

## 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, 12 January 2015

**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 8 December 2014.	3 - 4
4 Car Parking. (Verbal)	
5 Work Programme.	5
6 Date and Time of Future Committee Meetings for 2014/15 Municipal Year (all at 2 p.m.):	
• 9 February 2015	
• 9 March 2015	
• 13 April 2015	



**Patrick Arran**  
**Head of Legal, Democratic Services & Procurement**  
**5 January 2015**

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**Contact: Democratic Services: - Telephone - 636820**

## PLACE CABINET ADVISORY COMMITTEE

### Labour Councillors: 9

U C Clay	V M Evans <b>(Chair)</b>
A M Cook	P Lloyd
J P Curtice	G J Tanner
C R Doyle	T M White
N J Davies <b>(Vice-Chair)</b>	

### Liberal Democrat Councillors: 2

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### Independent Councillor: 1

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### Conservative Councillor: 1

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### 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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## 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 PLACE CABINET ADVISORY COMMITTEE

HELD AT THE CIVIC CENTRE ON MONDAY, 8 DECEMBER 2014  
AT 2.00 PM

**PRESENT:** Councillor V M Evans (Chair) presided

<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
U C Clay	N J Davies	G J Tanner
A M Cook	C R Doyle	
J P Curtice	P Lloyd	

**Officers:**

Jane Tinker – Democratic Services Co-ordinator

12 **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor T M White.

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

In accordance with the Code of Conduct adopted by the City and County of Swansea, the following interest was declared:-

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

14 **MINUTES.**

**AGREED** that the Minutes of the meeting of the Place Cabinet Advisory Committee held on 10 November 2014, be approved as a correct record.

15 **DISCUSSION REGARDING WORK PROGRAMME FOR THE REMAINDER OF THE MUNICIPAL YEAR.**

The Chair outlined the outcome of a meeting with Councillor Mark Thomas, the Cabinet Member for Environment and Transportation where priorities for the Work Plan for this Cabinet Advisory Committee were considered. These included:-

- Quality Bus Contracts
- Car Parking
- Residents parking and charging
- Active Travel
- 20 miles an hour zones
- Cycle Action Plan

It was considered by the Committee that the Quality Action Plan was a major piece of work and needed to be the main priority and that car parking was linked into this. Residential Parking was discussed together with the issue of charging for carers. It was stated that the Independent Living Inquiry Panel had just concluded their findings regarding residential parking zones and this would be submitted to Scrutiny Programme Committee on 23 December 2014. It was proposed that a letter be sent to the Overview and Scrutiny Manager Dave Mckenna to highlight the fact that carers are charged in this report. 20 mile an hour zones and the cycle action plan were also discussed. It was stated that the majority of this work had already been investigated by Scrutiny Inquiry Panels.

The Group discussed the membership of Cabinet Advisory Committees and how this process of dealing with the various matters would be undertaken. It was requested that the terms of reference be sent to Members.

**AGREED that**

- (1) The terms of reference be sent to Members by the Chair.
- (2) The work programme as suggested above be accepted.
- (3) The Chair send a letter to the Overview and Scrutiny Manager concerning carers being charged.
- (4) Quality Bus Contracts be the main priority and relevant officers be invited to the next meeting.

16 **DATE AND TIME OF FUTURE COMMITTEE MEETINGS FOR 2014/15  
MUNICIPAL YEAR (ALL AT 2 P.M.):**

**AGREED** that dates and times of future Committee meetings for the 2014/15 Municipal Year be noted.

The meeting ended at 2.45p.m.

**CHAIR**

## Report of the Chair

Place Cabinet Advisory Committee – 12 January 2015

### PLACE CABINET ADVISORY COMMITTEE – WORK PROGRAMME 2014/15

<b>Date</b>	<b>Subject Area</b>	<b>Lead</b>
12 January 2015	• Car Parking	Gavin Newman
9 February 2015	• Quality Bus Contracts	Cath Swain
	• Car Parking Enforcement	Gavin Newman
9 March 2015	• Cycle Action Plan	Ben George
13 April 2015		