

# CITY AND COUNTY OF SWANSEA

## MINUTES OF THE BUSINESS & ADMINISTRATION CABINET ADVISORY COMMITTEE

HELD AT MEETING ROOM 3, ROOM 2.2.7, 2ND FLOOR, CIVIC CENTRE.  
ON WEDNESDAY, 10 DECEMBER 2014 AT 11.00 AM

**PRESENT:** Councillor J A Hale (Vice Chair) Presided

<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
J E Burtonshaw	T J Hennegan	B G Owen

### **Officers:**

Sarah Caulkin – Head of Information & Business Change  
Jo Harely - ICT Strategic Performance Manager  
Jo Portwood – Policy & Strategy Officer  
Gareth Borsden – Democratic Services Officer

### 12 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors C Thomas, DWW Thomas, LV Walton & TM White.

### 13 **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.**

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

Councillor JE Burtonshaw – Minute No 16 – Future of ICT Provision – Personal – daughter works for CapGemini and has dispensation from Standards Committee.

### 14 **MINUTES.**

**RESOLVED** that the Minutes of the meeting of the Business & Administration Cabinet Advisory Committee held on 12 November 2014 be approved as a correct record.

### 15 **DISCUSSION REGARDING THE FUTURE OF ICT PROVISION.**

Sarah Caulkin outlined that a report setting out the initial approach to the future ICT Operating Model is being presented to Cabinet on 16<sup>th</sup> December.

The report is exempt as it contains commercially sensitive information. Once Cabinet have made a decision on the matter she indicated she would like to return to this Committee to seek Members views as the Operating Model develops, particularly relating to Members ICT provision. She indicated she was keen to seek views from as many different sources as possible, in order that the Operating Model can be effective as possible.

**AGREED** that Committee further discuss this matter at its January meeting.

16 **CO-OPERATIVE COUNCILS.**

Jo Portwood presented a briefing report outlining the background to the concept of Co-operative Councils. She stated that Lambeth Council had been at the forefront of developing the idea, but there was no specific model to copy or follow.

Twenty councils had now joined the Co-operative Council Innovation Network, but in Wales only Cardiff have so far signed up. The cost to the Authority of joining would be around £8000 plus Member/Officer attendance fees.

The potential benefits of joining the network were outlined as well as examples of current co-operative working around the country and areas of work that this Authority already undertakes which could be classed as co-operative working.

Members discussed the costings, potential value for money and benefits of joining, current good practice, areas where the authority could expand and improve its current community engagement processes.

**AGREED** that

1) Jo Portwood prepares a further report for the February meeting of this group including information on

- current areas of good practice, potential benefits of joining for the Authority.
- list of organisations/community groups/partner agencies that could join with the Authority.
- potential meetings with community groups involved in current multi agency approaches.
- list of organisations that receive grants from this Authority.

17 **WORK PROGRAMME.**

The two workplan items discussed above be noted for discussion at future meetings.

The meeting ended at 11.43 am

**CHAIR**