

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

ARMED FORCES COMMUNITY COVENANT SIGNATORIES PANEL

At: Civic Centre, Swansea

On: Wednesday, 17 December 2014

Time: 2.00 pm

AGENDA

Page No.

- | | | |
|---|--|-------|
| 1 | To Receive any Apologies for Absence. | |
| 2 | To receive Disclosures of Personal & Prejudicial Interests from Members. | 1 - 2 |
| 3 | Minutes. | 3 - 6 |
| 4 | Rags Textile Company. | |
| 5 | Armed Forces Community Covenant Event - 21st January 2015. | 7 - 9 |



Patrick Arran
Head of Legal, Democratic Services & Procurement
Tuesday, 9 December 2014

Contact: Democratic Services – 01792 636820

ARMED FORCES COMMUNITY COVENANT SIGNATORIES PANEL

SIGNATORY	CONTACT	TELEPHONE	EMAIL/ ADDRESS
City & County of Swansea	Councillor June Burtonshaw, AFCC Champion	01792-636923	City & County of Swansea Civic Centre, Oystermouth Road, Swansea SA1 3SN June.burtonshaw@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	Wayne Driscoll	01792-479318	Wales Probation Trust West Glamorgan House 12 Orchard Street Swansea SA1 5AD
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
	Mark Stevens	0845-	Wales Air Ambulance, Ty Elusen,

Welsh Air Ambulance	Fundraising Manager	8584999	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	Mr Chris Davies 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 07500764080 07814177193	City of Swansea Branch Royal British Legion c/o 1, Maes-Y-Coed, Kingsbridge, Gorseinon Swansea.SA4 6RN pflower@britishlegion.org.uk pcfmb.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, Tycnoch 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@swanseacab.org.uk
Age Cymru Swansea Bay	Mary Pitson Chief Executive Officer	01792- 641164	Age Cymru Swansea Bay Ty Davies Tawe Business Village Phoenix Way Enterprise Park Swansea SA7 9LA enquiries@agecymruswanseabay.org.uk

Spencer Martin	Voluntary Sector Relationship Coordinator
----------------	--

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 MEETING OF THE ARMED FORCES COMMUNITY COVENANT SIGNATORIES PANEL

HELD AT THE CIVIC CENTRE, SWANSEA ON THURSDAY, 23 OCTOBER
2013
AT 3.00 P.M.

PRESENT: Councillor J E Burtonshaw (Chair) presided

Officers:

S Martin - Voluntary Sector Relationship Coordinator
N Jones - Special Events Manager
S Collins - Democratic Services Officer

Armed Forces Community Covenant Signatories/Representatives:

D Delamere - Ospreys Rugby
W Driscoll - Probation Service
C Green - Swansea Council for Voluntary Services
T Idris - Swansea Bay Regional Equality Council
P Canning - Wales Air Ambulance
T Davies - Remploy
Capt C Evans - Welsh Transport Regiment
P Morgan - Clydach War Memorial Partnership
Lt Cdr B - Lord Lieutenant
Bagley
D Singletary - SSAFA

9. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from P Neville, R Smith, J Mason, E Tyler, J Worthing, R Webborn and Chief Superintendent P Davies.

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

No interests were declared.

11. **INTRODUCTIONS**

The Chair extended her welcome to attendees to the meeting.

12. **MINUTES**

AGREED that the Minutes of the meeting of the Armed Forces Community Covenant Signatories Meeting held on 11 July 2013 be accepted as a correct record.

Minutes of the Meeting of the Armed Forces Community Covenant Signatories
Panel (23.10.2013) Cont'd

13. **FUTURE EVENTS**

Nigel Jones, Special Events Manager, City and County of Swansea, provided the Panel a detailed overview of the special events scheduled for Remembrance Sunday. He further outlined proposals for World War One Centenary Commemorations 2014.

Captain Chris Evans, Welsh Transport Regiment, further provided the Panel with a detailed schedule of events.

Captain Evans pledged support from the Transport Squadron to the City and County of Swansea at forthcoming events.

The Chair provided the Panel with details of the World War One Centenary Commemoration Poppy planting scheme. She stated that poppies will be planted in locations including Guildhall Circle, the Civic Centre and the grassed area by the Cenotaph on the promenade.

The Friends of the Botanic Gardens had formed links with the Council to provide Communities and schools with poppy seeds and advice on cultivating the seeds.

Details of the scheme are available from the Home Farm Contracts Manager, [simon.lydiard @swansea.gov.uk](mailto:simon.lydiard@swansea.gov.uk)

AGREED that the Democratic Services Officer circulate to Signatories details of confirmed forthcoming events.

14. **WEBSITE PROGRESS**

Spencer Martin, Voluntary Sector Relationship Coordinator, provided an update on the City and County of Swansea's Armed Forces Community Covenant Web Page.

He stated that other Welsh Local Authorities had used the City and County of Swansea Covenant web site database in the provision of their websites.

Minutes of the Meeting of the Armed Forces Community Covenant Signatories
Panel (23.10.2013) Cont'd

15. **UPDATE ON ARMED FORCES COMMUNITY COVENANT FUNDING**

Spencer Martin, Voluntary Sector Relationship Coordinator, circulated a report on the Armed Forces Community funding. The report detailed the outcome of the Funding Panel that had been held on 11 July 2013 and a further update on the first Panel held on 2 May 2013.

The Voluntary Sector Relationship Coordinator stated that of the two applications received, one had been deferred for a Site Visit and one had been refused.

He informed the Panel that the outcome on the previous supported application that had been forwarded to the MOD had been approved.

A discussion took place in respect of the Grant Panels decision making process.

The panel agreed that a presentation by MCI would be of great value, a better understanding of the Bdes role and to have the opportunity to study a number of successful/unsuccessful Armed Forces Community Covenant Grant.

AGREED that;

- (1) the report be noted;
- (2) a presentation by MCI be placed as future agenda item.

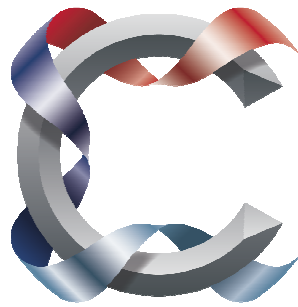
16. **DATE AND TIME OF NEXT MEETING**

AGREED that the date and time of the next meeting of the Panel be noted.

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

The meeting ended at 3.35pm.

CHAIR



Community Covenant

CITY & COUNTY OF SWANSEA ARMED FORCES COVENANT EVENT WEDNESDAY 21 JANUARY 2015

Programme

- 1330hrs **Registration & Refreshments**
223 Transport Squadron RLC
Army Reserve Centre – The Grange
Mumbles
Swansea
SA3 5AD
- 1400hrs **Event Chairperson’s Welcome and Introduction**
- 1405hrs **Setting the Scene**
Councillor June Burtonshaw
Armed Forces Champion
- 1415hrs **The Armed Forces Covenant and Grant Scheme**
Major Craig Middle - SO2 Employer Engagement HQ 160 (W) Bde
- 1430hrs **Needs and Issues - A Mental Health Perspective**
Victoria Williams
Lead Community Veterans Therapist
Veterans NHS Wales
- 1445hrs **Community Services - Probation Service**
Wayne Driscoll - Team Manager
- 1500hrs **SSAFA Forces Help**
West Glamorgan - David Singletary Chairman
CHANGE STEP – A Peer Mentoring Service for Military Veterans
Steve Stokoe – Change Step Peer Mentor
- 1515hrs **Question, Answer and Discussion Panel**
Chaired by Councillor June Burtonshaw
Spencer Martin - City and County of Swansea
Victoria Williams - Veterans NHS Wales
Wayne Driscoll - Probation service
David Singletary - SSAFA Forces Help West Glamorgan
Maj Craig Middle - SO2 Employer Engagement HQ 160 (W) Bde
Capt Chris Evans MBE Welsh Transport Regiment
- 1530hrs **Concluding Remarks**
- 1540hrs **Signing Opportunity and Networking**
- 1600hrs **Visit Military Static Stands**



The organisation below wishes to pledge to the Community Covenant, and agrees to our details and a link being listed on the Community Covenant web site.

NAME OF ORGANISATION

POSTAL ADDRESS OF ORGANISATION

.....

WEB SITE ADDRESS

CONTACT DETAILS

ACTIVITIES/SUPPORT OFFERED (could also include specific support such as targeted or discounted rates of entry for the Armed Forces Community)

(No more than 50 words)

Your Name

Position in Organisation

Your telephone no./email address