R Hood-Williams	
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**GOWER AONB PARTNERSHIP GROUP (6)**

**Labour Councillors: 4**

Mark C Child	Robert Francis-Davies
Jan P Curtice	Jane E C Harris

**Liberal Democrat Councillor: 1**

Richard D Lewis	
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**Independent Councillor: 1**

Keith E Marsh	
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**GOWER AONB SUSTAINABLE DEVELOPMENT FUND PANEL**

**Labour Councillors:**

David Cole	Robert Francis-Davies
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**GOWER AONB SUSTAINABLE DEVELOPMENT APPEALS PANEL**

**Labour Councillors: 1**

Jane Harris	
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**LA GOVERNOR PANEL (12)**

**Labour Councillors: 8**

Bob A Clay	Joe A Hale
David Cole	Paulette B Smith
Jan P Curtice	Ceinwen Thomas
W John F Davies	T Mike White

**Liberal Democrat Councillors: 2**

Jeff W Jones	Cheryl L Philpott
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**Independent Councillor: 1**

D Gareth Sullivan	
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**Conservative Councillor: 1**

L Tyler-Lloyd	
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**LDP ADVISORY GROUP (12)**

**Labour Councillors: 8**

June E Burtonshaw	Andrew J Jones
Robert Francis-Davies	Penny M Matthews
Jane E C Harris	Des W W Thomas
Yvonne V Jardine	Lesley V Walton

**Liberal Democrat Councillors: 2**

Chris A Holley	Jeff W Jones
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**Independent Councillor: 1**

Gordon D Walker	
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**Conservative Councillor: 1**

Anthony C S Colburn	
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**PENSION FUND COMMITTEE (6)**

**Labour Councillors: 4**

Phil Downing	Rob C Stewart
Clive E Lloyd	Mark Thomas

**Liberal Democrat Councillor: 1**

John Newbury	
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**Independent Councillor: 1**

D Gareth Sullivan	
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**ROTA VISITS (15)**

**Labour Councillors: 10**

Uta C Clay	Terry J Hennegan
Jan P Curtice	Beverley Hopkins
V Mandy Evans	David J Lewis
Joe A Hale	Paul Lloyd
Jane E C Harris	Paulette B Smith

**Liberal Democrat Councillors: 3**

Chris A Holley	Richard D Lewis
Cheryl L Philpott	

**Independent Councillor: 1**

Susan M Jones	
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**Conservative Councillor: 1**

Linda J Tyler-Lloyd	
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**STANDARDS COMMITTEE VACANCY PANEL (5)**

**Labour Councillors: 2**

Yvonne V Jardine	Andrea S Lewis
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**Liberal Democrat Councillor: 1**

Mary H Jones	
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**TRUSTEES PANEL (17)**

**Labour Councillors: 11**

John C Bayliss	Christine Richards
Uta C Clay	Paulette B Smith
V Mandy Evans	Gloria J Tanner
William Evans	Mark Thomas
Jane E C Harris	Lesley V Walton
Hazel M Morris	

**Liberal Democrat Councillors: 3**

Chris A Holley	John Newbury
Jeff W Jones	

**Independent Councillors: 2**

D Gareth Sullivan	Gordon D Walker
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**Conservative Councillors: 1**

C Miles R W D Thomas	
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**WEST WALES VALUATION TRIBUNAL  
JOINT APPOINTMENTS PANEL (2)**

**Labour Councillors:**

Robert Francis-Davies	Paul Lloyd
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**CONSTITUTION WORKING GROUP (11)**

**Labour Councillors: 3**

David Phillips	Chair of Council
Christine Richards	

**Liberal Democrat Councillors: 2**

Chris A Holley	Mary H Jones
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**Independent Councillors: 2**

E Wendy Fitzgerald	D Gareth Sullivan
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**Conservative Councillors: 2**

Anthony C S Colburn	Paxton R Hood-Williams
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**COMMUNITY / TOWN COUNCILS FORUM (12)**

**Labour Councillors: 12**

Nicholas S Bradley	David Phillips
June E Burtonshaw	Christine Richards
Mark C Child	Rob C Stewart
Sybil E Crouch	Mitchell Theaker
C Ryland Doyle	Robert Francis-Davies
William Evans	Penny M Matthews

**CORPORATE PARENTING FORUM (10)**

**Labour Councillors: 7**

Uta C Clay	Hazel M Morris
W John F Davies	Paul Lloyd
Jane E C Harris	Jennifer A Raynor
Erika T Kirchner	

**Liberal Democrat Councillor: 1**

Paul M Meara	
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**Independent Councillor: 1**

Susan M Jones	
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**Conservative Councillor: 1**

Linda J Tyler-Lloyd	
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**GYPSY TRAVELLER LIAISON FORUM (8)**

**Labour Councillors: 5**

June E Burtonshaw	Yvonne V Jardine
Uta C Clay	Penny M Matthews
Ann M Cook	

**Liberal Democrat Councillor: 1**

Jeff W Jones	
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**Independent Councillor: 1**

Gordon D Walker	
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**Conservative Councillor: 1**

Anthony C S Colburn	
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**SWANSEA STUDENT LIAISON FORUM**

**Councillors**

<b>Cabinet Member</b>	June E Burtonshaw	
	M Theaker	
<b>Castle Electoral Division Members</b>	S E Crouch	E T Kirchner
	F M Gordon	D Phillips
<b>Gorseinon Electoral Division Member</b>	D J Lewis	
<b>Killay North Electoral Division Member</b>	M H Jones	
<b>Kingsbridge Electoral Division Member</b>	W Evans	
<b>Loughor Lower Electoral Division Member</b>	C Richards	
<b>Loughor Upper Electoral Division Member</b>	R V Smith	
<b>Oystermouth Electoral Division Member</b>	A C S Colburn	
<b>Uplands Electoral Division Members</b>	J C Bayliss	N M Ronconi-Woollard
	N J Davies	P Sangha
<b>Sketty Electoral Division Members</b>	R J Stanton	C L Philpott
	A M Day	P M Meara
	T H Rees	
<b>Townhill Electoral Division Members</b>	N S Bradley	L V Walton
	D H Hopkins	
<b>St Thomas Electoral Division Members</b>	J A Hale	C E Lloyd

**SWANSEA STUDENT LIAISON FORUM – RESIDENTS GROUP MEETING**

**Councillors**

Cabinet Member	June E Burtonshaw	
Castle Electoral Division Members	S E Crouch	E T Kirchner
	F M Gordon	D Phillips
Gorseinon Electoral Division Member	D J Lewis	
Killay North Electoral Division Member	M H Jones	
Kingsbridge Electoral Division Member	W Evans	
Loughor Lower Electoral Division Member	C Richards	
Loughor Upper Electoral Division Member	R V Smith	
Oystermouth Electoral Division Member	A C S Colburn	
Uplands Electoral Division Members	J C Bayliss	N M Ronconi-Woollard
	N J Davies	P Sangha
Sketty Electoral Division Members	R J Stanton	C L Philpott
	A M Day	P M Meara
	T H Rees	
Townhill Electoral Division Members	N S Bradley	L V Walton
	D H Hopkins	
St Thomas Electoral Division Members	J A Hale	C E Lloyd

**SWANSEA STUDENT LIAISON FORUM – OPERATIONAL GROUP MEETING**

**Councillors**

Cabinet Member	June E Burtonshaw	
Castle Electoral Division Members	S E Crouch	E T Kirchner
	F M Gordon	D Phillips
Gorseinon Electoral Division Member	D J Lewis	
Killay North Electoral Division Member	M H Jones	
Kingsbridge Electoral Division Member	W Evans	
Loughor Lower Electoral Division Member	C Richards	
Loughor Upper Electoral Division Member	R V Smith	
Oystermouth Electoral Division Member	A C S Colburn	
Uplands Electoral Division Members	J C Bayliss	N M Ronconi-Woollard
	N J Davies	P Sangha
Sketty Electoral Division Members	R J Stanton	C L Philpott
	A M Day	P M Meara
	T H Rees	
Townhill Electoral Division Members	N S Bradley	L V Walton
	D H Hopkins	
St Thomas Electoral Division Members	J A Hale	C E Lloyd

**SCRUTINY PROGRAMME COMMITTEE (16)**

**Labour Councillors: 11**

A M Cook	J E C Harris
D W Cole	T J Hennegan
J P Curtice	A J Jones
N J Davies	R V Smith
V M Evans	M Thomas
P Downing	

**Liberal Democrat Councillors: 3**

A M Day	P M Meara
J W Jones	

**Independent Councillor: 1**

E W Fitzgerald	
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**Conservative Councillor: 1**

A C S Colburn	
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**APPENDIX B "COUNCILLOR REPRESENTATION ON OUTSIDE BODIES"**

Adoption Panel	1	J P Curtice
Arts Council of Wales - Mid & West Wales Area Committee	1	N M Ronconi-Woollard
Association for Public Services Excellence	1	C E Lloyd
Bay Leisure (LC)	2	A S Lewis V M Evans
Data Unit Board	1	A J Jones
Religious Education Movement - Wales	2	J E C Harris P B Smith
City Centre Partnership	3	N S Bradley F M Gordon D Phillips
Coleg Harlech	1	A J Jones
Consortium for Local Authorities In Wales (Claw)	1	N J Davies
Community Cohesion Fund Grants Panel	1	S E Crouch
ABMU Community Health Council	3	J E C Harris E T Kirchner P B Smith
Cymdeithas Caer Las	2	B Hopkins T J Hennegan
Education Otherwise Management Committee	1	W Evans
Environment Agency (Welsh Region) - S.W. Area Environment Group	1	J E Burtonshaw
Fostering Panel (Mainstream Panel)	1	V M Evans
Fostering Panel (Friends and Family Panel)	1	P M Meara
Gower College - Swansea	2	D Phillips M Theaker
Gower Commoners Association	1	D W Cole
Heart of Wales Line Forum	1	P Lloyd
Industrial Common Ownership Financial Fund - Decision Making Panel	1	R C Stewart
Industrial Common Ownership Financial West Glamorgan Loans Fund (I.C.O.F.F.)	1	R C Stewart
Institute Of Welsh Affairs	1	S E Crouch
Joint Council of Wales(South Wales Provincial Council)	2	C Richards R C Stewart
Swansea City Waste Disposal Company (LAWDC)	6	Director – J E Burtonshaw Shareholders – U C Clay P Downing J A Hale C E Lloyd T M White
Local Government Association	4	N S Bradley W Evans D Phillips C Richards
Loans and Savings Abertawe (LASA) Credit Union	1	C R Doyle



Minutes of the Council (08.05.2014)  
Cont'd

Local Government Association Urban Commission	1	N S Bradley
Merchant Navy Welfare Board	1	J A Hale
Mid and West Wales Fire Authority <i>Appointed from Mid &amp; West Wales Fire Authority AGM</i>	7	D W Cole J P Curtice J Hennegan A S Lewis R D Lewis C E Lloyd 1 Vacancy
National Association of British Market Authorities	1	D H Hopkins
National Waterfront Museum (Swansea) Ltd	3	N S Bradley S E Crouch N J Davies
Oystermouth Castle Management Board (Attend AGM Only)	1	M C Child
PATROL	1	G Owens
South Wales Police and Crime Panel	2	P Sangha D G Sullivan
Public Health Alliance & Cymru Steering Group	1	F M Gordon
Reserve Force & Cadets Association For Wales	1	M Theaker
Shoreline Management Plan	1	S E Crouch
South Wales Police & Crime Panel	2	P Sangha D G Sullivan
South West Wales Economic Forum	2	D Phillips C Richards
South West Wales Regional Tourism Partnership	1	N S Bradley
South West Wales Regional Waste Management Committee	3	J E Burtonshaw C E Lloyd T M White
South West Wales Regional Waste Planning Group	1	J E Burtonshaw
South West Wales Regional Waste Consortium	1	J E Burtonshaw
Spatial Planning Network	1	R Francis-Davies
Standing Advisory Council on Religious Education (S.A.C.R.E)	6	J E C Harris W Evans B Hopkins M H Jones P B Smith C Thomas
Suresprung Board of Trustees	4	U C Clay A J Jones G J Tanner M Thomas
Swansea Bay Partnership	1	N S Bradley
Swansea Bay Racial Equality Council	2	Y V Jardine P Sangha
Swansea Bay Port Health Authority	10	J A Hale B Hopkins C E Lloyd P Lloyd

Minutes of the Council (08.05.2014)  
Cont'd

		K E Marsh P M Meara H M Morris J Newbury R V Smith T M White
Swansea Business Improvements Ltd (Bids)	2	N S Bradley R Francis-Davies
Swansea Children's Relief In Need	5	E T Kirchner H M Morris C L Philpott P B Smith R V Smith
Swansea Council for Voluntary Service	3	J P Curtice N M Ronconi-Woollard G Tanner
Swansea Cycling Forum	1	N J Davies
Swansea Stadium Management Company(SSMC)	2	N S Bradley C Richards  J C Bayliss (Substitute)
Swansea Economic Regeneration Partnership	2	N S Bradley S E Crouch
Swansea Environment Centre	1	E T Kirchner
Swansea Festival of Music and the Arts	9	Lord Mayor E W Fitzgerald E T Kirchner A S Lewis D J Lewis T H Rees N M Ronconi-Woollard P Sangha R V Smith
Swansea Waste Forum	1	J E Burtonshaw
SWWITCH	1 (V) 2 (NV)	J E Burtonshaw P Lloyd P M Meara
University of Swansea - Court	4	Lord Mayor J C Bayliss Chief Executive Corporate Director Education
Wales Council for the Blind	1	C Thomas
Wales Council for Deaf People	1	V M Evans
Wales Home Safety Council	2	P B Smith D W Cole
Wales National Pool (Swansea) Ltd	3	R Francis-Davies R V Smith M Theaker
Welsh Books Council	1	F M Gordon
Welsh Centre for International Affairs	1	M Theaker
Welsh Games Council	1	N S Bradley

Minutes of the Council (08.05.2014)  
Cont'd

Welsh Joint Education Committee	1	W Evans
Welsh Local Government Association (Voting en Bloc)	5	D Phillips C Richards J E Burtonshaw J P Curtice M Theaker
Welsh Local Government Association Co-ordinating Committee	1	D Phillips
Wales Migration Partnership	1	M C Child
Welsh Purchasing Consortium	1	D W W Thomas
West Glamorgan Visually Impaired	4	C Thomas Y V Jardine G Owens M Thomas
West Glamorgan Council for Alcohol and Drug Abuse	2	E T Kirchner T J Hennegan
West Wales Valuation Tribunal	4	P Downing A S Lewis M Thomas

## CITY AND COUNTY OF SWANSEA

### MINUTES OF THE CEREMONIAL MEETING OF COUNCIL

HELD AT COUNCIL CHAMBER, GUILDHALL, SWANSEA. ON FRIDAY, 9  
MAY 2014 AT 2.00 PM

**PRESENT:** D W W Thomas (Presiding Member) presided

<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
J C Bayliss	P R Hood-Williams	D Phillips
P M Black	B Hopkins	C L Philpott
N S Bradley	D H Hopkins	J A Raynor
J E Burtonshaw	L James	T H Rees
M C Child	Y V Jardine	I M Richard
A C S Colburn	J W Jones	C Richards
S E Crouch	M H Jones	N M Ronconi-Woollard
A M Day	S M Jones	P B Smith
P Downing	E T Kirchner	R V Smith
C R Doyle	A S Lewis	R J Stanton
V A Evans	D J Lewis	D G Sullivan
W Evans	R D Lewis	G J Tanner
E W Fitzgerald	C E Lloyd	M Theaker
R Francis-Davies	P Lloyd	C Thomas
F M Gordon	K E Marsh	C M R W D Thomas
J A Hale	P M Meara	M Thomas
J E C Harris	H M Morris	L G Thomas
T J Hennegan	J Newbury	L J Tyler-Lloyd
C A Holley	B G Owen	T M White

13. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors R A Clay, U C Clay, D W Cole, A M Cook, J P Curtice, N J Davies, W J F Davies, G Owens, R C Stewart and L V Walton.

14. **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.**

In accordance with the provisions of the Code of Conduct adopted by the City and County of Swansea, no interests were declared.

15. **ELECTION OF LORD MAYOR FOR THE MUNICIPAL YEAR 2014-2015.**

**RESOLVED** on the motion of Councillor J E Burtonshaw, seconded by Councillor R Francis-Davies that Councillor Ceinwen Thomas be elected to the office of Lord Mayor of the City and County of Swansea for the Municipal Year 2014-2015.

Councillor C Thomas was robed and invested with the Chain of Office of Lord Mayor.

David Thomas was invested with the Chain of Office of Consort.

The Lord Mayor then made and signed a declaration of acceptance of office.

**Councillor C Thomas (Lord Mayor) presided**

16. **INAUGURAL ADDRESS OF THE LORD MAYOR.**

The Lord Mayor thanked Council for her election and congratulated Councillor R June Stanton and Judith Twining on their successful term of office as Lord Mayor and Lady Mayoress.

The Lord Mayor, during her address announced that her Chaplin would be the Father David Jones.

She concluded by announcing that the Lord Mayor's charities for her period of office would be the Lymphoma, Leukemia, Myeloma Fund Wales and the Special Care Baby Unit for intensive care cots at Singleton Hospital.

17. **RETIREMENT OF STEVE DENNIS, CIVIC OFFICER**

The Lord Mayor paid tribute and thanked Steve Dennis, Civic Officer stating that he was retiring from the Authority later that day. Steve Dennis had worked for the Authority for 31 years, serving 21 Lord Mayors.

18. **ELECTION OF DEPUTY LORD MAYOR FOR THE MUNICIPAL YEAR 2014-2015.**

**RESOLVED** on the motion of Councillor C A Holley, seconded by Councillor M H Jones that Councillor John Newbury be elected to the office of Deputy Lord Mayor of the City and County of Swansea for the Municipal Year 2014-2015.

Councillor J Newbury was robed and invested with the Chain of Office of Deputy Lord Mayor.

Eileen Newbury was invested with the Chain of Office of Deputy Lady Mayoress.

The Deputy Lord Mayor then made and signed a declaration of acceptance of office.

19. **VOTE OF THANKS TO THE RETIRING LORD MAYOR.**

**RESOLVED** on the motion of Councillor A M Day, seconded by Councillor C L Philpott that the Council's thanks be given to Councillor R J Stanton for a successful term of office as Lord Mayor and to Judith Twining as Lady Mayoress.

20. **PRESENTATION OF MEDALLIONS TO THE RETIRING LORD MAYOR AND LORD MAYORESS.**

The Lord Mayor presented medallions on behalf of the Council to the retiring Lord Mayor, Councillor R J Stanton and to the retiring Lady Mayoress, Judith Twining.

21. **RESPONSE TO THE VOTE OF THANKS BY THE RETIRING LORD MAYOR.**

Councillor R J Stanton in response to the vote of thanks thanked the Council for its support during her term of office. She also reflected on the many duties during her terms as Lord Mayor.

22. **COMMON SEAL**

**RESOLVED** that the Common Seal be affixed to any documents necessary to bring into effect any decisions passed or confirmed.

The meeting ended at 3.03 pm

**CHAIR**

## Report of the Cabinet Member for Citizen, Community Engagement & Democracy

Council – 17 June 2014

### MEMBERSHIP OF COMMITTEES

<b>Purpose:</b>	Council approves the nominations / amendments to the Council Bodies.
<b>Policy Framework:</b>	None.
<b>Reason for Decision:</b>	To agree nominations for Committee Membership.
<b>Consultation:</b>	Political Groups.
<b>Recommendation:</b>	It is recommended that: -  1) The amendments to the Council Bodies listed in paragraph 2 of the report be approved.  2) The Outside Bodies listed in Paragraph 3.1 of the report be removed from the list of Outside Bodies.
<b>Report Author:</b>	Samantha Woon
<b>Legal Officer:</b>	Janet Hooper
<b>Finance Officer:</b>	Carl Billingsley

#### 1. Introduction

- 1.1 The Annual Meeting of Council on 9 May 2013, agreed membership of the various Committees/Boards as reflected in the lists submitted by the Political Groups.

#### 2. Changes to Council Body Membership

- 2.1 The Political Groups have indicated that they have changes to Council Bodies as indicated below.

##### LDP Advisory Group

Remove Councillor GD Walker and add Councillor EW Fitzgerald

#### 3. Outside Bodies

- 3.1 The following organisations are to be removed from the Outside Bodies list (due to either being disbanded or having been subsumed into the Swansea Bay City Region):
- Arts Council of Wales – Mid & West Wales Area Committee
  - City Centre Partnership
  - Coleg Harlech

- Community Cohesion Fund Grants Panel
- Industrial Common Ownership Financial Fund – Decision Making Panel
- Institute of Welsh Affairs
- Oystermouth Castle Management Board
- Shoreline Management Plan
- South Wales Economic Forum
- South West Wales Regional Waste Consortium
- Swansea Bay Partnership
- Wales Council for the Blind
- Welsh Centre for International Affairs
- Wales Home Safety Council

3.2 The Leader has also made amendments to the membership of the following outside bodies:

**Swansea Bay Racial Equality Council**

Remove Councillor Y V Jardine

Add Councillor J E C Harris

Remove Councillor P Sangha

Add Councillor M Theaker

**Swansea Council for Voluntary Service**

Remove Councillor N M Ronconi-Woollard

Add Councillor A M Cook

**4. Financial Implications**

4.1 There are no financial implications associated with this report.

**5. Legal Implications**

5.1 There are no legal implications associated with this report.

**Background Papers:** Local Government & Housing Act 1989, the Local Government (Committees & Political Groups) Regulations 1990.

**Appendices:** None



## Report of the Presiding Member, Monitoring Officer & Head of Democratic Services

Council – 17 June 2014

### AMENDMENTS TO THE COUNCIL CONSTITUTION GOWER AREA OF OUTSTANDING NATURAL BEAUTY (AONB) PARTNERSHIP

<b>Purpose:</b>	To amend the Terms of Reference for the Gower AONB Partnership, to improve its management and open-ness.
<b>Policy Framework:</b>	The Gower AONB Partnership enables the Council to fulfil its statutory duties with regard to the management of the AONB. The Partnership acts as an advisory Group to the Council.
<b>Reason for Decision:</b>	To approve amendments to the Terms of Reference for the Gower AONB Partnership
<b>Consultation:</b>	Gower AONB Partnership Steering Group Legal Finance Access To Services Natural Resources Wales
<b>Recommendation(s):</b>	It is recommended that:  1) The amended Terms of Reference are adopted as part of the Council Constitution
<b>Report Author:</b>	M Scott
<b>Finance Officer:</b>	K Lawrence
<b>Legal Officer:</b>	N Havard
<b>Access to Services Officer:</b>	K Roderick

#### 1.0 Introduction

- 1.1 The Gower AONB Partnership ('The AONB Partnership ') is an advisory group to the Council, convened by them, to facilitate the management of the Gower AONB, in fulfilment of their legal responsibilities and duties with regard to the Gower AONB.

- 1.2 The Terms of Reference (ToR) which underpin the management of the Gower AONB are part of the Council Constitution.
- 1.3 The ToR provides for a “Gower AONB Partnership” – a body open to any individual or organisation with an interest in the AONB. This will provide the overall body in which the management of the AONB is undertaken.
- 1.4 The AONB Partnership will nominate a Steering Group, which will act as the management group of the AONB, primarily overseeing the development and implementation of the AONB Management Plan, and the coordination of the day-to-day management of the AONB. The nominations will be endorsed by the Council.
- 1.5 The AONB Steering Group includes Councillors and representatives from Natural Resources Wales, and 10 other representatives nominated by the Partnership.

## **2.0 Background**

- 2.1 The Countryside and Rights of Way (CRoW) Act 2000 places a duty upon the City & County of Swansea (‘the Council’) to “prepare and publish a management plan which formulates their policy for the management of the Area of Outstanding Natural Beauty and for the carrying out of their functions in relation to it”.
- 2.2 The Act also places a statutory duty on relevant authorities to have regard to the purpose of conserving and enhancing the natural beauty of the AONB when exercising or performing any functions affecting land in the AONB. "Relevant authorities" are any public bodies including local and statutory authorities, parish councils and statutory regulators.

## **3.0 Proposals**

- 3.1 The current ToR allows for the annual election of the 10 other representatives.
- 3.2 The AONB Steering Group has requested that the ToR be amended to allow the appointments to be for a term of 2 years. This is to help retain the knowledge of those representatives within the Steering Group, and to increase the effectiveness of the group through greater continuity. This continuity is seen as particularly important during the formal review of the AONB Management Plan which is currently underway.
- 3.3 Steering Group meetings are open to the public, and minutes and other documents of the Steering Group will continue to be made available to the public through the AONB website.

3.6 The AONB Partnership will hold an annual meeting, which will aim to engage with the public, and celebrate the AONB and the work undertaken by the partners. The meeting will also include the nomination of Steering Group members.

#### **4.0 Financial Implications**

4.1 There are no financial implications associated with this report.

#### **5.0 Legal Implications**

5.1 The relevant statutory provisions are set out in Paragraph 2 of this Report and the Appendix

#### **6.0 Access To Services Implications**

6.1 There are no access to services implications associated with this report.

#### **Background Papers:**

None

#### **Appendices:**

Appendix A – Amended Terms of Reference – Gower AONB Partnership.

# GOWER AONB Partnership - Terms Of Reference

## PURPOSE & FUNCTION

- 1) The Countryside and Rights of Way (CRoW) Act 2000 places a duty upon the City & County of Swansea ('the Council') to "prepare and publish a management plan which formulates their policy for the management of the Area of Outstanding Natural Beauty and for the carrying out of their functions in relation to it".
- 2) The Act also places a statutory duty on relevant authorities to have regard to the purpose of conserving and enhancing the natural beauty of the AONB when exercising or performing any functions affecting land in the AONB. "Relevant authorities" are any public bodies including local and statutory authorities, parish councils and statutory regulators.
- 3) The Gower AONB Partnership ('The AONB Partnership ') is an advisory group to the Council, convened by them, to facilitate the management of the Gower AONB, in fulfilment of their legal responsibilities and duties with regard to the Gower AONB.

## STRUCTURE AND PURPOSE

- 4) **The AONB Partnership** is a membership body, open to any individual or organisation. The only criteria is that they should have an interest in the AONB. The AONB Partnership is an overarching group set up in order to co-ordinate management groups set up under its cover. The AONB Partnership is intended to support the involvement of the community in the management of the AONB
- 5) The AONB Partnership will be chaired by the Councillor who is Chair of the Development Management & Control Committee.
- 6) The AONB Partnership is responsible for nominating the **Gower AONB Partnership Steering Group** ('the Steering Group').
- 7) The Steering Group is responsible for overseeing the Management of the AONB, and is responsible for the development of policy and strategy for the AONB area, particularly through the AONB Management Plan, and influencing the policies and strategies of others. The Steering Group will also take and support action to conserve and promote the AONB.
- 8) The Steering Group will comprise:
  - a maximum of 6 Councillors (including the Councillor who is Chair of the Development Management & Control Committee).
  - 2 representatives from Natural Resources Wales
  - 10 other members who will be elected for a term of two years, drawn from the following interests as appropriate:

- Community Councils
  - Nature conservation
  - History and archaeology
  - Land owning/farming/forestry
  - Commoners
  - Rural business
  - Tourism
  - Recreation
  - Local Interest Groups
  - Residents of the Gower AONB
- 9) The Steering Group will be chaired by the Chair of the Development Management & Control Committee.
- 10) . The Steering Group will select a Vice Chair from the Steering Group Members.
- 11) The Steering Group will elect the following sub-groups to the Steering Group:
- a) Sustainable Development Fund (SDF) Grants Panel.**
    - This panel will decide on grant applications to the SDF from funding obtained from the Welsh Government. It will determine how best to use that funding, and will operate an appeals process when considering how funding should be spent.
    - This panel will comprise the Chair of the Development Management & Control Committee (who will act as Chair) and seven other members of the AONB Partnership.
    - The panel will be supported by the AONB Officer, and a representative from NRW, as observers.
  - b) The SDF Grants Appeals Panel**
    - This Panel will handle disputes on how funding should be spent and will decide on appeals for grant applications refused by the SDF Grants Panel.
    - The SDF Appeals Panel will comprise the Vice Chair of the Steering Group (who will act as Chair of the SDF Appeal Panel) and seven other members of the AONB Partnership that do not already sit on the SDF Grant Panel.
    - The panel will be supported by the AONB Officer, and a representative from NRW, as observers.
  - c) Other sub-groups as required**
- 12) The Steering Group will have the power to co-opt individuals (to itself, or to sub-groups) or organisations or to set up further sub-groups as deemed necessary to fulfil the aims and objectives of the AONB Partnership.
- 13) Members of the Steering Group and of any sub-group will be expected to abide by the City and County of Swansea Members Code of Conduct.

## AIMS AND OBJECTIVES

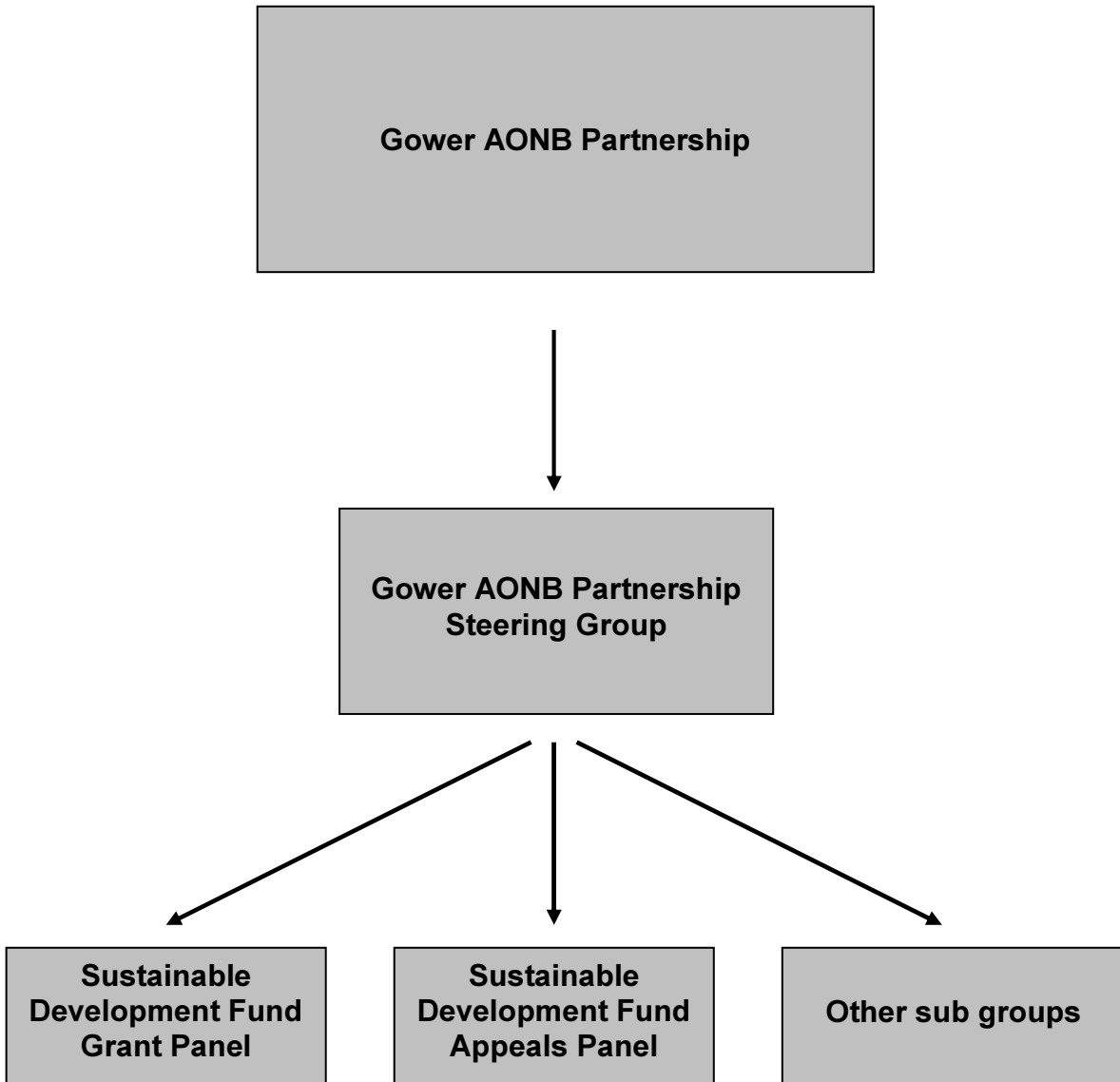
- 14) **The Steering Group** are responsible for:
- Preparation of the AONB Management Plan on behalf of the City & County of Swansea.
  - Co-ordination of the implementation of the AONB Management Plan.
  - Develop and implement a programme of promotion and awareness of the special qualities of the AONB and the Heritage Coast.
  - Preparation of business plans for the Partnership including the annual work programme for the AONB Team.
  - Preparation of an annual report on the work of the Partnership and progress on implementing the AONB Management Plan.
  - Securing additional resources for the implementation of the Management Plan.
  - Commission research and special studies.
  - Operation of the Sustainable Development Fund on behalf of NRW and the Welsh Assembly Government.
  - The running of sub-groups as required
  - Holding an annual forum.
  - Holding an annual meeting with Community Councils and City & County of Swansea councillors with wards in the AONB.
  - Communication amongst the Partnership.
  - Forging links with other fora and protected landscapes, including National Parks, through the National Association for AONBs and the Europarc Federation.

## MEETINGS

- 15) **The AONB Partnership:** will meet annually, with the purpose of the meeting to:
- nominate the Steering Group members as required
  - engage with the public to promote awareness of the AONB and its special qualities
  - report and review the AONB management over the previous year; and
  - identify issues, opportunities and priorities for the coming year.
- 16) An officer from the City & County of Swansea Democratic Services will be present at all meetings to record proceedings. Minutes of each meeting shall be kept and circulated to Steering Group members as soon as possible after each meeting, and made available to the public on the AONB website.
- 17) **The Steering Group:** will meet quarterly, and the meeting dates published annually. Additional meetings will be convened if required. In the absence of the Chair or Vice-Chair at a meeting then the Steering Group may elect a Chair for that meeting. The quorum for Steering Group meetings will be six.

- 18) All meetings of the Steering Group will be open to the public for observation. Each meeting will start with a maximum of ten minutes for public questions relevant to items on the agenda.
- 19) Decisions by the Steering Group shall be made by show of hands with the Chairman having the casting vote.
- 20) **The SDF Grants Panel:** will be called to meet by the Grants Panel members and advised by the AONB Team and NRW representative, determined by the timing and number of applications to received. Quorum of the SDF Grants Panel will be four.
- 21) **The SDF Appeals Panel:** will be called to meet by the Grants Panel and advised by the AONB Team and NRW representative, determined by the timing of appeals received. Quorum of the SDF Appeals Panel will be four.
- 22) Further information in relation to the election of Steering Group Members and other procedural matters can be found in the Gower AONB Partnership Procedural/ Guidance notes available from the AONB Team.

**Gower AONB Partnership – Management Structure**





# Agenda Item 9.b

## Joint Report of the Chair of Council, Monitoring Officer and Head of Democratic Services

Council – 17 June 2014

### AMENDMENTS TO THE COUNCIL CONSTITUTION – AUDIT COMMITTEE

<b>Purpose:</b>	To make amendments in order to simplify, improve and/or add to the Council Constitution.
<b>Policy Framework:</b>	None.
<b>Reason for Decision:</b>	A decision of Council is required to change the Council Constitution.
<b>Consultation:</b>	Finance, Legal
<b>Recommendation(s):</b>	It is recommended that:  1) The changes to the Council Constitution as outlined in Paragraph 3 be adopted.
<b>Report Author:</b>	Samantha Woon
<b>Finance Officer:</b>	Carl Billingsley
<b>Legal Officer:</b>	Janet Hooper

#### 1. Introduction

1.1 In compliance with the Local Government Act 2000, the City & County of Swansea has adopted a Council Constitution. A number of issues have arisen since adoption and in order to maintain the aims, principles and procedures set out in Articles 1 and 15 of the Council Constitution, it is proposed that the amendments set out below should be made to the Constitution.

#### 2. Delegated Minor Corrections to the Council Constitution

2.1 There are no delegated minor corrections to the Council Constitution.

#### 3. Amendments to the Council Constitution

3.1 This report outlines amendments to the Council Constitution. The amendments are within the following area of the Council Constitution:

- a) Part 3 – Responsibility for Functions – Terms of Reference – Audit Committee.

## **3.2 Terms of Reference – Audit Committee**

- 3.2.1 The Audit Committee recently undertook a review of its performance using a self assessment checklist provided by CIPFA. The review identified a small number of areas where the Committee felt that improvements could be made to ensure that the Committee was following best practice.
- 3.2.2 A summary of the issues identified during the performance review was reported to the Audit Committee 24<sup>th</sup> April 2014 where it was agreed that action would be taken to address the issues identified.
- 3.2.3 One of the issues identified related to the Committee’s terms of reference which appear in Part 3 of the Council’s Constitution and are attached in Appendix 1.
- 3.2.4 In 2013, CIPFA published *Audit Committees – Practical Guidance for Local Authorities and Police Bodies* which included model terms of reference for Audit Committees. The model terms of reference published by CIPFA are attached in Appendix 2.
- 3.2.5 The model terms of reference proposed by CIPFA are consistent with the Local Government (Wales) Measure 2011 which requires the Council have an audit committee.
- 3.2.6 The Audit Committee felt that the model terms of reference put forward by CIPFA provided a better basis for the Committee to fulfil its core functions and wished to adopt the terms of reference shown in Appendix 2

## **4. Equality and Engagement Implications**

- 4.1 An Equality Impact Assessment (EIA) screening process took place prior to the consultation period. The outcome indicated that it was low priority and a full report was not required.

## **5. Financial Implications**

- 5.1 There are no specific financial implications associated with this report.

## **6. Legal Implications**

- 6.1 There are no specific legal implications associated with this report. The amended version of the Council Constitution will be available at [www.swansea.gov.uk/constitution](http://www.swansea.gov.uk/constitution)

**Background Papers:** None.

### **Appendices:**

Appendix 1	Current Terms of Reference
Appendix 2	CIPFA – Audit Committee Model Terms of Reference

## **Audit Committee – Current Terms of Reference**

### **2.2.4 Audit Committee**

#### **Section 81 of the Local Government (Wales) Measure**

- 1 Review and scrutinise the Authority's financial affairs.
- 2 Make reports and recommendations in relation to the Authority's financial affairs.
- 3 Review and assess the risk management, internal control and corporate governance arrangements of the authority.
- 4 Make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements.
- 5 Oversee the Authority's internal and external audit arrangements.
- 6 Review the financial statements prepared by the Authority.
- 7 A Local Authority may confer on its Audit Committee such other functions as the authority considers suitable to be exercised by such a Committee.
- 8 It is for an Audit Committee to determine how to exercise its functions

## **CIPFA – Audit Committee Model Terms of Reference**

### **Statement of Purpose**

1. Our audit committee is a key component of the City and County of Swansea's corporate governance. It provides an independent and high level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.
2. The purpose of our audit committee is to provide independent assurance to the members of the adequacy of the risk management framework and the internal control environment. It provides independent review of the City and County of Swansea's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

### **Governance, Risk and Control**

3. To review the Council's corporate governance arrangements against the good governance framework and consider annual governance reports and assurances.
4. To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances.
5. To consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
6. To consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the council.
7. To monitor the effective development and operation of risk management in the Council.
8. To monitor progress in addressing risk related issues reported to the committee.
9. To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
10. To review the assessment of fraud risks and potential harm to the Council from fraud and corruption.
11. To monitor the counter fraud strategy, actions and resources.

## **Internal Audit and External Audit**

12. To approve the internal audit charter and resources.
13. To consider the head of internal audit's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements
- 14 To consider summaries of specific internal audit reports as requested
15. To consider reports dealing with the management and performance of the providers of internal audit services.
16. To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale.
17. To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.
18. To consider specific reports as agreed with the external auditor.
19. To comment on the scope and depth of external audit work and to ensure it gives value for money.
20. To commission work from internal and external audit.

## **Financial Reporting**

21. To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
22. To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

## **Accountability Arrangements**

23. To report to full Council on a regular basis on the committee's performance in relation to the terms of reference and the effectiveness of the committee in meeting its purpose.

# Agenda Item 10.

## COUNCILLORS' QUESTIONS

### PART A - SUPPLEMENTARIES

1.	<p><b>Councillors P R Hood-Williams, ACS Colburn, CRMWD Thomas and LJ Tyler-Lloyd</b></p> <p>The 2014/15 budget proposed £1M savings during the year, by increasing charges for services provided for residents. In March, the Cabinet approved policy in this respect.</p> <p>Can the Cabinet member for Finance, indicate those service charges, which will be set on the basis of full cost recovery, and indicate the percentage rise in the cost for each of those services.</p> <p>Can he also indicate which other service charges will be increased and by what percentage.</p> <p>Can he also indicate the savings, per financial month, that will derive from the increased charges in 2014/15.</p> <p><b>Response of the Cabinet Member for Finance &amp; Resources</b></p> <p>The proposed increase in charges is a part of the Sustainable Swansea Efficiency Strand. Cabinet has already approved a Charging Policy for the Council and good progress is being made in relation to identifying all possible charging opportunities and benchmarking these against other authorities.</p> <p>The general principle will be that the Council should, in the first instance, seek to achieve full cost recovery in respect of charges for discretionary services. At the moment, a full analysis of all potential charges is being carried out by officers and until the analysis is completed I am unable to fully respond to the questions posed.</p> <p>However I can confirm that the £1m income target remains as set by Council during the budget meeting. I anticipate the first report to come to Cabinet in July, after which I will be able to provide more detail.</p>
2.	<p><b>Councillors E W Fitzgerald, CA Holley, PM Black, AM Day, L James, JW Jones, MH Jones, S M Jones, RD Lewis, K M Marsh, PM Meara, J Newbury, CL Philpott, TH Rees, I M Richard, RJ Stanton, D G Sullivan, LG Thomas, G D Walker,</b></p> <p>Will the appropriate Cabinet Member advise Council as to the extent of notification that was provided to stakeholders (ie. users, local councillors, schools) prior to the discontinuation on the 1<sup>st</sup> April this year of the mobile library service and the library service to schools.</p> <p><b>Response of the Cabinet Member for Regeneration</b></p> <p>The Council Budget engagement on specific proposal (including proposals around the mobile library service and the library service to schools) was held between 11th December, 2013 and 22nd January, 2014 and focused on engaging the public, staff and specific groups on the detailed budget proposals.</p> <p>The engagement gave communities a chance to have their say on the Council's budget proposals.</p>

	<p>The engagement included themed drop-in public events for:</p> <ul style="list-style-type: none"> <li>• Libraries, Leisure and Tourism (24 attended);</li> <li>• Communities and Transport (15 attended);</li> <li>• Adult Services (190 attended);</li> <li>• Education and Young People (87 attended for EMLAS and 35 for other issues).</li> </ul> <p>There were also separate events for:</p> <ul style="list-style-type: none"> <li>• Children and Young People (78 young people and workers attended);</li> <li>• Stakeholders from organisations and partners (14 attended);</li> <li>• Third sector groups (35 attended);</li> <li>• Equality groups (7 attended).</li> <li>• Member Seminar (28 attended)</li> </ul> <p>Hard-copy consultation documents were distributed to 17 libraries, 10 District Housing Offices, 7 Community Centres, 5 Communities First offices, the Phoenix Centre and Civic Centre. The Swansea Leader has published details and promoted feedback.</p> <p>In addition, the Council worked with the local media to promote the key issues along with using social media to encourage feedback from the public. As a result, there were almost 4,000 hits on the Council's website and StaffNet pages dedicated to the budget consultation. The Council received 123 letters, 1,137 online and hard copy survey responses and additional comments from those attending the above events were recorded.</p> <p>Following the approval of the Revenue Budget by Council on February 18<sup>th</sup> 2014 mobile library customers accessing the existing service were immediately notified of the changes by the mobile drivers as they came to exchange stock.</p> <p>Regular customers were also contacted by telephone from the beginning of March onwards to advise them that the service would no longer be available. Customers were advised of the location of their nearest library and those unable to access the local library due to health or other access issues were offered the housebound library service alternative.</p> <p>All the schools affected were also contacted directly by telephone and this process began at the end of February.</p>
3.	<p><b>Councillors E W Fitzgerald, D G Sullivan, L James, S M Jones, K M Marsh, I M Richard &amp; G D Walker</b></p> <p>There have been recent comments in the Press about the proliferation of wheelie bins in city centre streets such as St Helen's Road. It was suggested in the article that 'Businesses need to have more pride in the outside of the shop fronts and more enforcement is needed to stop the area (St Helen's Road) looking visibly unattractive'. Could the Cabinet Member inform Council if she agrees that overflowing wheelie bins are an issue and if so, what action is going to be taken to deal with this problem.</p> <p><b>Response of the Cabinet Member for Place</b></p> <p>Overflowing bins are not acceptable within our streetscene, and Enforcement Officers will visit businesses along St. Helens Road to remind them of the need</p>

	<p>to deal with their waste responsibly.</p> <p>The businesses need to ensure that their bins are not overflowing, and that any loose materials, such as cardboard, are only presented shortly before their collection time, and in as tidy a manner as possible ensuring that there is no obstruction to users of the highway.</p> <p>Whilst we are able to take enforcement action against both our customers and those of private waste management companies, we are unable to empty bins of private waste companies, or dictate their collection methods.</p> <p>The Authority is also due to start liaising with our Trade customers over mandatory segregation of food waste which will allow this waste to be recycled and avoid the remainder of their waste being contaminated by food, reducing opportunities of further recycling through sorting operations.</p>
4.	<p><b>Councillors E W Fitzgerald, D G Sullivan, L James, S M Jones, K M Marsh, I M Richard &amp; G D Walker</b></p> <p>Could the Leader advise Council why this Authority, along with others in Wales, failed to seek a share of £20 million made available by the Works and Pensions Minister to assist people in social housing affected by the regulations on under occupancy.</p> <p><b>Response of the Leader</b></p> <p><b>Discretionary Housing Payment (DHP) Reserve Funding for the Removal of Spare Room Subsidy</b></p> <p>Does this question from the Leader of the Independents on behalf of her Group enjoy the full support of her Group?</p> <p>It is almost identical in word, import and intention to a question from a Conservative AM.</p> <p>Does this question indicate that the Independent Group is on Conservative Central Office's mailing list and does this question finally begin to clarify the Group's true political leanings? I think Council should be told.</p> <p>What the question does reveal is the same misunderstanding of the scheme as that seemingly held by the Conservative AM.</p> <p>The Department and Works and Pensions (DWP) announced an additional £20 million DHP Reserve fund aimed at supporting <u>some</u> local authorities with the Removal of Spare Room Subsidy (RSRS) commonly referred to as the Bedroom Tax in September 2013, details of which were contained in DWP circular A18/2013. As the funding was of a limited amount, it was to be allocated to those local authorities facing the greatest challenges.</p> <p>DWP therefore expected local authorities to make bids demonstrating a convincing case for additional in-year funding to cover exceptionally high and disproportionate volumes of DHP applications.</p> <p>The main condition of funding was that each bid must be supported by</p>



	<p>confirmation that the local authority forecasts to fully utilise and exceed its main DHP allocation. It should be noted throughout 2013/2014 the DHP expenditure and applications received were carefully tracked to monitor both demand and spend</p> <p>The final DHP expenditure resulted in an overspend of only £1,213 which is borne by the Council.</p> <p>Therefore this authority was unable to satisfy the main condition to support a bid.</p> <p>The scale of activity within the Council resulted in 1,871 Discretionary Housing Payments being made during the year totalling some £575,000. All applications which met the adopted DHP criteria in Swansea were approved.</p> <p>We are committed to doing all we can again in the coming year to continue to help those who are affected and eligible for support. Information regarding Discretionary Housing Payments can be found on the Council's website at <a href="http://www.swansea.gov.uk/DHP">www.swansea.gov.uk/DHP</a></p>
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**PART B - None**

# Agenda Item 11.a

## Report of the Head of Legal, Democratic Services & Procurement

Council – 17 July 2014

### WRITTEN RESPONSES TO QUESTIONS ASKED AT THE LAST ORDINARY MEETING OF COUNCIL

The report provides an update on the responses to Questions asked during the last Ordinary Meeting of Council on 15 April 2014.

#### FOR INFORMATION

#### 1. INTRODUCTION

- 1.1 It was agreed at Council on 8 April 2010 that a standing item be added to the Council Summons entitled “Written Responses to Questions Asked at the Last Ordinary Meeting of Council”.
- 1.2 A “For Information” report will be compiled by the Democratic Services Team collating all written responses from the last Ordinary Meeting of Council and placed in the Agenda Pack;
- 1.3 Any consequential amendments be made to the Council Constitution.

#### 2. RESPONSES

- 2.1 Responses to questions asked during the last ordinary meeting of Council are included as Appendix A.

**Background Papers:** None

**Appendices:** Appendix A (Questions & Responses)

**Providing Council with Written Responses to Questions at Council –  
15 April 2014**

**1. Councillor MH Jones asked the Cabinet Member for Regeneration**

**Question**

What the Board of the Wales National Pool Swansea had done and were doing in order to offset the difficult challenges it faced following the removal of its International Training Camps (ITC) status?

**Response of the Cabinet Member for Regeneration**

The Board and management representatives have held a number of meetings with Swim Wales to consider the impact of the loss of the ITC status at the Wales National Pool. Swim Wales have indicated that they are intent on maintaining a centre of excellence at the pool for both able bodied and disabled swimmers. In addition, an extensive pool space review has been undertaken and alternative users and additional space has been identified in order that income can be generated to offset the income lost as a result of British Swimming's decision to reduce the number of ITC's in the UK

**2. Councillor PR Hood-Williams asked the Cabinet Member for Regeneration**

**Question**

Page 102, Paragraph 4.8 "Liberty Stadium" which states "Before any distribution of profit could be considered the Company would have to be in a position of net profitability taking account of past accumulated losses. There is therefore considerable progress to be made in terms of profitability before any distribution could be made."

1) How much has the loss been and what is the current amount of the loss i.e. how much is left?

2) The actual income 2012-2013 from the Swans is £1,306,544 and from the Ospreys is £207,450. The turnover of the Swans and Ospreys is far higher. How the income amount is therefore calculated.

**Response of the Cabinet Member for Regeneration**

The 2012/13 performance by SSMC was that the Company reported post-tax profit for the year of £269,992; this is based on turnover of £3,103,936 against turnover of £2,692,304 in the previous financial year, and a post-tax profit of £159,891 in the previous financial year. At the start of the 2012/13 financial year SSMC carried forward accumulated losses of £396,426; when the post-tax profit is considered against that figure the accumulated losses at the 2013 financial year end reduced to £126,764. As per the report, SSMC envisage to clear this deficit by the end of their 2013/14 financial year (May 31<sup>st</sup>).

Total Income was £3,103,936 which includes apportioned income from gate receipts at Swans and Ospreys matches, including apportioned season ticket sales, and also Premier Club including Executive Boxes, catering concession fee, rentals, concert and event income and other sundry commercial income.

**3. Mrs L Davies asked the Cabinet Member for Learning & Skills**

**Question**

In relation to Minute 223 “Welsh in Education Strategic Plan 2014-2017”.

- 1) Has the council received any such grant funding? [If yes];
- 2) What was the total amount of grant funding awarded for 2013-2014?
- 3) Which schools were the recipients of the grant funding?
- 4) How will the introduction of the Welsh Education Strategic Plan benefit those children living in Swansea who are being denied the opportunity to take the full course Welsh GCSE through normal educational channels and are having to take twilight classes, after school?

**Response of the Cabinet Member for Learning & Skills**

- 1) All authorities in Wales receive Welsh in Education grant funding.
- 2) In Swansea in 2013-14 £342,881 was received from Welsh Government.
- 3) All schools benefit from part of the WEG. The grant covers Welsh-medium schools where it supports Welsh as a first language and English-medium schools. In English-medium primary schools the grant is very important because it supports the training of teachers to deliver Welsh as a second language which some schools find it difficult to provide. The allocation across English and Welsh medium, primary and secondary, schools is agreed each year by the consultative group Partneriaeth Addysg Cymraeg Abertawe (PACA).
- 4) The WEG funds a Welsh in Education Officer who works in English-medium secondary schools promoting and supporting Welsh as a second language. She has been successful in raising the profile of Welsh and provision is increasing. She has encouraged some schools to provide the required time for Welsh second language within the curriculum, to make it a compulsory subject at GCSE and to offer the full course and not just the short course.

In other schools, where changing the curriculum is taking more time, additional classes have been offered after school so pupils who wish to can sit the full course at GCSE.

4. **Councillor PM Meara asked the Cabinet Member for Learning & Skills Question**

Page 17, Paragraph 3 refers to Partneriaeth Addysg Cymraeg Abertawe (PACA).

- 1) Is PACA a decision making body?
- 2) Are there any Elected representatives on PACA?
- 3) What are the Authority's Scrutiny arrangements for PACA?
- 4) How effective and reliable is that data?

**Response of the Cabinet Member for Learning & Skills**

1) The consultative group Partneriaeth Addysg Cymraeg Abertawe (PACA) guides the authority's development of most of the requirements of the Welsh in Education Strategic Plan (WESP). The QEd 2020 programme guides the requirements to do with school organisation and the provision of places. PACA is required to advise on decisions, for example, on the use of the Welsh in Education Grant (WEG) funding or changes in practice.

2) The membership of PACA is stated in 1.6 in the WESP and does not include any Elected Members

3) The work of PACA is to deliver the WESP which is focused on raising standards in Welsh in Education, specifically pre-school and in-school. There has not been any scrutiny of the mandatory WESP so far. The authority's performance in *all* areas of Education is reported to Scrutiny annually in late autumn.

The data used in this report is based on that provided by the Fisher Family Trust.

4) Fischer Family Trust information is used by both English and Welsh governments and by all local authorities in both countries. The huge volume of pupil data collected over more than a decade means that the models used are sufficiently robust for use in estimating and prediction. Fischer now claim 85% reliability which is a very good rating (previously c. 70%). Swansea has developed such a high standard of data in its schools, following many years of guidance by the authority, that the accuracy is probably even higher here. Attached is a document provided by Fischer which you may find useful.

# Scrutiny Dispatches

*City & County of Swansea - May 2014*

'Scrutiny enables councillors who are not in the cabinet to examine the quality and effectiveness of services and policies, hold decision makers to account, and make recommendations for improvement'

## **Scrutiny and sustainability – improving the impact**

*(Lead: Councillor Mike Day)*

*Scrutiny councillors recently got together to explore how the scrutiny function in Swansea can drive long term, preventative decision making through its work. A workshop was held in March to:*

- *develop skills and knowledge on future trends*
- *have a better understanding of how to use sustainability principles to ensure services are 'fit for purpose'*
- *understand the potential impacts of the forthcoming Future Generations Bill*
- *understand how the scrutiny function can make a bigger impact by adopting sustainable development as a central organising principle*

*There was specific discussion on long term trends, sustainable development and the role of scrutiny, current and future influences on scrutiny and learning from others. The development session was focussed on improving the impact of scrutiny in the context of the Future Generations Bill in particular. In terms of next steps a follow up event is expected in order to reflect on the workshop and difference made, but there were some immediate points that emerged:*

- *need to feed in some of the 'future risks' issues into the work planning conference as possible inquiry topics*
- *need to develop a short checklist that ensures future risks / future generations issues can be considered as part of inquiry scoping*
- *look at having a 'people centred' inquiry that looks at the combined impact of a range of issues on a typical household*
- *explore the option of undertaking scrutiny as a one day 'commission' involving range of stakeholders and the public*
- *finally, if last year was about introducing new arrangements, this year about bedding them down, next year should be about ensuring impact*

*The workshop was supported by the Welsh Local Government Association (WLGA) and run by PwC and Netherwood Sustainable Futures. This is part of a package of work that is being delivered as the City & County of Swansea is the pilot authority for the WLGA on Sustainable Development.*

## **Are we scrutinising school improvement effectively?**

*(Lead: Councillor Jennifer Raynor)*

*The Schools Performance Scrutiny Panel are evaluating their year's work to start planning for the coming municipal year. They will look at what has gone well, what has not gone so well, and whether they are focussing on the right issues and identify learning points from the year. The purpose of this will be to continually improve how the Panel scrutinise the work education services in Swansea. The Panel's next step will be to start thinking about what the key issues might be over the coming twelve months to ensure they are making the most of the time they have to examine this subject.*

## The waiting list for social housing

(Lead: Councillor Terry Hennegan)

One of the scrutiny working groups held recently focussed on exploring the idea of introducing a single waiting list for social housing in Swansea that covers the Council and all Registered Social Landlords (RSLs). Following a meeting about the feasibility of this change it was accepted that it would not be desirable to push forward with the development of a single housing waiting list at this time however the focus should be on ensuring there can be as swift a process for housing applicants for obtaining housing that meets their needs. The Cabinet Member for Wellbeing has now provided a response to the views and recommendations made by the Working Group and has agreed that these will improve methods of accessing social housing for those that need it and also improve the information available to Councillors on the issue. This includes:

- making the development of a common method of accessing social housing in Swansea a priority for the Housing Service
- encouraging RSLs to ensure that council officers are informed in advance of when their waiting lists will be closed and also informed when they will be re-opened and for what period of time
- reviewing and improving the information that is provided to Councillors about the role of RSLs and their allocation criteria

## Following up previous inquiry reports

Over the last year six Scrutiny Inquiry reports have been published and presented to Cabinet. After a scrutiny report is presented Cabinet is then required to formally respond to the recommendations made to it within three months. This would entail a report back to Cabinet from the relevant Cabinet Member(s) with a view on the recommendations to inform the cabinet decision, together with a draft action plan. Four of the six Inquiry Reports have been responded to, resulting in 86% of recommendations being fully accepted with a further 7% being accepted in part. Following up on this work is an important part of the scrutiny process - to check that actions agreed by cabinet have been carried out in response to scrutiny recommendations, and assess the impact made. Arrangements will be made for each of the Inquiry Panels to reconvene for the purpose of follow up and this is likely to happen between six and twelve months from the cabinet decision, whatever is the best time to evaluate the difference made. It is envisaged that Inquiry Panels will use the opportunity to follow up by not just receiving a progress report from the relevant cabinet member(s) but by engaging more widely with those involved in the inquiry and others to obtain a better picture of improvement.

## And the survey says...

(Lead: Councillor Mike Day)

Around 55% of non-executive councillors completed the annual councillor scrutiny survey. The results were considered by the Scrutiny Programme Committee as part of its annual work programme review. Some of the headlines from the results are:

- 73% agreed that the scrutiny arrangements were working well
- 87% agreed that scrutiny works in a cross cutting fashion and not restricted to departmental silos
- 91% agreed that non-executive members have good opportunities to participate in scrutiny

### Connect with Scrutiny:

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**Web:** [www.swansea.gov.uk/scrutiny](http://www.swansea.gov.uk/scrutiny)

**Twitter:** @swanseascrutiny

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**Blog:** [www.swanseascrutiny.co.uk](http://www.swanseascrutiny.co.uk)

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