

## 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 3, Civic Centre, Swansea.

**On:** Wednesday, 14 January 2015

**Time:** 11.00 am

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### AGENDA

Page No.

- 1 Apologies for Absence.
- 2 Disclosures of Personal & Prejudicial Interests. 1 - 2
- 3 Minutes. 3 - 4  
To approve as a correct record the minutes of the Business and Administration CAC held on 10 December 2014.
- 4 Future of ICT Provision. (Verbal Update from Sarah Caulkin)
- 5 Work Programme.



**Patrick Arran**  
**Head of Legal, Democratic Services & Procurement**  
**Wednesday, 7 January 2015**

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**Contact: Democratic Services - 636824**

## 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> )
T J Hennegan	L V Walton
G Owens	T M White
B G Owen	

### Liberal Democrat Councillors: 2

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### Independent Councillor: 1

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### Conservative Councillor: 1

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### Officers/Members:

Clive Lloyd	Cabinet Member for Transformation & Performance (For Info)
Dean Taylor	Director of Corporate Services(For Info)
Sarah Caulkin	Head of Information and Business Change
Jo Portwood	Policy and Strategy Officer
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 BUSINESS & ADMINISTRATION CABINET ADVISORY COMMITTEE

HELD AT MEETING ROOM 3, ROOM 2.2.7, 2ND FLOOR, CIVIC CENTRE.  
ON WEDNESDAY, 10 DECEMBER 2014 AT 11.00 AM

**PRESENT:** Councillor J A Hale (Vice Chair) Presided

<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
J E Burtonshaw	T J Hennegan	B G Owen

**Officers:**

Sarah Caulkin – Head of Information & Business Change  
Jo Harely - ICT Strategic Performance Manager  
Jo Portwood – Policy & Strategy Officer  
Gareth Borsden – Democratic Services Officer

12 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors C Thomas, DWW Thomas, LV Walton & TM 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 JE Burtonshaw – Minute No 16 – Future of ICT Provision – Personal – daughter works for CapGemini and has dispensation from Standards Committee.

14 **MINUTES.**

**RESOLVED** that the Minutes of the meeting of the Business & Administration Cabinet Advisory Committee held on 12 November 2014 be approved as a correct record.

15 **DISCUSSION REGARDING THE FUTURE OF ICT PROVISION.**

Sarah Caulkin outlined that a report setting out the initial approach to the future ICT Operating Model is being presented to Cabinet on 16<sup>th</sup> December.

The report is exempt as it contains commercially sensitive information. Once Cabinet have made a decision on the matter she indicated she would like to return to this Committee to seek Members views as the Operating Model develops, particularly relating to Members ICT provision. She indicated she was keen to seek views from as many different sources as possible, in order that the Operating Model can be effective as possible.

**AGREED** that Committee further discuss this matter at its January meeting.

16 **CO-OPERATIVE COUNCILS.**

Jo Portwood presented a briefing report outlining the background to the concept of Co-operative Councils. She stated that Lambeth Council had been at the forefront of developing the idea, but there was no specific model to copy or follow.

Twenty councils had now joined the Co-operative Council Innovation Network, but in Wales only Cardiff have so far signed up. The cost to the Authority of joining would be around £8000 plus Member/Officer attendance fees.

The potential benefits of joining the network were outlined as well as examples of current co-operative working around the country and areas of work that this Authority already undertakes which could be classed as co-operative working.

Members discussed the costings, potential value for money and benefits of joining, current good practice, areas where the authority could expand and improve its current community engagement processes.

**AGREED** that

1) Jo Portwood prepares a further report for the February meeting of this group including information on

- current areas of good practice, potential benefits of joining for the Authority.
- list of organisations/community groups/partner agencies that could join with the Authority.
- potential meetings with community groups involved in current multi agency approaches.
- list of organisations that receive grants from this Authority.

17 **WORK PROGRAMME.**

The two workplan items discussed above be noted for discussion at future meetings.

The meeting ended at 11.43 am

**CHAIR**