

## **CITY AND COUNTY OF SWANSEA**

### **MINUTES OF THE BUSINESS & ADMINISTRATION CABINET ADVISORY COMMITTEE**

**HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA. ON  
WEDNESDAY, 8 APRIL 2015 AT 11.00 AM**

**PRESENT:** D W W Thomas (Chair) Presided

**Councillor(s)**

J E Burtonshaw  
B G Owen

**Councillor(s)**

L V Walton  
T M White

**Officers:-**

J Tinker – Democratic Services  
Coordinator

35 **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor J A Hale.

36 **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.

37 **MINUTES.**

**RESOLVED** that the Minutes of the meeting of the Business and Administration Cabinet Advisory Committee held on 11 March 2015 be approved as a correct record.

38 **PRESENTATION - DESIGN PRINT.**

Anthony Evans, Design Print Manager provided a detailed and informative presentation regarding the work of the Design Print Unit. He stated that since February 2015 as a result of spending restrictions, all design and printing work was produced in house unless specifically agreed by Directors. The type of work undertaken included:

- One stop shop
- Corporate Identity
- Assistance with Communications or Marketing
- Professional Staff
- Support Advice Service
- End to End Service

End to End Service included initial planning, fully costing, planning work, sourcing and managing suppliers and delivery. This service was custom based across the Council with the main customer being Culture and Tourism. Other users included Swansea University, Gwaila, Trinity St Davids and LC2.

The services provided also included envelope insertion and mailing. A review was currently taking place and Blackpool Council had been engaged as critical friend . There was an opportunity as part of this review for collaboration, to commercially drive the service and to ensure it was fit for purpose. Business barriers included capacity, red tape and reluctance to use an internal provider.

Questions were asked regarding evidence that all departments across the Council were using this service and if more could be done to market this internally? It was clarified that no work could be done for private organisations only smaller non - profit making clubs and charities. However, work had been done with individual schools. Questions were also asked regarding the cost of an average job and whether design print could become an 'Arms Length' company.

The Design Print Manager was asked what he thought would happen to Design Print in the future.

Anthony Evans was thanked for his useful and informative presentation which was agreed would be circulated to members. Members were also invited to attend the Design Print Facilities.

39 **PRESENTATION - THIRD SECTOR SPEND AND THE COMMUNITY ACTION TRANSFORMATION FUND.**

S Martin, Voluntary Sector Relationship Coordinator gave a presentation regarding Third Sector Spend and Community Action Transformation Fund.

Third Sector Spend

Members were shown a spreadsheet which provided all the grants and contracts received by third parties over £5,000 for 2013/2014. Information would be available shortly for 2014/2015. It was queried if information could be provided for grants only and what the criteria was for accessing these grants. It was clarified that the description/reason for funding as indicated on the spreadsheet was that which was provided by the individual departments. It was confirmed that every grant received stated should state that it was supported by the Council, by means of a logo or shown as a separate item in the accounts.

Community Action Transformation Fund

The Criteria and Guidelines in relation to the Community Action Transformation Fund were circulated which included the aims purpose and set out details of what the Fund could be used for and the principles underlying the Fund. A schedule in respect of Round 1 from December 2014 was also circulated. The Committee were informed that Community Councils could also apply for this Fund. Questions were raised regarding how a community group could be formed. It was stated that all applications must demonstrate how the Council would save money by transferring the asset.

40 **WORK PROGRAMME.**

**RESOLVED** that:-

- (1) a report/ presentation be provided to the Committee on Energy Schemes.
- (2) a further discussion be had with the Chair regarding other areas of work and the report to be prepared by the Chair to the Cabinet Member on the work achieved so far by this Cabinet Advisory Committee.
- (3) An update be provided to the next meeting on this work.

The meeting ended at 12.40p.m.

**CHAIR**