

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

CORPORATE SERVICES CABINET ADVISORY COMMITTEE

At: Committee Room 5, Guildhall, Swansea

On: Wednesday, 9 September 2015

Time: 4.00 pm

AGENDA

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1 Election of Vice Chair for the Remainder of the 2015-2016 Municipal Year.	
2 Disclosures of Personal and Prejudicial Interests.	1 - 2
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4 Councillor Champion Update.	4
5 Work Plan 2015-2016.	5



Patrick Arran
Head of Legal, Democratic Services & Procurement
3 September 2015

Contact: Democratic Services - 636923

CORPORATE SERVICES CABINET ADVISORY COMMITTEE

Labour Councillors: 9

J E Burtonshaw	E T Kirchner (Chair)
J A Hale	G Owens
T J Hennegan	M Thomas
Y V Jardine	L V Walton
E J King	

Liberal Democrat Councillors: 2

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Independent Councillor: 1

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Conservative Councillor: 1

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Officers & Relevant Cabinet Members:

Councillor Rob Stewart	Leader / Cabinet Member for Finance & Strategy (For Info)
Councillor Clive Lloyd	Cabinet Member for Transformation & Performance (For Info)
Dean Taylor	Director of Corporate Services (For Info)
Patrick Arran	Head of Legal, Democratic Services & Procurement
Sarah Caulkin	Head of Information and Business Change
Stuart Davies	Head of Highways & Transportation
Mike Hawes	Head of Financial Services
Steve Rees	Head of Human Resources & Organisational Development
Lee Wenham	Head of Communications & Customer Engagement
Chris Williams	Head of Commercial Services
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.

Cabinet Advisory Committee - Terms of Reference

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 4

Report of the Chair

Corporate Services Cabinet Advisory Committee – 9 September 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	12 August 2015
Gender, Gender Reassignment and Sexual Orientation	Elliot King	
Health and Wellbeing	Jane Harris	
Healthy Cities	Mark Child	
Language (Welsh)	Paul Meara	
Older People	Jan Curtice	
Race, Religion, Belief and Heritage	Yvonne Jardine	9 September 2015
United Nations Convention on the Rights of the Child (UNCRC)	Christine Richards	

Agenda Item 5

Report of the Chair

Corporate Services Cabinet Advisory Committee – 9 September 2015

CORPORATE SERVICES CABINET ADVISORY COMMITTEE – WORK PROGRAMME 2015/16

Date	Subject Area	Lead
9 September 2015	<ul style="list-style-type: none">• Councillor Champion Update	Councillor Yvonne Jardine
14 October 2015	<ul style="list-style-type: none">• Councillor Champion Update• Staff Engagement Feedback• Presentation – Helping Hands	Steve Rees / Deb Yeates Helen Lewis
11 November 2015	<ul style="list-style-type: none">• Councillor Champion Update• Smoking Prevalence – Progress Report• Presentation - Strategic Equality Plan	Chris Steele Sherill Hopkins
9 December 2015	<ul style="list-style-type: none">• Councillor Champion Update	
Possible Topics for Discussion	<ul style="list-style-type: none">• Understanding the Role of the LSB Engagement Group• Hate Crime	