



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

Education & Skills Service Transformation Committee

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

On: Wednesday, 14 June 2023

Time: 4.00 pm

Chair: Councillor Mike Durke

Membership:

Councillors: F M Gordon, B Hopkins, Y V Jardine, L R Jones, S Joy, S Pritchard and T M White

Watch Online: <https://bit.ly/42o9g4o>

Agenda

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|----------|---|--------------|
| 1 | Apologies for Absence. | |
| 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 |
| 4 | Terms of Reference. (For Information) | 2 - 4 |
| 5 | Work Plan Discussions. (Verbal) | 5 |
| 6 | Date & Time of Meetings. | 6 |

Next Meeting: Wednesday, 26 July 2023 at 4.00 pm

Handwritten signature of Huw Evans in blue ink.

Huw Evans
Head of Democratic Services
Wednesday, 7 June 2023

Contact: Democratic Services - (01792) 636923

Agenda Item 3



City and County of Swansea

Minutes of the **Education & Skills Service Transformation Committee**

Multi-Location Meeting - Council Chamber, Guildhall / MS

Teams

Thursday, 18 May 2023 at 4.20 pm

Present:

Councillor(s)

M Durke
F M Gordon
S Joy

Councillor(s)

B Hopkins
Y V Jardine
T M White

Councillor(s)

L R Jones
S Pritchard

Officer(s)

Gareth Borsden
Huw Evans
Debbie Smith

Democratic Services Officer
Head of Democratic Services
Deputy Chief Legal Officer

1 To elect a Chair for the Municipal Year 2023 - 2024.

Resolved that Councillor M Durke be elected Chair for the Municipal Year 2023-2024.

Councillor M Durke (Chair) presided

2 To elect a Vice Chair for the Municipal Year 2023 - 2024.

Resolved that Councillor S Pritchard be elected as Vice Chair for the Municipal Year 2023-2024.

3 Disclosures of Personal & Prejudicial Interests.

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

The meeting ended at 4.21 pm

Chair

Agenda Item 4

Terms of Reference - Service Transformation Committees

There are 5 Service Transformation Committees:

- *Climate Change & Nature Recovery Service Transformation Committee.*
- *Economy & Infrastructure Service Transformation Committee.*
- *Education & Skills Service Transformation Committee.*
- *Social Care & Tackling Poverty Service Transformation Committee.*
- *Corporate Services & Financial Resilience Service Transformation Committee.*

The purpose of Service Transformation Committees is to contribute to the ongoing development of the Council's agreed transformation activities (specifically in relation to the council's corporate plan, policy commitments, Corporate Transformation Plan, and Medium-Term Financial Plan) for consideration and adoption by Cabinet Members, Cabinet and / or Council as appropriate.

a) Membership & Frequency of Meetings

- i) *Non-Executive Members and Assistants to Cabinet are eligible to be members of the Service Transformation Committees.*
- ii) *Executive (Cabinet) Members are **not** eligible to be members of the Service Transformation Committees. However relevant Cabinet Members will be invited to attend committee sessions.*
- iii) *Frequency of meetings is a matter for the Chair depending on workload; however, it is anticipated that formal Committee meetings shall be held no more than 6-weekly. In addition to formal Committee meetings, Informal Working Groups may be undertaken, if the work plan dictates and subject to the availability of officer resources.*
- iv) *Chairs of the Service Transformation Committees will meet to co-ordinate agendas and work plans to ensure consistency and that there is no duplication in work. This meeting will be supported by the Leader and the Chief Executive and / or their nominated representatives.*

b) Role and Framework

The role of a Service Transformation Committee is to:

- i) *Contribute to future policy and/or service design.*
- ii) *Consider mechanisms to encourage and enhance public participation in development of policy and service models.*
- iii) *Work with Senior Officers and Cabinet Members in a Team Swansea approach.*
- iv) *Consider and where appropriate to invite relevant organisations / individuals to contribute to policy development and service design discussions.*

a) Remit of Service Transformation Committees

The Service Transformation Committees will focus their work on relevant aspects of the Council's corporate plan, policy commitments, Corporate Transformation Plan, and Medium-Term Financial Plan. Specifically, the following areas of work will be within the remit of each Committee:

i) Climate Change & Nature Recovery Service Transformation Committee:

- Developing a new Sustainable Transport Strategy (2050).
- Developing a new Renewable Energy Strategy (2050).
- Developing a new Swansea Council Sustainable Food Strategy (2030).
- Waste Strategy Development to Contribute to Swansea Achieving Net Zero & Nature Recovery (2050).
- Swansea Local Nature Recovery Action Plan (LNRAP).
- Section 6 Action Plan.
- Swansea Council's contribution / commitment to Net Zero Swansea (2050).
- Public EV Charging Policy (2050).

ii) Economy & Infrastructure Service Transformation Committee:

- Local Economic Delivery Plan.
- Tawe Riverside Corridor Action Plan.
- Swansea Bay Strategy Projects.
- Maintenance of Road Infrastructure.
- More Homes Delivery Programme.
- Destination Management Plan.
- Review of the Council's Housing Allocation Policy.

iii) Education & Skills Service Transformation Committee:

- Transforming Additional Learning Needs.
- Right Schools in Right Places.

iv) Social Care & Tackling Poverty Service Transformation Committee:

- Safeguarding People from Harm Steps in the Corporate Plan 2023-2028.
- Tackling Poverty and Enabling Communities Steps in the Corporate Plan 2023-2028.
- Residential Service Development
- Enabling and promoting independence - prevention and early Help.
- Approach to enabling community resilience and self-reliance.
- Development of a corporate Volunteering Strategy and Policy.

- v) **Corporate Services & Financial Resilience Service Transformation Committee:**
- Transformation and Financial Resilience Steps in the Corporate Plan 2023-2028.
 - Digital Transformation Programme.
 - Workforce and OD Transformation Programme.
 - Corporate Services MTFP savings proposals.
 - Policy Commitments relevant to Corporate Services & Financial Resilience.

b) **Relationship with Cabinet**

- The Service Transformation Committee Chair will agree a forward work programme with Cabinet / CMT.*
- The Committee will produce a Transformation report to the Cabinet Member / Cabinet / Council in connection with work undertaken.*
- Each Service Transformation Committee will produce an annual report to Council summarising the outcome and outputs of its work throughout the year.*

c) **Relationship with Scrutiny**

- The Service Transformation Committees are **not** Scrutiny Committees they are forward looking Committees assisting Council to transform services, modernise, and meet medium- and long-term financial challenges.*
- If a Service Transformation Committee identifies an issue of concern arising from their role, the Chair should refer it to the Scrutiny Programme Committee for further consideration / investigation.*
- The Service Transformation Committee Chair will be responsible for ensuring the Committee does not stray into the role of the Scrutiny Programme Committee.*
- Service Transformation Committees and the Scrutiny Programme Committee should ensure awareness of each other's work programmes. including the timing of work programme activities. This will be achieved by an early 'sense check' of the work programmes for Service Transformation and scrutiny. The Scrutiny Programme Committee should consider relevant advice but has autonomy on decisions about the scrutiny work programme.*

d) **Support**

- The Democratic Services Team shall provide the relevant support to the Service Transformation Committees.*
- Service Transformation Committee will have a nominated senior service lead for each item or work. The relevant Director, Head of Service, or nominated relevant Officer will provide work plan support and research and produce reports as appropriate."*

Education & Skills STC - Work Plan 2023-2024

Meeting Date	Agenda Items
14 June 2023	Workplan Discussion
26 July 2023	
27 September 2023	
8 November 2023	
13 December 2023	
24 January 2024	
6 March 2024	
17 April 2024	

Agenda Item 6



Education & Skills Service Transformation Committee – 14 June 2023

Date & Time of Future Meetings

Wednesday 14th June 2023
Wednesday 26th July 2023
Wednesday 27th September 2023
Wednesday 8th November 2023
Wednesday 13th December 2023
Wednesday 24th January 2024
Wednesday 6th March 2023
Wednesday 17th April 2024

All at 4pm.