

## 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, 24 September 2014

**Time:** 2.00 pm

### AGENDA

Page No.

- 1 Apologies for Absence.
- 2 Disclosures of Personal and Prejudicial Interests. 1 - 2
- 3 Minutes. 3 - 6  
  
To approve as a correct record the minutes of the meeting held on 2 July 2014.
- 4 Update on Special Events.
- 5 Update on Armed Forces Community Covenant.
- 6 CRUSE Cymru - feedback on AFCC Grant Funded Project.
- 7 Ripple Pond Wales.
- 8 Date of Next Meeting.



**Patrick Arran**  
**Head of Legal, Democratic Services & Procurement**  
**Wednesday, 17 September 2014**

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**Contact: Suzanne Collins - 01792 637291**

## 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 COMMITTEE ROOM 1 - CIVIC CENTRE ON WEDNESDAY, 2  
JULY 2014  
AT 2.00 PM

Present :

#### **Councillor(s)**

J E Burtonshaw

#### **Officers:**

S Martin - Voluntary Sector Relationship Coordinator  
C Richards - Social Services Planning Officer  
S Collins - Democratic Services Officer

#### **Armed Forces Community Covenant Signatories/Representatives:**

T Davies - Remploy  
W Driscoll - Probation Service  
Cpt C Evans - Welsh Transport Regiment  
T Idris - Swansea Bay Regional Equality Council  
A Kluge - ABMU Health Board  
P Neville - Swansea University  
R Owen - HMP Prison  
D Singletary - SSAFA  
E Warburton - Trinity Saint David

#### **Also present:**

Cpt N Stokes - Welsh Transport Regiment RLC Observer  
Councillor A C S Colburn - Mumbles and South Gower Royal British Legion  
Observer  
S Stokoe - Change Step  
D Nicholls - Change Step  
V Williams - Veterans NHS Wales

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

**RESOLVED** that Councillor J E Burtonshaw be elected Chair for the 2014/2015 Municipal Year.

**COUNCILLOR J E BURTONSHAW (CHAIR) PRESIDED**

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

**RESOLVED** that Captain C Evans be elected Vice Chair for the 2013/2014 Municipal Year.

3 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Chief Superintendent Phil Davies, Richard Webborn, Dani Delamare, Margaret Lane, Jan Worthing, Carol Green, Dave Price – Deer, Nigel Jones and Joanne Cutler.

4 **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 made.

5 **WELCOME AND INTRODUCTIONS.**

The Chair extended her welcome to all in attendance at the meeting.

6 **MINUTES.**

**RESOLVED** that the Minutes of the Armed Forces Community Covenant Signatories Panel held on 14 April, 2014 be approved and signed as a correct record.

**MATTERS ARISING.**

**Armed Forces Day.**

The Chair reported the success of the Armed Forces Day / Fly The Flag Service. It was estimated that 3 – 4000 people had participated in or watched the activities held in Castle Square. The Special Events Senior Manager had reported to her that the success achieved to date demonstrated the potential for growth for future years.

The Chair thanked everyone who had organised the day.

7 **UPDATE ON SPECIAL EVENTS.**

The Chair provided the Panel an overview on the following forthcoming Special Events:

- World War 1 Commemorative Concert at the Brangwyn Hall - 20 September 2014;

- Remembrance concert at the Brangwyn Hall – 8 November 2014;
- 'Silence in the Square' in Castle Square - 11 November 2014;
- Homecoming Parade for the Queens Dragoon Guards (The Welsh Cavalry) 12 December 2014.

Councillor A C Colburn, Mumbles & South Gower British Legion, provided details of the Legions Memorial Service and Wreath Laying Ceremony – 4 August 2014.

The Chairman of SSAFA provided details of SSAFA Annual Golf Tournament – 15 August 2014.

Further information in relation to Commemorative Events could be viewed at the Councils Website - <http://www.swansea.gov.uk/ww1>

8 **UPDATE ON ARMED FORCES COMMUNITY FUNDING.**

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 the contents of the update be noted.

9 **EXPANDING THE ARMED FORCES COMMUNITY COVENANT.**

The Chair introduced for discussion means to promote and expand the Armed Forces Community Covenant.

**AGREED** that;

- (1) Captain C Evans hosts a future event to promote the Covenant;
- (2) The Voluntary Sector Relationship Coordinator liaises with Captain Evans to promote the event and encourage organisations to attend.

10 **CRUSE BEREAVEMENT CARE PRESENTATION.**

Apologies for absence had been received from the Cruse Bereavement Care organisation.

The Voluntary Sector Relationship Coordinator circulated details of Cruse Bereavement Care. He stated that the organisation would attend a future meeting of the Panel to present details of how the organisation supports Military Families.

11 **ALL WALES VETERANS HEALTH AND WELL BEING**

The Clinical Lead for 'All Wales Veterans Health and Wellbeing' provided the Panel a briefing on the service of the Veterans NHS Wales.

She stated that the aims of the charity were to improve the mental health and well-being of veterans through the development of sustainable, accessible and effective services.

The Chair thanked Ms Williams for her briefing and praised the charitable work of the organisation.

12 **CHANGE STEP PEER MENTORING SERVICE.**

The Peer Mentor for Change Step, provided the Panel with a detailed briefing on the charity organisation.

He stated that the peer mentoring and advice service, delivered by veterans for veterans, aimed to support those seeking help for problems encountered as a result of military or operational duty.

It was outlined that the programme offers peer support, training opportunities and signposting to relevant health and welfare services.

Change Step works collaboratively with statutory bodies and other relevant organisations to ensure an accessible and comprehensive framework by which to guide individuals towards the most appropriate service.

The Chair thanked Mr Stokoe for his informative briefing and welcomed his attendance to future meetings of the Panel.

13 **DATE OF NEXT MEETING.**

**AGREED** that the date and time of the next meeting of the Panel be noted as 2.00pm, 24 September 2014.

The Chair thanked all Officers for their contributions to the meeting.

The meeting ended at 2.50pm.

**CHAIR**