



City and County of Swansea

**Minutes of the Organisational Transformation
Corporate Delivery Committee**

**Multi-Location Meeting - Gloucester Room, Guildhall / MS
Teams**

Tuesday, 25 October 2022 at 2.00 pm

Present: Councillor V M Evans (Chair) Presided

Councillor(s)

C Anderson
T J Hennegan
S Joy

Councillor(s)

P N Bentu
D H Hopkins
F D O'Brien

Councillor(s)

J A Hale
M Jones
L V Walton

Officer(s)

Rachael Davies
Marlyn Dickson
Nick Huffer
Jeremy Parkhouse

Head of HR & Service Centre
Strategic Change Programme Manager
Employment Lawyer
Democratic Services Officer

Apologies for Absence

None.

17 Disclosures of Personal & Prejudicial Interests.

In accordance with the Code of Conduct adopted by the City & County of Swansea, the following interests were declared: -

Councillors P N Bentu, M Jones and F D O'Brien declared personal interests in Minute No.19 – Reward and Recognition.

18 Minutes:

Resolved that the Minutes of the previous Committee held on 27 September 2022 be approved and signed as a correct record.

19 Reward and Recognition.

Rachael Davies, Head of Human Resources and Service Centre presented a 'for information' report which informed the Committee of the Council's current Reward and Recognition Strategy.

It was outlined that the Council's approach toward Reward and Recognition is detailed in the annual Pay Policy Statement 2022/23. It is a statutory requirement as per the Localism Act (2011) in which English and Welsh authorities must publish a

Pay Policy Statement on an annual basis, setting out their approach to all aspects of pay and remuneration. Swansea Council last adopted the annual pay statement in March 2022.

It was explained that the Pay Policy Statement covered the Council's approach to financial remuneration, market supplement, honoraria payments, the link to pay and performance, exit payments, voluntary severance and pension schemes. It does not cover any non-financial benefits.

It was noted that pay was the single largest influencing contributor to overall remuneration packages. The Council adopts nationally agreed pay awards when agreed between national employers and trade unions. Details of National Joint Council (NJC) pay spines / grades were provided at Appendix A. Reference was also made to the Job Evaluation process and honoraria.

The report also highlighted the Local Government Pension Scheme (LGPS), terms and conditions of employment, non-financial benefits, recognising performance, staff feedback, Workforce Strategy 2022-2027 and future considerations.

The Committee discussed the following: -

- The effect of market forces on the Recruitment and Retention Policy and how some roles were difficult to fill without some additional pay over a time limited period.
- The differences between NJC pay and that of senior officers / officers of different schemes.
- Role of the Chief Executive's Remuneration Committee.
- Details of the workforce in respect of gender, disability and race and the additional information that would be available in this respect with the introduction of Oracle Fusion.
- The number of Education Psychologists employed by the Authority, which would be clarified by Officers.
- The Flexible Working Policy recently approved by Cabinet and reviewing the current flexi-time system.
- The different methods of working used by different directorates.
- How many part-time workers were generally female and low paid.
- How the Authority had agreed to support workers at the lower end of the pay scheme and the effect this has on the local economy.
- Ensuring that the number of respondents is reported in addition to percentages in respect of staff feedback and engaging with those staff not on email.
- Listening trio's which were recently referred to in a joint Council presentation with Audit Wales.
- Formation of the staff equalities group and using the group to assist with research.
- Recognising performance through various means such as one-to-one sessions and awards.
- Staff having the confidence and support to comment, listening to how staff feel and meaningful engagement.

- The importance of thanking staff for their efforts and looking at alternative ways for the Authority to show its appreciation.
- The 'day in our shoes' exercise where managers work within teams to appreciate the work being undertaken.
- The possibility of re-introducing long service awards.
- Focussing upon non-financial rewards.

The Chair thanked the Head of Human Resources and Service Centre for her report.

20 Work Plan.

The Chair presented 'for information' the Organisational Transformation Corporate Delivery Committee Work Plan 2022-2023.

It was noted that agile working would be discussed on 22 November 2022.

The Chair added that there was a clash on 22 November 2022 and the meeting would have to be moved to the morning. She added that the time would be confirmed within the next few days.

The meeting ended at 3.06 pm

Chair