

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, 1 July 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 as a correct record the Minutes of the Business and Administration Cabinet Advisory Committee meeting held on 3 June 2015.
- 4 **Design Print - Update Report. (Verbal)**
- 5 **Update Report - Third Sector Spend and the Community Action Transformation Fund. (Verbal)**
- 6 **Work Plan 2015-2016.** 7



Patrick Arran
Head of Legal, Democratic Services & Procurement
Thursday, 25 June 2015

Contact: Democratic Services - 01792 636923

BUSINESS AND ADMINISTRATION CABINET ADVISORY COMMITTEE

Labour Councillors: 9

J E Burtonshaw	C Thomas
J A Hale	D W W Thomas
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

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 5, GUILDHALL, SWANSEA
ON WEDNESDAY 3 JUNE 2015 AT 11.00 A.M.

PRESENT: Councillor D W W Thomas (Chair) presided

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

Officers:

T Nash	-	Sustainable Team Leader
J Llewellyn	-	Energy Manager
J Parkhouse	-	Democratic Services Officer

6. **APOLOGIES FOR ABSENCE**

Apologies for absence was received from Councillors J A Hale, T J Hennegan, C Thomas and L V Walton.

7. **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.

8. **MINUTES**

RESOLVED that the Minutes of the Business and Administration Cabinet Advisory Committee Meetings held on 8 April and 19 2015 be approved as a correct record.

9. **TERMS OF REFERENCE**

The Business and Administration Cabinet Advisory Committee Terms of Reference were reported for information.

10. **OVERVIEW ON LOCAL AUTHORITY APPROACHES TO
DEVELOPING RENEWING ENERGY SYSTEMS**

The Sustainable Development Team Leader and Energy Manager provided an overview presentation on Local Authority Approaches To Developing Renewable Energy Systems. Details provided included the following:

Minutes of the Business and Administration Cabinet Advisory Committee
(03.06.2015) Cont'd

Policy background

- UK and Wales Governments.
- Commitment to generate 15% renewable energy by 2020.
- Generate up to twice as much renewable electricity annually by 2025 as Wales used in 2010.
- By 2050 almost all of local energy needs are met by low carbon electricity production.
- Government policies and support mechanisms to support development of renewable technologies (FiT, CfD, HNDU, Community Energy Strategy).
- Wales to get greater control over energy policy in the future.
- Development of a green infrastructure investment portfolio in Wales.

Local Authorities

- Most Local Authorities focus on solar PV schemes and district heating over wind, solar, thermal, hydro, tidal, etc.
- **Solar:** roof-mounted (domestic and non-domestic), ground-mounted.
- **District Heating:** over 150 schemes in development.
- Financial returns versus local social, environmental, economic and community benefits.

Local Authority Approaches

- Commercial
 - Wrexham: installed PV on 3,000 council houses.
 - Lancashire: invested £12m of pension funds into the solar farm in Oxfordshire.
 - Nottingham, Peterborough, Carmarthenshire, Telford and Wrekin, Woking.
- Community
 - Plymouth: Established Social Enterprise (PEC) to deliver solar PV scheme on 20-30 non-domestic properties.
 - Oxford: Launched a £2.3m loan facility for community energy groups to install panels on schools.
 - Lambeth, West Sussex, East Sussex, Cornwall, Bath, Doncaster.

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- Both
 - Bristol: Wind farm, solar PV on non-domestic properties for commercial purposes. Leased non-domestic properties to existing community groups.
 - Cornwall Council: Revolving loan fund for community renewables.
 - Oxford: Low carbon hub.

- Corporate Buildings
 - 8 PV installations.
 - Total estimated annual energy generation - £70,773 KWH/year.
 - Biomass boiler in parks using waste wood from parks operation to heat greenhouses.
 - 3 solar thermal installations.

- Our Collaborative Approach
 - Community renewable energy and enterprise scheme.
 - Feasibility studies.
 - Community focus on building skills, capacity and enterprise in more deprived communities.
 - Recommendations to Cabinet in June 2015.

- District Heating
 - Secured funding from central government to conduct feasibility studies.
 - Ongoing work to link public sector buildings in Maritime Quarter, SA1 and City Centre redevelopment sites.
 - Current feasibility complete by March 2016 and linked to City Centre procurement.

The Committee asked a number of questions of the Officers who responded accordingly.

The Chair circulated the Notes of the Swansea Community Energy and Enterprise (CREES) Meeting held on 15 April 2015 which discussed the renewable energy scheme proposal for information.

Minutes of the Business and Administration Cabinet Advisory Committee
(03.06.2015) Cont'd

11. **WORK PLAN 2015-2016**

RESOLVED that:

- (1) an update presentation be provided regarding Design Print to the next scheduled meeting;
- (2) a more informative list of grants be provided, including how projects are funded be provided to the next scheduled meeting.

The meeting ended at 12.30 p.m.

CHAIR

S: Business and Administration Cabinet Advisory Committee – 3 June 2015 (JEP)

Report of the Chair

Business and Administration Cabinet Advisory Committee – 1 July 2015

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

Date	Subject Area	Lead
3 June 2015	Overview on Local Authority Approaches to Developing Renewable Energy Systems.	Tanya Nash
1 July 2015	<ul style="list-style-type: none"> • Design Print Update • Update Report - Third Sector Spend and the Community Action Transformation Fund 	Anthony Evans Spencer Martin
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		