



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

Safeguarding People & Tackling Poverty Corporate Delivery Committee

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

On: Monday, 26 September 2022

Time: 4.00 pm

Chair: Councillor Ceri Evans

Membership:

Councillors: J P Curtice, R Fogarty, Y V Jardine, A J Jeffery, H Lawson, A J O'Connor, J E Pritchard and L V Walton

Watch Online: <https://bit.ly/3eLCDKx>

Agenda

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2 Disclosures of Personal & Prejudicial Interests. www.swansea.gov.uk/disclosuresofinterests	
3 Minutes: To approve & sign the Minutes of the previous meeting(s) as a correct record.	1 - 2
4 Workforce Programme - Social Services; Creating a Workforce to Deliver More Care Services Directly.	3 - 17
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6 Draft Corporate Personal Debt Recovery Policy.	26 - 34
7 Work Plan 2022-2023.	35

Next Meeting: Monday, 24 October 2022 at 4.00 pm

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

Huw Evans, Head of Democratic Services

Tuesday, 20 September 2022

Contact: Democratic Services - (01792) 636923

Agenda Item 3



City and County of Swansea

Minutes of the **Safeguarding People & Tackling Poverty Corporate Delivery Committee**

Multi-Location Meeting - Gloucester Room, Guildhall / MS

Teams

Monday, 25 July 2022 at 4.00 pm

Present: Councillor C R Evans (Chair) Presided

Councillor(s)

R Fogarty
H Lawson

Councillor(s)

Y V Jardine
A J O'Connor

Councillor(s)

A J Jeffery
J E Pritchard

Officer(s)

Julie Davies
Amy Hawkins
Simon Jones

Head of Child & Family Services
Head of Adult Services & Tackling Poverty
Social Services Strategy and Performance Improvement
Officer

Allison Lowe
Anthony Richards

Democratic Services Officer
Poverty and Prevention Strategy and Development
Manager

Lisa Thomas

Senior Lawyer

Also present

L S Gibbard
H J Gwilliam
A Pugh

Cabinet Member for Care Services
Cabinet Member for Community (Support)
Cabinet Member for Well-being

Apologies for Absence

Councillor(s): J P Curtice and L V Walton

11 Disclosures of Personal & Prejudicial Interests.

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

12 Minutes:

Resolved that the Minutes of the Safeguarding People & Tackling Poverty Corporate Delivery Committee held on 27 June 2022 be approved and signed as a correct record.

13 Safeguarding People & Tackling Poverty Work Programme 2022-23.

Simon Jones, Social Services Strategy and Performance Improvement Officer provided the Safeguarding People & Tackling Poverty Corporate Delivery Committee with a draft outline of their work programme for 2022-23 and highlighted what the Committee sought to achieve in terms of policy objectives.

Resolved that:

- 1) The proposed work programme for 2022-23 outlined in paragraph 2.2 of the report be approved;
- 2) The Impact Assessment be monitored on an ongoing basis in order to improve its impact in a positive way;
- 3) The following items be considered at the below scheduled meetings:

26 September 2022:

- Creating a workforce to deliver more care services directly;
- Volunteering Strategy (update);
- Corporate Debt Policy (update);

24 October 2022:

- Local Area Co-ordination best practice policy / guide including recruitment.

- 4) Workshops be held as and when required.

The meeting ended at 4.41 pm

Chair

**Rhaglen y Gweithlu -
Gwasanaethau
Cymdeithasol
Creu gweithlu i
gyflwyno rhagor o
wasanaethau gofal yn
uniongyrchol**

Deborah Reed PS (Adnoddau)
Arweinydd Gweithlu

**Workforce
Programme – Social
Services
Creating a workforce
to deliver more care
services directly**

Deborah Reed PO (Resources)
Workforce Lead



Cyngor **Abertawe**
Swansea Council

Ar draws Cyfarwyddiaethau - Pethau sy'n ymwneud yn benodol â Llywodraeth Cymru

Mentrau'r Gweithlu ar draws Cyfarwyddiaethau

Pethau y mae modd eu cyflawni yn y Gwasanaethau Plant a Theuluoedd

Pethau y mae modd eu cyflawni yn y Gwasanaethau i Oedolion a Threchgu Tlodi

Cross Directorate – Welsh Government Specific

Cross Directorate Workforce Initiatives

Child & Family Services Deliverables

Adult Services & Tackling Poverty Deliverables

Llywodraeth Cymru

Ailgydbwysu gofal a chefnogaeth

Sicrhau ein bod ni, fel Cyfarwyddiaeth, yn cyd-fynd â:

- Chymru iachach: Strategaeth y Gweithlu ar gyfer Iechyd a Gofal Cymdeithasol

Welsh Government

Rebalancing Care & Support

Ensuring that we, as a Directorate, align with :

- A Healthier Wales: A Workforce Strategy for Health and Social Care

Ar draws Cyfarwyddiaethau - Pethau sy'n ymwneud yn benodol â Llywodraeth Cymru Taliadau i ofalwyr

- Medi 2020 - Gweinyddwyd taliad Llywodraeth Cymru o £500 i ofalwyr (gwasanaethau mewnol ac a gomisiynwyd a busnesau gofal cymdeithasol yn Abertawe) o'r tu mewn i'r Gwasanaethau Cymdeithasol.
- Mai 2021 - Rhoddwyd y cynllun cydnabyddiaeth ariannol ar waith ar gyfer gweithwyr y GIG a gofal cymdeithasol Y tro hwn, roedd y cylch gwaith yn llawer mwy o ran: manylion penodol ynghylch pa weithwyr fyddai'n elwa o'r taliad hwn; eto roedd yn cynnwys staff mewnol, gwasanaethau a gomisiynwyd a busnesau gofal cymdeithasol yn Abertawe.

Cross Directorate – Welsh Government Specific

Carer's Payments

- September 2020 - Welsh Government Payment of Carers £500 (Internal & commissioned services and social care businesses based in Swansea) was administered from within Social Services.
- May 2021 – Saw the implementation of the financial recognition scheme for NHS and Social Care Workers. This time the remit was much larger re: specifics of which employees would benefit from this payment, again it included internal staff, commissioned services and social care businesses based in Swansea.

Ar draws Cyfarwyddiaethau - Pethau sy'n ymwneud yn benodol â Llywodraeth Cymru

Taliadau i ofalwyr

- Ebrill 2022 - taliad ychwanegol ar gyfer gweithwyr gofal cymdeithasol a oedd yn cyd-fynd â'r Cyflog Byw Gwirioneddol. Gweinyddwyd gan Dîm y Gweithlu o fewn y Gwasanaethau Cymdeithasol. Roedd cymhwysedd yn ddibynnol ar fod mewn rôl lle mae neu bydd yn ofynnol cofrestru gyda Gofal Cymdeithasol Cymru (GCC). Eto, fe'u gweinyddwyd ar gyfer gwasanaethau mewnol a'r rheini a gomisiynwyd yn ogystal â busnesau gofal cymdeithasol yn Abertawe a gofrestrwyd yma hefyd

Cross Directorate – Welsh Government Specific

Carer's Payments

- April 2022 - Additional payment for social care workers aligned to the Real Living Wage. Administered by the Workforce Team within Social Services. Eligibility was dependent on being in a role where registration with Social Care Wales (SCW) is or will be required. Again administered for internal & commissioned services as well as social care businesses registered and based in Swansea.

Cynllun Tâl Salwch Statudol

- Cyflwynodd Llywodraeth Cymru Dâl Salwch Statudol i'r holl staff mewn gwasanaethau gofal cymdeithasol a'r rheini a gomisiynwyd. Mae Tîm y Gweithlu, o fewn y Gwasanaethau Cymdeithasol, yn parhau i weinyddu'r taliadau hyn ar gyfer busnesau cofrestredig yn Abertawe.

Statutory Sick Pay Scheme (SSP)

- Welsh Government introduced Statutory Sick Pay for all staff in both commissioned and social care services. The Workforce Team, within Social Services is continuing to administer these payments for registered businesses based in Swansea.

Ffurflenni'r Gweithlu ar gyfer Llywodraeth Cymru

- Ffurflenni wythnosol yn ymwneud â'r gweithlu ar gyfer LIC h.y. nifer y staff a oedd yn gwarchod, symptomau COVID, staff a oedd wedi cael COVID, materion salwch eraill (nid oedd hyn o reidrwydd yn cefnogi staff ond o safbwynt rheoli, roedd yn ein galluogi i fonitro'r meysydd gwasanaeth lle'r oedd angen mwy o gefnogaeth staff o bosib) Mae'r ffurflen hon yn cael ei chyflwyno unwaith y pythefnos ar hyn o bryd.

Welsh Government Workforce Returns

- Weekly workforce returns for WG on the workforce i.e. number of staff shielding, Covid symptoms, staff who have Covid, other sickness issues (This did not necessarily support staff but from a management perspective enabled us to monitor the service areas that potentially required more staff support). This return is currently being submitted once a fortnight.

Mentrau'r Gweithlu ar draws Cyfarwyddiaethau

- **Salwch** - cyflwynwyd gwaith penodol gydag AD i leihau lefelau salwch o fewn Gofal Cartref yn ystod y pandemig. Ehangwyd y fenter hon i Ddarpariaeth Gwasanaethau h.y. cefnogi staff i ddychwelyd i'r gwaith, a oedd wedyn wedi cefnogi pwysau ar staff o fewn y tîm.
- Arweiniodd y cynllun peilot llwyddiannus hwn at recriwtio Ymgynghorydd Rheoli Absenoldebau parhaol ar gyfer y Gwasanaethau Cymdeithasol, menter a ehangwyd hefyd i'r cyfarwyddiaethau Pobl ac Adnoddau o fewn yr awdurdod

Cross Directorate Workforce Initiatives

- **Sickness** - Specific work with HR to reduce sickness levels within Homecare was introduced during the pandemic. This initiative then extended to Service Provision i.e. supporting staff to return to work, which then supported staffing pressures within team.
- This successful pilot led to the recruitment of a permanent Management of Absence Advisor for Social Services, an initiative that was also extended to the People and Resources Directorates within the Authority

Mentrau'r Gweithlu ar draws Cyfarwyddiaethau Datblygu Staff

- Cyflwyno goruchwyliaeth ddiwygiedig a dogfennaeth arfarnu
- Diwrnodau Datblygu Tîm
- Cynllun Hyfforddi 3 i 5 mlynedd yn cael ei ddatblygu ar gyfer y Gyfarwyddiaeth gyfan
- Hyfforddiant diogelu wyneb yn wyneb yn cael ei ddatblygu i'r staff hynny nad oes ganddynt fynediad at TG.
- Llawer mwy o gyfleoedd ariannu i staff wneud cais ar gyfer Cwrs Gradd Gwaith Cymdeithasol y Brifysgol Agored (PA)
- Rhaglen y 3 blynedd cyntaf wrthi ar gyfer Gweithwyr Cymdeithasol sydd newydd gymhwyso
- Cyfleoedd i Weithwyr Cymdeithasol gael dyfarniadau Aseswyr Arfer
- Cyfleoedd datblygu gyda Choleg Gŵyr ar gyfer staff y Gwasanaethau Cymdeithasol sydd wedi'u cymhwyso mewn ffordd arall
- Dyfarniad Ymarferydd Gwasanaethau Cymdeithasol (PA a City & Guilds)
- Rhaglen Sefydlu Cymru Gyfan
- Cymhwyster Galwedigaethol City & Guilds, Lefel 2, 3 a 5 i holl staff y Gwasanaethau Cymdeithasol

Cross Directorate Workforce Initiatives Staff Development

- Introduction of revised supervision and appraisal documentation
- Team Development Days
- 3-5 year Training Plan in development for the Directorate as a whole
- Face to Face Safeguarding training developed for those staff with no IT access
- Significantly increased funding opportunities for staff to apply for the OU Social Work Degree Course
- First 3 years in practice programme for NQSW
- Opportunities for Social Workers to obtain Practice Assessor Awards
- Development opportunities with Gower College for alternatively qualified Social Services staff
- Social Services Practitioner Award (OU & City & Guilds)
- All Wales Induction Programme
- City & Guilds Vocational Qualification, Level, 2,3 and 5 for all Social Care Staff

Mentrau'r Gweithlu ar draws Cyfarwyddiaethau

Recriwtio i'r Gweithlu:

- Cyllid wedi'i ddarparu gan y Gwasanaethau Plant a Theuluoedd i Swyddog Datblygu Recriwtio dros dro weithio ar draws y Gyfarwyddiaeth
-
- Cyllid wedi'i ddarparu gan y Gwasanaethau Cymdeithasol ar gyfer Swyddog y Gweithlu (yn gweithio yn y Ganolfan Gorfforaethol i ymdrin yn benodol â recriwtio i'r Gwasanaethau Cymdeithasol)
-
- Gwaith blynyddol i gysoni cyllidebau ac Oracle yn erbyn strwythur

Cross Directorate Workforce Initiatives

Workforce Recruitment:

- Provision of funding by Child & Family Services for a temporary Recruitment Development Officer to work across the Directorate
- Provision of funding by Social Services for a Workforce Officer (based in the Corporate Centre to specifically deal with Social Services Recruitment)
- Annual reconciliation of budgets and oracle against structure

Pethau y mae modd eu cyflawni yn y Gwasanaethau Plant a Theuluoedd Recriwtio a Chadw

- Cynnydd yn nifer y swyddi Gweithiwr Cefnogi ar draws y Gwasanaethau Plant a Theuluoedd
- Cynnydd yn nifer y rolau Cymorth Busnes ar draws y Gwasanaethau Plant a Theuluoedd
- Ychwanegiad y farchnad yn cael ei dalu i Weithwyr Cymdeithasol ar y rheng flaen, timau ardal.
- Pob gweithiwr cymdeithasol newydd gymhwyso yn cael ei roi ar frig ei radd
- Creu Academi Gwaith Cymdeithasol
- Hyrwyddo rolau Gweithwyr Cefnogi mewn digwyddiad thema yn y siop 'dros dro'
- Llwybr Cynnydd (proffilio rolau, cymwysterau a hyfforddiant yn gysylltiedig â'r cynllun 3 i 5 mlynedd)
- Cynllun gwobrau a chydabyddiaeth

Child & Family Services Deliverables

Recruitment & Retention

- Increase in Support Worker Posts across Child & Family Services
- Increase in Business Support Roles across Child & Family Services
- Market Supplement paid to Social Workers in the front line, area teams.
- All Newly Qualified Social Workers put to the top of their grade
- Creation of a Social Work Academy
- Promotion of Support Worker Roles in a themed event at the 'Pop Up' shop
- Progression Pathway (Role Profiling, Qualifications and Training linked to the 3-5 year plan)
- Reward & Recognition scheme

Pethau y mae modd eu cyflawni yn y Gwasanaethau i Oedolion a Threchu Tlodi

Cymorth Cyntaf Seicolegol ar gyfer Gweithwyr Rheng Flaen

Nod Cyffredinol

- Nod cyffredinol y prosiect oedd darparu cefnogaeth iechyd meddwl a lles i weithwyr rheng flaen pan oeddent dan bwysau cynyddol yn ystod cychwyniad COVID-19.
-
- Mae'r gwaith yn parhau gyda gweithwyr rheng flaen

Adult Services & Tackling Poverty Deliverables

Psychological First Aid for Front Line Workers

Overall Aim

- The overall aim of the project was to provide mental health and wellbeing support to front line workers whilst under increased stress during the Covid-19 outbreak.
- This work continues with front line workers

Recriwtio a Chadw

- Ailstrwythuro'r Gwasanaethau i Oedolion
-
- Rhagor o Gydlynwyr Ardaloedd Lleol wedi'u recriwtio (yn gweithio bellach ym mhob ardal yn Abertawe)
-
- Tîm Cefnogi Ychwanegol
-
- Cynorthwywyr Gofal Cymunedol (Gofal Cartref) - disgrifiadau swydd/manylebau person wedi'u hailysgrifennu a'u hailwerthuso

Recruitment & Retention

- Adult Services Restructure
- Additional Local Area Coordinators recruited (now covering all areas of Swansea)
- Additional Support Team (AST)
- Community Care Assistants (Home Care), JD/PS rewritten and re evaluated

Ymgyrch Recriwtio

Ymgyrch recriwtio ar gyfer gwasanaethau preswyl a gofal cartref (gan arwain at atgyfnerthu'n gweithlu yn sylweddol yn ystod y pandemig)

Roedd hyn yn cynnwys:

- Presenoldeb cynyddol ar gyfryngau cymdeithasol
- Ymgyrch radio 4 wythnos
- Ymgyrch poster mewn safleoedd bysus
- Fynylau wedi'u creu ar gyfer cludiant y Gwasanaethau Cymdeithasol
- Offer marchnata cynyddol
- Mynd i ffeiri swyddi niferus a hyrwyddo rolau
- Diwrnodau recriwtio â thema mewn siop 'dros dro'
- Cyfweld ar frys

Recruitment Drive

A recruitment drive for both residential services and homecare (resulting in bolstering our workforce considerably during the pandemic)

This included:

- Increased social media presence
- 4 week radio campaign
- Bus station poster campaign
- Vinyls created for Social Services transport
- Increased marketing tools
- Attending numerous job fairs to promote roles
- Themed recruitment days at 'Pop Up' Shop
- Express Interviewing

Ymgyrch Recriwtio - Gweithio ar y Cyd

- Gweithio ar y cyd gydag lechyd i gynyddu'n tîm Gofal Cartref
- Cyflwyniad i'r Drindod Dewi Sant i hyrwyddo gyrfaoedd mewn gofal cymdeithasol
- Cyflwyniadau i ysgolion uwchradd niferus yn Abertawe i hyrwyddo gyrfaoedd mewn gofal cymdeithasol
- Gweithio gyda'r Gymuned Affricanaidd (Hyfforddiant ar gyfer rolau gofal)
- Gweithio'n agos gyda Chyngor CNPT
- Datblygu cyfleoedd gyda phrifysgolion e.e. darlithwyr gwadd, diwrnodau agored i fyfyrwyr

Recruitment Drive – Collaborative Working

- Working in collaboration with Health to increase our Homecare Team
- Presentation for Trinity Saint Davids to promote careers in Social Care
- Presentations to numerous comprehensive schools within Swansea to promote careers in Social Care
- Working with the African Community (Training for Care Roles)
- Working closely with NPT Council
- Developing opportunities with the Universities eg guest lecturing, open day for students

Agenda Item 5



Report of the Head of Adult Services and Tackling Poverty

Safeguarding People and Tackling Poverty Corporate Delivery Committee –
26 September 2022

Swansea Council Volunteering Strategy Development

Purpose:	The report is for information purposes. It outlines the progress in developing a Swansea Council Volunteering Strategy.
Report Authors:	Anthony Richards / Amy Hawkins
Finance Officer:	Chris Davies
Legal Officer:	Carolyn Isaac
Access to Services Officer:	Rhian Millar
For Information	

1. Background

- 1.1 The development of plans to develop and connect volunteering opportunities within the Council is an action in the Community Response work stream of the Council's 'Achieving Better Together' transformation plan.

This will be achieved through:

1. Mapping existing and potential volunteering roles within services
 2. Coproducing a corporate Volunteering Strategy / Policy
 3. Developing and refreshing existing volunteering policies / procedures to support the implementation of the strategy /policy
- 1.2 Through a regional West Glamorgan project working in collaboration with Swansea Council for Voluntary Services, Neath Port-Talbot Council for Voluntary Services, Swansea Bay University Health Board, Neath Port-Talbot Council and West Glamorgan Regional Partnership, we secured some short-term funding via Welsh Government's Volunteering Recovery Fund to support the first action - mapping of existing and potential volunteering roles.

2. Mapping existing and potential volunteering opportunities hosted by Swansea Council

- 2.1 Initially focusing on two areas; Social Services and Cultural Services, a mapping exercise has been completed to identify both existing and potential volunteering roles within their service areas.
- 2.2 From the mapping exercise, 46 existing volunteering opportunities were identified, 15 within Social Services and 31 within Cultural Services.
- 2.3 Of the 15 roles within Social Services, 11 of these are within day services. These opportunities include volunteering supporting specific community groups such as asylum seekers, adults with learning disabilities, long-term unemployed and carers; together with opportunities for all members of the community including volunteering at the Men's Shed project, community transport and a food bank. The other opportunities within Social Services were for Volunteer Support Worker roles within Adult Services.
- 2.4 The existing opportunities within Cultural Services are from a number of sections including the Archive Service, Libraries and Leisure. They include opportunities such as Sport and Health Deliverer, Digitisation volunteer, Film Crew Members and Education volunteers within Swansea Museum.
- 2.5 There are various approaches being taken to host volunteers and some areas are using a combination of the Council's Voluntary Workers Policy, service area specific policies and some are using agencies to provide volunteers and as such utilise the agency's policy.
- 2.6 There were 42 potential volunteering roles identified, of which 33 were within Social Services. 16 of these were for more volunteer support worker opportunities within Adult Services. Other opportunities include Volunteer Youth Hub Worker, Employment Support, Digital Buddies and Community Garden Volunteer.

3. Development of a Volunteering Strategy

- 3.1 It is suggested that the strategy will be based on the principles of volunteering as defined by WCVA (Wales Council for Voluntary Action):
 - Volunteering is undertaken by choice. Individuals have the right to volunteer, or indeed not to volunteer.
 - While volunteers should not normally receive or expect financial rewards or incentives, they should be reimbursed for reasonable out of pocket expenses.
 - The contribution of volunteers and paid staff should complement one another. Volunteers should not be used to replace paid staff or to undercut their pay and conditions of service. Volunteers should enhance the quality of the Council's activities.
 - Effective mechanisms should be in place to support and develop volunteers.

- Volunteers and paid staff should be able to carry out their duties in safe, secure and healthy environments that are free from harassment, intimidation, bullying, violence and discrimination. All should be treated sensitively with regard to their preferred language.
- Volunteers should have access to appropriate opportunities for learning and development.
- There should be a recognised process for the resolution of problems, for both staff and volunteers.
- Volunteers should not be used to undertake the work of paid staff in the case of industrial disputes.
- Volunteering should be open and accessible to all
- Mutual Benefit – both the volunteer and the Council should benefit from the relationship.
- The contribution of the volunteer should be recognised

3.2 A Working Group of Council Officers has been established to drive forward the coproduction of Swansea Council's Volunteering Strategy / Policy. The Working Group is coordinated and facilitated by the Tackling Poverty Service and supported by Swansea Council for Voluntary Service.

3.3 The Working Group has held a number of workshops to date, sharing different processes to volunteering, identifying good practice and what would be required from a Strategy and Policy to support quality volunteering and consistency.

3.4 A co-productive approach is being utilised. Plans are currently being made to include the voices of volunteers and potential future volunteers.

4. Regional Volunteering Project

4.1 In addition to enabling the initial mapping of existing and potential Council volunteering opportunities, the regional project has been developing bi-lingual resources to support volunteering which is informing the development of the Strategy and Policy.

4.2 Through the regional volunteering project, progress has been made in a collective understanding of what volunteering is and the role volunteering plays in the region in communities and public services.

4.3 A series of workshops with the regional partners has developed an action plan for Swansea Council, identifying strengths, good practice and actions to improve its volunteering offer.

5. Next Steps

5.1 Draft a Swansea Council Volunteering Policy.

5.2 Develop procedures to coordinate and improve volunteering opportunities hosted by Swansea Council.

- 5.3 Build on the initial mapping to further inform the development of the Strategy.
- 5.4 Engage a wide range of stakeholders to inform the development of the Strategy.
- 5.5 Coproduce a draft Swansea Council Volunteering Strategy for consideration of the Safeguarding People and Tackling Poverty Corporate Delivery Committee prior to wider consultation.
- 5.6 Commit to continued regional partnership working to further develop the volunteering offer across the Swansea Bay region.

6. Integrated Assessment Implications

- 6.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.
 - Deliver better outcomes for those people who experience socio-economic disadvantage
 - Consider opportunities for people to use the Welsh language
 - Treat the Welsh language no less favourably than English.
 - Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.
- 6.2 The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.
- 6.3 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.
- 6.4 An Integrated Impact Screening has been completed for this report with no further assessment required (See Appendix A). This is an IIA Screening for the 'For Information' Report to the Safeguarding People and Tackling Poverty Corporate Delivery Committee regarding background information and initial actions to develop a coproduced Swansea Council Volunteering Strategy. The report is to inform of the context of the proposed strategy, findings of an

internal mapping exercise, the principles of volunteering and the proposed next steps. A full IIA will be carried out as part of the strategy development process in due course.

7. Legal Implications

7.1 There are no legal implications.

8. Financial Implications

8.1 Whilst there are no direct financial implications arising from this report, it may lead to decisions being taken at a later date that may have costs attached, e.g. volunteer expenses. Any such costs will need to be managed within departmental resources at that time with due regard to the Council's medium term financial plan.

Background papers: None

Appendices:

Appendix A - IIA Screening Form

Appendix A - Integrated Impact Assessment Screening Form

Please ensure that you refer to the Screening Form Guidance while completing this form.

Which service area and directorate are you from?

Service Area: Tackling Poverty Service

Directorate: Adult Social Services

Q1 (a) What are you screening for relevance?

- New and revised policies, practices or procedures
- Service review, re-organisation or service changes/reductions, which affect the wider community, service users and/or staff
- Efficiency or saving proposals
- Setting budget allocations for new financial year and strategic financial planning
- New project proposals affecting staff, communities or accessibility to the built environment, e.g., new construction work or adaptations to existing buildings, moving to on-line services, changing location
- Large Scale Public Events
- Local implementation of National Strategy/Plans/Legislation
- Strategic directive and intent, including those developed at Regional Partnership Boards and Public Services Board, which impact on a public bodies functions
- Medium to long term plans (for example, corporate plans, development plans, service delivery and improvement plans)
- Setting objectives (for example, well-being objectives, equality objectives, Welsh language strategy)
- Major procurement and commissioning decisions
- Decisions that affect the ability (including external partners) to offer Welsh language opportunities and services

(b) Please name and fully describe initiative here:

This is an IIA Screening for the 'For Information' Report to Corporate Delivery Committee regarding background information and actions to develop a coproduced Swansea Council Volunteering Strategy. The report is to inform the CDC of the progress made to date. A full IIA will be carried out as part of the strategy development process in due course.

Q2 What is the potential impact on the following: the impacts below could be positive (+) or negative (-)

	High Impact		Medium Impact		Low Impact		Needs further investigation
	+	-	+	-	+	-	
Children/young people (0-18)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Older people (50+)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Any other age group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Future Generations (yet to be born)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race (including refugees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Asylum seekers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gypsies & travellers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Poverty/social exclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carers (inc. young carers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Community cohesion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Appendix A - Integrated Impact Assessment Screening Form

- Q3 What involvement has taken place/will you undertake e.g. engagement/consultation/co-productive approaches?
Please provide details below – either of your activities or your reasons for not undertaking involvement**

N/A at this stage.

At the time of writing, a Swansea Bay regional approach to developing improved volunteering opportunities is emerging. Swansea Council, together with Swansea Council for Voluntary Services, Neath Port-Talbot Council for Voluntary Services, Neath Port-Talbot Council, Swansea Bay University Health Board and West Glamorgan Regional Partnership are working in partnership to explore how this will develop. A Swansea Council Volunteering Strategy will form part of the regional approach.

A Working Group of Council Officers has been established to drive forward the coproduction of Swansea Council's Volunteering Strategy / Policy. The Working Group is coordinated and facilitated by the Tackling Poverty Service and supported by Swansea Council for Voluntary Service.

Engagement, coproduction and consultation will be critical to the process of developing this work. A full IIA will be carried out as part of the strategy development process in due course.

- Q4 Have you considered the Well-being of Future Generations Act (Wales) 2015 in the development of this initiative:**

- a) Overall does the initiative support our Corporate Plan's Well-being Objectives when considered together?
Yes No
- b) Does the initiative consider maximising contribution to each of the seven national well-being goals?
Yes No
- c) Does the initiative apply each of the five ways of working?
Yes No
- d) Does the initiative meet the needs of the present without compromising the ability of future generations to meet their own needs?
Yes No

-
- Q5 What is the potential risk of the initiative? (Consider the following impacts – equality, socio-economic, environmental, cultural, legal, financial, political, media, public perception etc...)**

High risk

Medium risk

Low risk

-
- Q6 Will this initiative have an impact (however minor) on any other Council service?**

Yes

No

If yes, please provide details below

A Swansea Council Volunteering Strategy will provide a framework for services across the Council that already host volunteers or develop opportunities to host volunteers.

Appendix A - Integrated Impact Assessment Screening Form

Q7 What is the cumulative impact of this proposal on people and/or communities when considering all the impacts identified within the screening and any other key decisions affecting similar groups/ service users made by the organisation?

(You may need to discuss this with your Service Head or Cabinet Member to consider more widely if this proposal will affect certain groups/ communities more adversely because of other decisions the organisation is making. For example, financial impact/poverty, withdrawal of multiple services and whether this is disadvantaging the same groups, e.g., disabled people, older people, single parents (who are mainly women), etc.)

N/A at this stage.

Outcome of Screening

Q8 Please describe the outcome of your screening below:

- **Summary of impacts identified and mitigation needed (Q2)**
- **Summary of involvement (Q3)**
- **WFG considerations (Q4)**
- **Any risks identified (Q5)**
- **Cumulative impact (Q7)**

This is an IIA Screening for the 'For Information' Report to Corporate Delivery Committee regarding background information and actions to develop a coproduced Swansea Council Volunteering Strategy.

The report is to inform the CDC of the progress made to date.

The 'For Information' report identified no implications with the IIA.

A full IIA will be carried out as part of the strategy development process in due course.

(NB: This summary paragraph should be used in the relevant section of corporate report)

Full IIA to be completed

Do not complete IIA – please ensure you have provided the relevant information above to support this outcome

NB: Please email this completed form to the Access to Services Team for agreement before obtaining approval from your Head of Service. Head of Service approval is only required via email.

Screening completed by:
Name: Anthony Richards
Job title: Poverty and Prevention Strategy Development Manager
Date: 11/09/22

Approval by Head of Service:
Name: Amy Hawkins
Position: Head of Adult Social Services and Tackling Poverty
Date: 14/9/22

Please return the completed form to accesstoservices@swansea.gov.uk

Agenda Item 6



Report of the Head of Adult Services and Tackling Poverty

Safeguarding People and Tackling Poverty Corporate Delivery Committee
- 26 September 2022

Draft Corporate Personal Debt Recovery Policy

Purpose:	To develop and adopt a policy which embeds a corporate approach to the management of personal debt recovery.
Policy Framework:	Swansea Council's Tackling Poverty Strategy Welsh Government's Financial Inclusion Strategy Socio-Economic Duty 2021 Financial Regulations
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	It is recommended that: 1) The Safeguarding People and Tackling Poverty Corporate Delivery Committee consider the Draft Corporate Personal Debt Recovery Policy and make any recommendations prior to progressing to Corporate Management Team, subsequent IIA process, Public Consultation and Council approval of the final policy.
Report Author:	Anthony Richards
Finance Officer:	Chris Davies
Legal Officer:	Carolyn Isaac
Access to Services Officer:	Rhian Millar

1. Introduction

- 1.1 The draft Corporate Personal Debt Recovery Policy (Appendix A) sets out how the Council will work with residents to collect personal debt and what we will do to help those who owe money to the Council.
- 1.2 Debt is defined as 'any amount owed that has not been paid by the due date'.

1.3 The policy will cover personal debts owed to the Council, which includes, but is not limited to:

- Housing Rents
- Council Tax
- Social Care fees
- Housing Benefit Overpayments
- Overpaid Council salaries and wages (current and former employees)
- Housing recharges for property damage
- Berthing fees and charges for boats
- Other debts owed to the authority

2. Developing a Corporate Personal Debt Recovery Policy

2.1 The Council recognises that a significant proportion of Council services are funded through taxes and service charges. If income is not collected effectively, then the authority will be unable to properly fund the vital services it provides for the residents of Swansea or it will simply mean costs fall to others to pay more to make up the shortfall.

2.2 The Chief Finance Officer (Section 151 Officer) is required under The Local Government Act 1972 to ensure proper administration of the financial affairs of the Council. One such area of administration relates to the collection of income due to the Council. The Chief Finance Officer's responsibility, along with other officers, in the collection of income due to the Council is outlined in the Council's Constitution.

2.3 Swansea Council also recognises that early engagement from those at risk of debt or in debt, can prevent debts from escalating, reduce indebtedness and increase the ability of residents to meet their financial responsibilities.

2.4 We know that anyone can experience financial difficulties at any time and that money problems do not just affect the person in debt. Families and communities thrive when people can afford healthy lives and avoid the stress of money worries.

2.5 The policy will let our residents know that we will help people with money worries to get specialist free and impartial help if they want it.

2.6 Services across the Council that collect outstanding personal debts have contributed to the Draft Corporate Personal Debt Recovery Policy including the guiding principles that have been developed and draft content. Contributing services include for Housing Benefits, Housing Benefits Overpayments, Council Tax, School Penalty Notices, Social Care Contributions and Accounts Receivable.

3. Recommendations

- 3.1 It is recommended that the Safeguarding People and Tackling Poverty Corporate Delivery Committee consider the Draft Corporate Personal Debt Recovery Policy and make any recommendations prior to progressing to Corporate Management Team, subsequent IIA process, Public Consultation and Council approval of the final policy.

4. Integrated Assessment Implications

- 4.1 The Council is subject to the public sector duties relating to equality and socio-economic inequalities as prescribed by the Equality Act 2010, the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure 2011, and must in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- Deliver better outcomes for those people who experience socio-economic disadvantage
- Consider opportunities for people to use the Welsh language
- Treat the Welsh language no less favourably than English.
- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

- 4.2 The Well-being of Future Generations (Wales) Act 2005 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.

- 4.3 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.

- 4.4 An IIA screening has been completed and identified a full IIA will be required as a part of the policy development process.

5. Financial Implications

- 5.1 Whilst there are no direct financial implications arising from this report, it may lead to decisions being taken at a later date that may have costs attached. Should that be the case, additional consideration will need to be given to how the additional costs / resources will be provided at that time.

6. Legal Implications

- 6.1 The Council must have due regard to the Public Sector Equality Duty under s149 of the Equality Act 2010 as well as its duties under the Equality Act (Statutory Duties) (Wales) Regulations 2011.

Background Papers: None

Appendices:

Appendix A - Draft Corporate Personal Debt Recovery Policy

Appendix B - IIA Screening Form Corporate Personal Debt Recovery Policy

Appendix A - Draft Corporate Personal Debt Recovery Policy

Contents

1. Introduction
2. Definitions
3. Policy Statement
4. Action Plan and Monitoring

1. Introduction

This Policy sets out how the Council will work with residents to collect personal debt and what we will do to help those who owe money to the Council. This policy does not apply to commercial debtors.

Swansea Council recognises that early help can prevent debts from escalating, reduce indebtedness and increase the ability of residents to meet their financial responsibilities.

Swansea Council also recognises that a significant part of Council services are funded through taxes and service charges. If income is not collected effectively, then the Council will be unable to properly fund the vital services it provides for the residents of Swansea.

We know that anyone can experience financial difficulties at any time and that money problems don't just affect the person in debt. Families and communities thrive when people can afford healthy lives and avoid the stress of money worries.

We want this policy to reflect this and our residents to know we will help people with money worries to get specialist free and impartial help if they want it.

We recognise that supporting those who are in debt will help whilst reducing outstanding debt to the Council, providing the funding to deliver essential services.

The Swansea Tackling Poverty Strategy states our vision of a Swansea in which:

- Income poverty is not a barrier to doing well at school, having a healthy and vibrant life, developing skills and qualifications and having a fulfilling occupation.
- Residents maximise their income and get the most out of their money.
- Residents avoid paying the 'Poverty Premium', the extra costs people on low incomes must pay for essentials such as fuel and transport.

The Welsh Government's Financial Inclusion Strategy (2016) promotes financial inclusion for all residents in Wales. The overall aim is to provide information and advice and to ensure residents have access to appropriate and affordable financial services.

2. Definitions

This Policy defines debt as 'any amount owed that has not been paid by the due date'.

This Policy covers personal debts owed to the Council, which includes, but is not limited to:

- Housing Rents
- Council Tax
- Social Care fees
- Housing Benefit Overpayments
- Overpaid Council salaries and wages (current and former employees)
- Housing recharges
- Berthing fees and charges for boats
- Other debts owed to the authority

3. Policy Statement

Swansea Council aims to:

1. Make it easy for residents to pay bills and contact us early if they are struggling to pay or worried about money;
2. Offer friendly help, including information about where to get specialist free and impartial money advice;
3. Use enforcement action as a last resort.

Therefore we will:

1. Communicate clearly so that residents know how and where they can pay their bills and who they can contact for information and advice if they are struggling;
2. Offer advice to residents in respect of money owed to the Council if we become aware that a problem exists;
3. Promote the uptake of reliefs, discounts, grants or benefit entitlements;
4. Work with our partners to offer the most appropriate specialist free and impartial money advice;
5. Take personal circumstances of those in debt into account and agree realistic payment arrangements in line with the 'Breathing Space' Debt Respite Scheme. This may require the completion of a Standard Financial Assessment (SFA) assisted by a Debt Advisor;
6. Use enforcement action as a last resort;
7. Continue to improve our debt recovery practices in line with national and local strategies and legislation.

4. Monitoring

This policy will be monitored annually to ensure that our debt recovery practices are in-line with legislation and to consider revisions to commitments made within this policy.

Appendix B - Integrated Impact Assessment Screening Form

Please ensure that you refer to the Screening Form Guidance while completing this form.

Which service area and directorate are you from?

Service Area: Tackling Poverty Service

Directorate: Adult Social Services

Q1 (a) What are you screening for relevance?

- New and revised policies, practices or procedures
- Service review, re-organisation or service changes/reductions, which affect the wider community, service users and/or staff
- Efficiency or saving proposals
- Setting budget allocations for new financial year and strategic financial planning
- New project proposals affecting staff, communities or accessibility to the built environment, e.g., new construction work or adaptations to existing buildings, moving to on-line services, changing location
- Large Scale Public Events
- Local implementation of National Strategy/Plans/Legislation
- Strategic directive and intent, including those developed at Regional Partnership Boards and Public Services Board, which impact on a public bodies functions
- Medium to long term plans (for example, corporate plans, development plans, service delivery and improvement plans)
- Setting objectives (for example, well-being objectives, equality objectives, Welsh language strategy)
- Major procurement and commissioning decisions
- Decisions that affect the ability (including external partners) to offer Welsh language opportunities and services

(b) Please name and fully describe initiative here:

This is an IIA Screening for the approach to the development of a Corporate Personal Debt Recovery Policy for the Corporate Delivery Committee and an initial draft of a policy for their consideration prior to it progressing for further consultation and development.

The report is to inform the CDC of the progress made to date and for their consideration of a draft policy and for an agreement of the next steps.

A full IIA will be carried out as part of the policy development process.

Q2 What is the potential impact on the following: the impacts below could be positive (+) or negative (-)

	High Impact		Medium Impact		Low Impact		Needs further investigation
	+	-	+	-	+	-	
Children/young people (0-18)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Older people (50+)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Any other age group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Future Generations (yet to be born)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race (including refugees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Asylum seekers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gypsies & travellers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Poverty/social exclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Appendix B - Integrated Impact Assessment Screening Form

Carers (inc. young carers)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
Community cohesion	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>

**Q3 What involvement has taken place/will you undertake e.g. engagement/consultation/co-productive approaches?
Please provide details below – either of your activities or your reasons for not undertaking involvement**

This policy development was identified as a priority area by the previous Poverty Reduction Policy Development Committee and colleagues from services including Housing Benefits, Housing Benefits Overpayments, Council Tax, School Penalty Notices, Social Care Contributions and Accounts Receivable have looked at the approaches taken across the authority in relation to personal debt to inform and shape the aims and draft policy statement.

Engagement, co-production and consultation will be critical to the next stages of developing this policy. A full IIA will be carried out as part of the policy development.

Q4 Have you considered the Well-being of Future Generations Act (Wales) 2015 in the development of this initiative:

- a) Overall does the initiative support our Corporate Plan’s Well-being Objectives when considered together?
Yes No
- b) Does the initiative consider maximising contribution to each of the seven national well-being goals?
Yes No
- c) Does the initiative apply each of the five ways of working?
Yes No
- d) Does the initiative meet the needs of the present without compromising the ability of future generations to meet their own needs?
Yes No

Q5 What is the potential risk of the initiative? (Consider the following impacts – equality, socio-economic, environmental, cultural, legal, financial, political, media, public perception etc...)

High risk

Medium risk

Low risk

Q6 Will this initiative have an impact (however minor) on any other Council service?

Yes No If yes, please provide details below

The corporate Personal Debt Recovery Policy will provide a framework for services across the Council and how they will work with residents to collect personal debt.

Q7 What is the cumulative impact of this proposal on people and/or communities when considering all the impacts identified within the screening and any other key decisions affecting similar groups/ service users made by the organisation?

(You may need to discuss this with your Service Head or Cabinet Member to consider more widely if this proposal will affect certain groups/ communities more adversely because of other decisions the

Appendix B - Integrated Impact Assessment Screening Form

organisation is making. For example, financial impact/poverty, withdrawal of multiple services and whether this is disadvantaging the same groups, e.g., disabled people, older people, single parents (who are mainly women), etc.)

Personal debt doesn't just affect the person with the debt, in additional families and communities health and wellbeing can be impacted negatively. If income is not collected effectively, the Council will be unable to properly fund the vital services we provide for residents.

The development of a Personal Debt Policy will ensure a consistent approach make it easy for residents to pay bills and easy to contact us early if they are struggling to pay or worried about money, along with the offer of friendly help and including information about where to get specialist free and impartial money advice.

Outcome of Screening

Q8 Please describe the outcome of your screening below:

- **Summary of impacts identified and mitigation needed (Q2)**
- **Summary of involvement (Q3)**
- **WFG considerations (Q4)**
- **Any risks identified (Q5)**
- **Cumulative impact (Q7)**

This is an IIA Screening for the approach to the development of a Corporate Personal Debt Recovery Policy for the Corporate Delivery Committee and an initial draft of a policy for their consideration prior to it progressing for further consultation and development.

The report is to inform the CDC of the progress made to date and for their consideration of a draft policy and for an agreement of the next steps.

A full IIA will be carried out as part of the policy development process.

(NB: This summary paragraph should be used in the relevant section of corporate report)

Full IIA to be completed

Do not complete IIA – please ensure you have provided the relevant information above to support this outcome

NB: Please email this completed form to the Access to Services Team for agreement before obtaining approval from your Head of Service. Head of Service approval is only required via email.

Screening completed by:
Name: Lee Cambule
Job title: Tackling Poverty Service Manager
Date: 15/09/22

Approval by Head of Service:
Name: Amy Hawkins
Position: Head of Adult Social Services and Tackling Poverty
Date: 15/9/22

Please return the completed form to accesstoservices@swansea.gov.uk

Agenda Item 7



Report of the Chair

Safeguarding People & Tackling Poverty Corporate Delivery Committee – 26 September 2022

Work Plan 2022-2023

Date of meeting	Agenda items and Format
27 June 2022	<ul style="list-style-type: none">Annual Review of People PDC Work Programme 21-22Annual Review of Tackling Poverty PDC Work Programme 21-22
25 July 2022	<ul style="list-style-type: none">Work Programme 2022-2023
26 September 2022	<ul style="list-style-type: none">Creating a Workforce to deliver more Care Service directlyVolunteering Strategy UpdateCorporate Debt Policy Update
24 October 2022	<ul style="list-style-type: none">A new Local Area Coordination Best Practice Policy / Guide including Recruitment
28 November 2022	<ul style="list-style-type: none">
19 December 2022	<ul style="list-style-type: none">
23 January 2023	<ul style="list-style-type: none">
27 February 2023	<ul style="list-style-type: none">
27 March 2023	<ul style="list-style-type: none">
24 April 2023	<ul style="list-style-type: none">