

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

ARMED FORCES COMMUNITY COVENANT SIGNATORIES PANEL

At: Committee Room 1, Civic Centre, Swansea

On: Wednesday, 2 July 2014

Time: 2.00 pm

AGENDA

Page No.

- 1 To elect a Chair for the Municipal Year 2014 - 2015.
- 2 To elect a Vice Chair for the Municipal Year 2014 - 2015.
- 3 Apologies for Absence.
- 4 Disclosures of Personal & Prejudicial Interests. 1 - 2
- 5 Minutes. 3 - 5
- 6 Update on Special Events.
- 7 Update on Armed Forces Community Funding.
- 8 Expanding the Armed Forces Community Covenant.
- 9 Cruse Bereavement Care Presentation.
- 10 Date of next meeting.



Patrick Arran
Head of Legal, Democratic Services & Procurement
24 June 2014

Contact: Suzanne Collins - 01792 637291

ARMED FORCES COMMUNITY COVENANT SIGNATORIES PANEL

SIGNATORY	CONTACT	TELEPHONE	EMAIL/ ADDRESS
City & County of Swansea	Councillor June Burtonshaw, AFCC Champion	01792-636926	City & County of Swansea Cabinet Office Civic Centre, Oystermouth Road, Swansea SA1 3SN June.burtonshaw@swansea.gov.uk PA: cabinet.office@swansea.gov.uk
Lord Lieutenant	Byron Lewis HM Lord Lieutenant of West Glamorgan	01792-652962	HM Lord Lieutenant of West Glamorgan Bryn Newydd House, 1 Derwen Fawr Road Sketty, Swansea SA2 8AA Byron.lewis@btinternet.com
Army	Captain Phil Carter	02920781245	Welsh Transport Regiment (RLC)V Maindy Barracks, Cardiff welshpt-rhq-adjt@mod.uk
Army	Captain Chris Evans	01792 401528	233 (West Glamorgan) Transport Squadron Welsh Transport Regiment The Royal Logistic Corps (Volunteers) TAC The Grange Swansea SA3 5AD Welshtpt-223-psao@mod.uk
RAF	Air Commodore Adrian Williams OBE ADC MA BA FCILT RAF	01874- 613889	Commander 160 (Wales) Brigade, The Barracks Brecon LD3 7EA
SSAFA	David Singletary (Chairman)	01792- 653432	SSAFA Office, Alamein Road, Landore SA1 2HP West.Glamorgan@ssafa.org.uk
Probation Service	Dawn Blower Assistant Chief Executive	01792-479318	Wales Probation Trust West Glamorgan House 12 Orchard Street Swansea SA1 5AD Dawn.blower@wales.probation.gsi.gov.uk Joscelin.Kenny@wales.probation.gsi.gov.uk
Prison Service	Neil Lavis Governor	01792-485330	HMP Swansea, 200 Oystermouth Road, Swansea, SA1 3SR neil.lavis@hmps.gsi.gov.uk
South Wales Police	Chief Superintendent Phil Davies	01639-634313	South Wales Police, Neath Police Station, Gnoll Park Road, Neath, SA11 3BW phil.davies4@south-wales.pnn.police.uk Diana.Price@south-wales.pnn.police.uk
Swansea Bay Regional Equality Council (SBREC)	Taha Idris Chief Executive	01792-457035 07738320375	Swansea Bay Regional Equality Council 3 rd Floor Grove House, Grove Place, Swansea SA1 5DF taha.idris@sbrec.org.uk
Welsh Air Ambulance	Mark Stevens Fundraising Manager	0845-8584999	Wales Air Ambulance, Ty Elusen, Bay Studios Business Park, Fabian Way, Swansea SA1 8QJ markstevens@walesairambulance.com
Ospreys Rugby	Andrew Hoare COO	01792-616503	Ospreys Rugby, Liberty Stadium, Landore Swansea SA1 2FA PA: Helen.lewis@ospreysrugby.com

Job Centre Plus	Erin Tyler Partnership Manager Swansea	01554-874342	Department for Work and Pensions 58 Stepney Street Llanelli SA15 3TN erin.tyler@dwp.gsi.gov.uk
ABMU (NHS)	Jan Worthing Locality Director	01792-601850	ABMU Health Board, Swansea Locality, 12 th Floor, Oldway Centre, 36 Orchard Street Swansea Jan.worthing@wales.nhs.uk PA: Claire.joseph@wales.nhs.uk
Mid and West Wales Fire and Rescue Service	Richard Smith Chief Fire Officer	01792-705051	Mid and West Wales Fire and Rescue Service Service HQ, Lime Grove Avenue, Carmarthen SA31 1SP
SCVS	Carol Green Director	01792-544001	Swansea Council for Voluntary Service (SCVS) Voluntary Action Centre, 7 Walter Road, Swansea SA1 5NF Carol.green@scvs.org.uk
Royal British Legion – Swansea Branch	Squadron Leader Phil. C. Flower MBE DL RAFVR(T)	02032-072450 07500 764080 07814177193	City of Swansea Branch Royal British Legion c/o 1, Maes-Y-Coed, Kingsbridge, Gorseinon Swansea. SA4 6RN pflower@britishlegion.org.uk pcfmbc.215@ntlworld.com
Swansea Metropolitan University	Professor David Warner CBE	01792-481216	Swansea Metropolitan University of Wales, Trinity St David, Mount Pleasant, Swansea SA1 6ED david.warner@smu.ac.uk PA: joyce.wills@smu.ac.uk
Gower Colleges Swansea	Mark Jones Principal & Chief Executive	01792-284059	Gower College Swansea, Tycoch Road, Swansea SA2 9EB mark.jones@gowercollegeswansea.ac.uk
Swansea University	Peter Neville Registrar & Chief Operating Officer	01792-295154	Swansea University, Singleton Park, Swansea. SA2 8PP raymond.ciborowski@swansea.ac.uk
Remploy Swansea	Tim Davies Local Account Manager	0300-456-8032 07786976291	Remploy Employment Services, Alexandra House, 1 Alexandra Road, Swansea. SA1 5ED tim.davies@remploy.co.uk
Clydach War Memorial Partnership	Peter Morgan	Office: 01792- 845992	Clydach War Memorial Hospital Partnership, Clydach Community Centre, Vardre Road, Clydach, Swansea. SA6 5DF Clan.macgungebucket@btinternet.com
Citizen Advice Bureau	Margaret Lane (Trustee Board Member) on behalf of Jackie Preston, Chief Executive	01792-544479	Citizen Advice Bureau, Llys Glas, Pleasant Street, Swansea. SA1 5DS jackie.preston@swanseaacab.org.uk
Age Cymru Swansea Bay	Mary Pitson Chief Executive Officer	01792- 641164	Age Cymru Swansea Bay, Sun Alliance House, 166/167 St Helen's Road, Swansea, SA1 4DQ enquiries@agecymruswanseabay.org.uk

Spencer Martin	Voluntary Sector Relationship Coordinator
Suzanne Collins	Democratic Services Officer

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 ARMED FORCES COMMUNITY COVENANT SIGNATORIES PANEL

HELD AT THE ARMY RESERVES CENTRE, SWANSEA,
ON MONDAY, 14 APRIL 2014
AT 11.00 AM

PRESENT: Councillor J E Burtonshaw (Chair) Presided.

Officers:

S Martin - Voluntary Sector Relationship Coordinator
D Price Deer - Assistant Promotions Manager
S Collins - Democratic Services Officer

Armed Forces Community Covenant Signatories/Representatives:

Lt Cdr B Bagley - Lord Lieutenant representative
Lt Col N Blenkinsop - Welsh Transport Regiment
W Driscoll - Probation Service
Cpt C Evans - Welsh Transport Regiment
P Evans - The Royal British Legion
P Flower - The Royal British Legion
C Green - Swansea Council for Voluntary Services
T Idris - Swansea Bay Regional Equality Council
M Lane - Citizen Advice Bureau
J Mason - Gower College
R Owen - HMP Swansea
D Singletary - SSAFA
R Webborn - Mid & West Wales Fire & Rescue Service
L Williams - The Royal British legion

Also Present:

D Bentley - Miller - Observer

25 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from D Delamare, T Davies, T Erin, J Mason, P Neville and M Pitson.

26 **DISCLOSURES OF PERSONAL & PREJUDICIAL INTERESTS.**

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

27 **MINUTES.**

AGREED that the Minutes of the meeting of the Armed Forces Community Covenant Signatories Meeting held on 12 February 2014 be approved as a correct record.

28 **ROYAL BRITISH LEGION – PRESENTATION .**

Members of the Royal British Legion, Swansea Branch, provided the forum with a detailed and informative verbal update of the British Legion.

Topics covered within the report included;

- The new ways the Legion reaches out to provide support;
- Progress to date – Wales
- Community Outreach locations across Wales
- New initiatives within the City of Swansea
- Challenges faced within the Legion
- Poppy Appeal figures for South West Wales.

Further details of the timetable for future events of the Poppy Appeal 2014 were circulated to the Panel. It was stated that the total raised to date in the City of Swansea was the highest total in 100 years.

A discussion took place in respect of support provided by different charities within the City and County of Swansea.

The Chair thanked the representatives of the British Legion for the informative update and requested that details be published to the Armed Forces Signatories Panel Website.

29 **UPDATE ON ARMED FORCES COMMUNITY FUNDING - VERBAL.**

S Martin, Voluntary Sector Relationship Coordinator provided an update on the Armed Forces Community Covenant Funding Applications. He informed the Panel of the details and status of applications received to date.

AGREED that:

- (1) the contents of the update be noted;
- (2) means to promote and encourage applications be sought.

30 **UPDATE ON FORTHCOMING EVENTS.**

Dave Price Deer, Special Events Manager, City and County of Swansea, provided the Panel a detailed overview of the planned commemorative Armed Forces Day.

He stated that Castle Square had been reserved to hold Armed Forces Day on Saturday 28 June 2014 and that a liaison team including the Lord Mayor's Office, Communications and Special Events would be established to organise and deliver a public focused event at Castle Square.

It was added that as the National celebration day falls on a Saturday, it would present the perfect opportunity for a better public focus for Swansea to mark Armed Forces Day 2014.

The Chair provided the Panel with an update on details of the World War One Centenary Commemoration Poppy planting scheme. She stated that the distribution of free poppy seeds from the City & County of Swansea had been a tremendous success, with the entire stock having been passed to Communities and schools.

31 **DATES OF FUTURE MEETINGS.**

AGREED that the date of the next meeting of the Panel be held in the new Municipal year and the Panel be notified of all meeting dates for the year as soon as possible.

The meeting ended at 11.40 am.

CHAIR