

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 5, Guildhall, Swansea.

On: Wednesday, 8 April 2015

Time: 11.00 am

AGENDA

	Page No.
1 Apologies for Absence.	
2 Disclosures of Personal and Prejudicial Interests.	1 - 2
3 Minutes. To approve as a correct record the Minutes of the Business and Administration Cabinet Advisory Committee meeting held on 11 March 2015.	3 - 7
4 Presentation - Design Print.	
5 Presentation - Third Sector Spend and the Community Action Transformation Fund.	
6 Work Programme.	8



Patrick Arran
Head of Legal, Democratic Services & Procurement
31 March 2015

Contact: Democratic Services - 636824

BUSINESS AND ADMINISTRATION CABINET ADVISORY COMMITTEE

Labour Councillors: 9

J E Burtonshaw	C Thomas
J A Hale (Vice Chair)	D W W Thomas (Chair)
T J Hennegan	L V Walton
G Owens	T M White
B G Owen	

Liberal Democrat Councillors: 2

--	--

Independent Councillor: 1

--	--

Conservative Councillor: 1

--	--

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

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 MEETING OF THE BUSINESS AND ADMINISTRATION CABINET ADVISORY COMMITTEE

HELD AT COMMITTEE ROOM 3, CIVIC CENTRE, SWANSEA ON
WEDNESDAY 11 MARCH 2015 AT 11.00 A.M.

PRESENT: Councillor D W W Thomas (Chair) presided

Councillor(s):	Councillor(s):	Councillor(s):
J E Burtonshaw J A Hale	T J Hennigan B G Owen	T M White

Officers:

J Portwood	-	Policy and Strategy Officer
J Parkhouse	-	Democratic Services Officer

29. **APOLOGIES FOR ABSENCE**

An Apology for absence was received from Councillor L V Walton.

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

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

Councillor J E Burtonshaw - Minute Nos. 32 and 33 - Member of the Co-operative Society - personal.

31. **MINUTES**

RESOLVED that the Minutes of the meeting of the Business and Administration Cabinet Advisory Committee held on 11 February 2015 be approved as a correct record.

32. **PRESENTATION - CO-OPERATIVE COUNCILS**

The Policy and Strategy Officer provided a detailed and informative presentation which outlined the Council's developing approach to becoming a co-operative council. She outlined that the main aims of a co-operative council were to:

- develop and sustain a co-operative culture, system and process;

Minutes of the Business and Administration Cabinet Advisory Committee
(11.03.2015) Cont'd

- empower local residents to take greater control over their own lives and devolve more decision making to a local level;
- develop community capacity and action;
- embed social value in commissioning and procurement;
- maintain a strong public sector ethic and willingness to consider other models of delivery that were not for profit.

Details provided in the presentation included the following:

- Examples of current co-operative good practice within Swansea including Penderry Providers Planning Forum Network; Community First Partnerships; Swansea Our Growing Community; and Vetch Veg Community Garden;
- Directories of community activities, information and advice available such as the Healthy Cities Directory; Swansea Family Information Services Directory; Swansea Council for Voluntary Service; the City and County of Swansea Council - Volunteering and Community Action; and Friends of Parks Groups;
- The Strategic Framework for Co-operative Working and Co-operative Council in Swansea;
- One of the key policy commitments adopted by Council in 2012 included: "following the Co-operative Council Model and ensuring that the whole Council - Elected Members and staff - work together to empower local communities, enabling their voices to be heard and allowing them to 'own' local issues";
- The intent of the Authority was reflected in the Council's Corporate Plan 2015-17, the Sustainable Swansea - Fit for the Future Programme and Swansea's Tackling Poverty Strategy and Action Plan;
- Potential benefits in taking forward the Co-operative Council Agenda;
- Issues for consideration in relation to taking forward the Co-operative Council Agenda in Swansea;
- List of organisations who receive grants from the City and County of Swansea.

Minutes of the Business and Administration Cabinet Advisory Committee
(11.03.2015) Cont'd

The Committee asked a number of questions of the officer who responded accordingly. Discussions centred around the following:

- Bodies receiving grants from the Authority providing their audited accounts for inspection;
- Amount of funding provided to each body receiving grants from the Authority and how often they receive funding, particularly large volunteer based organisations in Swansea;
- The principle of developing services in the community and voluntary groups working in partnership with the Authority to provide such services;
- The need to avoid duplication with services in the community;
- The very positive work undertaken by volunteer groups within Swansea;
- The establishment of an employee pledge on volunteering for Council staff;
- The amount of grant funding provided and details of successful organisations that have received funding through the Community Action/Transformation Fund;
- Community asset transfers in Swansea;
- The recent visit to Nottingham Council by the City and County of Swansea representatives;
- Organising a joint meeting with Swansea Council for Voluntary Services representatives;
- The need to listen to grass roots organisations and establish what they want;

AGREED that:

- (1) the contents of the presentation be noted;
- (2) a report be provided to the next scheduled meeting regarding the External Grant Funding which outlines:
 - (a) which organisations had received external grant funding;

Minutes of the Business and Administration Cabinet Advisory Committee
(11.03.2015) Cont'd

- (b) the amount of grant funding received;
 - (c) examples of work that the grant funding is contributing towards;
 - (d) the amount of funding and details of successful organisations that had been funded via the Transformation/Community Action Fund.
- (3) a report regarding the recent visit to Nottingham by City and County of Swansea representatives be provided to the Committee;
 - (4) details regarding community asset transfers be provided to the next scheduled meeting;
 - (5) a joint meeting with Swansea Council for Voluntary Services be organised;
 - (6) Task and Finish Groups be agreed at the next scheduled meeting to progress matters.

33. **REPORT ON CO-OPERATIVE COUNCILS CONFERENCE**

The Policy and Strategy Officer presented the contents of the report from the Conference held in Plymouth in June 2014 which was attended by Councillor Ryland Doyle as part of his role as Cabinet Member.

Discussions took place regarding the best practice identified in the report that was in operation in Plymouth, particularly the Energy Co-operative and how this could be potentially developed in Swansea.

It was explained that a Co-operative White Paper outlining possible models of delivery and mutual would be drafted during the next few months.

AGREED that the contents of the report be noted.

34. **WORK PROGRAMME**

RESOLVED that:

- (1) a report/presentation be provided to the Committee on Energy Communities;

Minutes of the Business and Administration Cabinet Advisory Committee
(11.03.2015) Cont'd

- (2) a presentation be provided at the next scheduled meeting regarding Design Print;
- (3) details be provided at the next scheduled meeting regarding external grant funding.

The meeting ended at 12 Noon

CHAIR

S: Business and Administration Cabinet Advisory Committee - 11 March 2015
(JEP) 20 March 2015

Agenda Item 6

Report of the Chair

Business and Administration Cabinet Advisory Committee – 8 April 2015

BUSINESS & ADMINISTRATION CABINET ADVISORY COMMITTEE – WORK PROGRAMME 2014/15

Date	Subject Area	Lead
10 December 2014	<ul style="list-style-type: none">• ICT Future Provision• Co-operative Councils	Sarah Caulkin Jo Portwood
14 January 2015	<ul style="list-style-type: none">• ICT Future Provision	Sarah Caulkin
11 February 2015	<ul style="list-style-type: none">• Co-operative Councils Conference	Jo Portwood
11 March 2015	<ul style="list-style-type: none">• Presentation – Co-operative Councils• Co-operative Councils Conference	Jo Portwood Jo Portwood
8 April 2015	<ul style="list-style-type: none">• Presentation – Design Print• Presentation - Third Sector Spend and the Community Action Transformation Fund	Anthony Evans Spencer Martin
Outstanding Issues for Next Municipal Year	<ul style="list-style-type: none">• Energy Schemes	Tanya Nash