

## CITY AND COUNTY OF SWANSEA

### MINUTES OF THE CORPORATE SERVICES CABINET ADVISORY COMMITTEE

HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA ON  
WEDNESDAY, 9 SEPTEMBER 2015 AT 4.00 PM

**PRESENT:** Councillor E T Kirchner (Chair) Presided

<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
J E Burtonshaw J A Hale	T J Hennegan	M Thomas

**Officers:**

J Parkhouse - Democratic Services Officer

1 **ELECTION OF VICE CHAIR FOR THE REMAINDER OF THE 2015-2016  
MUNICIPAL YEAR.**

**RESOLVED** that Councillor J A Hale be elected Vice Chair for the remainder of the 2015-2016 Municipal Year.

2 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors Y V Jardine, E J King and L V Walton.

3 **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.

4 **TERMS OF REFERENCE. (FOR INFORMATION)**

The Terms of Reference for the Cabinet Advisory Committee were noted.

5 **COUNCILLOR CHAMPION UPDATE.**

In the absence of Councillor Y V Jardine, the item was deferred to a future meeting.

6 **WORK PLAN 2015-2016.**

The Chair presented the Work Plan 2015-2016 for discussion. The Committee discussed the following:

- Staff engagement.
- Innovation.
- Helping Hands.
- Advertising services being provided in relation to stress.
- Councillor Champion Reports.
- Staff Survey - outputs.

**RESOLVED** that:

- (1) the contents of the report be noted;
- (2) Helping Hands presentation be scheduled for the meeting on 14 October 2015;
- (3) all non Cabinet Member Councillor Champions be contacted regarding their availability for future meetings;
- (4) the Head of Communications and Customer Engagement provides feedback to a future meeting regarding the staff survey;
- (5) the Chair and Vice-Chair meet with the relevant Cabinet Members regarding future work and report back to the next meeting.

The meeting ended at 4.16 p.m.

**CHAIR**