

## CITY AND COUNTY OF SWANSEA

### NOTICE OF MEETING

You are invited to attend a Meeting of the

### PEOPLE CABINET ADVISORY COMMITTEE

**At:** Committee Room 3, Civic Centre, Swansea

**On:** Wednesday, 5 November 2014

**Time:** 2.00 pm

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### AGENDA

	Page No.
1 Apologies for Absence.	
2 Disclosure of Personal and Prejudicial Interests.	1 - 2
3 Minutes. To approve the Minutes of the meeting of the People Cabinet Advisory Committee held on 30 September 2014.	3
4 Terms of Reference (for information).	4
5 Discussion regarding Work Programme for forthcoming municipal year (verbal).	
6 Date and Time of Future Meetings.	



**Patrick Arran**  
Head of Legal, Democratic Services & Procurement  
28 October 2014

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Contact: Jane Tinker 636820

## PEOPLE CABINET ADVISORY COMMITTEE

### Labour Councillors:9

R A Clay	T J Hennegan
U C Clay	A S Lewis (Chair)
A M Cook	R V Smith
J P Curtice	G J Tanner
P Downing	

### Liberal Democrat Councillors: 2

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### Independent Councillor: 1

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### Conservative Councillor: 1

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### Officers:

Jack Straw	Chief Executive
Phil Roberts	Director of Place
Dean Taylor	Director of Corporate Services
Chris Sivers	Director of People
Mike Hawes	Head of Financial Services
Lee Wenham	Head of Marketing, Communications & Scrutiny
Lee Morgan	Head of Housing & Public Protection
Deb Driffield	Chief Social Services Officer
Brain Roles	Head of Education Planning & Resources
Robin Brown	Head of Education Inclusion
David Howes	Head of Child and Family Services
Carol Rea	Head of Adult Services
Sarah Crawley	Head of Poverty & Prevention
Patrick Arran	Head of Legal, Democratic Services & Procurement
Huw Evans	Head of Democratic Services
Democratic Services	
Archives	

### Total Copies Needed:

30
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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 PEOPLE CABINET ADVISORY COMMITTEE

HELD AT THE COUNCIL CHAMBER, CIVIC CENTRE, SWANSEA ON  
TUESDAY, 30 SEPTEMBER 2014 AT 6.57 PM

#### PRESENT:

Councillor(s)	Councillor(s)	Councillor(s)
R A Clay	J P Curtice	R V Smith
U C Clay	P Downing	G J Tanner
A M Cook	A S Lewis	

1. **SUSPENSION OF COUNCIL PROCEDURE RULE 12 "CHAIRMAN OF MEETINGS" IN ORDER TO ALLOW THE PRESIDING MEMBER TO PRESIDE OVER THE MEETING.**

**RESOLVED** that Council Procedure Rule 12 be suspended in order to allow the Presiding Member to preside over this meeting.

**(COUNCILLOR D W W THOMAS PRESIDED)**

2. **ELECTION OF A CHAIR FOR THE REMAINDER OF THE MUNICIPAL YEAR 2014-2015.**

**RESOLVED** that Councillor A S Lewis be elected Chair for the remainder of the 2014-2015 Municipal Year.

**(COUNCILLOR A S LEWIS PRESIDED)**

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

**RESOLVED** that Councillor T J Hennegan be elected Vice Chair for the remainder of the 2014-2015 Municipal Year.

4. **APOLOGIES FOR ABSENCE.**

No apologies for absence were received.

5. **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.**

No interests were declared.

The meeting ended at 6.58 pm

**CHAIR**

# Agenda Item 4

## **Cabinet Advisory Committees - Terms of Reference**

- 1) To advise the relevant Cabinet Member as appropriate on matters relating to the Policy Commitments adopted by Council within any portfolio.
- 2) To advise and support the work of the Cabinet and the Council as a whole advising the relevant Cabinet Member on potential changes to Policy and the delivery of major service change and alignment with the direction in Sustainable Swansea - Fit for the Future.

### **Notes:**

- i) Cabinet Advisory Committees are NOT decision making bodies.
- ii) Cabinet Advisory Committees shall NOT be chaired by a Cabinet Member.
- iii) Cabinet Advisory Committees may co-opt others on to the Committee either for a topic or for a term if the Committee consider that will assist their advisory role.
- iv) Cabinet Advisory Committees may convene joint meetings between them as is, in the view of each Committee, necessary so as to best coordinate their work and inform their deliberations.
- v) Cabinet Advisory Committees shall adopt methods of working which, in the discretion of the Chair, will best inform their advisory role. Those methods of working shall include, but are not limited to, holding enquiries, going on site visits, conducting public surveys, holding public meetings, commissioning research, hearing from witnesses and appointing advisors and assessors.
- vi) Cabinet Advisory Committees will be attended by relevant Officers in their role of supporting the Cabinet Member in their presentation of papers to Committee in order to emphasise the Cabinet Member's lead role.