

## 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, 8 January 2015

**Time:** 2.00 pm

### AGENDA

Page No.

- 1 **Apologies for Absence.**
- 2 **Disclosures of Personal and Prejudicial Interests.** 1 - 2
- 3 **Minutes.** 3 - 5  
To approve as a correct record the Minutes of the meeting of the People Cabinet Advisory Committee held on 4 December 2014.
- 4 **To receive advice regarding the establishment of a Task and Finish Group on potential changes to the Member role in Tackling Poverty Strategy.**
- 5 **To be advised of suitable Sheltered Housing Complexes to visit and identify Members to undertake this visit.**
- 6 **Work Programme.** 6



**Patrick Arran**  
**Head of Legal, Democratic Services & Procurement**  
**22 December 2014**

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**Contact: Jane Tinker (01792) 636820**

## PEOPLE CABINET ADVISORY COMMITTEE

### Labour Councillors: 9

R A Clay	H M Morris
D W Cole	A S Lewis <b>(Chair)</b>
P Downing	R V Smith
T J Hennegan <b>(Vice-Chair)</b>	G J Tanner
B Hopkins	

### Liberal Democrat Councillors: 2

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### Independent Councillor: 1

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### Conservative Councillor: 1

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### Officers and relevant Cabinet Members :

Councillor D H Hopkins	Cabinet Member for Housing and Communities
Councillor W Evans	Cabinet Member for Anti Poverty
Chris Sivers	Director of People
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 CIVIC CENTRE, SWANSEA ON THURSDAY, 4 DECEMBER  
2014 AT 2.00 PM

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

<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
R A Clay D W Cole	P Downing T J Hennegan	H M Morris G J Tanner

**Also Present:**

Councillor W Evans - Cabinet Member for Anti Poverty  
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

12 **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor B Hopkins.

13 **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.

14 **MINUTES.**

**RESOLVED** that the Minutes of the Meeting of the People Cabinet Advisory Committee held on 30 September 2014 be approved as a correct record.

15 **PRESENTATION BY THE CABINET MEMBER FOR HOUSING AND COMMUNITIES AND CABINET MEMBER FOR ANTI POVERTY.**

Councillor D H Hopkins, Cabinet Member for Housing and Communities and Councillor W Evans, Cabinet Member for Anti Poverty had been invited to this meeting to outline their policies and key areas of responsibilities and areas of work that could be undertaken by this Cabinet Advisory Committee.

Councillor D Hopkins suggested that the following topics could be incorporated into the workplan:-

- Sheltered Accommodation
- Provision of Homelessness within Swansea
- Empty Private Sector Properties
- Rent collection

Each of these areas were discussed. An explanation was given of what was meant by sheltered accommodation. It was considered that this could be looked at jointly with the Cabinet Advisory Committee that was responsible for Adult Services. It was suggested that it could be beneficial if site visits were undertaken by some members. Hazel Court was considered to be a good example, together with Plas Melin. Clarity was sought regarding the qualifications for sheltered accommodation. Councillor D Hopkins stated that he thought it would be important if this Committee investigated how we deliver this service currently and how we envisage we will in the future together with increasing the demand for this. It was suggested that Jane Harries ( Shelter Manager) be invited to a meeting.

It was thought that homelessness was a huge issue and that a presentation could be made by Mark Wade ( Community Housing Manager) or Steve Porter (Housing Options Manager) regarding how we work with other organisations e.g. The Wallich. The Committee requested statistics from Housing Options regarding the current waiting list on a regular basis, the number of homelessness and the reasons for this. It was suggested that appropriate Environmental Health Officers present an overview of statistics in relation to void properties and the measures being taken to bring them back into use, together with a written report on council void properties indicating why they are void and how long they have been empty. It was suggested that rent collection could be considered later on in the work programme after universal credit had been introduced.

Councillor W Evans suggested that the following topics could be incorporated into the workplan:

- Welfare Reforms
- Council Management Framework for Tackling Poverty

It was thought helpful if all members have an awareness training session to explain what the changes are in respect of universal credit, what these mean and how they are going to be implemented. Karen Grunhut Anti Poverty Policy Coordinator and Jane Storer Senior Welfare Rights Officer to give a presentation. It was considered that the Council Management Plan for Tackling Poverty could be discussed at a future meeting.

Councillors D Hopkins and W Evans were thanked for attending the Committee and providing the Committee with important and relevant areas to incorporate onto the action plan.

16 **FURTHER DISCUSSION REGARDING THE WORK PROGRAMME FOR THE FORTHCOMING MUNICIPAL YEAR( VERBAL).**

**AGREED** that the following proposals for the action plan be approved:-

- (1) Jane Harries Landlord Services Manager and the Shelter Manager be invited to give a presentation to the next meeting on 8 January 2015 regarding the sheltered accommodation service that we provide.
- (2) Following this meeting site visits be undertaken to relevant Sheltered Housing Complexes and a joint meeting if necessary take place with the CAC responsible for Adult Services.
- (3) A report be submitted to the meeting on 8 January regarding the number of voids and a relevant officer from environmental health be invited to give a presentation regarding empty properties.
- (4) Finance to be asked to provide a written report on Council Tax Charges for empty properties.
- (5) Mark Wade Community Housing Manager or Steve Porter Housing Options Manager be invited to the meeting on 5 February 2015 to provide an overview presentation on homelessness.
- (6) An Awareness Raising Session for all members regarding Welfare Reform be arranged in January 2015.
- (7) Welfare Reform be discussed further to this session at the meeting on 5 February 2015 and Councillor W Evans, Jane Storer Senior Welfare Rights Officer and Karen Grunhut Anti Poverty Policy Coordinator be invited to this meeting.
- (8) the Council Management Framework for Tackling Poverty be considered further at the meeting on 5 February 2015.

The meeting ended at 3.45p.m.

**CHAIR**

# Agenda Item 6

## Report of the Chair

People Cabinet Advisory Committee – 8 January 2015

### PEOPLE CABINET ADVISORY COMMITTEE WORK PROGRAMME 2014/15

Date	Subject Area	Lead
8 January 2015	<ul style="list-style-type: none"> <li>• Advice re:- Task and Finish Group on potential changes to the member role in Tackling Poverty Strategy</li> <li>• To discuss this suggested work programme</li> <li>• To be advised of suitable sheltered Housing Complexes to visit and to identify members who wish to undertake these site visits.</li> </ul>	Cllr W Evans and C Sivers  List to be provided by Jane Harris
Sometime in January	<ul style="list-style-type: none"> <li>• Awareness Raising Seminar – Welfare Reforms – all members</li> </ul>	Jane Storer
Late Jan/ Early Feb	<ul style="list-style-type: none"> <li>• Site Visit by certain CAC Members to Sheltered Housing Complexes</li> </ul>	Jane Harris/ Sarah Jordan
5 February 2015	<ul style="list-style-type: none"> <li>• Welfare Reform/Welfare Benefits</li> <li>• Councillor M Thomas to attend to outline his policies and key areas of responsibilities</li> </ul>	Jane Storer and Karen Grunhut
Sometime in February	<ul style="list-style-type: none"> <li>• In depth session on Universal Credit</li> </ul>	Sub Group of the Committee
5 March 2015	<ul style="list-style-type: none"> <li>• Empty Properties</li> </ul>	Huw Morgan and Sally Jones and Mark Wade
2 April 2015	<ul style="list-style-type: none"> <li>• Homelessness</li> </ul>	Mark Wade or Steve Porter
Future Meeting	<ul style="list-style-type: none"> <li>• Proposed changes to Council tax in respect of empty properties</li> </ul>	Rose McCreesh
Future Meeting	<ul style="list-style-type: none"> <li>• Task and Finish Group to report back on Tackling Poverty</li> </ul>	Cllr W Evans and C Sivers
Future Meeting	<ul style="list-style-type: none"> <li>• Discussion regarding Sheltered Accommodation by means of a Joint CAC that deals with Adult Services</li> </ul>	Jane Harris