

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

ENGAGEMENT & INCLUSION CABINET ADVISORY COMMITTEE

At: Committee Room 5, Guildhall, Swansea

On: Wednesday, 8 July 2015

Time: 4.00 pm

AGENDA

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3 Minutes. To approve the Minutes of the Minutes of the Engagement and Inclusion Cabinet Advisory Committee held on 10 June 2015.	3 - 7
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Patrick Arran
Head of Legal, Democratic Services & Procurement
Wednesday, 1 July 2015

Contact: Democratic Services: - 636923

ENGAGEMENT AND INCLUSION CABINET ADVISORY COMMITTEE

Labour Councillors: 9

J P Curtice	Y V Jardine
C R Doyle	D J Lewis
C R Evans	H M Morris
F M Gordon	L V Walton
E T Kirchner	

Liberal Democrat Councillors: 2

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Independent Councillor: 1

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Conservative Councillor: 1

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Officers:

Sherill Hopkins	Access to Services
Archives	
Democratic Services	

Email Only:

Phil Roberts	Director of Place
Dean Taylor	Director of Corporate Services
Chris Sivers	Director of People
Lee Wenham	Head of Marketing, Communications & Scrutiny

Total Copies Needed:

17

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 ENGAGEMENT & INCLUSION CABINET ADVISORY COMMITTEE

HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA ON WEDNESDAY, 10 JUNE 2015 AT 4.00 PM

PRESENT: Councillor E T Kirchner (Chair) presided

Councillor(s)	Councillor(s)	Councillor(s)
D J Lewis	L V Walton	

ALSO PRESENT:

Councillor J E Burtonshaw - Armed Forces Member Champion

Officers:

C Steele	-	Health Promotion Co-ordinator
J Parkhouse	-	Democratic Services Officer

6 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors J P Curtice, C R Doyle, F M Gordon, Y V Jardine and H M Morris.

7 **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTEREST.**

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

8 **MINUTES.**

RESOLVED that the Minutes of the meeting of the Engagement and Inclusion Cabinet Advisory Committee held on 1 April and 19 May 2015 be approved as correct records.

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

The Engagement and Inclusion Cabinet Advisory Committee Terms of Reference were provided for information.

10 **COUNCILLOR CHAMPION UPDATE. (VERBAL)**

Councillor J E Burtonshaw, Armed Forces Champion provided the Committee with a detailed and informative update in relation to her role as Councillor Champion.

It was outlined that serving members of the Armed Forces and Veterans were not looking for special treatment, just fair treatment, and in partnership ways of making it easier for them to access the services and support were being developed. There were many men and women from this area who are risking their lives for the country in a wide range of roles. Swansea has a proud tradition of supporting them, veterans and their families.

In December 2012 Swansea formed an Armed Forces Community Covenant Signatories Panel which has reinforced our relationship. The purpose of the Community Covenant is to encourage local communities to support the Armed Forces community in their area and nurture understanding and awareness amongst the public of the issues affecting them. It is important to recognise and remember the sacrifices made by members of our Armed Forces, particularly those who had given the most. This includes in-Service and ex-service personnel whether Regular or Reserve, their partners, families and widows or widowers.

For the City & County of Swansea and partner organisations, the Community Covenant presented an opportunity to bring their knowledge, experience and expertise to bear on the provision of help and advice to members of the Armed Forces Community. It also presents an opportunity to build upon existing good work on other initiatives such as the Welfare Pathway.

The City and County of Swansea Community Covenant is a voluntary statement of mutual support between the civilian community and its local Armed Forces Community, building upon the existing good work and partnership that exists whilst offering support, help and advice to members of the Armed Forces community.

It was hoped that such practical and emotional community support will encourage the integration of service personnel into civilian life and encourage the Armed Forces community to help and get involve in their local community.

Those organisations that have already signed the Community covenant include, City & County of Swansea, Army, SSAFA, Probation Service, Prison Service, South Wales Police, Swansea Bay Regional Equality Council (SBREC), Army, Welsh Air Ambulance, Ospreys Rugby, Job Centre Plus, ABMU (NHS), Mid and West Wales Fire and Rescue Service, SCVS, Royal British Legion – Swansea Branch, Swansea Metropolitan University, Gower Colleges Swansea, Swansea University, Remploy Swansea, Clydach War Memorial Partnership, Citizen Advice Bureau and Age Cymru Swansea Bay. They invite all businesses and voluntary organisations, whatever the size or type of service offered, to join them in pledging support for the Covenant and the members of the Armed Forces families in our community.

Meetings of the Covenant, which were chaired by the Councillor Champion, were held every three months. This provided an opportunity to learn about the good work being done by organisations in Swansea and share experiences and knowledge.

In addition, a Community Covenant Grant Scheme delivered financial support to projects at the local level, to strengthen the ties or the mutual understanding between members of the Armed Forces Community and the wider community in which they live. The Councillor Champion is Chair of the Community Covenant

Grant Sub-Committee and a number of organisations had received support from this scheme. At the present the scheme was being amended by the Ministry of Defence.

She also highlighted other ways in which Armed Forces personnel, their families and veterans had been helped. The Ministry of Defence has launched a new Defence Discount Service, as part of the Armed Forces Covenant, in recognition of service in the Armed Forces. The Defence Discount Service is open to members of the Armed Forces community, including serving and Reserves personnel, Armed Forces veterans, spouses/partners of Service personnel, and bereaved spouses/partners. It is also open to Ministry of Defence civil servants, members of the Cadet Forces and NATO personnel serving in UK-based posts. Many high profile companies were engaged with the Defence Discount Service: Vodafone, KFC, Vue Cinemas and a number of major supermarkets, clothing stores and technology companies. They are offering discounts on cars, laptops, supermarket shopping, holidays and mobile phones. The list is growing and it was anticipated that many more companies will now come forward to add their support to those already committed to helping make life a little easier for the Armed Forces Community.

Furthermore, the Council Armed Forces Service Library listed organisations nationally and locally who can assist and provide advice on such topics as education, benefits, care support, careers, financial support, pensions, loans and general welfare. The Council had also made provision for employees who wished to combine their Council role with one in the forces. In January, the Council won a Silver award for actively demonstrating support for the country's defence services, including signing up to an Armed Forces Covenant and working in partnership to support those serving as well as veterans and their families. The award was part of the nationwide Wales Employer Recognition Scheme and the awards are organised by 160th Infantry Brigade, Headquarters Wales and SaBRE. The ambition was to win the Gold award next year.

The Councillor Champion also provided details of the visits and events attended during the previous year. She added that she was privileged to be the Armed Forces Champion for the City and County of Swansea and had met many brave and wonderful people in the role.

The Chair thanked the Armed Forces Councillor Champion for providing a very detailed report.

RESOLVED that: -

- 1) the contents of the report be noted;
- 2) the report be circulated to the Cabinet Advisory Committee.

11 **PRESENTATION - SMOKING PREVALENCE - THE ISSUES FOR SWANSEA.**

The Health Promotion Co-ordinator provided a detailed and informative presentation to the Committee regarding Smoking Prevalence, the Issues for Swansea. Details provided included:

- Smoking is the biggest avoidable cause of disease and early deaths in Wales: causes 5,650 deaths each year.
- Exposure to environmental tobacco smoke is a major risk factor.
- Major cost to NHS in Wales/leading cause of health inequalities.
- Where are we now?
- How are others making progress?
- ABN Area Initiatives 2014/15 onwards.
- Smoking Free Swansea Action Plan 2014-2017.
- What has been achieved in Swansea?
- Changes to Tobacco Regulations 2015/16.
- Key challenges for Swansea.
- Current work.

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

- The need for additional resources in order to police smoke free zones.
- The importance of not alienating individuals who will never give up smoking.
- The need to use the correct terminology and approach in literature surrounding this issue.
- The School Gates Scheme is very good and it concerns getting those individuals who do smoke on the side of any campaigns.
- Non-smokers having to walk through a cloud of smoke when entering buildings and the poor provision of litter bins at entrances which causes additional litter.
- A possible introduction of smoke free beaches.
- Introducing a policy that focuses on being family friendly and stopping smoking is down to the individual.

The Chair thanked the Health Promotion Co-ordinator for the presentation.

RESOLVED that:

- (1) the contents of the presentation be noted;
- (2) the presentation be circulated to the Cabinet Advisory Committee for information;
- (3) the Swansea Smoking Free Action Plan 2014-2017 be circulated to the Cabinet Advisory Committee for information;
- (4) the Health Promotion Co-ordinator provide an update report to a future meeting.

12 **WORK PROGRAMME 2015-2016.**

The Chair presented an updated Work Programme 2015-2016.

The Committee discussed a number of possible topics for investigation.

RESOLVED that:

- (1) the contents of the report be noted;
- (2) the Head of Human Resources provides an update report regarding staff engagement to the next scheduled meeting;
- (3) a presentation regarding Helping Hands be provided to the next scheduled meeting.

The meeting ended at 5.55 pm

CHAIR

Agenda Item 4

Report of the Chair

Engagement and Inclusion Cabinet Advisory Committee – 8 July 2015

LIST OF COUNCILLOR CHAMPIONS

Councillor Champion For	Post Held By Councillor	Date Reported to CAC
Armed Forces	June Burtonshaw	10 June 2015
Biodiversity	Mark Child	
Carers	Paulette Smith	
Children and Young People	Christine Richards	
Councillor Support and Development	Clive Lloyd	
Disabled People	Paul Lloyd	
Diversity	Erika Kirchner	
Domestic Abuse	Erika Kirchner	
Gender, Gender Reassignment and Sexual Orientation	John Bayliss	
Health and Wellbeing	Jane Harris	
Healthy Cities	Mark Child	
Language (Welsh)	Paul Meara	
Older People	Jan Curtice	
Race, Religion, Belief and Heritage	Yvonne Jardine	
United Nations Convention on the Rights of the Child (UNCRC)	Vacant	

Report of the Chair

Engagement and Inclusion Cabinet Advisory Committee – 8 July 2015

ENGAGEMENT AND INCLUSION CABINET ADVISORY COMMITTEE – WORK PROGRAMME 2015/16

Date	Subject Area	Lead
10 June 2015	<ul style="list-style-type: none"> Councillor Champion Update Presentation - Smoking Prevalence - The Issues for Swansea 	Councillor June Burtonshaw Chris Steele
8 July 2015	<ul style="list-style-type: none"> Councillor Champion Update 	Councillor Erika Kirchner
12 July 2015	<ul style="list-style-type: none"> Councillor Champion Update 	
12 August 2015	<ul style="list-style-type: none"> Councillor Champion Update 	
9 September 2015	<ul style="list-style-type: none"> Councillor Champion Update 	
14 October 2015	<ul style="list-style-type: none"> Councillor Champion Update Staff Engagement Feedback 	Steve Rees / Deb Yeates

Possible topic areas for the CAC to explore – feeding back to the Cabinet Members for Anti-poverty, Transformation and Performance, Wellbeing and Healthy City.

Cllr Evans (Social Inclusion) & Cllr Lloyd (Communication & engagement)
Cllr Child (Equalities and access to services)

Recommended action:

The CAC Chair – Cllr Erica Kirchner to arrange a meeting with all three Cabinet Members to discuss and decide on topic areas of interest to the Cabinet Members and the work of the CAC.

Suggest topic areas below:

10 th June 2015	Agreement of topic areas for discussion and action by the CAC members
	Potential topics:
Joint meeting and discussion with	Joseph Rowntree Foundation's Report ' Why Ethnicity Matters for Local Authority Action on Poverty'

Housing, Communities and Anti-poverty CAC Cllr Evans	
Cllr Child	Migration in Swansea – access and support for new arrivals from Council services, which could include vol/community sector Migration Fact sheet available on request from Helen Clancy
Cllr Child	Strategic Equality Plan – involvement in the new plan for 2016 onwards
Cllr Lloyd	Understanding the role of the LSB engagement group and your supporting and advising role.
Cllr Child	Hate Crime – community tension monitoring and action – the role of a Ward Councillor.
Joint meeting and discussion with Housing, Communities and Anti-poverty CAC Cllr Evans	Impact of the introduction of Universal Credit.