

Pecyn Dogfennau



Mark James LLM, DPA, DCA
Prif Weithredwr,
Chief Executive,
Neuadd y Sir, Caerfyrddin. SA31 1JP
County Hall, Carmarthen. SA31 1JP

DYDD GWENER, 8FED MEHEFIN, 2018

AT: HOLL AELODAU'R PWYLLGOR SAFONAU

YR WYF DRWY HYN YN EICH GALW I FYNYSCHU CYFARFOD O'R PWYLLGOR SAFONAU A GYNHELIR YN Y SIAMBR, NEUADD Y SIR, CAERFYRDDIN AM 10.00 A.M. AR DDYDD GWENER, 15FED MEHEFIN, 2018 ER MWYN CYFLAWNI'R MATERION A AMLINELLIR AR YR AGENDA ATODEDIG.

Mark James DYB

PRIF WEITHREDWR



AILGYLCHWCH OS GWELWCH YN DDA

Swyddog Democrataidd:	Michelle Evans Thomas
Ffôn (llinell uniongyrchol):	(01267) 224470
E-bost:	MEEvansThomas@sirgar.gov.uk
Cyf:	AD016-001

PWYLLGOR SAFONAU

AELODAETH: 9 AELOD

Aelodau Annibynnol (5)

- | | | |
|----|--------------------|-------------------------|
| 1. | Mrs Mary Dodd | Is-Cadeirydd y Pwyllgor |
| 2. | Mrs Daphne Evans | |
| 3. | Mrs Julie James | |
| 4. | Mr M. Andre Morgan | Cadeirydd y Pwyllgor |
| 5. | Mr Alun Williams | |

Aelod Pwyllgor Cymunedol (1)

- | | |
|----|-------------------------------|
| 1. | Cynghorydd Tref Philip Rogers |
|----|-------------------------------|

Aelodau Etholedig y Cyngor Sir (3)

- | | |
|----|--------------------------------|
| 1. | Y Cynghorydd Jeanette Gilasbey |
| 2. | Y Cynghorydd Andre McPherson |
| 3. | Y Cynghorydd Gareth Thomas |

AGENDA

1. YMDDIHEURIADAU AM ABSENOLDEB
2. DATGAN BUDDIANNAU PERSONOL.
3. LLOFNODI YN COFNOD CYWIR COFNODION Y CYFARFOD A GYNHALIWDYD AR 26AIN MAWRTH, 2018. 5 - 6
4. ADOLYGU'R POLISI DATGELU CAMARFER CORFFORAETHOL. 7 - 28
5. CAIS AM OLLYNGIAD GAN Y CYNGHORYDD M.G. POORE. 29 - 36
6. CAIS AM OLLYNGIAD GAN Y CYNGHORYDD B. CHAPMAN (PWYLLGOR NEUADD Y DREF HENDYGWYN). 37 - 48
7. CAIS AM OLLYNGIAD GAN Y CYNGHORYDD B. CHAPMAN (GRWP GWEITHREDU CYMUNED CYFEILLGAR DEMENSIA). 49 - 66
8. CAIS AM OLLYNGIAD GAN Y CYNGHORYDD B. CHAPMAN (SIAMBR MASNACH). 67 - 84
9. CAIS AM OLLYNGIAD GAN Y CYNGHORYDD B. CHAPMAN (PWYLLGOR WYTHNOS DINESIG HENDYGWYN). 85 - 96
10. UNRHYW FATER ARALL Y GALL Y CADEIRYDD OHERWYDD AMGYLCHIADAU ARBENNIG, BENDERFYNU EI YSTYRIED YN FATER BRYN YN UNOL AG ADRAN 100B(4)(B) DEDDF LLYWODRAETH LEOL 1972

Mae'r dudalen hon yn wag yn fwriadol

Friday, 16 March 2018

PRESENT: M.A. Morgan (Chair)

Independent Members:

M. Dodd, D. Evans, J. James and A. Williams;

Community Committee Member:

Town Councillor P. Rogers

Councillors:

B.A.L. Roberts and S.J.G. Gilasbey

The following Officers were in attendance:

R. Edgecombe, Legal Services Manager

L. Evans, Policy & Partnership Officer

M.S. Davies, Democratic Services Officer

Chamber, County Hall, Carmarthen, - 10.00 am - 11.30 am

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF PERSONAL INTEREST

There were no declarations of personal interest.

3. MINUTES - 6TH DECEMBER 2017

UNANIMOUSLY RESOLVED that the minutes of the meeting held on the 6th December 2017 be signed as a correct record.

4. DECISION OF THE ADJUDICATION PANEL FOR WALES.

The Committee had been circulated with a report which had recently been published by the Adjudication Panel for Wales detailing its findings in the case of a former Conwy County Borough Council member Dr Stuart Anderson. The matter had been referred to the Panel by the Public Services Ombudsman for Wales in July 2017 as a result of complaints received. The Panel had found that Dr Anderson had breached the Members Code of Conduct on 9 separate grounds and had disqualified him from office for 18 months. The Legal Services Manager considered that the decision provided useful guidance on the interpretation of key parts of the Code. He added that he would look into ways of publicising the findings within the county.

UNANIMOUSLY RESOLVED to note the report.

5. CODE OF CONDUCT CASEBOOK.

The Committee considered the Public Service Ombudsman for Wales' latest issue of the 'Code of Conduct' Casebook detailing summaries of 5 code investigations undertaken relating to members of County and Community Councils brought to a conclusion during the period October to December, 2017. None of the cases related to councillors from Carmarthenshire.

UNANIMOUSLY RESOLVED that the report be received.

6. FORWARD WORK PROGRAMME

The Committee considered the draft forward work programme for the 2018/19 municipal year. The draft programme had been developed to achieve an even distribution of work throughout the year. It was noted that in addition to the scheduled reports set out in the Programme the Committee would continue to receive ad hoc reports relating to such matters as dispensation applications and decisions by the Adjudication Panel for Wales as and when they arose.

UNANIMOUSLY RESOLVED that the Standards Committee Forward Work Programme 2018/19 be approved.

7. CODE OF CONDUCT TRAINING FOR TOWN AND COMMUNITY COUNCILLORS.

The Committee was reminded that for several years it had arranged training sessions on the Members' Code of Conduct for Town and Community Councillors. In accordance with that practice, it gave consideration to the proposed presentation for the 2018 sessions, incorporating feedback from the 2017 events. It was noted that one of the main elements of the feedback had been the desire for greater use of the Welsh language and the Policy & Partnership Officer advised as to how best this could be achieved. The Legal Services Manager agreed to discuss the issue further with colleagues who would be attending the sessions with a view to ensuring that the flow of the sessions was unimpeded.

UNANIMOUSLY RESOLVED that:

7.1 the presentation suggested for the 2018 Members Code of Conduct Training Sessions for Town and Community Councillors be approved;

7.2 training sessions be held on the 14th and 26th June 2018 in County Hall, Carmarthen, at 6.00 p.m. with no limit on the number of delegates that could attend from each Authority.

8. ANY OTHER ITEMS OF BUSINESS THAT BY REASON OF SPECIAL CIRCUMSTANCES THE CHAIR DECIDES SHOULD BE CONSIDERED AS A MATTER OF URGENCY PURSUANT TO SECTION 100B(4)(B) OF THE LOCAL GOVERNMENT ACT 1972.

In response to a comment the Legal Services Manager agreed to liaise with the Head of Democratic Services as to how best the work and profile of the Standards Committee could be raised.

CHAIR

DATE

Y PWYLLGOR SAFONAU
15/06/18

ADOLYGU'R POLISI DATGELU CAMARFER CORFFORAETHOL

Yr argymhellion / penderfyniadau allweddol sydd eu hangen:
Ystyried yr adroddiad

Y rhesymau:
Mae'r testun dan sylw yn yr adroddiad yn rhan o gylch gorchwyl y Pwyllgor

Argymhellion / Sylwadau'r Pwyllgor Craffu:
Ddim yn berthnasol

Angen i'r Bwrdd Gweithredol wneud penderfyniad NAC OES
Angen i'r Cyngor wneud penderfyniad NAC OES

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:- Y
Cynghorydd E Dole (Arweinydd y Cyngor)

Y Gyfarwyddiaeth:

Y Prif Weithredwr

Enw Pennaeth y Gwasanaeth:

Linda Rees-Jones

Awdur yr Adroddiad:

Robert Edgecombe

Swyddi:

Pennaeth Gweinyddiaeth a'r
Gyfraith

Rheolwr Dros Dro y
Gwasanaethau Cyfreithiol

Rhifau ffôn:

01267 224018

Cyfeiriadau E-bost:

RJEdgeco@sirgar.gov.uk

**EXECUTIVE SUMMARY
STANDARDS COMMITTEE
15/06/18**

REVIEW OF CORPORATE WHISTLE BLOWING POLICY

The remit of the Standards Committee includes the receipt of an annual report on the Council's Whistle Blowing Policy, with a view to;

1. The inclusion of relevant information within the Chairman's Annual Report to Full Council.
2. The setting of the policy for the forthcoming year.

Between the 1st April 2017 and 31st March 2018 eight new whistle blowing complaints were received by the Council. This compares with nine new complaints in 2016/2017.

One complaint was carried over from 2016/2017 and six complaints have been carried over into 2017/2018.

Of the 3 complaints concluded during the year, all resulted in no further action being taken.

None of these complainants provided any feedback.

The corporate Whistle blowing Policy has been updated to reflect guidance issued by the Welsh Government on ethical employment in supply chains. The draft revised policy is attached to this report for approval

DETAILED REPORT ATTACHED ?

YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: L. Rees Jones

Head of Administration and Law

Policy, Crime & Disorder & Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	NONE	NONE	NONE	NONE	NONE	NONE

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: L. Rees Jones

Head of Administration and Law

(Please specify the outcomes of consultations undertaken where they arise against the following headings)

1. Scrutiny Committee

Not applicable

2. Local Member(s)

Not applicable

3. Community / Town Council

Not applicable

4. Relevant Partners

Not applicable

5. Staff Side Representatives and other Organisations

Not applicable

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Legal file	DPSC-162	Legal Services, County Hall

Mae'r dudalen hon yn wag yn fwriadol



WHISTLEBLOWING POLICY



Legal Protection for Workers with Concerns at Work:

**Employee; Casual Worker; Volunteer; Contractor;
Agency Worker: Consultant.**

Contents

What is this about?	3
What legal protection do I have?	3
Will I be protected if I make a public disclosure?	3
What support can I expect?	4
What is the Council's attitude to malpractice in the workplace?	4
Who can blow the whistle?	5
What can I blow the Whistle about?	5
How does the policy fit in with other Council policies?	6
What if I am already involved in another HR procedure?	7
How does this policy fit with the Member's Code of Conduct?	7
What if I want to make anonymous allegations?	7
Is my identity kept confidential?	7
How do I raise a concern?	8
What happens after I have raised my concerns?	9
How will we deal with your concerns?	10
What happens if my concerns are not confirmed after an investigation?	11
What happens if I am not happy with the Council's response?	11
Who is responsible for this policy?	12
Appendices:	
WHISTLEBLOWING FLOWCHART	13
WHISTLEBLOWING PROCEDURE FEEDBACK FORM	14
WHISTLEBLOWING CASE STUDIES	15

What is this about?

1. We (the 'Council') want to ensure a working environment where you (the 'worker') feel confident to raise any concerns about malpractice within the Council. However, some people are reluctant to voice their concerns because of fears about possible repercussions, or a feeling of disloyalty to colleagues. Some might consider it easier to ignore the concern rather than report what may just be a suspicion of malpractice.
2. Malpractice can include fraud, corruption, bribery, dishonesty, financial irregularities, serious maladministration because of deliberate and improper conduct, unethical activities (which may be of a criminal nature) and dangerous acts or omissions which create a risk to health, safety or the environment, criminal offences, or failure to comply with a legal or regulatory obligation.
3. Whistleblowing does not include mismanagement as this may arise from weak management, for example, rather than malpractice. Mismanagement may be dealt with under the Council's Capability Policy or Disciplinary Procedure, as appropriate.
4. This policy is intended to encourage and support you to raise serious concerns **within** the Council safely and with confidence and view this as a **duty**, rather than overlooking the problem. 'Whistle-blowing' refers to the disclosure, by workers, of malpractice as well as illegal acts or omissions at work.
5. This policy will be applied consistently to everyone irrespective of race, colour, nationality, ethnic or national origins, language, disability, religion, belief or non belief, age, sex, gender reassignment, sexual orientation, parental, marital or civil partnership status.
6. If you have any equality and diversity concerns in relation to the application of this policy and procedure, please contact a member of the HR Team who will, if necessary, ensure the policy/procedure is reviewed accordingly

What legal protection do I have?

7. The Public Interest Disclosure Act (PIDA) 1998 gives you legal protection against dismissal and other detriments where you disclose certain types of information in the public interest, to the Council, either as your employer or (in the case of a contractor disclosing information) to the organisation that has legal responsibility for that matter.

Will I be protected if I make a public disclosure?

8. You are encouraged to raise your concerns via your line manager (para.32), the Council's dedicated Whistleblowing Officers (para.32); a confidential mailbox (para.33), Senior Officers (para.34) or a recognised Trade Union Representative

(para.35). You can also seek advice from prescribed organisations independent of the Council regarding your concerns (para.49). If you raise concerns to someone else other than those detailed within this procedure, e.g. to the local paper, depending on your disclosure and to whom it is made, you may not receive the legal protection as a 'whistleblower'. You are therefore strongly advised to seek advice before taking this action.

9. If you do take the matter outside the Council you should ensure that you do not disclose any confidential information, e.g. client case notes, given to you in confidence, unless you have consent in writing from the person to whom the information relates.

What support can I expect?

10. At all times, when raising and investigating your concerns:

- Directors and Heads of Service, will support the investigation process
- your concerns will be taken seriously
- the Council will do all it can to support you throughout the investigation, e.g. provide advocacy services, interpreters, counselling etc.

If appropriate, and after full consultation the Council may consider temporarily re-deploying you or others for the period of the investigation.

What is the Council's attitude to malpractice in the workplace?

11. We take any malpractice within the Council very seriously, as we are committed to maintaining the highest standards of openness, probity and accountability. If you have serious concerns about any aspect of the Council's work then you are encouraged and expected to come forward and voice those concerns.
12. We understand that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the malpractice. However, if you raise your concerns you will have nothing to fear as you will be doing your duty to your employer, your colleagues and those to whom you provide a service.
13. Harassment or victimisation of individuals, who have raised concerns, including informal pressures, will not be tolerated and will be treated as a serious disciplinary offence which will be dealt with under the disciplinary procedure.

14. We will not tolerate any attempt on the part of any worker, councillor, council contractor or supplier to apply any sanction or detriment to anybody who has reported to the Council any serious and genuine concern that they may have about apparent wrongdoing.
15. We will treat such conduct by an employee of the Council as a serious disciplinary matter, and any such conduct by a Councillor is liable to be reported as a breach of the Members Code of Conduct.
16. Where any such conduct is undertaken by any contractor or supplier of the Council we will regard that as a serious breach of contract.
17. Any such behaviour by any recipient of a Council service will be regarded as a breach of the condition under which that service is provided.

Who can blow the whistle?

18. This policy applies to:
 - Workers for Carmarthenshire County Council including all employees, centrally employed teachers and casual workers
 - Employees of contractors working for the Council on Council premises, for example, agency staff, builders, drivers
 - Those providing services under a contract or other agreement with the Council in their own premises, for example care homes
 - Voluntary workers working with the Council
 - Consultants engaged by the Council
19. However, this policy does not cover staff on the complement of locally managed schools for which local arrangements exist. In the absence of local arrangements school governing bodies are recommended to adopt the principles contained within this policy.

What can I blow the Whistle about?

20. You are encouraged to 'blow the whistle' where you reasonably believe malpractice has taken place or is likely to take place, in one or more of the following six areas:
 - Criminal offences
 - Breach of legal obligation
 - Miscarriages of justice
 - Danger to the health and safety of an individual
 - Damage to the environment
 - The deliberate concealing of information about any of the above

21. You can raise serious concerns about any aspect of service provision or conduct of officers or Members of the Council or others acting on behalf of the Council. The event may already have occurred or it may be likely to be committed in the future. For example, your concerns might fall into one or more of the six areas of malpractice describe above that:

- is potentially unlawful, fraudulent or corrupt
- might contravene our Standing Orders, our Financial Procedure Rules, our policies, codes of conduct or other legal obligations
- could amount to improper conduct by an officer or a member
- might fall below established standards of practice
- constitutes sexual, physical or emotional abuse
- potentially endangers the health and safety of an individual
- is causing, or is likely to cause, damage to the environment
- might involve a miscarriage of justice
- is an attempt to cover up any of the above examples

22. In addition, the Council has signed up to Welsh Government's Code of Practice on Ethical Employment in Supply Chains. The Code covers:

- Modern Slavery;
- Blacklisting;
- False self-employment;
- Unfair use of umbrella schemes and zero hours contracts;
- Paying the national living wage.

You are also encouraged to 'blow the whistle' where you reasonably believe malpractice has taken place or is likely to take place and is related to the direct activities or the supply chains of the Council, and this malpractice falls within one or more of the six areas described in Para. 20 above. Further information can be found in the Council's Ethical Employment & Supply Chains Policy.

22. Whistle blowing is where a worker has a concern about danger or illegality that has a public interest aspect to it, and usually this is because it threatens others (e.g. customers or the public). In contrast, a grievance is a dispute about your own employment position and has no additional public interest dimension. A whistle blowing issue could be entangled within a grievance or concerns about standards of behaviour, in which case the Council will need to consider the facts, assess the risks and decide how to best deal with the issue (See Appendix A Whistleblowing Flowchart).

23. If your concerns fall outside the six areas illustrated above you will be advised of the correct procedure to follow as described below.

How does the policy fit in with other Council policies?

24. The Whistle-blowing Policy is intended to cover major concerns that **fall outside** the scope of other procedures **and are in the public interest**, i.e. any **serious concerns** that you have about any aspect of service provision or the conduct of officers or Members of the Council or others acting on behalf of the Council can be reported under this policy.
25. Concerns you may have about your own employment with the authority, such as, terms and conditions of employment, health & safety, work relations, new working practices, working environment or organisational change should be raised through the Grievance procedure.
26. Concerns you may have about allegations of bullying, harassment, victimisation or discrimination in work should be raised in line with the Council's Behavioural Standards guidance.
27. This policy should be read in conjunction with the Council's Officer Code of Conduct and any corporate and/or departmental procedures for investigating concerns which may be developed from time to time and which will be drawn to the notice of employees and others to whom this policy applies.

What if I am already involved in another HR procedure?

28. Any investigation into allegations of malpractice will not influence or be influenced by any disciplinary, grievance, sickness, capability, redundancy or any other procedures that already affect you or may affect you in the future. On the other hand, any disciplinary grievance, sickness, capability, redundancy or any other procedures to which you are already subject will not be halted as a result of raising concerns.

How does this policy fit with the Member's Code of Conduct?

29. The Council has no power to deal with Code of Conduct complaints against an elected member. If you raise concerns about an elected member under this policy you will be given the appropriate legal protection against any acts of detriment and advised to make your concerns to the Public Services Ombudsman for Wales. Alternatively the Monitoring Officer may decide to refer the matter to the Ombudsman if it is considered appropriate to do so. Details of the Ombudsman's complaints process can be found at www.ombudsman-wales.org.uk

What if I want to make anonymous allegations?

30. You can raise concerns anonymously but they are much less powerful and will be considered under this policy at the discretion of the Monitoring Officer. Remember, the purpose of this policy is to protect and support you, and ensure that you can raise your concerns with confidence. If you do not tell us who you are, it will be much more difficult for us to look into the matter, to support and protect you, or to give you feedback.

Is my identity kept confidential?

31. All disclosures will be treated in confidence and every effort will be made not to reveal your identity if you so wish. It must be appreciated however that the investigation process may reveal the source of the information and a formal statement may be required from you as part of the evidence. If you are required to give evidence in criminal or disciplinary proceedings we will arrange for you to receive advice about the procedure. If disclosure of your identity becomes unavoidable then the Council will support you through the process.

Members

Am I covered by the PIDA?


No, this legislation provides protection to 'workers' and this does not extend to Members who hold positions of public office.

What is my role as a Member in the Whistleblowing Process?

You may witness or be approached by a 'worker' about a potential whistleblowing concern. In this situation it is not appropriate for you to seek further information or make your own enquiries and are therefore advised to speak directly to the Monitoring Officer, Deputy Monitoring Officer or Chair of Standards Committee.

How do I raise a concern?

32. You should not approach or accuse individuals directly or attempt to investigate the matter yourself. Instead can raise your concerns with your line manager or if you prefer, one of the Council's dedicated Whistleblowing Officers, as shown below:

Whistleblowing Officer	Job Title/e-mail address	Phone number
 Noelwyn Daniel	Head of ICT Service NDaniel@carmarthenshire.gov.uk	01267 224476 (extension 4476)

Nigel J Evans	Practice Support Manager nevans@carmarthenshire.gov.uk	01267 224694 (extension 4694)
Tracey Thomas	Principal Development Officer TrThomas@carmarthenshire.gov.uk	01267 226202 (extension 6202)
Stefan Smith	Head of Children's Services SJSmith@carmarthenshire.gov.uk	01267 246530 (extension 6530)
Nicola Williams	Business Support Manager NiJWilliams@carmarthenshire.gov.uk	01267 224124 (extension 4124)
Alan Howells	Business and Development Manager aehowells@carmarthenshire.gov.uk	01267 228140 (extension 5140)
Cathy Richards	Senior Safeguarding Manager CRichards@carmarthenshire.gov.uk	01267 228995 (extension 2995)



You are welcome to contact me in Welsh or English

33. If you do not wish to raise your concerns with your line manager or one of the Council's dedicated Whistleblowing Officers you can raise your concerns through the Council's confidential Whistleblowing mailbox by emailing CEWhistleBlowing@carmarthenshire.gov.uk. This mailbox is only viewed by the Monitoring Officer and Deputy Monitoring Officer in the Legal Department.

34. Alternatively, you could contact one of the people listed below;

Name	Job Title/e-mail address	Phone number
Mark James	Chief Executive mjames@carmarthenshire.gov.uk	01267 224111
Linda Rees-Jones	Head of Administration and Law/Monitoring Officer lrjones@carmarthenshire.gov.uk	01267 224010
Robert Edgecombe	Legal Services Manager/Deputy Monitoring Officer rjedgeco@carmarthenshire.gov.uk	01267 224018
Chris Moore	Director of Corporate Services (including responsibility for proper administration of financial affairs) cmoore@carmarthenshire.gov.uk	01267 224120
Paul Thomas	Assistant Chief Executive (People Management) prthomas@carmarthenshire.gov.uk	01267 226123
Andre Morgan	Chair of Standards Committee Andre.morgan@btinternet.com	01974 202564
Helen Pugh	Head of Revenues and Financial Compliance HLPugh@carmarthenshire.gov.uk	01267 246223



You are welcome to contact me in Welsh or English

35. You may seek the support of a companion, i.e. a recognised trade union official or representative or a work colleague, to assist you in raising your concerns and accompany you at any meeting through this procedure.

Contact names	Trades Union	E-mail address	Phone number
Mark Evans Simon Dunn	UNISON	unisoncarms1@btconnect.com	01267 224942 01792 483915
Mark Preece Allan Card	Unite	MAPreece@carmarthenshire.gov.uk Allan.Card@unitetheunion.org	07718925787 01646 690618
Caroline Green Althea Phillips	GMB	CGreen@carmarthenshire.gov.uk Althea.phillips@gmb.org.uk	07772 579231 07980 753125

36. If you would prefer to contact an outside organisation instead then a list of useful contacts is given at paragraph 49 below. It is better to contact one of the external organisations listed than to overlook your concerns.

What happens after I have raised my concerns?

37. The person you speak to and raise your concerns will offer you some initial advice and guidance and will normally become your **“Contact Officer”**. This will depend on the nature of your concerns and could be someone else with your agreement. Your Contact Officer will be the person with whom you will have all future contact in respect of your concern, and if an investigation takes place (see below) s/he will be your primary contact for feedback.
38. We will need to get the details set out in writing as soon as possible. If you do not want to put your concerns in writing, then that's alright, your Contact Officer can do this for you instead and support you in expressing the background and history of your concern, giving names, dates and places where possible and the reason why you are particularly concerned about the situation. The earlier your concerns are expressed the easier it is to take action.
39. Although you are not expected to prove the truth of an allegation, you will need to demonstrate to your Contact Officer that there are reasonable and sufficient grounds for your concern.

How will we deal with your concerns?

- 40.** Action taken by the Council will depend on the nature of the concern. The matters raised may be:
- investigated internally by an appropriate person in line with the Council's Investigation Policy
 - referred to the Police
 - referred to the Wales Audit Office
 - the subject of an independent inquiry.
- 41.** In order to protect individuals and the Council, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations which fall within the scope of specific procedures (for example, child protection) will normally be referred for consideration under those procedures. Some concerns may be resolved by agreed action without the need for investigation.
- 42.** The Contact Officer will acknowledge your concern as soon as possible and contact you within 14 calendar days of you raising your concern to:
- indicate how it is proposed to deal with the matter
 - give you an estimate of how long it may take to provide a final response
 - tell you whether any initial enquiries have been made; and
 - inform you whether a full investigation will take place, and if not, why not.
- 43.** The Contact Officer will give you as much feedback as possible, but sometimes precise action will not be set out where this would infringe upon a duty of confidence owed to the Council by someone else. Time estimates and limits may be amended by agreement between you and the Contact Officer.
- 44.** The frequency of contact between you and the Contact Officer will depend upon the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, the Contact Officer or the officer investigating the matter will seek further information from you.
- 45.** When any meeting is arranged between you and the Contact Officer, you have the right, if you so wish, to be accompanied by a companion (who may be a recognised trade union representative or a work colleague who is not involved in the area of work to which the concern relates). Steps will be taken to minimise any difficulties that you may experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings, we will arrange for you to receive advice about the procedure.
- 46.** We understand that you will need to be assured that the matter has been dealt with properly and therefore, subject to legal constraints, your Contact Officer will inform you of the outcome and confirm in writing within 14 calendar days of the conclusion of the matter, i.e. whether your concerns have been upheld, what actions the Council proposes to take (subject to confidentiality constraints) and timescales for implementing. At that point you will be asked to complete a short questionnaire about

your experience of the whistle blowing procedure (See Appendix B). Your feedback is important to us, as it will help us to monitor the effectiveness of this policy.

What happens if my concerns are not confirmed after an investigation?

47. If, you raise a concern using through this policy but it is not confirmed by the investigation, no action will be taken against you. If, however, an allegation is made frivolously, maliciously or for personal gain, disciplinary action may be taken against you in accordance with the Council's Disciplinary Procedure.
48. Remember, if you want to take independent advice at any stage, you may contact the independent charity Public Concern at Work (see paragraph 49 for details). Their lawyers can give you free confidential advice at any stage about how to raise concerns about serious malpractice at work.

What happens if I am not happy with the Council's response?

49. This policy is intended to provide you with a way to raise your concerns **within** the Council and we hope that you will be satisfied with the way that we deal with the matter. However, in the event that the issue is not resolved to your satisfaction then you are welcome to contact (assuming that they have not previously been involved in your case) the Council's Chief Executive or the independent chair of our Standards Committee. Their contact details are given at paragraph 34. As an alternative, we suggest the following possible contact points:

- The charitable organisation Public Concern at Work (See Appendix C). Telephone 020 7404 6609 or e-mail info@pcaw.co.uk or whistle@pcaw.co.uk
- The Auditor General for Wales, Public Interest Disclosure Helpline 01244 525980 or e-mail whistleblowing@wao.gov.uk or web www.wao.gov.uk/whistleblowers-hotline
- The Public Services Ombudsman for Wales. Telephone 0300 790 0203 or e-mail ask@ombudsman-wales.org.uk or web www.ombudsman-wales.org.uk
- Health and Safety Executive. Telephone 0300 003 1647 or Online form: <http://www.hse.gov.uk/contact/raising-your-concern.htm> or web www.hse.gov.uk
- Care and Social Services Inspectorate for Wales. Telephone 0300 790 0126 or e-mail cssi.w.@wales.gsi.gov.uk or web www.cssiw.org.uk
- Care Council for Wales Tel: 0300 303 3444 ftp@ccwales.org.uk
- Children's Commissioner for Wales Tel: 01792 765600 or e-mail: post@childcomwales.org.uk or web www.childcomwales.org.uk
- Natural Resource Wales Tel: 0300 065 3000 Email: enquiries@naturalresourceswales.gov.uk
- The Information Commissioner's Office Tel: 0303 123 1113 or e-mail casework@ico.org.uk or web www.ico.org.uk
- Older People's Commissioner Tel: 02920 445 030 or e-mail ask@olderpeoplewales.com or web www.olderpeoplewales.com

A full list of prescribed persons can be found at:

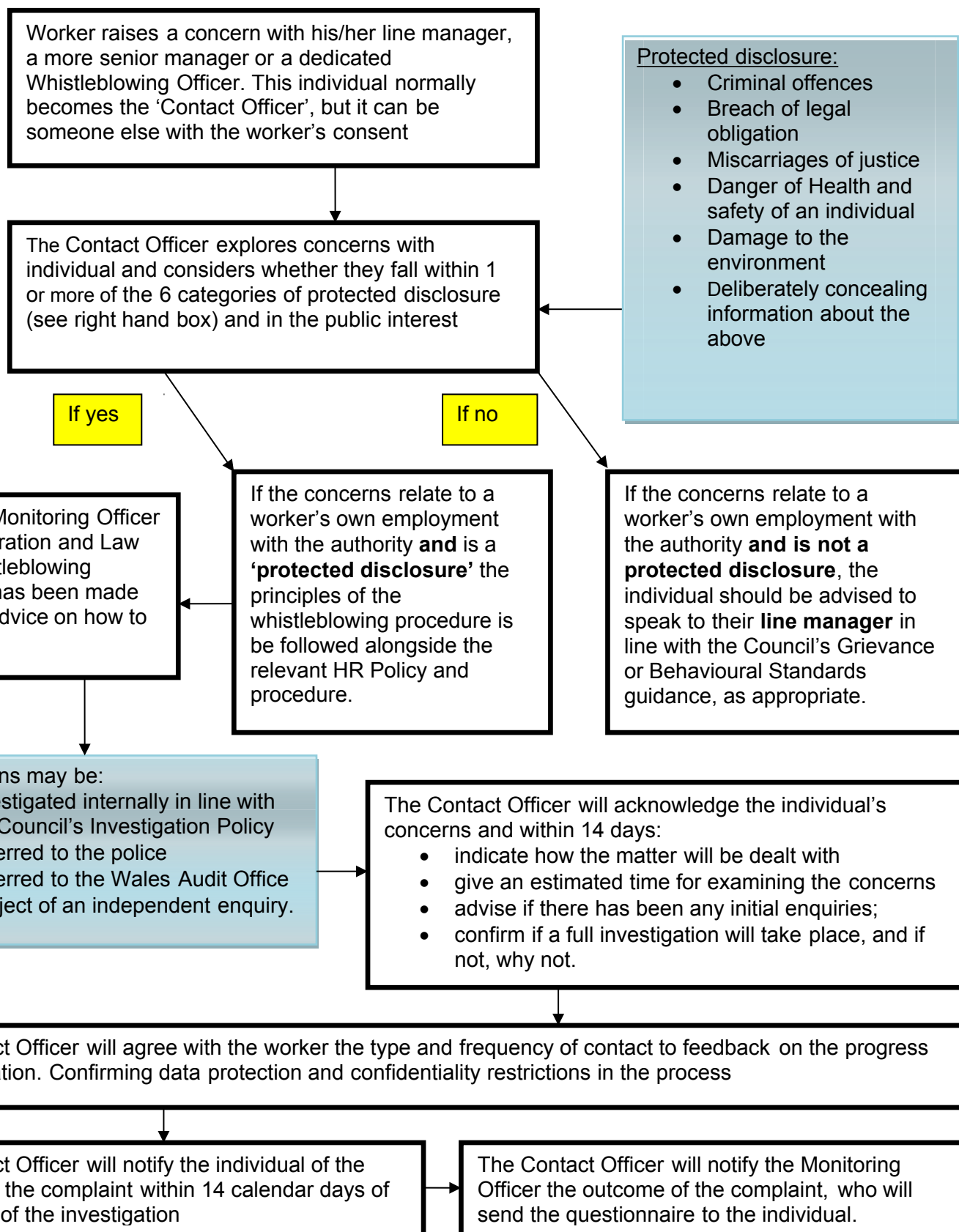
<https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2/whistleblowing-list-of-prescribed-people-and-bodies>

Who is responsible for this policy?

50. Linda Rees-Jones, the Council's Monitoring Officer and Paul Thomas, Assistant Chief Executive share overall responsibility for the maintenance and operation of this policy. Linda Rees-Jones will keep a record of concerns raised and the outcomes (in a format that does not endanger confidentiality) and will report to the Standards Committee annually.
51. This edition of the policy was adopted by the Council's Standards Committee on 12th September 2016. The policy is reviewed annually.

If you require this publication in an alternative format, such as large print, Braille or on audiotape please telephone 01267 224651.

WHISTLEBLOWING FLOWCHART



CONFIDENTIAL WHISTLEBLOWING PROCEDURE FEEDBACK FORM

We have recently concluded an investigation into your concerns raised under the Council's Whistleblowing Policy. We would welcome your feedback in relation to how the matter was handled as this will assist us when dealing with future cases and when reviewing the policy. Your reply will be treated as confidential and will be retained by the Monitoring Officer.

1. **Who did you report your concern to?**

☐ Line Manager
☐ Whistleblowing Officer
☐ Trade Union Rep
☐ Other (please specify)

.....
2. **Were you satisfied with the way in which your concern was dealt with by that person?**

☐ Yes
☐ No
3. **If no, please explain why:**

4. **Were you aware of the Whistleblowing Policy at the time you raised your concern?**

☐ Yes
☐ No
5. **If yes, where did you see a copy of the Whistleblowing Policy?**

☐ Line Manager
☐ Whistleblowing Officer
☐ Trade Union Rep
☐ Intranet
☐ Other (please specify)
6. **Were you advised of how the concern was being dealt with and the outcome?**

☐ Yes
☐ No
7. **Overall, are you satisfied with the way your concern has been managed within the Whistleblowing Policy?**

☐ Yes
☐ No
8. **If no, please explain why:**

Thank you for completing this questionnaire. Please return it to the Monitoring Officer in the envelope provided.

WHISTLEBLOWING CASE STUDIES

The following case studies have been produced by Public Concern at Work (PCaW), the whistleblowing charity, which advises individuals on their whistleblowing dilemmas and organisations on their whistleblowing arrangements.

They are examples of whistleblowing concerns that individuals have raised in other organisations.

Case 1 – Fraud in the NHS

The Story

Tim coordinated training for an NHS Trust. He was concerned that his boss was hiring a friend of his to deliver training on suspicious terms which were costing the Trust over £20,000 a year. More courses were booked than were needed and the friend was always paid when a course was cancelled. Although Tim asked his boss to get a credit note as with other training contracts, he never did. Tim also couldn't understand why the friend was paid for training sessions delivered by NHS staff. One day when the boss was out, Tim saw the friend enter the boss' office and leave an envelope. His suspicions aroused, Tim peeked inside and saw that it was filled with £20 notes, amounting to some £2,000. Unsure what to do, Tim called Public Concern at Work. Tim said his boss had lots of influence in the Trust and he was unsure who to tell, particularly as the Trust was being restructured and none of the directors were secure in their posts. Tim also recognised that the cash in the envelope was so brazen that there could be an innocent explanation.

What PCaW advised

PCaW advised Tim that the options were either to go to a director of the Trust or to the NHS Counter-Fraud Unit. Either way, we advised Tim to stick to the facts and focus on specific suspect arrangements and payments. We also said he should avoid the temptation to investigate the matter himself. Tim said he felt much better and would decide what to do over the holiday he was about to take.

What happened

On his return, Tim raised his concerns with a director at the Trust, who called in NHS Counter Fraud. Tim's suspicions were right: his boss and the trainer pleaded guilty to stealing £9,000 from the NHS and each received 12 month jail terms suspended for two years.

Case 2 - Involving a Regulator

The Story

Ian worked as a safety inspector at an amusement park. He was responsible for maintaining one of the park's most popular rides. Every morning he would carry out a safety inspection on the ride and, if it passed, he would sign the ride off as safe in the log. During one inspection, he noticed that pins on the axles which kept the carriages stable had become loose. Ian thought this presented a serious risk and notified his managers.

After what Ian felt was not a thorough examination, the Operations Manager cleared the ride as safe. Ian was unhappy with this and the next day, as no corrective action had been taken, he again could not sign off the ride as safe. Again the Operations Manager overruled Ian and he was assigned to other rides. Ian contacted us the same day. He was

anxious that the weekend was coming up and that the park would be extremely busy. He was also worried that if he pursued the issue any further he would be dismissed.

What PCaW advised

PCaW advised Ian that they could contact the Health and Safety Executive (HSE) on his behalf and relay the information that he had given us without giving his name. However, it was more than likely that they would want to speak to him, if they felt that the situation was potentially serious. PCaW said they would explain Ian's anxieties about his position and ask the HSE to bear this in mind. Although he was unsure whether he would speak to the HSE, he asked us to make the initial contact. The HSE agreed that the situation sounded potentially serious. However, they told PCaW that they would need to speak to Ian. PCaW explained Ian's fears that if the HSE suddenly turned up to inspect this particular ride, his employers would easily put two and two together and he would be out of a job. The HSE assured us that if they were to carry out an inspection, it could be done in such a way as not to make Ian's role apparent. We went back to Ian and, after talking things through, he agreed that he would speak to the HSE.

What happened

Shortly afterwards the HSE made a 'routine' visit to the park during which they inspected the ride, along with several other rides. As a result of the inspection, the ride was suspended and the repairs were carried out.

Case 3 - Inappropriate Relations

The story

AM was a residential social worker in a children's home. He grew increasingly concerned that a colleague, PE, seemed to have developed a close relationship with a 12 year old girl in the home.

Colleagues and some of the children joked that PE was becoming rather infatuated with the girl. During a holiday trip, AM was alarmed that PE insisted that the girl should travel in his car alone with him and that he spent a lot of time with her during the holiday. AM raised the issue with PE who just laughed it off. On return from the holiday, AM decided with a colleague that they should raise their concerns discreetly with the Council. They were told they had a duty to report them formally. When they did, a formal child protection investigation was launched and PE was given special leave and told to stay away from the home. AM contacted us when he learned that the investigation had finished and that PE would be returning to the home. He and colleagues were worried that this was not the right decision.

What PCaW advised

PCaW advised him to contact the Council's head of child protection and explain his concerns. However, we pointed out it was the Council's job to decide what action to take and that what mattered was that the Council felt sure that PE was not a risk. We also said that the fact that PE was returning to the home did not mean that no action had been taken.

What happened

After discussing the matter with the Council, AM felt happier with its decision as he knew the Council would be keeping a watchful eye over the home and that staff would be reminded of the whistle blowing policy.

Mae'r dudalen hon yn wag yn fwriadol

Y PWYLLGOR SAFONAU
15/06/2018

CAIS AM OLLYNGIAD GAN Y CYNGHORYDD M. G. POORE

Yr argymhellion / penderfyniadau allweddol sydd eu hangen:
 Ystyried y cais a phenderfynu arno

Y rhesymau:

Mae'r testun dan sylw yn yr adroddiad hwn yn rhan o gylch gorchwyl y Pwyllgor

Argymhellion / Sylwadau'r Pwyllgor Craffu:

Ddim yn berthnasol

Angen i'r Bwrdd Gweithredol wneud penderfyniad NAC OES

Angen i'r Cyngor wneud penderfyniad NAC OES

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:- Y
Cynghorydd E Dole (Arweinydd y Cyngor)

Y Gyfarwyddiaeth:

Y Prif Weithredwr

Enw Pennaeth y Gwasanaeth:

Linda Rees-Jones

Awdur yr Adroddiad:

Robert Edgecombe

Swyddi:

Pennaeth Gweinyddiaeth a'r
 Gyfraith

Rheolwr Dros Dro y
 Gwasanaethau Cyfreithiol

Rhifau ffôn:

01267 224018

Cyfeiriadau E-bost:

RJEdgeco@sirgar.gov.uk

**EXECUTIVE SUMMARY
STANDARDS COMMITTEE
15/06/18**

APPLICATION FOR DISPENSATION BY COUNCILLOR M. G. POORE

An application for dispensation to speak only in relation to matters regarding the Whitland Memorial Hall has been received from Cllr Maria Gabriela Poore of Whitland Town Council.

Councillor Poore has a personal interest in such matters by virtue of paragraph 10(2)(a)(ix)(ee) of the Code of Conduct as she is secretary and treasurer of the Hall..

This interest is also a prejudicial interest as a member of the public, with full knowledge of the facts, would reasonably regard that interest as so significant as to prejudice the Councillor's judgement of the public interest.

The application is submitted on 5 grounds specified in the Standards Committees (Grant of Dispensation)(Wales) Regulations 2001 namely;

- (d) no damage to public confidence
- (e) common interest with significant proportion of the general public
- (f) participation justified due to the member's special expertise
- (g) Business is to be considered by an overview and scrutiny committee *(it does not appear that this ground would apply in this case)*
- (h) interest relates to a voluntary organisation (limited to speaking only)

If the committee is minded to grant the application, it has an absolute discretion as to duration, it may grant it until the end of the Councillor's term of office, or some other date, such as the date of a future meeting of this committee.

DETAILED REPORT ATTACHED ?

NO

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: **L. Rees Jones** **Head of Administration and Law**

Policy, Crime & Disorder & Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	NONE	NONE	NONE	NONE	NONE	NONE

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: **L. Rees Jones** **Head of Administration and Law**

(Please specify the outcomes of consultations undertaken where they arise against the following headings)

1. Scrutiny Committee

Not applicable

2. Local Member(s)

Not applicable

3. Community / Town Council

Not applicable

4. Relevant Partners

Not applicable

5. Staff Side Representatives and other Organisations

Not applicable

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Legal file	DPSC-162	Legal Services, County Hall

Mae'r dudalen hon yn wag yn fwriadol

**APPLICATION TO THE STANDARDS COMMITTEE
FOR DISPENSATION**

Please note that each section **MUST** be completed. Please refer to the attached
Guidance Notes when completing the form.

1. YOUR DETAILS

Your full name: Maria Gabriela Poore

Name of your Council: Whitland Town Council

Your address and postcode: Gelli Dogin, Cwmfelin Boeth, Whitland, SA34 0RU

Contact telephone number(s): 01994 448701

Email address: gabriela.poore@gmail.com

2. DETAILS OF YOUR INTEREST

What is the matter under consideration?

Request for financial assistance from the group organising events part of the First World War Centenary Commemoration

What is your interest in the above matter?

I am the Secretary and Treasurer of the Whitland Memorial Hall, one of the organisations involved in the organising group

When will the above matter be considered?

The matter is to be considered at the monthly Whitland Town Council meeting on Monday 4 June 2018

Are you applying for dispensation to:

Speak only: ☒

Speak and vote: ☐

Make written
Representations ☐

Exercise Executive
Powers ☐

3. GROUNDS FOR DISPENSATION

Regulations issued by the National Assembly for Wales prescribe the circumstances in which the Standards Committee may grant a dispensation. These grounds for granting a dispensation are summarised below and are set out in full in the attached guidance notes. On which of the following grounds do you believe that a dispensation should be granted in this case? Please tick the appropriate box(es).

• at least half of the members considering the business has an interest	<input type="checkbox"/>
• my inability to participate would upset the political balance of the meeting to such an extent that the outcome would be likely to be affected;	<input type="checkbox"/>
• my participation would not damage public confidence	<input checked="" type="checkbox"/>
• the interest is common to me and a significant proportion of the general public;	<input checked="" type="checkbox"/>
• my participation in the business is justified by my particular role or expertise;	<input checked="" type="checkbox"/>
• the business is to be considered by an overview and scrutiny committee and my interest is not a pecuniary interest;	<input checked="" type="checkbox"/>
• the business relates to the finances or property of a voluntary organisation of whose management committee or board I am a member and I have no other interest	<input checked="" type="checkbox"/>

4. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please set out below the reasons why you consider that the Standards Committee should grant a dispensation in this case:

(Please note that failure to complete this section will result in the application form being returned to you)

The business which is to be considered relates to a request of financial assistance to a voluntary organisation which includes the Whitland Memorial Hall, the Whitland and Llanboidy Branch of the Royal British Legion, the Whitland Royal Air Force Air Cadets and the Whitland Town Council itself.

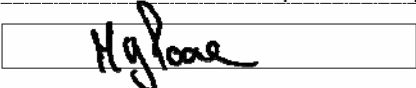

I, Gabriela Poore, am the Hon. Secretary and Treasurer of the Whitland Memorial Hall, which is the main driving force within the group and as such was asked to write to the Whitland Town Council on behalf of the group asking for some financial help towards the organisation of the 2018 commemoration events (an exhibition and an “indoor street party”). In 2014 the group organised a WWI exhibition which was so much appreciated that we were asked to do another one. I would like the opportunity to present the case to my fellows councillors (not everyone lived in the area at the time) to emphasise how well received the 2014 exhibition was and what it is being planned for this November.

The nature of my interest would not damage public confidence in the conduct of the relevant authority's business and judging from the public's response to the previous exhibition I think that my interest is common to a significant proportion of the general public;

I do not wish to participate in the vote.

(please continue on a separate sheet if necessary)

I confirm that the information provided on this form is true to the best of my knowledge. I agree that this application and all the information contained within it may form part of a public report to the Standards Committee. I request a dispensation in respect of the above matter.

Signed:  Date: 

Please return this form to the Monitoring Officer, Chief Executive's Department, Carmarthenshire County Council, County Hall, Carmarthen, SA31 1JP.

Mae'r dudalen hon yn wag yn fwriadol

Y PWYLLGOR SAFONAU
15/06/2018

CAIS AM OLLYNGIAD GAN Y CYNGHORYDD B. CHAPMAN

Yr argymhellion / penderfyniadau allweddol sydd eu hangen:
Ystyried y cais a phenderfynu arno

Y rhesymau:

Mae'r testun dan sylw yn yr adroddiad hwn yn rhan o gylch gorchwyl y Pwyllgor

Argymhellion / Sylwadau'r Pwyllgor Craffu:

Ddim yn berthnasol

Angen i'r Bwrdd Gweithredol wneud penderfyniad NAC OES

Angen i'r Cyngor wneud penderfyniad NAC OES

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:- Y
Cynghorydd E Dole (Arweinydd y Cyngor)

Y Gyfarwyddiaeth:

Y Prif Weithredwr

Enw Pennaeth y Gwasanaeth:

Linda Rees-Jones

Awdur yr Adroddiad:

Robert Edgecombe

Swyddi:

Pennaeth Gweinyddiaeth a'r
Gyfraith

Rheolwr Dros Dro y
Gwasanaethau Cyfreithiol

Rhifau ffôn:

01267 224018

Cyfeiriadau E-bost:

RJEdgeco@sirgar.gov.uk

**EXECUTIVE SUMMARY
STANDARDS COMMITTEE
15/06/18**

APPLICATION FOR DISPENSATION BY COUNCILLOR B. CHAPMAN

An application for dispensation to speak only in relation to matters regarding Whitland Town Hall Committee has been received from Cllr Barry Chapman of Whitland Town Council.

Councillor Chapman has a personal interest in such matters by virtue of paragraph 10(2)(a)(ix)(ee) of the Code of Conduct as he is a member and Chair of the committee.

This interest is also a prejudicial interest as a member of the public, with full knowledge of the facts, would reasonably regard that interest as so significant as to prejudice the Councillor's judgement of the public interest.

The application is submitted on 4 grounds specified in the Standards Committees (Grant of Dispensation)(Wales) Regulations 2001 namely;

- (d) no damage to public confidence
- (e) common interest with significant proportion of the general public
- (f) participation justified due to the member's special expertise
- (h) interest relates to a voluntary organisation (limited to speaking only)

In response to a request for further information, Cllr. Chapman confirmed the following;

"The Whitland Town Hall is run by Trustees and a working Committee; for the promotion of well being in the area, E.G Yoga, dance, short mat bowls, IT courses for over 65 also parties and commercial bookings Relies on bookings and income to maintain building etc. "

If the committee is minded to grant the application, it has an absolute discretion as to duration, it may grant it until the end of the Councillor's term of office, or some other date, such as the date of a future meeting of this committee.

DETAILED REPORT ATTACHED ?

NO

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: L. Rees Jones

Head of Administration and Law

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	NONE	NONE	NONE	NONE	NONE	NONE

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: L. Rees Jones

Head of Administration and Law

(Please specify the outcomes of consultations undertaken where they arise against the following headings)

- ## 1. Scrutiny Committee

Not applicable

- ## 2. Local Member(s)

Not applicable

- ### 3. Community / Town Council

Not applicable

- #### 4. Relevant Partners

Not applicable

- ## 5. Staff Side Representatives and other Organisations

Not applicable

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Legal file	DPSC-162	Legal Services, County Hall

Mae'r dudalen hon yn wag yn fwriadol

**APPLICATION TO THE STANDARDS COMMITTEE
FOR DISPENSATION**

Please note that each section **MUST** be completed. Please refer to the attached
Guidance Notes when completing the form.

1. YOUR DETAILS

Your full name: BARRY ALAN CHAPMAN

Name of your Council: WHITLAND TOWN COUNCIL

Your address and postcode: ANGOR, WEST STREET, WHITLAND. SA34 0AD

Contact telephone number(s): 07896998813

Email address: CHAPMANBARRY@YAHOO.CO.UK

2. DETAILS OF YOUR INTEREST

What is the matter under consideration?
WHITLAND TOWN HALL

What is your interest in the above matter?
CURRENTLY A MEMBER OF TOWN HALL COMMITTEE

When will the above matter be considered?
OCCASIONAL REQUEST FOR FINANCIAL REQUEST

Are you applying for dispensation to:

Speak only: ☒

Speak and vote: ☐

Make written
Representations ☐

Exercise Executive
Powers ☐

3. GROUNDS FOR DISPENSATION

Regulations issued by the National Assembly for Wales prescribe the circumstances in which the Standards Committee may grant a dispensation. These grounds for granting a dispensation are summarised below and are set out in full in the attached guidance notes. On which of the following grounds do you believe that a dispensation should be granted in this case? Please tick the appropriate box(es).

• at least half of the members considering the business has an interest	<input type="checkbox"/>
• my inability to participate would upset the political balance of the meeting to such an extent that the outcome would be likely to be affected;	<input type="checkbox"/>
• my participation would not damage public confidence	<input checked="" type="checkbox"/>
• the interest is common to me and a significant proportion of the general public;	<input checked="" type="checkbox"/>
• my participation in the business is justified by my particular role or expertise;	<input checked="" type="checkbox"/>
• the business is to be considered by an overview and scrutiny committee and my interest is not a pecuniary interest;	<input type="checkbox"/>
• the business relates to the finances or property of a voluntary organisation of whose management committee or board I am a member and I have no other interest	<input checked="" type="checkbox"/>
• it is appropriate to do so in all the circumstances where not otherwise possible to make reasonable adjustments to accommodate a person's disability	<input type="checkbox"/>

4. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please set out below the reasons why you consider that the Standards Committee should grant a dispensation in this case:

(Please note that failure to complete this section will result in the application form being returned to you)

Occasionally matters arise that bring Whitland Town onto the agenda. In these instances dispensation requested is for speak only. On occasions where monetary assistance is requested declaration of interest will prevail and no voting can be made.

(please continue on a separate sheet if necessary)

I confirm that the information provided on this form is true to the best of my knowledge. I agree that this application and all the information contained within it may form part of a public report to the Standards Committee. I request a dispensation in respect of the above matter.

Signed:

Phapm

Date:

15 / 05 / 18

Please return this form to the Monitoring Officer, Chief Executive's Department, Carmarthenshire County Council, County Hall, Carmarthen, SA31 1JP.

Guidance notes

STANDARDS COMMITTEE 15/06/18

APPLICATION FOR DISPENSATION BY COUNCILLOR B CHAPMAN

Recommendations / key decisions required:

To consider and determine the application

Reasons:

The subject matter of this report falls within the remit of the Committee

Scrutiny Committee recommendations / comments:

Not applicable

Exec Board Decision Required NO

Council Decision Required NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr E Dole (Leader)

Directorate

Chief Executives

Name of Head of Service:

Linda Rees-Jones

Report Author:

Robert Edgecombe

Designations:

Head of Administration & Law

Acting Legal Services Manager

Tel Nos.

01267 224018

E Mail Addresses:

RJEdgeco@carmarthenshire.gov.uk.

**EXECUTIVE SUMMARY
STANDARDS COMMITTEE
15/06/18**

APPLICATION FOR DISPENSATION BY COUNCILLOR B CHAPMAN

An application for dispensation to speak only in relation to matters regarding the Laugharne, St Clears, Whitland and surrounding areas Dementia Friendly community Action Group has been received from Cllr Barry Chapman of Whitland Town Council.

Councillor Chapman has a personal interest in such matters by virtue of paragraph 10(2)(a)(ix)(ee) of the Code of Conduct as he is a member and Chair of the group's committee..

This interest is also a prejudicial interest as a member of the public, with full knowledge of the facts, would reasonably regard that interest as so significant as to prejudice the Councillor's judgement of the public interest.

The application is submitted on 3 grounds specified in the Standards Committees (Grant of Dispensation)(Wales) Regulations 2001 namely;

- (d) no damage to public confidence
- (e) common interest with significant proportion of the general public
- (f) participation justified due to the member's special expertise

In addition a further ground, namely;

- (h) interest relates to a voluntary organisation (limited to speaking only)

Would also appear to apply.

A copy of the Group's constitution is attached.

If the committee is minded to grant the application, it has an absolute discretion as to duration, it may grant it until the end of the Councillor's term of office, or some other date, such as the date of a future meeting of this committee.

DETAILED REPORT ATTACHED ?

NO

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: **L. Rees Jones** **Head of Administration and Law**

Policy, Crime & Disorder & Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	NONE	NONE	NONE	NONE	NONE	NONE

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: **L. Rees Jones** **Head of Administration and Law**

(Please specify the outcomes of consultations undertaken where they arise against the following headings)

1. Scrutiny Committee

Not applicable

2. Local Member(s)

Not applicable

3. Community / Town Council

Not applicable

4. Relevant Partners

Not applicable

5. Staff Side Representatives and other Organisations

Not applicable

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Legal file	DPSC-162	Legal Services, County Hall

Mae'r dudalen hon yn wag yn fwriadol

**APPLICATION TO THE STANDARDS COMMITTEE
FOR DISPENSATION**

Please note that each section **MUST** be completed. Please refer to the attached
Guidance Notes when completing the form.

1. YOUR DETAILS

Your full name: BARRY ALAN CHAPMAN

Name of your Council: WHITLAND TOWN COUNCIL

Your address and postcode: ANGOR, WEST STREET, WHITLAND. SA34 0AD

Contact telephone number(s): 07896998813

Email address: CHAPMANBARRY@YAHOO.CO.UK

2. DETAILS OF YOUR INTEREST

What is the matter under consideration?

Laugharne, St Clears , Whitland and Surrounding Areas, Dementia Friendly Community Action Group

What is your interest in the above matter?

CURRENTLY A MEMBER AND CHAIR OF ABOVE COMMITTEE

When will the above matter be considered?

AGENDA ITEM FOR UPDATES ONLY

Are you applying for dispensation to:

Speak only: ☐

Speak and vote: ☒

Make written
Representations ☐

Exercise Executive
Powers ☐

3. GROUNDS FOR DISPENSATION

Regulations issued by the National Assembly for Wales prescribe the circumstances in which the Standards Committee may grant a dispensation. These grounds for granting a dispensation are summarised below and are set out in full in the attached guidance notes. On which of the following grounds do you believe that a dispensation should be granted in this case? Please tick the appropriate box(es).

• at least half of the members considering the business has an interest	<input type="checkbox"/>
• my inability to participate would upset the political balance of the meeting to such an extent that the outcome would be likely to be affected;	<input type="checkbox"/>
• my participation would not damage public confidence	<input checked="" type="checkbox"/>
• the interest is common to me and a significant proportion of the general public;	<input checked="" type="checkbox"/>
• my participation in the business is justified by my particular role or expertise;	<input checked="" type="checkbox"/>
• the business is to be considered by an overview and scrutiny committee and my interest is not a pecuniary interest;	<input type="checkbox"/>
• the business relates to the finances or property of a voluntary organisation of whose management committee or board I am a member and I have no other interest	<input type="checkbox"/>
• it is appropriate to do so in all the circumstances where not otherwise possible to make reasonable adjustments to accommodate a person's disability	<input type="checkbox"/>

4. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please set out below the reasons why you consider that the Standards Committee should grant a dispensation in this case:

(Please note that failure to complete this section will result in the application form being returned to you)

Occasionally matters arise that bring above group onto the agenda for working progress only. In these instances dispensation requested is for speak and advise only. On occasions where monetary assistance is requested declaration of interest will prevail and no voting can be made.

(please continue on a separate sheet if necessary)

I confirm that the information provided on this form is true to the best of my knowledge. I agree that this application and all the information contained within it may form part of a public report to the Standards Committee. I request a dispensation in respect of the above matter.

Signed:

Chapman

Date:

15 / 05 / 18

Please return this form to the Monitoring Officer, Chief Executive's Department, Carmarthenshire County Council, County Hall, Carmarthen, SA31 1JP.

Guidance notes

CONSTITUTION FOR LAUGHARNE, ST CLEARS AND WHITLAND DEMENTIA FRIENDLY COMMUNITY ACTION GROUP

1. Name.

The name of the Group is Laugharne St Clears and Whitland Dementia Friendly Community Action Group

Aim.

The aim of the Group is to raise the profile of dementia within the community; challenge the myths and stigma; increase understanding and awareness; promote social inclusion in all areas of family and community life; give a voice to those living with dementia so their needs can be fully recognised and encourage people living with dementia to seek help and support.

2. Objectives.

The objectives of the Group are to:

- a) Promote the aim through the media and organised events.
- b) Support the development of the Dementia Friends initiative within Wales and promote it within Laugharne, St Clears and Whitland and wider communities, working with local services and organisations.
- c) Liaise with community organisations.
- d) Take a collective and collaborative overview of services/activities currently in place for people living with dementia and their carers; to share good practice, provide opportunities for networking, identify gaps in provision and ensure a fully integrated approach.
- e) Develop an action group with representation from carers, key organisations and interested members of the community.
- f) Inform the work of the Carmarthenshire Dementia Action Board.
- g) Encourage adequate and appropriate training in local businesses and community groups
- h) Encourage businesses, community groups, and individuals to become 'Dementia Friends'

3. Powers.

In order to achieve its aim, the Group may:

- a) Seek local sponsors.
- b) Raise money.
- c) Open bank accounts.
- d) Organise courses and events.
- e) Work with similar groups and exchange information and advice with them.

4. Membership.

Membership of the Group shall be open to any individual over eighteen without regards to disability, political or religious affiliation, race, sex or sexual affiliation who is:

- a) Interested in helping the Group to achieve its aim.
- b) Willing to abide by the rules of the Group.

The membership of any member may be terminated for good reason by the Committee. The member concerned shall have the right to be heard by the Committee, accompanied by a friend, before a final decision is made.

Members will be encouraged to attend Dementia Friends and Champions training given by the Alzheimers Society.

Members must be aware of the requirement for confidentiality to protect people living with dementia and their carers, and safeguard their welfare.

6. Management.

The Group shall be administered by a Committee of not less than three and not more than ten individuals elected at the Group's Annual General Meeting (AGM).

The Officers of the Management Committee shall be:

- Chair
- Secretary
- Treasurer

The Committee may co-opt onto the Committee up to three individuals, in an advisory and non-voting capacity, that it feels will help to fulfil the aim of the Group.

The Committee shall meet at least twice a year.

At least two Committee members must be present for a Committee meeting to take place.

Voting at Committee meetings shall be by show of hands. If there is a tied vote, then the Chair shall have a second vote.

The Committee shall have the power to remove any member of the Committee for good and proper reason.

The Committee may appoint any other member of the Group as a Committee member to fill a vacancy, provided that the maximum prescribed is not exceeded.

Progress of the Group shall be reviewed every six months.

6. The Duties of the Officers.

The duties of the Chair shall be to:

- a) Chair meetings of the Committee and the Group.
- b) Represent the Group at external functions/meetings.
- c) Act as the spokesperson of the Group when necessary.

The duties of the Secretary shall be to:

- a) Keep a membership list.
- b) Prepare, in consultation with the Chair, the agenda for meetings of the Committee and the Group.
- c) Take and keep minutes of all meetings.
- d) Responsible for correspondence and flow of information
- e) Collect and circulate any relevant information within the Group.

The duties of the Treasurer shall be to:

- a) Supervise the financial affairs of the Group.
- b) Keep proper accounts that show all monies received and paid out by the Group.

8. Finance.

All monies received by or on behalf of the Group shall be applied to further the aim of the Group and for no other purpose.

Any bank accounts opened for the Group shall be in the name of the Group.

Any cheques issued shall be signed by two nominated members of the Management Committee.

The Group shall ensure that its accounts are audited or independently examined every year.

9. Annual General Meeting.

The Group shall hold an Annual General Meeting annually.

All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote.

The business of the AGM shall include:

- a) Receiving a report from the Chair on the Group's activities over the year.
- b) Receiving a report from the Treasurer on the finances of the Group.
- c) Electing a new Committee.
- d) Considering any matter as may be decided.
- e) At least eight members must be present for the Annual General Meeting and for any other General Meeting to take place.

10. Extraordinary General Meeting.

An Extraordinary General Meeting may be called by the Committee or three members to discuss an urgent matter. The Secretary shall give members fourteen days notice of any Extraordinary General meeting together with notice of the business to be discussed.

11. Alterations to the Constitution.

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at the Annual General Meeting. Any changes to the constitution should be formally proposed and seconded

12. Dissolution.

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at the Annual General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with a similar aim.

13. Adoption of the Constitution.

Until the first AGM takes place, the persons whose names, addresses and signatures appear at the bottom of this document shall act as the Management Committee referred to in this constitution.

This Constitution was first adopted on ***** and the Officers below were elected.

Name.....Barry Chapman.....

Address.....

.....

Signed.....

Name... Jayne Ann Jones.....

Address.....

.....

Signed.....

Name.....RegWyeth.....

Address.....

.....

Signed.....

Coopted Members

Name.....Susan Smith

Address.....

.....

Signed.....

Name.....

Address.....

.....

Signed.....

Mae'r dudalen hon yn wag yn fwriadol

Y PWYLLGOR SAFONAU

15/06/2018

CAIS AM OLLYNGIAD GAN Y CYNGHORYDD B. CHAPMAN**Yr argymhellion / penderfyniadau allweddol sydd eu hangen:**

Ystyried y cais a phenderfynu arno

Y rhesymau:

Mae'r testun dan sylw yn yr adroddiad hwn yn rhan o gylch gorchwyl y Pwyllgor

Argymhellion / Sylwadau'r Pwyllgor Craffu:

Ddim yn berthnasol

Angen i'r Bwrdd Gweithredol wneud penderfyniad NAC OES

Angen i'r Cyngor wneud penderfyniad NAC OES

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:- Y Cynghorydd E Dole (Arweinydd y Cyngor)

Y Gyfarwyddiaeth:

Y Prif Weithredwr

Enw Pennaeth y Gwasanaeth:

Linda Rees-Jones

Awdur yr Adroddiad:

Robert Edgecombe

Swyddi:

Pennaeth Gweinyddiaeth a'r Gyfraith

Rheolwr Dros Dro y Gwasanaethau Cyfreithiol

Rhifau ffôn:

01267 224018

Cyfeiriadau E-bost:

RJEdgeco@sirgar.gov.uk

EXECUTIVE SUMMARY

STANDARDS COMMITTEE

15/06/18

APPLICATION FOR DISPENSATION BY COUNCILLOR B CHAPMAN

An application for dispensation to speak and vote in relation to matters regarding the Chamber of trade has been received from Cllr Barry Chapman of Whitland Town Council. Councillor Chapman has a personal interest in such matters by virtue of paragraph 10(2)(a)(ix)(ee) of the Code of Conduct as he is a member and Chair of the Chamber. This interest is also a prejudicial interest as a member of the public, with full knowledge of the facts, would reasonably regard that interest as so significant as to prejudice the Councillor's judgement of the public interest.

The application is submitted on 4 grounds specified in the Standards Committees (Grant of Dispensation)(Wales) Regulations 2001 namely;

(b) inability to participate would upset the political balance of the meeting to such an extent that the outcome would be likely to be affected (*this only applies to County Councillors*)

(d) no damage to public confidence

(e) common interest with significant proportion of the general public

(h) interest relates to a voluntary organisation (limited to speaking only)

In addition, a further ground would appear to apply, namely;

(f) participation justified due to the member's special expertise

In response to a request for further information Cllr Chapman confirmed the following;

"I currently work in Post Office and Grocery Store in the Town, my wife runs a Cake Shop in the town and family members also have a shop. My personal objective is to revitalise the Town Trade for a sustainable future for all of the town not just family. Membership at the moment is around 30 businesses not just in main street but also periphal industrial estate, individual trades E.G Jewellery making and mobile discos etc. So far the Chamber has organised a Street Clean where the main street was pressure washed and freshened up a Spring Fayre to attract more people to the town, over 400 pax attended. A 12 page supplement in Carmarthen Journal to promote the Heritage, History and Culture. We are looking to pull together the over 22 Associations in the town to work together, organising street fayres to co-incide with activities alraedy in town Eg Carnival Day and Christmas Fayre. A further fayre is under way for Autumn. In negotiation with WAG for new signage for the town, generation of revenue from events to finance a Tourist Information Centre, paint the main street using local contractors for the benefit of the whole town residents, visitors and all businesses.

So my interest could be classed as a financial gain, but it is for the gain of the town which has over 130 businesses" (A copy of the Chamber's constitution is also attached)

If the committee is minded to grant the application, it has an absolute discretion as to duration, it may grant it until the end of the Councillor's term of office, or some other date, such as the date of a future meeting of this committee.

DETAILED REPORT ATTACHED ?

NO

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: L. Rees Jones

Head of Administration and Law

Policy, Crime & Disorder & Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	NONE	NONE	NONE	NONE	NONE	NONE

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: L. Rees Jones

Head of Administration and Law

(Please specify the outcomes of consultations undertaken where they arise against the following headings)

1. Scrutiny Committee

Not applicable

2. Local Member(s)

Not applicable

3. Community / Town Council

Not applicable

4. Relevant Partners

Not applicable

5. Staff Side Representatives and other Organisations

Not applicable

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Legal file	DPSC-162	Legal Services, County Hall

Mae'r dudalen hon yn wag yn fwriadol

**APPLICATION TO THE STANDARDS COMMITTEE
FOR DISPENSATION**

Please note that each section **MUST** be completed. Please refer to the attached
Guidance Notes when completing the form.

1. YOUR DETAILS

Your full name: BARRY ALAN CHAPMAN

Name of your Council: WHITLAND TOWN COUNCIL

Your address and postcode: ANGOR, WEST STREET, WHITLAND. SA34 0AD

Contact telephone number(s): 07896998813

Email address: CHAPMANBARRY@YAHOO.CO.UK

2. DETAILS OF YOUR INTEREST

What is the matter under consideration?

CHAMBER OF TRADE

What is your interest in the above matter?

CURRENTLY A MEMBER OF CHAMBER OF TRADE AND HOLD POSITION OF CHAIRMAN

When will the above matter be considered?

AGENDA ITEM EACH MEETING

Are you applying for dispensation to:

Speak only: ☐

Speak and vote: ☒

Make written
Representations ☐

Exercise Executive
Powers ☐

3. GROUNDS FOR DISPENSATION

Regulations issued by the National Assembly for Wales prescribe the circumstances in which the Standards Committee may grant a dispensation. These grounds for granting a dispensation are summarised below and are set out in full in the attached guidance notes. On which of the following grounds do you believe that a dispensation should be granted in this case? Please tick the appropriate box(es).

• at least half of the members considering the business has an interest	<input type="checkbox"/>
• my inability to participate would upset the political balance of the meeting to such an extent that the outcome would be likely to be affected;	<input checked="" type="checkbox"/>
• my participation would not damage public confidence	<input checked="" type="checkbox"/>
• the interest is common to me and a significant proportion of the general public;	<input checked="" type="checkbox"/>
• my participation in the business is justified by my particular role or expertise;	<input type="checkbox"/>
• the business is to be considered by an overview and scrutiny committee and my interest is not a pecuniary interest;	<input type="checkbox"/>
• the business relates to the finances or property of a voluntary organisation of whose management committee or board I am a member and I have no other interest	<input checked="" type="checkbox"/>
• it is appropriate to do so in all the circumstances where not otherwise possible to make reasonable adjustments to accommodate a person's disability	<input type="checkbox"/>

4. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please set out below the reasons why you consider that the Standards Committee should grant a dispensation in this case:

(Please note that failure to complete this section will result in the application form being returned to you)

The Chamber of Trade recently formed as has become an active group in the community. Dispensation is to discuss and to vote; however voting on any issue raised is infrequent. Holding the position of Chairman I feel that any requests for monetary assistance should be classed as a declaration of interest but in other matters EG activities Chamber is involved could be classed as a dispensation.

(please continue on a separate sheet if necessary)

I confirm that the information provided on this form is true to the best of my knowledge. I agree that this application and all the information contained within it may form part of a public report to the Standards Committee. I request a dispensation in respect of the above matter.

Signed: 

Date: 15 / 05 / 18

Please return this form to the Monitoring Officer, Chief Executive's Department, Carmarthenshire County Council, County Hall, Carmarthen, SA31 1JP.

Guidance notes

THE CONSTITUTION OF THE WHITLAND CHAMBER

REVISED March 2018.

CONTENTS

1. NAME
2. MISSION STATEMENT/OBJECTIVES
3. MEMBERSHIP
4. SUBSCRIPTIONS
5. MANAGEMENT, OFFICERS/SUB-COMMITTEE(S)
6. MEETINGS
7. VOTING
8. ACCOUNTS AND USE OF FUNDS
9. DISSOLUTION

1. NAME The Chamber shall be called “The Whitland Chamber of Trade, Industry & Commerce” (hereinafter called “Whitland Chamber”).

2. MISSION STATEMENT/OBJECTIVES

a) The objectives of the Whitland Chamber shall be to promote and represent all business interests in Whitland.

b) The mission is to provide a credible and effective platform for encouraging businesses in the town to flourish.

c) The aim is to act as a forum for the exchange of ideas, networking, and relevant discussion of information, news and legislation, which will impact on all businesses.

3. MEMBERSHIP

a) Ordinary membership of Whitland Chamber is open to traders, merchants, professional men and women in practice in Whitland. It is also open to property owners, companies, firms (sole traders and partnerships), having business, or trading, interests in the town.

b) Applications for membership shall be considered by the Executive Committee, which may, in its absolute discretion, admit or reject the applicant. The membership secretary will then be requested to amend the members list and database accordingly.

c) Honorary membership may, at the discretion of the Executive Committee, be offered to long-standing active members on their retirement from their business, trade or profession.

4. SUBSCRIPTIONS

a) The annual subscription for Whitland Chamber shall become due on the 31st March.

b) If the subscription due for the year has not been paid by the start of the AGM in April, any business in default in this regard will be deemed to be no longer a member.

c) When a business is accepted as a new member after 1st October, the initial membership subscription payable by that business shall be one half the annual subscription.

5. MANAGEMENT, OFFICERS/SUB-COMMITTEE(S)

a) The management and finance function of the Whitland Chamber will be entrusted to an Executive (Steering??) Committee. The composition of that committee shall be: Chairman, Vice Chairman, Secretary, Treasurer 4 other elected members who will take on responsibility for any key functions of Whitland Chamber, as and when it is deemed appropriate by the Executive Committee to do so.

b) All members except the President will from time to time chair sub-committees formed as and when issues and policies demand. The President is an ex-officio member of all subcommittees, but will chair the Executive Committee meetings.

c) Examples of functions which could require formal subcommittees are website development, marketing, publicity, inter-action with other key organisations and social events.

d) All committee members will be elected at the Annual General Meeting to be held each April. They will all be elected to serve for one year

e) Election for all posts will be by Postal Ballot

f) A membership secretary will be appointed from the Whitland Chamber members by the Executive Committee.

g) A minute and correspondence secretary will be co-opted by the Executive Committee. The appointment can be either a member or non-member of the Whitland Chamber.

h) Nominations for the Executive Committee appointments should be sent to the secretary by 1st April prior to the AGM. Nominations should be in writing, signed by a fully subscribed member, and should contain a consent acknowledgement by the nominated member.

i) The Executive Committee may at any time co-opt other members to fill casual vacancies. Co-opted Executive Committee members shall serve until the next elections at the AGM of the Whitland Chamber.

j) The Executive Committee shall meet as soon as may be practicable after the conclusion of the AGM in each year and thereafter as often as the members may determine between themselves. The quorum of the Executive Committee shall be five members.

k) Any elected member of the Executive Committee, who fails to attend three successive meetings without good reason, will be expelled from the Executive Committee on the vote of a clear majority of the remaining members.

l) The Executive Committee shall make regular reports on its activities, and those of any sub-committees, to the members of the Whitland Chamber at members' General Business Meetings.

6. MEETINGS

a) A minimum of four General Business Meetings will be held annually. The meetings will normally be held on the second Tuesday of each selected month, but will not be convened in August and December.

b) Additional Meetings may be convened provided there is at least one calendar month's notice given to all members.

c) The Annual General Meeting shall be held in April, and will be followed immediately by a General Business Meeting.

d) Special Meetings can be held if local circumstances dictate. A minimum of ten working days notice of such meetings must be given to all members.

e) The Chairman and Secretary will draw up agendas for meetings, in consultation with the Executive Committee. The Agendas will be circulated along with the minutes of the previous meeting at least 5 working days before the meeting to which they refer.

7. VOTING a) Every paid up member shall be entitled to one vote. Voting will be by a show of hands. There will, however, be only one eligible vote for each business, even if there is more than one representative from a particular business present.

b) The Chairman will adjudicate in the event of a dispute over voting eligibility and when a situation arises where numbers of votes are tied, the Chairman will have the casting vote.

c) Honorary members are not eligible to vote.

8. ACCOUNTS AND USE OF FUNDS a) No money, membership fees, or any gain arising from the work of Whitland Chamber shall be applied otherwise than for the benefit of Whitland Chamber as a whole or for some charitable or benevolent purposes chosen by resolution of a members' meeting.

b) Full accounts of the financial affairs of Whitland Chamber shall be maintained by the Treasurer and shall be verified (not audited) in every year by an independent accountant qualified as an auditor and appointed by the Executive Committee.

c) A full audit can be requested through members via a Special Meeting. A copy of the Annual Accounts shall be delivered to every member with the notice convening the Annual General Meeting.

d) The Executive Committee shall approve all expenditure and any cheques should be signed by any two of three approved signatories appointed and mandated by the Executive Committee.

9. DISSOLUTION a) The Whitland Chamber may be dissolved by resolution passed at an Annual General Meeting or any Special General Meeting provided that at least 28 days notice in writing of the proposal to dissolve has been given by the Secretary to each ordinary member whose membership is current and their subscription up to date.

b) Any funds held at dissolution may be donated to another organisation whose aims and objectives are considered by the members to be compatible with those of the Whitland Chamber.

c) Failing 9(b) above, the funds should be awarded to one or more local charities.

Name.....

Address.....

.....

Signed..... Chairman

Name.....

Address.....

.....

Signed..... Vice Chairman

Name.....

Address.....

.....

Signed..... Secretary

Name.....

Address.....

.....

Signed..... Treasurer

On this dayMarch 2018.

Mae'r dudalen hon yn wag yn fwriadol

STANDARDS COMMITTEE

15/06/18

APPLICATION FOR DISPENSATION BY COUNCILLOR B. CHAPMAN

Recommendations / key decisions required:

To consider and determine the application

Reasons:

The subject matter of this report falls within the remit of the Committee

Scrutiny Committee recommendations / comments:

Not applicable

Exec Board Decision Required NO

Council Decision Required NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr E Dole (Leader)

Directorate

Chief Executives

Name of Head of Service:

Linda Rees-Jones

Report Author:

Robert Edgecombe

Designations:

Head of Administration & Law

Acting Legal Services Manager

Tel Nos.

01267 224018

E Mail Addresses:

RJEdgeco@carmarthenshire.gov.uk.

EXECUTIVE SUMMARY

STANDARDS COMMITTEE

15/06/18

APPLICATION FOR DISPENSATION BY COUNCILLOR B CHAPMAN

An application for dispensation to speak only in relation to matters regarding the Whitland Civic week Committee has been received from Cllr Barry Chapman of Whitland Town Council.

Councillor Chapman has a personal interest in such matters by virtue of paragraph 10(2)(a)(ix)(ee) of the Code of Conduct as he is a member of the committee..

This interest is also a prejudicial interest as a member of the public, with full knowledge of the facts, would reasonably regard that interest as so significant as to prejudice the Councillor's judgement of the public interest.

The application is submitted on 4 grounds specified in the Standards Committees (Grant of Dispensation)(Wales) Regulations 2001 namely;

- (d) no damage to public confidence
- (e) common interest with significant proportion of the general public
- (f) participation justified due to the member's special expertise
- (h) interest relates to a voluntary organisation (limited to speaking only)

In response to a request for further information Cllr Chapman confirmed the following;

"The Civic Week Committee organises the Annual Carnival and is attempting to organise through the year events to pay for ongoing maintenance of Parc Dr Owen, a recreational field run by Trustees in Charitable Application. The Parc houses the Town Bowliing Club, Football and Rugby Teams. My involvement is to liase with Chamber of Trade and again encourage the town to work together"

If the committee is minded to grant the application, it has an absolute discretion as to duration, it may grant it until the end of the Councillor's term of office, or some other date, such as the date of a future meeting of this committee.

DETAILED REPORT ATTACHED ?

NO

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: L. Rees Jones

Head of Administration and Law

Policy, Crime & Disorder & Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	NONE	NONE	NONE	NONE	NONE	NONE

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: L. Rees Jones

Head of Administration and Law

(Please specify the outcomes of consultations undertaken where they arise against the following headings)

1. Scrutiny Committee

Not applicable

2. Local Member(s)

Not applicable

3. Community / Town Council

Not applicable

4. Relevant Partners

Not applicable

5. Staff Side Representatives and other Organisations

Not applicable

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Legal file	DPSC-162	Legal Services, County Hall

Mae'r dudalen hon yn wag yn fwriadol

**APPLICATION TO THE STANDARDS COMMITTEE
FOR DISPENSATION**

Please note that each section **MUST** be completed. Please refer to the attached
Guidance Notes when completing the form.

1. YOUR DETAILS

Your full name: BARRY ALAN CHAPMAN

Name of your Council: WHITLAND TOWN COUNCIL

Your address and postcode: ANGOR, WEST STREET, WHITLAND. SA34 0AD

Contact telephone number(s): 07896998813

Email address: CHAPMANBARRY@YAHOO.CO.UK

2. DETAILS OF YOUR INTEREST

What is the matter under consideration?
WHITLAND CIVIC WEEK COMMITTEE

What is your interest in the above matter?
CURRENTLY A MEMBER OF ABOVE COMMITTEE

When will the above matter be considered?
OCCASIONAL REQUEST FOR FINANCIAL REQUEST

Are you applying for dispensation to:

Speak only: ☒

Speak and vote: ☐

Make written
Representations ☐

Exercise Executive
Powers ☐

3. GROUNDS FOR DISPENSATION

Regulations issued by the National Assembly for Wales prescribe the circumstances in which the Standards Committee may grant a dispensation. These grounds for granting a dispensation are summarised below and are set out in full in the attached guidance notes. On which of the following grounds do you believe that a dispensation should be granted in this case? Please tick the appropriate box(es).

• at least half of the members considering the business has an interest	<input type="checkbox"/>
• my inability to participate would upset the political balance of the meeting to such an extent that the outcome would be likely to be affected;	<input type="checkbox"/>
• my participation would not damage public confidence	<input checked="" type="checkbox"/>
• the interest is common to me and a significant proportion of the general public;	<input checked="" type="checkbox"/>
• my participation in the business is justified by my particular role or expertise;	<input checked="" type="checkbox"/>
• the business is to be considered by an overview and scrutiny committee and my interest is not a pecuniary interest;	<input type="checkbox"/>
• the business relates to the finances or property of a voluntary organisation of whose management committee or board I am a member and I have no other interest	<input checked="" type="checkbox"/>
• it is appropriate to do so in all the circumstances where not otherwise possible to make reasonable adjustments to accommodate a person's disability	<input type="checkbox"/>

4. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please set out below the reasons why you consider that the Standards Committee should grant a dispensation in this case:

(Please note that failure to complete this section will result in the application form being returned to you)

Occasionally matters arise that bring Civic Week onto the agenda. In these instances dispensation requested is for speak only. On occasions where monetary assistance is requested declaration of interest will prevail and no voting can be made.

(please continue on a separate sheet if necessary)

I confirm that the information provided on this form is true to the best of my knowledge. I agree that this application and all the information contained within it may form part of a public report to the Standards Committee. I request a dispensation in respect of the above matter.

Signed:

Chapman

Date:

15 / 05 / 18

Please return this form to the Monitoring Officer, Chief Executive's Department, Carmarthenshire County Council, County Hall, Carmarthen, SA31 1JP.

Guidance notes

