

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

SERVICES CABINET ADVISORY COMMITTEE

At: Committee Room 5, Guildhall, Swansea

On: Monday, 22 June 2015

Time: 2.00 pm

AGENDA

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5 Update - Quality Bus Contracts and Partnerships. (Verbal)	
6 People and Pavements. (Verbal)	
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Patrick Arran
Head of Legal, Democratic Services & Procurement
15 June 2015

Contact: Democratic Services - 01792 636923

SERVICES CABINET ADVISORY COMMITTEE

Labour Councillors: 9

U C Clay	P Lloyd
A M Cook	R V Smith
N J Davies (Vice-Chair)	G J Tanner
C R Doyle	T M White
V M Evans (Chair)	

Liberal Democrat Councillors: 2

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Independent Councillor: 1

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Conservative Councillor: 1

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Officers:

Phil Roberts	Director of Place
Martin Nicholls	Chief Operating Officer
Phil Holmes	Head of Economic Regeneration & Planning
Chris Howell	Head of Waste Management
Tracey McNulty	Head of Culture Services
Lee Morgan	Head of Housing & Public Protection
Stuart Davies	Head of Highways & Transportation
Lee Wenham	Head of Marketing, Communications & Scrutiny
Democratic Services	
Archives	

Total Copies Needed:

22

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 SERVICES CABINET ADVISORY COMMITTEE

HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA ON MONDAY,
13 APRIL 2015 AT 2.00 PM

PRESENT: Councillor V M Evans (Chair) presided

Councillor(s)	Councillor(s)	Councillor(s)
A M Cook N J Davies	C R Doyle P Lloyd	G J Tanner T M White

Officers:

G Newman - Parking Service Manager
J Parkhouse - Democratic Services Officer

35 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors U C Clay and R V Smith.

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

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

Councillor V M Evans - Agenda as a whole - employed by First Great Western - personal.

37 **MINUTES.**

RESOLVED that the Minutes of the Meeting of the Services Cabinet Advisory Committee held on 9 March 2015 be approved as a correct record.

38 **BRIEFING - CAR PARKING ENFORCEMENT.**

The Parking Services Manager provided the Committee with a detailed and informative briefing on car parking enforcement. He outlined that whilst car parking enforcement was not statutory, it was a service provided by the City and County of Swansea to improve road safety, to ease traffic congestion and to assist the local economy.

He outlined that currently the Authority had 19 on-street Civil Enforcement Officers, qualified enforcement staff who oversee car parks, multi-storey car parks and Park & Rides, plus 3 cashiers who administer the cash from pay and display machines. He added that there were currently 4 Senior Civil Enforcement Officers, 3 who cover on-street enforcement and 1 who covers car parks. There are 3 teams of Officers which

include 1 Senior Officer and 5 Civil Enforcement Officers. The Authority averages 15 Officers on-street per week and the shifts between Monday and Saturday are 7.00 a.m. to 3.00 p.m., 8.30 a.m. to 4.30 p.m., and 2.00 p.m. to 10.00 p.m. The service operates on a Sunday between 8.30 a.m. and 4.30 p.m.

The City and County of Swansea camera van had been in operation since January 2015. To date, the Council had issued 437 warnings and 2,702 penalty charges which provided income of £37,000. £46,000 remained outstanding this year from outstanding penalty charges. 1,753 penalty charge notices were issued for bus stop enforcement and 140 from school 'keep clear' zones. Civil Enforcement Officers had issued 35,000 penalty charge notices between April 2014 and April 2015, giving an average of 725 notices per week. This provided an income of £1,252,636. 74% of the penalty notices had been paid, 14% were ongoing and 12% had been stopped for various reasons. 5,169 penalty charge notices were issued for people parking without residence permits, 4,869 were issued for parking in pay and display car parks without tickets, 2,626 were issued for overstaying in pay and display car parks, 2,705 were issued for parking in loading bays and 5,142 were issued for overstaying in on-street limited waiting zones.

It was added that the Civil Enforcement Team enforced across the Authority including the City Centre, Mumbles, Liberty Stadium, Gorseinon and Uplands and responded to requests from residents.

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

- Parking around the Liberty Stadium on match days, including evening fixtures;
- Problems encountered by the Authority, such as contractors not replacing double yellow lines, faded street markings and the camera van being unable to recognise number plates in darkness;
- The necessity for a travel plan for the Liberty Stadium, particularly in light of the proposed expansion of the Stadium;
- Use of the camera van, particularly around schools and in bus stops;
- Problems encountered by residents of Clase caused by DVLA staff parking, particularly parking around sheltered accommodation;
- Use of excessive speed in bus lanes by taxis, particularly on Neath Road;
- The possibility of looking at new initiatives, i.e. stop charging in pay and display car parks and concentrate resources upon on-street parking;
- Roadside parking on off-kerb areas, i.e. green areas around Liberty Stadium and caravans stored by residents;
- The ongoing requirement by the Authority to educate residents;

- Abuse of the Blue Badge Scheme and prosecutions undertaken;
- The continued requirement for Councillors/residents to highlight problems to Enforcement Officers.

The Chair thanked the Officer for updating the Committee.

RESOLVED that:

- (1) the contents of the briefing be noted;
- (2) the Parking Services Manager circulate details of school/bus stop visits by the camera van to the Committee.

39 **WORK PLAN.**

The Chair presented the updated Work Programme for 2014/15.

RESOLVED that:

- (1) the contents of the report be noted;
- (2) representatives of the Disability Forum be invited to a future meeting of the Committee in order to discuss transport matters.

The meeting ended at 3.25 pm

CHAIR

CITY AND COUNTY OF SWANSEA

MINUTES OF THE SERVICES CABINET ADVISORY COMMITTEE

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

PRESENT:

Councillor(s)	Councillor(s)	Councillor(s)
A M Cook	V M Evans	G J Tanner
N J Davies	P Lloyd	T M White
C R Doyle	R V Smith	

- 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 V M Evans be elected Chair for the 2015-2016 Municipal Year.

(COUNCILLOR V M EVANS PRESIDED)

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

RESOLVED that Councillor N J Davies be elected Vice-Chair for the 2015-2016 Municipal Year.

- 4 **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor U C Clay.

- 5 **TO RECEIVE 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 Services 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 7

Report of the Chair

Services Cabinet Advisory Committee – 22 June 2015

SERVICES CABINET ADVISORY COMMITTEE – WORK PROGRAMME 2015-2016

Date	Subject Area	Lead
22 June 2015	<ul style="list-style-type: none">• Update - Quality Bus Contracts and Partnerships.• People and Pavements.	Councillor N J Davies Mark Thomas
27 July 2015	<ul style="list-style-type: none">• Representations – RNIB, Disability Forum, SAFE.	