

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, 24 August 2015

Time: 2.00 pm

AGENDA

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1 Apologies for Absence.	
2 Disclosures of Personal and Prejudicial Interests.	1 - 2
3 Minutes. To approve as a correct record the Minutes of the meeting of the Services Cabinet Advisory Committee held on 27 July, 2015.	3 - 5
4 Update from the Camera Car. (Verbal)	
5 Update on Quality Bus Contracts and Partnerships. (Verbal)	
6 Briefing - People and Pavements.	
7 Workplan 2015-2016.	6



Patrick Arran
Head of Legal, Democratic Services & Procurement
18 August 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 3, CIVIC CENTRE, SWANSEA ON
MONDAY, 27 JULY 2015 AT 2.00 PM

PRESENT: Councillor V M Evans (Chair) Presided

Councillor(s)	Councillor(s)	Councillor(s)
A M Cook C R Doyle	P Lloyd R V Smith	T M White

External Representatives:

Andrea Gordon (Guide dogs for the Blind)
Brendan Campbell (SAFE)
Mark Stone, Jason Stone & Peter Brock (SAFE & RNIB).

Officers:

B George - Transport Strategy Officer
S Woon - Democratic Services Officer

13 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors U C Clay, N J Davies and G J Tanner.

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

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

Councillor V M Evans – Personal – Agenda as a whole – employed by First Great Western.

Councillor P Lloyd – Personal – Minute no. 16 – City and County of Swansea Disability Champion.

15 **MINUTES.**

RESOLVED that the Minutes of the Meeting of the Services Cabinet Advisory Committee held on 22 June, 2015 be accepted as a correct record.

16 **PEOPLE AND PAVEMENTS - DISCUSSIONS WITH RELEVANT DISABILITY GROUPS. (VERBAL)**

The Chair invited all attendees to introduce themselves.

Ben George, Transport Strategy Officer, provided an update in respect of the 'Pavements are for People' policy.

He stated that the Policy had been adopted by Council in 2011 and had been supplemented with Appendices over time.

He reported that the Policy contained six Appendices, two of which he had been directly involved. He stated that the Policy had not been updated since 2011.

He referred to the problems that can be caused by obstructions caused by trade waste wheelie bins and signs on highways such as A-Frames. He also referred to the issues associated with indiscriminate parking on pavements.

He went on to detail the areas of work that had been progressed in respect of design guidance for shared use space and the need to ensure consistency and co-ordination within Council Departments and for Councils in Wales to adhere to the same set of standards.

The following issues were raised by Representatives of the Access Group and Councillors:

- It was not clear which Officer 'owns' the policy within the Council.
- The Policy is not formally recognised by departments. When asked for which policies the departments reference on various issues, the Pavements for People policy is not cited by Council Officers.
- The Policy is not detailed enough in terms of its critical thresholds. It would be preferable for the policy to state explicitly what widths are required in respect of obstructions, shared use etc.
- Lack of Council enforcement. A-frames are widely used across the City & County of Swansea and are regularly causing an obstruction.
- It was not clear within the policy how to report faults and infringements.
- The Police do not enforce against vehicles parking on footways.

In response to a question, the Transport Strategy Officer stated that the technical policy references within the 'Pavements Are for People' policy are largely set at a national level. It is considered to be more appropriate to reference these policies and guides rather than to quote them verbatim. This is because national policy changes from time to time and would therefore risk the policy being out of date and non-compliant; this approach allows the Councils officers to preserve the aims of the Pavements are for People policy, whilst ensuring it is not out of step with the latest technical advice. That said, there were some absolute requirements which may be helpful to cite in the appendices to the report (i.e. what is the minimum width beyond which the footway is considered to be obstructed).

A discussion ensued regarding updating the appendices to address the following issues:

- Updates in statutory guidance and requirement;
- To make explicit within the document how infringements are to be reported;
- Clarify the Police position on footway parking;

AGREED that:

- a) The Transport Strategy Officer circulate the latest version of the policy, (adopted by Council in 2011), along with its revised appendices;
- b) Mark Thomas, Group Leader, Traffic, liaise with the Police to provide advice with regards to footway obstructions and report back to the Committee;
- c) Aled Jones, License and Enforcement Officer, to provide report to the Committee regarding:
 - The number of enforcements and site visits as a result of obstructions per year.
 - What powers the Council has to prevent and enforce against obstruction.
 - Provide a policy for the consistent placement of A-frame signs.
 - Are the sign owners explicitly aware that they are liable for injuries caused by their signs?
 - How can infringements and faults be best reported to the Council because the perception is that many of the reports go unattended?

The Chair thanked the Transport Strategy Officer for his informative presentation.

17 **WORKPLAN 2015-2016.**

AGREED that the Work Plan 2015-2016 be noted.

The meeting ended at 2.57 pm

CHAIR

Agenda Item 7

Report of the Chair

Services Cabinet Advisory Committee – 24 August 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 – Disability Groups.	Ben George
24 August 2015	<ul style="list-style-type: none">• Update on Camera Car• Update on Quality Bus Contracts and Partnerships• People and Pavements	Chair Vice-Chair Mark Thomas/Ben George