



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

Chief Executive's Appraisal & Remuneration Committee

At: Multi-Location Meeting - Gloucester Room, Guildhall / MS Teams

On: Monday, 17 April 2023

Time: 2.30 pm

Membership:

Councillors: E W Fitzgerald, L S Gibbard, C A Holley, D H Hopkins, L R Jones, A S Lewis, P N May, A Pugh and R C Stewart

Agenda

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|----------|---|---------------|
| 1 | Election of Chair for the 2022 / 2023 Municipal Year. | |
| 2 | Election of Vice Chair for the 2022 / 2023 Municipal Year. | |
| 3 | Apologies for Absence. | |
| 4 | Disclosures of Personal and Prejudicial Interests.
www.swansea.gov.uk/disclosuresofinterests | |
| 5 | Minutes.
To approve & sign the Minutes of the previous meeting(s) as a correct record. | 1 - 3 |
| 6 | Exclusion of the Public. | 4 - 7 |
| 7 | Chief Executive's Performance Annual Review. | 8 - 14 |

A handwritten signature in cursive script that reads 'Huw Evans'.

Huw Evans
Head of Democratic Services
Tuesday, 11 April 2023

Contact: Democratic Services - 636923

Agenda Item 5



City and County of Swansea

Minutes of the Chief Executive's Appraisal & Remuneration Committee

Remotely via Microsoft Teams

Thursday, 4 November 2021 at 2.00 pm

Present:

Councillor(s)

M C Child
C A Holley
R C Stewart

Councillor(s)

E W Fitzgerald
D H Hopkins

Councillor(s)

L S Gibbard
A S Lewis

Officer(s)

Huw Evans
Tracey Meredith
Phil Roberts
Adam Hill
Adrian Chard

Head of Democratic Services
Chief Legal Officer / Monitoring Officer
Chief Executive
Deputy Chief Executive / Director of Resources
Strategic Human Resources and Organisational
Development Manager

Apologies for Absence

Councillor(s): L R Jones

1 Election of Chair for the 2021 / 2022 Municipal Year.

Resolved that Councillor R C Stewart be elected Chair for the 2021-2022 Municipal Year.

Councillor R C Stewart (Chair) presiding

2 Election of Vice Chair for the 2021 / 2022 Municipal Year.

Resolved that Councillor A S Lewis be elected Vice Chair for the 2021-2022 Municipal Year.

3 Disclosures of Personal and Prejudicial Interests.

In accordance with the Code of Conduct adopted by the City & County of Swansea, no interests were declared.

4 Minutes.

Resolved that the Minutes of the Chief Executive's Appraisal and Remuneration Committee held on 13 October 2020 be approved and signed as a correct record.

5 Exclusion of the Public.

The Committee was requested to exclude the public from the meeting during consideration of the item of business identified in the recommendation to the report on the grounds that it involves the likely disclosure of exempt information as set out in the exclusion paragraphs 12 and 13 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, relevant to the item of business as set out in the report.

The Committee considered the public interest test in deciding whether to exclude the public from the meeting for the items of business where the public interest test is relevant as set out in the report.

Resolved that the public be excluded.

(Closed Session)

6 Chief Executive's Performance Annual Review.

The Chief Executive submitted a report that outlined his performance against the October 2020 – September 2021 objectives agreed by the Chief Executive's Appraisal & Remuneration Committee on 13 October 2020.

The objectives were themed in the following areas: Reputation, Local Government Reorganisation / Collaboration, City Regeneration, Transformation Programme, Budget, Corporate Priorities & Covid-19 Response.

The Chief Executive identified and proposed objectives be set for 2021-2022.

The Committee considered his performance during 2020-2021 and his proposed objectives for 2021-2022 and asked a number of questions regarding the various objectives, topic areas and performance.

The Committee set the Chief Executive's objectives 2021-2022 under the following themes: Reputation, Local Government Reorganisation / Collaboration, City Regeneration, Transformation Programme, Budget, Corporate Priorities and Covid-19 Response.

Resolved that:

- 1) The Committee were satisfied with the Chief Executive's performance against the 2020-2021 Objectives.
- 2) The Committee agreed the Chief Executive's objectives for 2021-2022.

7 Meeting Adjourned

The meeting was adjourned at 3.03pm.

The meeting shall reconvene at 3.00pm on Monday, 15 November 2021.

8 Reconvened Meeting - 3.00pm on Monday, 15 November 2021

The Meeting reconvened with the same Councillors and Officers present. Adam Hill, Deputy Chief Executive was also present.

An apology for absence was received from Councillor L R Jones.

9 Deputy Chief Executive's Performance Annual Review.

The Deputy Chief Executive submitted a report that outlined his objectives and achievements for October 2020 – September 2021.

The objectives and achievements 2020-2021 were themed in the following areas: Corporate Priorities, Partnership Working, Transformation Programme, Reputation, Key Services, Track and Trace & Covid 19 Pandemic Response, Budget, Providing Formal Cover for the Chief Executive and Portfolio of Services.

The Deputy Chief Executive identified and proposed objectives for 2021-2022.

The Committee considered his performance during 2020-2021 and his proposed objectives for 2021-2022 and asked a number of questions regarding the various objectives, topic areas and performance.

The Committee set the Deputy Chief Executive's objectives 2021-2022 under the following themes: Budget, Track and Trace & Covid 19 Pandemic Response, Restructure and Refocus Resources, Transformation and Change Programme – Achieving Better Together, Reputation, Partnership Working, Regionalisation – Regional Working and Corporate Oversight.

Resolved that:

- 1) The Committee were satisfied with the Deputy Chief Executive's performance against the 2020-2021 Objectives.
- 2) The Committee agreed the Deputy Chief Executive's objectives for 2021-2022.

The meeting ended at 3.33 pm

Chair

Agenda Item 6



Report of the Chief Legal Officer

Chief Executive's Appraisal and Remuneration Committee – 17 April 2023

Exclusion of the Public

Purpose:	To consider whether the Public should be excluded from the following items of business.				
Policy Framework:	None.				
Consultation:	Legal.				
Recommendation(s):	It is recommended that:				
1)	The public be excluded from the meeting during consideration of the following item(s) of business on the grounds that it / they involve(s) the likely disclosure of exempt information as set out in the Paragraphs listed below of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007 subject to the Public Interest Test (where appropriate) being applied.				
	<table border="1"><thead><tr><th>Item No.</th><th>Relevant Paragraphs in Schedule 12A</th></tr></thead><tbody><tr><td>7</td><td>12 & 13</td></tr></tbody></table>	Item No.	Relevant Paragraphs in Schedule 12A	7	12 & 13
Item No.	Relevant Paragraphs in Schedule 12A				
7	12 & 13				
Report Author:	Democratic Services				
Finance Officer:	Not Applicable				
Legal Officer:	Tracey Meredith – Chief Legal Officer (Monitoring Officer)				

1. Introduction

- 1.1 Section 100A (4) of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, allows a Principal Council to pass a resolution excluding the public from a meeting during an item of business.
- 1.2 Such a resolution is dependent on whether it is likely, in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present during that item there would be disclosure to them of exempt information, as defined in section 100I of the Local Government Act 1972.

2. Exclusion of the Public / Public Interest Test

- 2.1 In order to comply with the above mentioned legislation, Cabinet will be requested to exclude the public from the meeting during consideration of the item(s) of business identified in the recommendation(s) to the report on the grounds that it / they involve(s) the likely disclosure of exempt information as set out in the Exclusion Paragraphs of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.
- 2.2 Information which falls within paragraphs 12 to 15, 17 and 18 of Schedule 12A of the Local Government Act 1972 as amended is exempt information if and so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
- 2.3 The specific Exclusion Paragraphs and the Public Interest Tests to be applied are listed in **Appendix A**.
- 2.4 Where paragraph 16 of the Schedule 12A applies there is no public interest test. Councillors are able to consider whether they wish to waive their legal privilege in the information, however, given that this may place the Council in a position of risk, it is not something that should be done as a matter of routine.

3. Financial Implications

- 3.1 There are no financial implications associated with this report.

4. Legal Implications

- 4.1 The legislative provisions are set out in the report.
- 4.2 Councillors must consider with regard to each item of business set out in paragraph 2 of this report the following matters:
 - 4.2.1 Whether in relation to that item of business the information is capable of being exempt information, because it falls into one of the paragraphs set out in Schedule 12A of the Local Government Act 1972 as amended and reproduced in Appendix A to this report.
 - 4.2.2 If the information does fall within one or more of paragraphs 12 to 15, 17 and 18 of Schedule 12A of the Local Government Act 1972 as amended, the public interest test as set out in paragraph 2.2 of this report.
 - 4.2.3 If the information falls within paragraph 16 of Schedule 12A of the Local Government Act 1972 in considering whether to exclude the public members are not required to apply the public interest test but must consider whether they wish to waive their privilege in relation to that item for any reason.

Background Papers: None.

Appendices: Appendix A – Public Interest Test.

Public Interest Test

No.	Relevant Paragraphs in Schedule 12A
12	Information relating to a particular individual.
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 12 should apply. Their view on the public interest test was that to make this information public would disclose personal data relating to an individual in contravention of the principles of the Data Protection Act. Because of this and since there did not appear to be an overwhelming public interest in requiring the disclosure of personal data they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
13	Information which is likely to reveal the identity of an individual.
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 13 should apply. Their view on the public interest test was that the individual involved was entitled to privacy and that there was no overriding public interest which required the disclosure of the individual's identity. On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
14	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 14 should apply. Their view on the public interest test was that:</p> <ul style="list-style-type: none"> a) Whilst they were mindful of the need to ensure the transparency and accountability of public authority for decisions taken by them in relation to the spending of public money, the right of a third party to the privacy of their financial / business affairs outweighed the need for that information to be made public; or b) Disclosure of the information would give an unfair advantage to tenderers for commercial contracts. <p>This information is not affected by any other statutory provision which requires the information to be publicly registered.</p> <p>On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>

No.	Relevant Paragraphs in Schedule 12A
15	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
	The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 15 should apply. Their view on the public interest test was that whilst they are mindful of the need to ensure that transparency and accountability of public authority for decisions taken by them they were satisfied that in this case disclosure of the information would prejudice the discussion in relation to labour relations to the disadvantage of the authority and inhabitants of its area. On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.
16	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
	No public interest test.
17	Information which reveals that the authority proposes: (a) To give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) To make an order or direction under any enactment.
	The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 17 should apply. Their view on the public interest test was that the authority's statutory powers could be rendered ineffective or less effective were there to be advanced knowledge of its intention/the proper exercise of the Council's statutory power could be prejudiced by the public discussion or speculation on the matter to the detriment of the authority and the inhabitants of its area. On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.
18	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
	The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 18 should apply. Their view on the public interest test was that the authority's statutory powers could be rendered ineffective or less effective were there to be advanced knowledge of its intention/the proper exercise of the Council's statutory power could be prejudiced by public discussion or speculation on the matter to the detriment of the authority and the inhabitants of its area. On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.

Agenda Item 7

By virtue of paragraph(s) 12, 13 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

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