CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

PLACE CABINET ADVISORY COMMITTEE

At: Committee Room 3, Civic Centre, Swansea

On: Monday, 8 December 2014

Time: 2.00 pm

AGENDA

		Page No.
1	Apologies for Absence.	
2	Disclosures of Personal and Prejudicial Interests.	1 - 2
3	Minutes. To approve the Minutes of the Place Advisory Committee held on 10 November 2014.	3 - 4
4	Discussion regarding Work Programme for the remainder of the Municipal Year. (Verbal)	
5	Date and Time of Future Committee Meetings for 2014/15 Municipal Year (all at 2 p.m.): -	

12 January 2015	9 March 2015
9 February 2015	13 April 2015

Patrick Arran

Head of Legal, Democratic Services & Procurement

1 December 2014

Contact: Democratic Services: - Telephone - 636820

PLACE CABINET ADVISORY COMMITTEE

Labour Councillors: 9

A M Cook	P Lloyd
D W Cole	G Owens
C R Doyle	G J Tanner
N J Davies (Vice-Chair)	T M White
V M Evans (Chair)	

Liberal	Democrat	Councillors: 2
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Independent Councillor: 1	
Conservative Councillor: 1	

Officers:

Phil Roberts	Director of Place
Martin Nicholls	Chief Operating Officer
Phil Holmes	Head of Economic Regeneration & Planning
Chris Howell	Head of Waste Management
Tracey McNulty	Head of Culture Services
Lee Morgan	Head of Housing & Public Protection
Stuart Davies	Head of Highways & Transportation
Lee Wenham	Head of Marketing, Communications &
	Scrutiny
Democratic Services	
Archives	

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Agenda Item 2

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)
- 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 PLACE CABINET ADVISORY COMMITTEE

HELD AT COMMITTEE ROOM 3, CIVIC CENTRE, SWANSEA ON MONDAY 10 NOVEMBER 2014 AT 2.00 P.M.

PRESENT: Councillor V M Evans (Chair) presided

Councillor(s): Councillor(s):

D W Cole C R Doyle G J Tanner A M Cook P Lloyd T M White

N J Davies

Officers:

J Parkhouse - Democratic Services Officer

6. **APOLOGIES FOR ABSENCE**

There were none.

7. <u>DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS</u>

In accordance with the Code of Conduct adopted by the City and County of Swansea, the following interests were declared:

Councillor V M Evans - employed by First Great Western (First Group) - personal.

8. **MINUTES**

AGREED that the minutes of the meeting of the Place Cabinet Advisory Committee held on 30 September 2014 be approved as a correct record.

9. TERMS OF REFERENCE

The terms of reference for the Committee were provided for information.

10. <u>DISCUSSION REGARDING WORK PROGRAMME FOR THE</u> REMAINDER OF THE MUNICIPAL YEAR

The Chair outlined the various areas of responsibility within the Enterprise Development & Regeneration, Wellbeing & Healthy City and Environment & Transportation portfolios.

Minutes of the Place Cabinet Advisory Committee (10.11.2014) Cont'd

She indicated that she would undertake discussions with the relevant Cabinet Members in order to establish their priorities in order to agree the Work Plan for the Cabinet Advisory Committee.

AGREED that the Chair discusses priority areas with the Cabinet Members for Enterprise, Development and Regeneration, Wellbeing & Healthy City and Environment & Transportation and reports back to the Committee.

11. DATE AND TIME OF FUTURE MEETINGS

AGREED that future meetings of the Committee be held at 2.00 p.m. on the following dates:

- 8 December 2014
- 12 January 2015
- 9 February 2015
- 9 March 2015
- 13 April 2015

The meeting ended at 2.23 p.m.

CHAIR

S: Place Cabinet Advisory Committee - 10 November 2014 (JEP/KL)