



Dinas a Sir Abertawe

Hysbysiad o Gyfarfod

Fe'ch gwahoddir i gyfarfod

## Pwyllgor Trawsnewid Gwasanaethau Gofal Cymdeithasol a Threchu Tlodi

**Lleoliad:** Cyfarfod Aml-Leoliad - Ystafell Gloucester, Neuadd y Ddinas / MS Teams

**Dyddiad:** Dydd Llun, 11 Medi 2023

**Amser:** 4.00 pm

**Cadeirydd:** Y Cynghorydd Ceri Evans

**Aelodaeth:**

Cynghorwyr: M Baker, Y V Jardine, A J Jeffery, H Lawson, A J O'Connor, J E Pritchard a/ac L V Walton

**Gwyltio ar-lein:** <https://bit.ly/3P6njl8>

---

### Agenda

Rhif y Dudalen.

- |   |  |        |
|---|--|--------|
| 1 | Ymddiheuriadau am absenoldeb.  |        |
| 2 | Derbyn datgeliadau o fuddiannau personol a rhagfarnol.<br><a href="http://www.abertawe.gov.uk/DatgeluCysylltiadau">www.abertawe.gov.uk/DatgeluCysylltiadau</a> |        |
| 3 | <b>Cofnodion.</b><br>Cymeradwyo a llofnodi cofnodion y cyfarfod(ydd) blaenorol fel cofnod cywir.   | 1 - 2  |
| 4 | <b>Datblygu Polisi Gwirfoddoli Cyngor Abertawe. (Lee Cambule/Anthony Richards)</b>   | 3 - 18 |
| 5 | <b>Cynllun Gwaith 2023-2024.</b>   | 19     |

**Cyfarfod nesaf:** Dydd Llun, 23 Hydref 2023 am 4.00 pm

Huw Evans

Pennaeth y Gwasanaethau Democrataidd

Dydd Mawrth, 5 Medi 2023

---

Cyswllt: Gwasanaethau Democrataidd - (01792) 636923

# Agenda Item 3



City and County of Swansea

## Minutes of the **Social Care & Tackling Poverty Service Transformation Committee**

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

**Teams**

**Monday, 24 July 2023 at 4.00 pm**

**Present:** Councillor C R Evans (Chair) Presided

**Councillor(s)**

M Baker  
H Lawson

**Councillor(s)**

Y V Jardine  
L V Walton

**Councillor(s)**

A J Jeffery

**Officer(s)**

Lee Cambule  
Mark Gosney  
Amy Hawkins  
Simon Jones

Tackling Poverty Service Manager  
Commissioning Team Leader  
Head of Adult Services & Tackling Poverty  
Social Services Strategy and Performance Improvement  
Officer

Allison Lowe  
Lisa Thomas  
Jane Whitmore

Democratic Services Officer  
Senior Lawyer  
Strategic Lead Commissioner

**Also present**

Councillor Hayley  
Gwilliam

Cabinet Member for Community (Support)

Councillor Alyson Pugh

Cabinet Member for Well-being

**Apologies for Absence**

Councillor(s): A J O'Connor and J E Pritchard

---

**9 Election of Vice Chair for the Municipal Year 2023-2024.**

**Resolved** that Councillor L V Walton be elected Vice Chair for the Municipal Year 2023-2024.

**10 Disclosures of Personal & Prejudicial Interests.**

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

**11 Minutes.**

**Resolved** that the Minutes of the Social Care & Tackling Poverty Service Transformation Committee held on 12 June 2023 be approved and signed as a correct record.

**12 Refresh of Swansea Council Tackling Poverty Strategy.**

Lee Cambule, Tackling Poverty Service Manager presented a “For Information” report to update the Social Care & Tackling Poverty Service Transformation Committee on the refresh of the corporate Tackling Poverty Strategy and to feedback on initial themes.

Contributions towards the co-production and engagement process, to inform the initial draft of the strategy ahead of its formal consultation phase should be emailed to [tacklingpoverty@swansea.gov.uk](mailto:tacklingpoverty@swansea.gov.uk) .

**13 Levelling Up Grant Process and Criteria.**

Jane Whitmore and Mark Gosney provided a presentation on the Levelling Up Grant Process and Criteria.

The officers outlined the background, purpose, priority areas, criteria, examples, 4 possible options, impact, proposed timeline and risks / interdependencies.

The Committee were asked their views on which areas to target and to identify the criteria for applications.

The Committee provided some initial views on the options available, however they felt that as this was such an important decision, more time be given for members to consider the options further and suggested a workshop be arranged in August / September.

**Resolved** that:

- 1) Officers provide further information on clear outcomes on the basis of extending timescales into the next financial year;
- 2) A workshop be convened in August / September.

**14 Draft Work Plan 2023-2024.**

The Chair presented the Draft Work Plan for 2023-2024.

**Resolved** that the Draft Work Plan for 2023-2024 be approved.

The meeting ended at 5.06 pm

**Chair**

# Agenda Item 4



## Report of the Head of Adult Social Services and Tackling Poverty

### Social Care and Tackling Poverty Service Transformation Committee – 11 September 2023

## Swansea Council Volunteering Policy Development

**Purpose:** The report is for information purposes only.

**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 Development of a Swansea Council Volunteering Policy will set out consistent principles and practice by which volunteers are involved across the organisation. The policy aims to create a common understanding and definition of volunteering and clarify roles and responsibilities to ensure the highest standards are maintained consistently in relation to the management of volunteers within Swansea Council whilst also recognising the importance of volunteers to Swansea Council.

1.2 It is proposed that the Swansea Council Volunteering Policy will include 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

1.3 The current Draft Swansea Council Volunteering Policy is attached at **Appendix A**. This draft policy takes account of best practice as identified by Third Sector Support Wales and as such defines volunteering, sets out standards and commitments to roles and responsibilities, recruitment and selection, induction and training and support and supervision.

## **2 Progress since April 2023**

2.1 Following a meeting of the Volunteering Development Working Group during May, the Draft Swansea Council Volunteering Policy was taken to the Corporate Safeguarding Operational Group during July for initial review and comments.

2.2 Work is ongoing in conjunction with Human Resources and Organisational Development and Swansea Council for Voluntary Service to both refine the draft policy and inform the development of a Volunteer Management Toolkit and Volunteer Handbook, incorporating feedback from the Corporate Safeguarding Operational Group.

2.3 A Volunteering Policy Steering Group has also been established comprising of officers from the Tackling Poverty Service, Human Resources and Organisational Development and Swansea Council for Voluntary Service. The Steering Group is set to meet during September to finalise the Draft Policy.

2.4 Funding has been secured from the Shared Prosperity Fund to provide the resources required to support the completion and implementation of this work during 2023/24. It is anticipated that a Volunteering Development Officer post will be established early in 2024.

## **3 Next Steps**

3.1 The Volunteering Policy Steering Group will continue working to complete the Draft Swansea Council Volunteering Policy and develop a Corporate Volunteer Handbook and Tool Kit for Volunteer Management as outlined within

the draft policy.

- 3.2 Consistent baseline data for all volunteers hosted across services within Swansea Council to be established.
- 3.3 Engagement with current volunteers to undertake experience mapping and ongoing engagement and coproduction.

#### **4 Integrated Assessment Implications**

- 4.1 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.
- 4.2 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'.
- 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 Integrated Impact Screening has been completed for this report with no further assessment required (See Appendix B). This is an IIA Screening for the 'For Information' Report to the Social Care and Tackling Poverty Service Transformation Committee regarding the development of a Swansea Council Volunteering Policy. A full IIA will be carried out as part of the policy development process in due course.

## **5 Legal Implications**

5.1 There are no legal implications.

## **6 Financial Implications**

6.1 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: Draft Swansea Council Volunteering Policy

Appendix B: IIA Screening Form



# **Draft Swansea Council Volunteering Policy**

## **Contents**

1. Introduction
2. Our commitments
3. What is a volunteer?
4. Standards of good practice
5. Code of conduct
6. Roles and responsibilities
7. Confidentiality and Data Protection
8. Recruitment and selection
9. Induction and training
10. Support and supervision
11. Recognition
12. Dealing with problems
13. Expenses
14. Moving on
15. Other relevant documents
16. Monitoring and review

### **1. Introduction**

This volunteering policy sets out the principles and practice by which we involve volunteers / host volunteering opportunities and is relevant to staff and volunteers within the organisation. It aims to create a common understanding and to clarify roles and responsibilities to ensure the highest standards are maintained consistently in relation to the management of volunteers within Swansea Council.

The volunteer handbook gives further details about the support and procedures in place for volunteers.

### **2. Our Commitments**

We recognise volunteers as an integral part of Swansea Council. Their contribution supports our mission and strategic aims and complements the role of paid staff. We aim to encourage and support volunteer involvement so that volunteers' contributions are recognised as an integral part of the Council's activities across its services and to ensure that volunteering benefits the Council, our services, the community at large and the volunteers themselves.

Appropriate steps will be taken to ensure that paid staff are clear about the role of volunteers and to foster good working relationships between paid staff and volunteers,



(in line with the [WCVA / TUC Charter for Volunteering and Workplace Relationships](#))  
Volunteers will not be used to replace staff or undertake the core duties of staff under their statutory obligations.

We are committed to offering a flexible range of opportunities and encouraging a diversity of people to volunteer with us, including those from under-represented groups such as youth, disabled people, older people and people from ethnically diverse communities.

We recognise that there are costs associated with volunteer involvement and this policy seeks to ensure that services hosting volunteers plan and commit financial and staffing resources for the development and support of volunteers within their service.

We recognise that people have a right to participate in the life of their communities through volunteering and can contribute in many ways. We recognise our responsibility to organise volunteering efficiently and sensitively so that the valuable gift of the volunteer's time is best used to the mutual advantage of all concerned.

### **3. What is a Volunteer?**

Volunteers are individuals who undertake activity on behalf of our organisation, unpaid and of their own free choice.

The [Welsh Government Volunteering Policy](#) (2015) defines volunteering as activity which:

- is undertaken freely, by choice
- is undertaken to be of public / community benefit
- is not undertaken for financial gain

#### **Work experience placements and internships are not the same as volunteering.**

Volunteers may be involved on a one-off, short term or on a longer term, regular basis. They may be involved:

- in the direct delivery of our services
- in community engagement to raise awareness
- in one-off events and promotional activities
- in our offices or in community venues

Volunteers are valued for:

- Bringing additional, diverse, new skills and perspectives to the organisation
- Enabling us to be more responsive and flexible in our approach
- Championing our cause within the wider community
- Enhancing the quality of our services and of client experience
- Promoting the wellbeing of users of services, staff, local communities, and themselves

#### **4. Standards of Good Practice**

Our management practice is informed by the Code of Practice for Organisations involving volunteers and [Investing in Volunteers](#) Quality Standard for volunteer management.

#### **5. Code of Conduct**

It is expected that all volunteers will adopt the Council's values in undertaking their volunteering role within Swansea Council.

<https://www.swansea.gov.uk/article/1103/Our-values-and-principles>

There are expected standards of behaviour that all volunteers will ascribe to, in the same way as paid employees.

#### **The organisation expects volunteers to:**

- be reliable and honest
- uphold the organisation's values, processes and policies, including safeguarding people from harm
- participate in all required training for their role, making the most of opportunities given, e.g. for training, mentoring etc.
- carry out tasks within agreed guidelines
- maintain confidentiality, as required, and
- contribute positively to the team, service, and aims of the organisation.

Similarly, volunteers can expect that the Council will demonstrate its own values whilst guiding and supporting them in their volunteering role, and demonstrating reciprocal behaviours, based on respect and understanding.

#### **Volunteers can expect**

- To have clear information about what is and is not expected of them
- To receive adequate support and training relevant to role
- To be treated with respect and in a non-discriminatory manner
- To have opportunities for personal development
- To be recognised and appreciated
- To be able to say 'no' to anything which they consider to be unrealistic or unreasonable
- To know what to do if something goes wrong

From an administrative perspective, volunteers can expect:

- To be insured and volunteer in a safe environment, and
- To be reimbursed agreed out-of-pocket expenses

#### **6. Roles and Responsibilities**

Whilst volunteering roles will vary across Council services, there are standard procedures which should be in place for every volunteer, regardless of the role they are undertaking.

These include:

1. Every volunteer should be assigned a designated person or person(s) within the host service to whom they can report, as specified, and where they can obtain support, advice and guidance for the duration of their volunteering.
2. Every volunteer should have a role description of the duties and responsibilities they will have in their volunteering role, as well as a breakdown of the specific tasks they will be expected to perform. Volunteers should be provided with the appropriate training to perform all aspects of their role to a competent standard, and should receive regular supervisions to ensure their performance is sufficient, and to identify any ongoing or additional training and development needs.
3. Every volunteer should be advised by their designated person(s) who the safeguarding contact is for their area. A list of safeguarding contacts, by area, can be found here: <https://staffnet.swansea.gov.uk/namedsafeguardingpersons>
4. The named person/s has responsibility for the development, management, and co-ordination of voluntary activity within the host team, including volunteering procedures and the welfare of volunteers.

The volunteer role is based on trust and mutual understanding. There is no enforceable obligation, contractual or otherwise, for the volunteer to attend or to undertake particular tasks for the organisation, or to provide continuing opportunities for voluntary involvement, provision of training or benefits.

There should be a presumption of mutual support and reliability. Reciprocal expectations are acknowledged – both of what the organisation expects of volunteers and what volunteers expect of the organisation.

### **7. Confidentiality and Data Protection**

Volunteers should be made aware of their responsibilities in relation to confidentiality and Data Protection, and should be given specific training around related policies, procedures and guidance that they are expected to follow in adherence to Data Protection.

Similarly, they should also receive guidance on the various ways in which confidentiality can be inadvertently compromised.

Further information on confidentiality and Data Protection can be found in the volunteering section on Staffnet: <https://staffnet.swansea.gov.uk/volunteers>

Volunteers should also read and sign:

- The [Volunteer Agreement](#), and
- [Non-Disclosure Agreement](#) if the volunteer is handling personal data

Guidance for volunteers should also include:

- The need for confidentiality in relation to people who use the services and whom they may interact with; as well as the use of social media and images. Volunteers should clearly understand the repercussions of breaching confidentiality.
- Ensuring that volunteers are not given access to any data which, through its loss or misuse, could cause serious harm to the Council. Therefore, in most cases, volunteers should not receive access to data, shared drives or email accounts without a sound business case for doing so.

In relation to their personal data, volunteers should be aware:

- How their records will be stored and accessed in a way that complies with current data protection legislation.
- That they have freedom to control their personal data and ensure that it is not processed without their consent, and
- If any personal data is collected on the volunteer, there is an obligation for them to know why the data needs to be gathered, and how it will be used.

## **8. Recruitment and Selection**

Swansea Council is committed to a fair and transparent process of recruiting and selecting volunteers, in the same way as for paid employees.

We aim to make the process as easy and effective as possible, enabling potential volunteers to demonstrate their preferences and motivations for volunteering opportunities across the Council's services.

Information will be made available to those enquiring about volunteering, including written role descriptions which set out the nature and purpose of the volunteering role, key tasks, skills required, and benefits.

A risk assessment will be undertaken on all volunteer roles and identified risks and steps to mitigate risks will be shared with the volunteer.

The Council will observe the following guidelines in recruiting and selecting volunteers:

1. Equal opportunities principles will be adhered to, including:
  - Advertising and promoting volunteering opportunities in a range of ways that make them accessible to potential volunteers from a wide range of communities; and
  - Providing reasonable adjustments to the recruitment and selection process for volunteers with disabilities, who should inform the Council in advance of any specific requirements to be accommodated.

2. Generally, the recruitment process will comprise the completion of an application form, interview, and the taking of references, although there may be slight deviations from this format, proportionate to the extent of the opportunity.

For example, it is anticipated that recruitment for volunteers for 'one-off' events might be a more succinct process than for regular volunteering of a longer duration, albeit that the same high standards and core processes should be applied to both.

Similarly, for each event, the exact format should be shared with the volunteer in advance, to enable them to adequately prepare and to share any requirements for reasonable adjustments in accordance with the application / interview process.

3. A clear and concise role description will be provided for each volunteering opportunity. This will set out the nature, purpose, and key skills and tasks of each role.
4. A risk assessment will be undertaken for each volunteer role, which will be shared with the volunteer, as will any steps to reduce or mitigate potential risks to the volunteer.
5. For volunteering opportunities that involve care-giving, and / or sustained and direct contact with young people and / or adults in a regulated service, volunteers will be required to undertake a full DBS Disclosure Check, which will be arranged by the Council. DBS Disclosures are treated in the strictest confidence, and a criminal record is not necessarily an exclusion to volunteering. This will be fully discussed with the volunteer should such a situation arise.
6. The DBS [eligibility tool](#) can be used to determine the appropriate level of DBS check that is required for the volunteer.
7. Where applicants are not able to be placed in their preferred role, they will be provided with feedback and given the opportunity to discuss alternative volunteering roles, signposted to the local volunteer centre, or the [Volunteering Wales](#) website.

### **9. Induction and Training**

All volunteers should have a robust induction to their role, team, service and / or function, and to Swansea Council.

However, the Council is also mindful that volunteers have important commitments outside of their volunteering role and will endeavour to offer flexible scheduling for induction and training that considers volunteers' other responsibilities.

Whilst volunteers may be undertaking different roles across the Council, it is expected that the basic premise of an induction will contain the following elements:

- Clarify the nature and purpose of the volunteering role, how it complements and supports the roles of paid employees, and how the role of the volunteer is distinct and valued as an entity
- Orientation to the premises, necessary equipment, e.g. PPE, and important policies, including Health and Safety, Equal Opportunities, Safeguarding, etc.
- Mandatory training to be completed with timescales, and other learning opportunities available within the Council to develop new and existing skills, and to enhance volunteers' personal development in line with their volunteering role
- Details of supervision and support
- Confirmation of time commitments and standards of service, including the process for giving reasonable notice of non-attendance, etc., and
- Payment of expenses

### **Safeguarding Training:**

The Council has a specific responsibility to keep its paid employees, volunteers and the people in its communities who receive and use its services safe, and promote their welfare.

Volunteers should read, and confirm as read, the Safeguarding Factsheet, prior to the commencement of their placement. The Safeguarding Factsheet can be found [here](#) **(insert link)**

Volunteers should complete the required safeguarding training as soon as possible, and confirm that they are familiar with the application of the safeguarding policies and information in the environment in which they are volunteering.

### **10. Support and Supervision**

Volunteers will be offered support and supervision as appropriate for their role and / or setting, and this will be discussed during induction. Arrangements may vary according to the volunteer and the role undertaken, and may include telephone support, group meetings or one to one reviews.

### **11. Volunteers' Voices and Recognition**

Volunteers will be given the opportunity, where relevant, to share their views and opinions with the organisation via staff and volunteer team meetings, planning events, focus groups and/or volunteering surveys.

Formal recognition of the contribution of volunteers is expressed, for example, through annual reports, website articles, social media, and during Volunteers' Week, (June 1<sup>st</sup> – June 7<sup>th</sup> each year).

Any plans for recognition should be discussed with volunteers beforehand, to ensure they agree with any personal information being shared.

### **12. Dealing with Problems**

Swansea Council aims to treat all volunteers fairly, objectively, and consistently. It seeks to ensure that volunteers' views are heard, noted, and acted upon promptly.

There may be occasions, for example, where the performance or conduct of a volunteer does not meet with the expected standards of behaviour, or where a volunteer wishes to raise a grievance, or has concerns about something they have witnessed.

We will attempt to deal with any problems informally, and at the earliest opportunity. All volunteers will have a named person to whom they can turn in the case of any difficulty. Where informal resolution is not possible, the organisation's [Complaints Policy](#) will be adhered to.

Volunteers will be made aware of the organisation's Complaints Policy and how to use it. They will also be made aware of how inappropriate behaviour by volunteers will be addressed by the organisation.

### **13. Expenses**

Volunteers will be given clear information about what expenses can be claimed and how to make a claim. Volunteers will be reimbursed pre-approved out of pocket expenses and travel expenses incurred by their volunteering activities.

### **14. Moving On**

When volunteers move on from volunteering with us, they will be asked to provide feedback on the volunteering experience by way of an exit questionnaire. They will also be given the opportunity to discuss their responses to the questionnaire more fully.

Volunteers who have remained with the organisation for at least three months will have the right to request a reference. Volunteers will also be supported to explore other volunteering opportunities or move on to other options.

### **15. Other Relevant Documents**

The Volunteer Handbook includes detailed, useful information for volunteers including template forms.

Organisational policies relevant to volunteers include:

- Health and Safety
- Equal Opportunities
- Confidentiality
- Social Media
- Safeguarding
- Complaints
- Settling Differences.

### **Other Relevant Documents**

This is a list of the documents that are required to support the volunteering process:

- **Flowchart Process of Volunteering**



- Volunteer Application Form
- Volunteer Recruitment Checklist
- Volunteer Role Description
- Volunteering Offer Letter
- Requesting a Reference Document
- Safeguarding Factsheet for Volunteers
- Volunteers' Documentation Checklist for their Personal File
- Expenses Form

## **16. Monitoring and Review**

This policy will be reviewed annually.

Date approved:

Date of next review:

Responsible Officer:

DRAFT



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 the Social Care and Tackling Poverty Service Transformation Committee regarding background information and actions to develop a Swansea Council Volunteering Policy.

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

A full IIA will be carried out as part of the policy 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 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 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 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 type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>
Asylum seekers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gypsies & travellers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 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 type="checkbox"/>

Community cohesion	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input 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 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 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**

N/A at this stage.

At the time of writing, a Swansea Bay regional approach to developing improved volunteering opportunities is progressing. 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 develop a Regional Volunteering Strategy. A Swansea Council Volunteering Policy / Strategy will form part of the regional approach and will be informed in part by stakeholder engagement during this process.

A cross-directorate Working Group of Council Officers and Volunteering Policy Steering Group has been established to drive forward the coproduction of Swansea Council’s Volunteering Policy. The Working Group and Steering Group is coordinated and facilitated by the Tackling Poverty Service together with Human Resources and Organisational Development and is 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 policy / 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 <input type="checkbox"/>	Medium risk <input type="checkbox"/>	Low risk <input checked="" type="checkbox"/>
---------------------------------------	---	---

**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 Policy / Strategy will provide a framework for services across the Council that already host volunteers or develop opportunities to host volunteers.

**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 the Social Care and Tackling Poverty Service Transformation Committee regarding background information and actions to develop a coproduced Swansea Council Volunteering Policy.

The report is to inform the STC 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.

<b>Screening completed by:</b>
<b>Name: Anthony Richards</b>
<b>Job title: Poverty and Prevention Strategy Development Manager</b>
<b>Date: 31/08/23</b>

<b>Approval by Head of Service:</b>
<b>Name: Amy Hawkins</b>
<b>Position: Head of Adult Social Services and Tackling Poverty</b>
<b>Date: 31/08/23</b>

# Agenda Item 5



## Report of the Chair

### Social Care & Tackling Poverty Service Transformation Committee – 11 September 2023

### Work Plan 2023-2024

Date of meeting	Agenda items and Format	Lead Officer(s)
12 June 2023	<ul style="list-style-type: none"><li>Work Plan Discussion</li></ul>	
24 July 2023	<ul style="list-style-type: none"><li>Levelling Up Grant Process and Criteria</li><li>Tackling Poverty Strategy</li></ul>	Jane Whitmore / Mark Gosney / Amy Hawkins Lee Cambule / Anthony Richards / Amy Hawkins
11 September 2023	<ul style="list-style-type: none"><li>Volunteering Strategy</li></ul>	Lee Cambule / Anthony Richards / Amy Hawkins
23 October 2023	<ul style="list-style-type: none"><li>Internal Residential Care provision model of delivery / statement of purpose</li><li>Special Guardianship Ready</li></ul>	Cathy Murray / Alison Bromfield / Amy Hawkins Julie Davies / Claire Edwards-Matthews
4 December 2023	<ul style="list-style-type: none"><li>When I'm Ready</li></ul>	Julie Davies / Helen Williams
15 January 2024	<ul style="list-style-type: none"><li></li></ul>	
26 February 2024	<ul style="list-style-type: none"><li>Short Breaks</li></ul>	Julie Davies / Helen Williams
8 April 2024	<ul style="list-style-type: none"><li></li></ul>	

Item(s) to be timetabled:

- Enabling and promoting independence: Assistive Technology strategy implementation and growth of telecare / telehealth options.