

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Special Meeting of the

SCRUTINY PROGRAMME COMMITTEE

At: Committee Room 1, Civic Centre, Swansea

On: Monday, 8 December 2014

Time: 5.00 pm

AGENDA

	Page No.
1 Apologies for Absence.	
2 Disclosures of Personal & Prejudicial Interest.	1 - 2
3 Prohibition of Whipped Votes and Declaration of Party Whips.	
4 Evidence Session: Scrutiny of Gypsy & Traveller Site Search Process: For discussion of :	3 - 5
a. Housing Needs Assessment	
5 Timetable of Work.	6 - 7
6 Date of Next Meeting - to be confirmed.	



Patrick Arran
Head of Legal, Democratic Services & Procurement
2 December 2014

Contact: Democratic Services (01792) 637292

SCRUTINY PROGRAMME COMMITTEE (16)

Labour Councillors: 11

R A Clay	P Downing
A M Cook	T J Hennegan
D W Cole	A J Jones
S E Crouch	R V Smith
J P Curtice	G J Tanner
N J Davies	

Liberal Democrat Councillors: 3

A M Day	P M Meara
J W Jones	

Independent Councillor: 1

E W Fitzgerald	
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Conservative Councillor: 1

A C S Colburn	
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Co-opted Members:

David Anderson-Thomas	
Sarah Joiner	

Officers:

Dean Taylor	Director of Corporate Services
Lee Wenham	Head of Marketing, Communications & Scrutiny
Dave Mckenna	Overview & Scrutiny Manager
Brij Madahar	Overview & Scrutiny Coordinator
Democratic Services	
Nigel Havard	Legal
Archives	

Email:

Executive Board	
Cabinet Members	
Leaders of Opposition Groups	
Carl Billingsley	
Chair of Standards Committee	
Chair of Audit Committee	
Chair of Democratic Services Committee	

Total Copies: 30

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.

Report of the Chair

Special Scrutiny Programme Committee – 8 December 2014

EVIDENCE SESSION: SCRUTINY OF GYPSY & TRAVELLER SITE SEARCH PROCESS

Purpose	The eighth evidence session will focus on discussion of the role of the Housing Needs Assessment in the process.
Content	The report provides a background / introduction to the evidence session.
Councillors are being asked to	Consider the information gathered as part of the committee's review of the process, and ask questions.
Lead Councillor(s)	Councillor Robert Smith, Vice-Chair of Scrutiny Programme Committee.
Lead Officer & Report Author	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk

1. Introduction

- 1.1 Since February 2014 a series of special meetings of the Scrutiny Programme Committee have been held to review the process adopted to date in the search for a second gypsy and traveller site.
- 1.2 The committee's role has been to consider whether the process, leading up to the report to Council on 21 October 2013, was robust. The committee is looking at the quality of that process, and may identify any learning points about the process, and recommend any changes for the future as appropriate.

2. Further Evidence Sessions

- 2.1 As agreed by the committee in September arrangements have been made for the committee to hold further meetings in order to:
 - a) seek further information about the consultation that was undertaken with the local gypsy and traveller community and how it fed into the decision-making process;
 - b) explore consideration given to existing economic regeneration / development plans in the site selection process;
 - c) better understand the role of the Housing Needs Assessment in the process.
- 2.2 The last meeting on 26 November focused on a) and b) above.

3. Evidence Session – 8 December

3.1 This session will enable the committee to discuss and better understand:

a) the role of the Housing Needs Assessment in the process.

The committee was particularly interested how the needs assessment was developed and its influence on the site search process.

The committee is interested in the use of assessments as a basis for decision-making about the long term, how and when needs were calculated, and the value of the Housing Needs Assessment to the process.

The following will be present to assist the committee for this discussion and any questions:

- Peter Williams (Strategic Planning & Enabling Manager) – Lead Officer
- Lee Morgan (Head of Housing)
- David Evans (Housing Business Manager)

3.2 Those attending have been asked to indicate whether there are any specific documents which would benefit the committee so that consideration can be given to making copies available to committee members at the meeting.

3.3 As agreed at the last meeting a letter has been sent to Councillor Nick Bradley requesting his attendance at this meeting. Subject to his availability the evidence session will also enable members to hear from Councillor Bradley as one of the 'lead' cabinet members at the time, particularly his views on the process as chair of the 2nd Gypsy & Traveller Site Task & Finish Group. This will help the committee to better understand the events of this period, including consultation that was undertaken with the gypsy and traveller community during the process.

4. Final Session

4.1 To complete the evidence gathering a final session will take place with the Chief Executive, Director – Place, and Head of Legal, Democratic Services and Procurement to address some of the key issues that have emerged during the review, and deal with any outstanding questions. A date for this meeting is to be confirmed.

5. Legal Implications

5.1 There are no specific legal implications raised by this report.

6. Financial Implications

6.1 There are no specific financial implications raised by this report.

Appendices:- None

Agenda Item 5

Special Meetings of Scrutiny Programme Committee

Gypsy & Traveller Site Provision – Review of Process

1. Purpose:

- To review the process adopted to date and seek assurance on quality
- To identify any learning points as appropriate and recommend any changes for the future

2. Key Question:

Was the process, leading up to the report to Council on 21 October 2013, robust?

3. Timetable of Work:

Meeting		Purpose	Attending
1.	20 Feb	<ul style="list-style-type: none"> • Overview of Gypsy Traveller Site Search - report giving chronology of process and legal framework. <p>Papers included:</p> <ul style="list-style-type: none"> • City & County of Swansea Gypsy Traveller Policy – June 2009 • Site Selection Criteria agreed by Cabinet • Cabinet Report 26 Aug 2010 • Reference to numerous relevant background papers 	<ul style="list-style-type: none"> • Jack Straw (Chief Executive) • Reena Owen (Corporate Director) • Emyr Jones (Planning Services) • Patrick Arran (Head of Legal)
2.	6 Mar	<ul style="list-style-type: none"> • Criteria for Site Selection / Explanation of Site Sieve Process (Officer presentation given) <p>Papers included:</p> <ul style="list-style-type: none"> • Cabinet Report & Minutes 11 Mar 2010 • Cabinet Report & Minutes 5 Jul 2012 • Cabinet Report & Minutes 1 Nov 2012 	<ul style="list-style-type: none"> • Reena Owen (Corporate Director) • Emyr Jones (Planning Services) • Dave Turner (Estates)
3.	3 Apr	<ul style="list-style-type: none"> • Consultation Process and Outcomes • To deal with outstanding queries from officer evidence 	<ul style="list-style-type: none"> • Reena Owen (Corporate Director) • Patrick Arran (Head of Legal)
4.	23 Apr	<ul style="list-style-type: none"> • Evidence from members of the public / other councillors (1) 	<ul style="list-style-type: none"> • Tony Beddow • Keith Jones • Cllr Uta Clay • Cllr Penny Matthews
5.	27 May	<ul style="list-style-type: none"> • Evidence from members of the public / other councillors (2) 	<ul style="list-style-type: none"> • Cllr Jennifer Raynor • Hilary & Tom Jenkins • Phillip Robins • Lawrence Bailey

6.	8 Jul	<ul style="list-style-type: none"> Evidence from members of the public / other councillors (3) 	<ul style="list-style-type: none"> Cllr Chris Holley
7.	10 Sep	Review of Evidence Base and To Consider Next Steps	
8.	26 Nov	<ul style="list-style-type: none"> Gypsy & Traveller Consultation Process 	<ul style="list-style-type: none"> Emyr Jones (Planning Services) Simon Malough (Traveller Liaison Officer)
		<ul style="list-style-type: none"> Impact of Economic Regeneration / Development Plans on Site Selection. 	<ul style="list-style-type: none"> Phil Holmes (Head of Economic Regeneration & Planning)
9.	8 Dec	<ul style="list-style-type: none"> Role of Housing Needs Assessment 	<ul style="list-style-type: none"> Lee Morgan (Head of Housing) Peter Williams (Strategic Planning & Enabling Manager) David Evans (Housing Business Manager)
10	tbc	<ul style="list-style-type: none"> Final session to address some of the key issues that have emerged during the review, and deal with any outstanding questions. 	<ul style="list-style-type: none"> Jack Straw (Chief Executive) Phil Roberts (Director – Place) Patrick Arran (Head of Legal)