

# 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, 2 July 2014

**Time:** 5.00 pm

## AGENDA

Page No.

- 1 Apologies for Absence.
- 2 To receive Disclosures of Personal and Prejudicial Interests. 1 - 2
- 3 Minutes. 3 - 5  
To approve as a correct record the Minutes of the meeting of the Equalities Committee held on 4 June 2014.
- 4 UNCRC Implementation Plan - Presentation.
- 5 Member Champions (Verbal).
- 6 Work Plan Timetable 2014-2015. 6 - 7
- 7 Next Meeting - Wednesday 30 July 2014. at 5pm.



**Patrick Arran**  
Head of Legal, Democratic Services & Procurement  
Thursday, 26 June 2014

---

Contact: Democratic Services - 636016

## EQUALITIES COMMITTEE (12)

### Councillors

#### Labour Councillors: 8

John C Bayliss	Y 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
-------------------	------------

#### Independent Councillor: 1

Susan M Jones	
---------------	--

#### Conservative Councillor: 1

Anthony C S Colburn	
---------------------	--

#### 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
Archives	1 Copy
Spares	

#### Total Copies Needed:

26
----

## 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 1, CIVIC CENTRE, SWANSEA ON  
WEDNESDAY, 4 JUNE 2014 AT 5.00 PM

**PRESENT:** Councillor F M Gordon (Chair) Presided

<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
J C Bayliss A C S Colburn D W Cole	S M Jones T H Rees L V Walton	C L Philpott

Officers: -

E Owen – Access to Services Manager  
N Havard – Directorate Lawyer  
M Rudzio – Trainee Solicitor  
J Parkhouse – Democratic Services Officer

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

**RESOLVED** that Councillor F M Gordon be elected Chair for the 2014/2015 Municipal Year.

**(COUNCILLOR F M GORDON PRESIDED)**

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

**RESOLVED** that Councillor J C Bayliss be elected Vice-Chair for the 2014/2015 Municipal Year.

3 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors V M Evans, Y V Jardine, E T Kirchner and G J Tanner.

4 **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.

5 **TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE EQUALITIES COMMITTEE HELD ON 9 APRIL 2014.**

**RESOLVED** that the Minutes of the meeting of the Equalities Committee held on 9 April 2014 be agreed as a correct record subject to the following amendment:

Add Councillor L V Walton to the list of apologies.

6 **PROPOSED DRAFT WORK PLAN FOR 2014/2015.**

The Chair presented the proposed Draft Workplan for 2014/2015.

**RESOLVED** that the contents of the report be noted.

7 **TO AGREE THE FOCUS FOR THE SUBJECT AREAS COVERED IN THE WORK PLAN 2014/2015.**

The Committee were requested to focus on the following subject areas for forthcoming meetings in a workshop session:

- 2 July 2014 - tackling poverty and health in equality.
- 27 August and 24 September - asylum seekers, immigration and community cohesion.
- 22 October, 19 November and 17 December - interpersonal violence - domestic abuse, female genital mutilation and human trafficking.
- 21 January 2015 - possible briefing on UNCRC implementation.
- 15 April 2015 - cross Authority response/work with Armed Services/ex Service personnel.

Members were asked to consider the following in respect of each topic:

- What are the key questions/issues you wish to be addressed in examining the above subjects?
- What information do you need to have about the subjects?
- In what form will you want that information - briefing report, presentation or workshop?
- What sort of activity would you prefer to enable examination of the subject e.g. a visit to service provision, invitation to speak (possibly a relevant officer or representative from local/national organisation) at a subsequent Committee meeting etc.?

Members provided feedback in relation to discussions and written responses to the questions. The Chair will build the responses into the Equalities Committee Workplan going forward.

8 **MEMBER CHAMPIONS.**

Councillor J C Bayliss, LGBT Champion updated the Committee on his role. He provided information regarding the activities and the work he had undertaken.

**RESOLVED** that the contents of the report be noted.

9 **NEXT MEETING - 5 P.M. ON WEDNESDAY, 2 JULY 2014.**

**NOTED** that the date of the next meeting was 5.00 p.m. on Wednesday 2 July 2014.

The meeting ended at 6.17 p.m.

**CHAIR**

# Agenda Item 6

## Equalities Committee – Proposed Draft Work Plan for 2014/15

Date	Subject Area	Officer Lead to be confirmed -for discussion/ arrangement with DS	Member Lead/ Champion
4 <sup>th</sup> June	1. Agree work plan and detailed focus/questions for subject areas (For August, October, February & April meetings). 2. Member Champions Updates (Verbal).		
2 <sup>nd</sup> July	1. Information on UNCRC and implementation <i>Presentation</i> 2. Member Champions Updates (Verbal).		
30 <sup>th</sup> 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 <sup>th</sup> August & 24 <sup>th</sup> September	1. Asylum Seekers, Immigration and Community Cohesion: <ul style="list-style-type: none"> <li>• <i>Possibly presentation of information required and work shop</i></li> <li>• <i>Possible visit</i></li> <li>• <i>Or invite organisations in for discussion/workshop.</i></li> </ul> 2. Member Champions Updates (Verbal).		
22 <sup>nd</sup> October & 19 <sup>th</sup> November & 17 <sup>th</sup> December	1. Interpersonal violence: <ul style="list-style-type: none"> <li>• Domestic Abuse</li> <li>• Female Genital Mutilation</li> <li>• Human Trafficking</li> </ul> <i>Possibly:</i> <ul style="list-style-type: none"> <li>○ <i>Presentation/training/information exchange on subjects</i></li> <li>○ <i>Visit to One Stop Shop due to open in November</i></li> <li>○ <i>Invite organisations in for discussion/workshop</i></li> </ul> 2. October: 6 monthly written reports from Member Champions 3. Member Champions Updates (Verbal).		



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