

## CITY AND COUNTY OF SWANSEA

### NOTICE OF MEETING

You are invited to attend a Meeting of the

### ARMED FORCES COMMUNITY COVENANT SIGNATORIES PANEL

**At:** Committee Room 3, Civic Centre, Swansea

**On:** Wednesday, 24 June 2015

**Time:** 2.00 pm

### AGENDA

Page No.

- 1 To elect a Chair for the 2015-2016 Municipal Year.
- 2 To elect a Vice Chair for the 2015-2016 Municipal Year.
- 3 Apologies for Absence.
- 4 Disclosures of Personal & Prejudicial Interests. 1 - 2
- 5 Minutes. 3 - 5  
To agree as a correct record the Minutes of the Armed Forces  
Community Covenant Signatories Panel meeting held on 11 March  
2015.
- 6 Presentation - Cruse Bereavement Care.
- 7 Updates by Panel Members. (Verbal)
- 8 Any Other Business.
- 9 Next Meeting - 2 p.m. on 23 September 2015.



**Patrick Arran**  
Head of Legal, Democratic Services & Procurement  
17 June 2015

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Contact: Democratic Services - 01792 636923

## ARMED FORCES COMMUNITY COVENANT SIGNATORIES PANEL

SIGNATORY	CONTACT	TELEPHONE	EMAIL/ ADDRESS
City & County of Swansea	Councillor June Burtonshaw, AFCC Champion	01792-636923	City & County of Swansea Civic Centre, Oystermouth Road, Swansea SA1 3SN <a href="mailto:June.burtonshaw@swansea.gov.uk">June.burtonshaw@swansea.gov.uk</a>
Lord Lieutenant	Byron Lewis HM Lord Lieutenant of West Glamorgan	01792-652962	HM Lord Lieutenant of West Glamorgan Bryn Newydd House, 1 Derwen Fawr Road Sketty, Swansea SA2 8AA <a href="mailto:Byron.lewis@btinternet.com">Byron.lewis@btinternet.com</a>
Army	Captain Phil Carter	02920781245	Welsh Transport Regiment (RLC)V Maindy Barracks, Cardiff <a href="mailto:welshpt-rhq-adjt@mod.uk">welshpt-rhq-adjt@mod.uk</a>
Army	Captain Chris Evans	01792 401528	157 (Welsh) Regt RLC 233 (West Glamorgan) Transport Squadron The Royal Logistic Corps (Volunteers) Army Reserve Centre, The Grange Swansea SA3 5AD <a href="mailto:157RLC-223-PSAO@mod.uk">157RLC-223-PSAO@mod.uk</a>
RAF	Air Commodore Adrian Williams OBE ADC MA BA FCILT RAF	01874- 613889	Commander 160 (Wales) Brigade, The Barracks Brecon LD3 7EA
SSAFA	David Singletary (Chairman)	01792- 653432	SSAFA Office, Alamein Road, Landore SA1 2HP <a href="mailto:West.Glamorgan@ssafa.org.uk">West.Glamorgan@ssafa.org.uk</a>
Probation Service	Wayne Driscoll	01792-479318	Wales Probation Trust West Glamorgan House 12 Orchard Street Swansea SA1 5AD
Prison Service	Lauren Watson Governor	01792-485330	HMP Swansea, 200 Oystermouth Road, Swansea, SA1 3SR <a href="mailto:Lauren.Watson@hmps.gsi.gov.uk">Lauren.Watson@hmps.gsi.gov.uk</a>
South Wales Police	Chief Superintendent Phil Davies	01639-634313	South Wales Police, Neath Police Station, Gnoll Park Road, Neath, SA11 3BW <a href="mailto:phil.davies4@south-wales.pnn.police.uk">phil.davies4@south-wales.pnn.police.uk</a> <a href="mailto:Diana.Price@south-wales.pnn.police.uk">Diana.Price@south-wales.pnn.police.uk</a>
Swansea Bay Regional Equality Council (SBREC)	Taha Idris Chief Executive	01792-457035 07738320375	Swansea Bay Regional Equality Council 3 <sup>rd</sup> Floor Grove House, Grove Place, Swansea SA1 5DF <a href="mailto:taha.idris@sbrec.org.uk">taha.idris@sbrec.org.uk</a>
Welsh Air Ambulance	Mark Stevens Fundraising Manager	0845-8584999	Wales Air Ambulance, Ty Elusen, Bay Studios Business Park, Fabian Way, Swansea SA1 8QJ <a href="mailto:markstevens@walesairambulance.com">markstevens@walesairambulance.com</a>
Ospreys Rugby	Andrew Hoare COO	01792-616503	Ospreys Rugby, Liberty Stadium, Landore Swansea SA1 2FA PA: <a href="mailto:Helen.lewis@ospreysrugby.com">Helen.lewis@ospreysrugby.com</a>
Change Step	Steve Stokoe	01639633630 07969658593	Change Step Peer Mentor 15 Victoria Gardens Neath SA11 3AY <a href="mailto:stephenstokoe@wcada.org">stephenstokoe@wcada.org</a>
Job Centre Plus	Erin Tyler Partnership Manager Swansea	01554-874342	Department for Work and Pensions 58 Stepney Street Llanelli SA15 3TN <a href="mailto:erin.tyler@dwp.gsi.gov.uk">erin.tyler@dwp.gsi.gov.uk</a>
ABMU (NHS)	Jan Worthing Locality Director	01792-601850	ABMU Health Board, Swansea Locality, 12 <sup>th</sup> Floor, Oldway Centre, 36 Orchard Street Swansea <a href="mailto:Jan.worthing@wales.nhs.uk">Jan.worthing@wales.nhs.uk</a> PA: <a href="mailto:Claire.joseph@wales.nhs.uk">Claire.joseph@wales.nhs.uk</a>

Mid and West Wales Fire and Rescue Service	Mr Chris Davies Chief Fire Officer	01792-705051	Mid and West Wales Fire and Rescue Service Service HQ, Lime Grove Avenue, Carmarthen SA31 1SP
SCVS	Carol Green Director	01792-544001	Swansea Council for Voluntary Service (SCVS) Voluntary Action Centre, 7 Walter Road, Swansea SA1 5NF <a href="mailto:Carol_green@scvs.org.uk">Carol_green@scvs.org.uk</a>
Royal British Legion – Swansea Branch	Squadron Leader Phil. C. Flower MBE DL RAFVR(T)	02032-072450 07500 764080 07814177193	City of Swansea Branch Royal British Legion c/o 1, Maes-Y-Coed, Kingsbridge, Gorseinon Swansea. SA4 6RN <a href="mailto:pflower@britishlegion.org.uk">pflower@britishlegion.org.uk</a> <a href="mailto:pcfmb.215@ntlworld.com">pcfmb.215@ntlworld.com</a>
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Gower Colleges Swansea	Mark Jones Principal & Chief Executive	01792-284059	Gower College Swansea, Tycoch Road, Swansea SA2 9EB <a href="mailto:mark.jones@gowercollegeswansea.ac.uk">mark.jones@gowercollegeswansea.ac.uk</a>
Swansea University	Peter Neville	01792-295391	Swansea University, Emma Phipps, Hendrefoilan, Swansea SA2 7NB <a href="mailto:p.l.neville@swansea.ac.uk">p.l.neville@swansea.ac.uk</a> ;
Remploy Swansea	Sophie O'Kelly	0300-456-8032 07786976291	Remploy Employment Services, Alexandra House, 1 Alexandra Road, Swansea. SA1 5ED <a href="mailto:sophie.okelly@remploy.co.uk">sophie.okelly@remploy.co.uk</a>
Citizen Advice Bureau	Margaret Lane (Trustee Board Member) on behalf of Jackie Preston, Chief Executive	01792-544479	Citizen Advice Bureau, Llys Glas, Pleasant Street, Swansea. SA1 5DS <a href="mailto:jackie.preston@swanseacab.org.uk">jackie.preston@swanseacab.org.uk</a>
Age Cymru Swansea Bay	Mary Pitson Chief Executive Officer	01792- 641164	Age Cymru Swansea Bay Ty Davies Tawe Business Village Phoenix Way Enterprise Park Swansea SA7 9LA <a href="mailto:enquiries@agecymruswanseabay.org.uk">enquiries@agecymruswanseabay.org.uk</a>
Veterans NHS Wales	Victoria Williams		<a href="mailto:Victoria.Williams4@wales.nhs.uk">Victoria.Williams4@wales.nhs.uk</a>
SSAFA/Change Step	Sandy Shaw		<a href="mailto:nptdivsec.ssafa@yahoo.co.uk">nptdivsec.ssafa@yahoo.co.uk</a>

Spencer Martin	Voluntary Sector Relationship Coordinator
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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 ARMED FORCES COMMUNITY COVENANT SIGNATORIES PANEL

HELD AT COMMITTEE ROOM 1, CIVIC CENTRE, SWANSEA ON  
WEDNESDAY, 11 MARCH 2015  
AT 2.00 PM

**PRESENT:** Councillor J E Burtonshaw ( Chair) presided

C Howells - Mid and West Wales Fire  
S Richards - CRUSE  
S Shaw - SSAFA/ Change Step  
S Stokoe - Royal Navy Reserves  
C Thomson - Wales Probation  
J Tossoll - HMP Swansea

**Officers:**

S Martin - Voluntary Sector Relationship Coordinator  
J Tinker - Democratic Services Coordinator

29 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Zana Rees, Victoria Williams, Danny De La Mare, Wayne Driscoll, Captain Chris Evans and Taha Idris.

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

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

31 **MINUTES.**

**RESOLVED** that the minutes of the meeting of the Panel held on 17 December 2014, be agreed as a correct record.

32 **PRESENTATION REGARDING THE ROYAL NAVY RESERVES IN WALES.**

Steve Jones, Unit Warrant Officer, HMS Cambria, outlined his role in the reserves and indicated that his main aim was to try and increase numbers. He stated that this had been advertised in job centre plus, He stated that the age limit was currently 40 for the Royal Navy Reserves and 50 for the RAF. He indicated that he was looking to train and recruit teams in Swansea and Cardiff and this had been promote in Castle Gardens, Armed Forces Day, etc. Members of the Panel praised the television marketing campaign which had been very successful.

33 **VERBAL UPDATE BY PANEL MEMBERS.**

Panel Member gave a verbal update regarding their various organisations.

Sue Richards, CRUSE gave an account of a training event that had taken place which was attended by 16 . It was stated that the format of this training event had been amended and this received a very positive feedback. It was agreed that the DVD shown at the training event be shown at the next meeting of this Panel.

Councillor T Colburn, Mumbles and South Gower Royal British Legion informed the Panel that a concert would be held by June to celebrate the end of the second world war and commemorate the start of the first world war. It was hoped that a representative of the Gurkhas be present as this event would also celebrate the fact that in 2015 the Gurkhas had served 200 years in the British Army. He stated that a new plaque would also be updated at All Saints Church as the list of those men who had lost their lives had been updated. He indicated that there were new Regulations in respect of funding which the British Legion were now directly in control of.

Chris Howells, Mid and West Wales Fire Authority indicated that there were currently 7 soldier. S Shaw reported the tragic loss of life of a young veteran who had committed suicide.

Steve Stokoe, Royal Navy Reserves expressed thanks for the grant for the covenant in the work that they do which involved listening and supporting families and partners of veterans. Leaflets were distributed to Panel Members regarding the service they provide. The sound track of a publicity video had now been completed and it was proposed to organise a launch day for this. Fund raising was taking place to organise a team building event sailing around Wales. He reported on the uncertainty of funding after January 2016.

It was requested that an Update on Change Funding be provided at the next meeting.

Clive Thomson, Wales Probation provided an update regarding the bid on the 72 ft Challenger Yacht which commences on 10 May in Cardiff. Details of this were requested.

John Tossoll HMO Swansea informed the Panel that there were currently 32 service inmates and this figure had risen and was higher than other Prisons in Cardiff. He stated that this Authority had been awarded a silver medal in respect of the Defence Employer Recognition Award. The need to all work together as part of the covenant was recognised. Sue Richards volunteered to hold an group session for veterans in the prison.

34 **ANY OTHER BUSINESS.**

**Royal British Legion top five Policy Changes**

The Legion's top five policy changes were circulated and discussed by the Group. It was stated that the first of these had already be done and the change stated in the

third policy was in place. Further details regarding the status of the Policies two and five would be investigated. The Chair stated that the fourth Policy change had been raised in a meeting. The Panel were assured that the appropriate departments would be made aware of these changes to incorporate into future Policies. It was stated that the Covenant would support these and it was requested that feedback be submitted back to the Panel regarding the implementation of these policies.

#### Armed Forces Community Covenant Event

It was stated that the Covenant Event scheduled for 21 January 2015 had been postponed.

#### Officer Covenant Meeting

Martin indicated that another officer covenant meeting would be held North Wales in May. He stated that at this meeting he would have further details in respect of other sources of funding.

The meeting ended 2.45 p.m.

**CHAIR**