

## CITY AND COUNTY OF SWANSEA

### NOTICE OF MEETING

You are invited to attend a Meeting of the

### BUSINESS & ADMINISTRATION CABINET ADVISORY COMMITTEE

**At:** Committee Room 2, Civic Centre, Swansea

**On:** Wednesday, 12 November 2014

**Time:** 11.00 am

### AGENDA

	Page No.
1 Apologies for Absence.	
2 Disclosures of Personal and Prejudicial Interests.	1 - 2
3 <b>Minutes.</b> To approve the Minutes of the meeting of the Business and Administration Cabinet Advisory Committee held on 30 September 2014.	3
4 Terms of Reference (For Information).	4
5 Discussion regarding Work Programme for the remainder of the Municipal Year( verbal).	
6 Date and Time of Future Meetings.	



**Patrick Arran**  
Head of Legal, Democratic Services & Procurement  
3 November 2014

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Contact: Jane Tinker 636820

## BUSINESS AND ADMINISTRATION CABINET ADVISORY COMMITTEE

### Labour Councillors: 9

J E Burtonshaw	C Thomas
J A Hale ( <b>Vice Chair</b> )	D W W Thomas ( <b>Chair</b> )
B Hopkins	L V Walton
G Owens	T M White
P B Smith	

### 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
Steve Rees	Head of HR & OD
Sarah Caulkin	Head of Information and Business Change
Richard Rowlands	Business Performance Manager
Lee Wenham	Head of Marketing, Communications & Scrutiny
Patrick Arran	Head of Legal, Democratic Services & Procurement
Huw Evans	Head of Democratic Services
Democratic Services	
Archives	

### Total Copies Needed:

28
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- 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 BUSINESS & ADMINISTRATION CABINET ADVISORY COMMITTEE

HELD AT THE COUNCIL CHAMBER, CIVIC CENTRE, SWANSEA ON  
TUESDAY, 30 SEPTEMBER 2014 AT 6.51PM

#### PRESENT:

Councillor(s)	Councillor(s)	Councillor(s)
J E Burtonshaw	G Owens	D W W Thomas
J A Hale	P B Smith	L V Walton
B Hopkins	C Thomas	T M White

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 D W W Thomas be elected Chair for the remainder of the 2014-2015 Municipal Year.

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

**RESOLVED** that Councillor J A Hale 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 6.52 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.