

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

EQUALITIES COMMITTEE

At: Committee Room 1, Civic Centre, Swansea.

On: Wednesday, 4 June 2014

Time: 5.00 pm

AGENDA

Page No.

- 1 Election of Chair for the 2014/2015 Municipal Year.
- 2 Election of Vice-Chair for the 2014/2015 Municipal Year.
- 3 Apologies for Absence.
- 4 Disclosures of Personal and Prejudicial Interests. 1 - 2
- 5 To approve as a correct record the Minutes of the meeting of the Equalities Committee held on 9 April 2014. 3 - 5
- 6 Proposed Draft Work Plan for 2014/2015. 6 - 7
- 7 To Agree the Focus for the Subject Areas Covered in the Work Plan 2014/2015. (Verbal)
- 8 Member Champions. (Verbal)
- 9 Next Meeting - 5 p.m. on Wednesday, 2 July 2014.



Patrick Arran
Head of Legal, Democratic Services & Procurement
Tuesday, 27 May 2014

Contact: Democratic Services - 636016

EQUALITIES COMMITTEE (12)

Councillors

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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Officers:

Jack Straw	Chief Executive
Terry Whomsley	Interim Head of Delivery & Information
Steve Rees	Head of Human Resources
Patrick Arran	Head of Legal, Democratic Services & Procurement – Electronic
Tracey Meredith	Deputy Head of Legal, Democratic Services & Procurement
Huw Evans	Head of Democratic Services
Euros Owen	Access to Services
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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.

CITY AND COUNTY OF SWANSEA

MINUTES OF THE EQUALITIES COMMITTEE

HELD AT COMMITTEE ROOM 2, CIVIC CENTRE, SWANSEA ON
WEDNESDAY, 9 APRIL 2014 AT 5.00 PM

PRESENT: Councillor F M Gordon (Chair) presided

Councillor(s)	Councillor(s)	Councillor(s)
J C Bayliss (Vice Chair) A C S Colburn	D W Cole S M Jones	T H Rees

Also Present:

Councillor J E Burtonshaw – Member Champion for Armed Forces
Councillor W Evans – Member Champion for Children and Young People
Councillor P Lloyd – Member Champion for Disabled People

Officers:

L Wenham – Head of Communications and Customer Engagement
J Hooper – Directorate Lawyer
E Owen – Access to Services Team Leader
J Parkhouse – Democratic Services Officer

94 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors N J Davies, J E C Harris, E T Kirchner, P M Meara, C Richards and G J Tanner.

95 **TO RECEIVE DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.**

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

96 **MINUTES.**

RESOLVED that the Minutes of the Meeting of the Equalities Committee held on 12 March 2014 be agreed as a correct record.

97 **EQUALITIES COMMITTEE - ANNUAL REVIEW 2013-2014.**

The Chair provided the Equalities Committee Work Plan 2013-2014 as part of the Annual Review 2013-2014.

She outlined that as part of internal changes within the Authority, the Access to Services Team had moved under the management of the Head of Communications and Customer Engagement. She introduced the Head of Communications and Customer Engagement to the Committee and he outlined the new structure within his service area, the proposals for the service going forward, how the service can improve access to the Authority by reducing barriers to the public and the support the service will provide to the Equalities Committee.

The Committee discussed at length the work undertaken during 2013-2014, including visits to a number of service areas since September 2013. The Committee noted the progress made, particularly in relation to equality and engagement issues becoming part of the formal reporting mechanism of the Authority. Members were requested to provide feedback in relation to the work of the Committee during 2013-2014.

Discussions followed in relation to the proposed work for 2014-2015, including topics for investigation, the format of meetings (e.g., workshops and briefings) and possible site visits. Potential topics discussed included: -

- Prevent training;
- Tackling poverty training;
- Transport and parking including access issues (Although it was felt that there was a risk of duplication as other committees have examined, or are examining, these areas) ;
- Domestic abuse/violence;
- Female genital mutilation (FGM);
- Human trafficking;
- Hate crime;
- Asylum seekers;
- Poverty, particularly with regards to health matters.

The Chair added that the Committee will also discuss Welsh Language Scheme Annual Review and Strategic Equality Plan Annual Review in addition to the in-depth investigations. The work of the Member Champions will also be reported, with each Member Champion providing an update on their particular area.

RESOLVED that: -

- 1) The content of discussions be noted;
- 2) The topics for discussion during the next Municipal Year include Interpersonal Violence (domestic abuse, female genital mutilation (FGM), human trafficking), poverty and health inequality, Asylum seekers ,hate crime and work with armed services/ex-service personnel;
- 3) The Access to Services Team Leader provides further details to the Committee regarding Prevent training.

The meeting ended at 5.40 pm

CHAIR

Agenda Item 6

Report of the Chair

Equalities Committee – 4 June 2014

PROPOSED DRAFT WORK PLAN FOR 2014/2015

Date	Subject Area	Officer Lead to be confirmed- for discussion/ arrangement with DS	Member Lead/ Champion
4 th June	1. Agree work plan and detailed focus/questions for subject areas (For August, October, February & April meetings). 2. Member Champions Updates (Verbal).		
2 nd July	1. Tackling Poverty and Health Inequality <i>Possibly presentation and workshop</i> 2. Member Champions Updates (Verbal).		
30 th July	1. Welsh Language Scheme Annual Monitoring Report 2013-14 and Welsh Language Standards: <i>Presentation and paper</i> 2. Member Champions Updates (Verbal).		
27 th August & 24 th September	1. Asylum Seekers, Immigration and Community Cohesion: <ul style="list-style-type: none"> • <i>Possibly presentation of information required and work shop</i> • <i>Possible visit</i> • <i>Or invite organisations in for discussion/workshop.</i> 2. Member Champions Updates (Verbal).		
22 nd October & 19 th November & 17 th December	1. Interpersonal violence: <ul style="list-style-type: none"> • Domestic Abuse • Female Genital Mutilation • Human Trafficking <i>Possibly:</i> <ul style="list-style-type: none"> ○ <i>Presentation/training/information exchange on subjects</i> ○ <i>Visit to One Stop Shop due to open in November</i> ○ <i>Invite organisations in for discussion/workshop</i> 		

	<p>2. October: 6 monthly written reports from Member Champions</p> <p>3. Member Champions Updates (Verbal).</p>		
21 st January	<p>1. Strategic Equality Plan and Equality Objectives annual Review 2013-14: <i>Presentation and paper</i></p> <p>2. Possible briefing on UNCRC implementation.</p> <p>3. Member Champions Updates (Verbal).</p>		
18 th February & 18 th March	<p>1. Hate Crime and Hate Crime Strategy/Framework</p> <ul style="list-style-type: none"> ○ <i>Presentation/training/information</i> ○ <i>Invite organisations in for discussion/workshop</i> <p>2. Member Champions Updates (Verbal).</p>		
15 th April	<p>1. Cross authority response/work with armed services/ex-service personnel</p> <p>2. Annual written reports from Member Champions</p> <p>3. Member Champions Updates (Verbal).</p>		