

## 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, 3 June 2015

**Time:** 11.00 am

### AGENDA

Page No.

- 1 **Apologies for Absence.**
- 2 **Disclosures of Personal and Prejudicial Interest.** 1 - 2
- 3 **Minutes:** 3 - 6  
To approve and sign, as a correct record, the minutes of the Business and Administration Cabinet Advisory Committee held on 8 April, 2015 and 19 May, 2015.
- 4 **Terms of Reference. (For Information).** 7
- 5 **Overview on Local Authority Approaches to Developing Renewable Energy Systems.**  
*Presentation by Tanya Nash.*
- 6 **Work Plan 2015-2016.** 8



**Patrick Arran**  
**Head of Legal, Democratic Services & Procurement**  
**Wednesday, 27 May 2015**

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**Contact: Democratic Services: Tel: (01792) 636923**

## 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

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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 COMMITTEE ROOM 5, GUILDHALL, SWANSEA. ON  
WEDNESDAY, 8 APRIL 2015 AT 11.00 AM

**PRESENT:** D W W Thomas (Chair) Presided

**Councillor(s)**

J E Burtonshaw  
B G Owen

**Councillor(s)**

L V Walton  
T M White

**Officers:-**

J Tinker – Democratic Services  
Coordinator

35 **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor J A Hale.

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

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

37 **MINUTES.**

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

38 **PRESENTATION - DESIGN PRINT.**

Anthony Evans, Design Print Manager provided a detailed and informative presentation regarding the work of the Design Print Unit. He stated that since February 2015 as a result of spending restrictions, all design and printing work was produced in house unless specifically agreed by Directors. The type of work undertaken included:

- One stop shop
- Corporate Identity
- Assistance with Communications or Marketing
- Professional Staff
- Support Advice Service
- End to End Service

End to End Service included initial planning, fully costing, planning work, sourcing and managing suppliers and delivery. This service was custom based across the Council with the main customer being Culture and Tourism. Other users included Swansea University, Gwaila, Trinity St Davids and LC2.

The services provided also included envelope insertion and mailing. A review was currently taking place and Blackpool Council had been engaged as critical friend . There was an opportunity as part of this review for collaboration, to commercially drive the service and to ensure it was fit for purpose. Business barriers included capacity, red tape and reluctance to use an internal provider.

Questions were asked regarding evidence that all departments across the Council were using this service and if more could be done to market this internally? It was clarified that no work could be done for private organisations only smaller non - profit making clubs and charities. However, work had been done with individual schools. Questions were also asked regarding the cost of an average job and whether design print could become an 'Arms Length' company.

The Design Print Manager was asked what he thought would happen to Design Print in the future.

Anthony Evans was thanked for his useful and informative presentation which was agreed would be circulated to members. Members were also invited to attend the Design Print Facilities.

39 **PRESENTATION - THIRD SECTOR SPEND AND THE COMMUNITY ACTION TRANSFORMATION FUND.**

S Martin, Voluntary Sector Relationship Coordinator gave a presentation regarding Third Sector Spend and Community Action Transformation Fund.

Third Sector Spend

Members were shown a spreadsheet which provided all the grants and contracts received by third parties over £5,000 for 2013/2014. Information would be available shortly for 2014/2015. It was queried if information could be provided for grants only and what the criteria was for accessing these grants. It was clarified that the description/reason for funding as indicated on the spreadsheet was that which was provided by the individual departments. It was confirmed that every grant received stated should state that it was supported by the Council, by means of a logo or shown as a separate item in the accounts.

Community Action Transformation Fund

The Criteria and Guidelines in relation to the Community Action Transformation Fund were circulated which included the aims purpose and set out details of what the Fund could be used for and the principles underlying the Fund. A schedule in respect of Round 1 from December 2014 was also circulated. The Committee were informed that Community Councils could also apply for this Fund. Questions were raised regarding how a community group could be formed. It was stated that all applications must demonstrate how the Council would save money by transferring the asset.

40 **WORK PROGRAMME.**

**RESOLVED** that:-

- (1) a report/ presentation be provided to the Committee on Energy Schemes.
- (2) a further discussion be had with the Chair regarding other areas of work and the report to be prepared by the Chair to the Cabinet Member on the work achieved so far by this Cabinet Advisory Committee.
- (3) An update be provided to the next meeting on this work.

The meeting ended at 12.40p.m.

**CHAIR**

## **CITY AND COUNTY OF SWANSEA**

### **MINUTES OF THE BUSINESS & ADMINISTRATION CABINET ADVISORY COMMITTEE**

**HELD AT COUNCIL CHAMBER, GUILDHALL, SWANSEA ON TUESDAY,  
19 MAY 2015 AT 5.15 PM**

#### **PRESENT:**

<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
J E Burtonshaw	B G Owen	L V Walton
J A Hale	G Owens	T M White
T J Hennegan	D W W Thomas	

1 **TO SUSPEND COUNCIL PROCEDURE RULE 12 "CHAIR OF MEETINGS" IN  
ORDER TO ALLOW THE PRESIDING MEMBER TO PRESIDE OVER THE UNDER  
MENTIONED AGENDA ITEMS.**

**RESOLVED** that Procedure Rule 12 be suspended in order to allow the Chair of Council to preside over this meeting.

**(COUNCILLOR D W W THOMAS PRESIDED)**

2 **TO ELECT A CHAIR FOR THE MUNICIPAL YEAR 2015 - 2016.**

**RESOLVED** that Councillor D W W Thomas be elected Chair for the 2015-2016 Municipal Year.

**(COUNCILLOR D W W THOMAS PRESIDED)**

3 **TO ELECT A VICE CHAIR FOR THE MUNICIPAL YEAR 2015 - 2016.**

**RESOLVED** that Councillor J A Hale be elected Vice-Chair for the 2015-2016 Municipal Year.

4 **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor C Thomas.

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

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

The meeting ended at 5.30 pm

**CHAIR**



## **Terms of Reference – Business & Administration Cabinet Advisory Committee**

- 1 To advise the relevant Cabinet Member as appropriate on matters relating to the Policy Commitments adopted by Council within any portfolio.
- 2 To advise and support the work of the Cabinet and the Council as a whole advising the relevant Cabinet Member on potential changes to Policy and the delivery of major service change and alignment with the direction in Sustainable Swansea - Fit for the Future.

### **Notes:**

- i) Cabinet Advisory Committees are NOT decision making bodies.
- ii) Cabinet Advisory Committees shall NOT be chaired by a Cabinet Member.
- iii) Cabinet Advisory Committees may co-opt others on to the Committee either for a topic or for a term if the Committee consider that will assist their advisory role.
- iv) Cabinet Advisory Committees may convene joint meetings between them as is, in the view of each Committee, necessary so as to best coordinate their work and inform their deliberations.
- v) Cabinet Advisory Committees shall adopt methods of working which, in the discretion of the Chair, will best inform their advisory role. Those methods of working shall include, but are not limited to, holding enquiries, going on site visits, conducting public surveys, holding public meetings, commissioning research, hearing from witnesses and appointing advisors and assessors.
- vi) Cabinet Advisory Committees will be attended by relevant Officers in their role of supporting the Cabinet Member in their presentation of papers to Committee in order to emphasise the Cabinet Member's lead role.

# Agenda Item 6

## Report of the Chair

Business and Administration Cabinet Advisory Committee – 3 June 2015

### BUSINESS & ADMINISTRATION CABINET ADVISORY COMMITTEE – WORK PROGRAMME 2015/16

<b>Date</b>	<b>Subject Area</b>	<b>Lead</b>
3 June 2015	Overview on Local Authority Approaches to Developing Renewable Energy Systems.	Tanya Nash
1 July 2015		
5 August 2015		
2 September 2015		
7 October 2015		
4 November 2015		
2 December 2015		
6 January 2015		
3 February 2015		
2 March 2015		
6 April 2015		
4 May 2015		