

## CITY AND COUNTY OF SWANSEA

### NOTICE OF MEETING

You are invited to attend a Meeting of the

### PEOPLE CABINET ADVISORY COMMITTEE

**At:** Committee Room 1, Civic Centre, Swansea

**On:** Thursday, 4 December 2014

**Time:** 2.00 pm

### AGENDA

- |  | Page No. |
|--|----------|
| <b>1 Apologies for Absence.</b>  |          |
| <b>2 Disclosure of Personal and Prejudicial Interests.</b>   | 1 - 2    |
| <b>3 Minutes.</b><br>To approve the Minutes of the meeting of the People Cabinet Advisory Committee held on 5 November 2014.   | 3 - 4    |
| <b>4 Presentation by the Cabinet Member for Housing and Communities and Cabinet Member for Anti Poverty.</b><br>Councillors D H Hopkins and W Evans have been invited to this meeting to outline their policies and key areas of responsibilities. |          |
| <b>5 Further discussion regarding the work programme for the forthcoming municipal year( verbal).</b>  |          |



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

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Contact: Jane Tinker 01792 636820

## PEOPLE CABINET ADVISORY COMMITTEE

### Labour Councillors: 9

R A Clay	T J Hennegan <b>(Vice-Chair)</b>
U C Clay	A S Lewis <b>(Chair)</b>
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:

Phil Roberts	Director of Place
Lee Wenham	Head of Marketing, Communications & Scrutiny
Lee Morgan	Head of Housing and Public Protection
Democratic Services	
Archives	

### Total Copies Needed:

20
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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 CIVIC CENTRE ON WEDNESDAY, 5 NOVEMBER 2014  
AT 2.00 PM

**PRESENT:** Councillor A S Lewis (Chair) Presided

**Councillor(s)**

**Councillor(s)**

R A Clay

P Downing

R V Smith

U C Clay

T J Hennegan

G J Tanner

**Also Present:**

Councillor D H Hopkins - Cabinet Member for Housing and Communities

**Officers:**

C Sivers - Director of People

L Morgan - Head of Housing and Public Protection

J Tinker - Democratic Services Coordinator

6 **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor J P Curtice.

7 **DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS.**

In accordance with the Code of Conduct adopted by the City and County of Swansea no interests were declared.

8 **MINUTES.**

The Minutes of the Meeting of the People Cabinet Advisory Committee held on 30 September 2014 were approved as a correct record.

9 **TERMS OF REFERENCE (FOR INFORMATION).**

**AGREED** that the terms of reference be noted, however, any changes regarding the way the Committee worked would need to be reflected in these.

10 **DISCUSSION REGARDING WORK PROGRAMME FOR FORTHCOMING MUNICIPAL YEAR (VERBAL).**

The Chair indicated that People Cabinet Advisory Committee would be dealing with policies within the Housing and Communities and Anti - Poverty Portfolios. It was, therefore suggested that Councillors W Evans and D H Hopkins be invited to the

next meeting to outline their policies and highlight their key areas of responsibilities. The work programme could then be agreed following clarification regarding the Cabinet Members Proposals.

It was clarified that Cabinet Advisory Committees may convene joint meetings between them in respect of areas of work that cross cuts portfolios. It was also confirmed that any changes regarding the description of this Committee together with any membership changes would need to be made by Council.

**AGREED** that the suggestions above for the next meeting **BE APPROVED**.

11 **DATE AND TIME OF FUTURE MEETINGS.**

The Committee considered suitable dates and times for future Monthly meetings.

**AGREED** that these meetings be held at 2.00p.m. on Thursdays with the next meeting being held on 4 December 2014.

The meeting ended at 2.15p.m.

**CHAIR**