

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

ENGAGEMENT & INCLUSION CABINET ADVISORY COMMITTEE

At: Room 2.2.6, Civic Centre, Swansea

On: Wednesday, 10 December 2014

Time: 4.00 pm

AGENDA

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1 Apologies for Absence.	
2 Disclosures of Personal and Prejudicial Interest.	1 - 2
3 Minutes. To approve the Minutes of the Minutes of the Engagement and Inclusion Cabinet Advisory Committee held on 12 November 2014.	3 - 5
4 Amendment to Terms of Reference. (For Information)	6
5 Staff Engagement. (Verbal)	
6 Work Programme 2014/15.	7
7 Date and Time of Future Committee Meetings for 2014/15 Municipal Year (all at 4 p.m.): - <ul style="list-style-type: none">• 7 January 2015;• 4 February 2015;• 4 March 2015;• 1 April 2015;• 29 April 2015.	



Patrick Arran
Head of Legal, Democratic Services & Procurement
Thursday, 3 December 2014

Contact: Democratic Services: - 01792 636016

ENGAGEMENT AND INCLUSION CABINET ADVISORY COMMITTEE

Labour Councillors: 9

J P Curtice	A J Jones
D W Cole	D J Lewis
F M Gordon	H M Morris (Vice-Chair)
E T Kirchner (Chair)	L V Walton
Y V Jardine	

Liberal Democrat Councillors: 2

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Independent Councillor: 1

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Conservative Councillor: 1

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Officers:

Phil Roberts	Director of Place
Dean Taylor	Director of Corporate Services
Chris Sivers	Director of People
Euros Owen	Access to Services
Lee Wenham	Head of Economic Regeneration & Planning
Archives	
Democratic Services	

Total Copies Needed:

20

Disclosures of Interest

To receive Disclosures of Interest from Councillors and Officers

Councillors

Councillors Interests are made in accordance with the provisions of the Code of Conduct adopted by the City and County of Swansea. You must disclose orally to the meeting the existence and nature of that interest.

NOTE: You are requested to identify the Agenda Item / Minute No. / Planning Application No. and Subject Matter to which that interest relates and to enter all declared interests on the sheet provided for that purpose at the meeting.

1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3 below, you **MUST WITHDRAW** from the meeting (unless you have obtained a dispensation from the Authority's Standards Committee)
3. Where you have a Prejudicial Interest you may attend the meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, **provided** that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. In such a case, you **must withdraw from the meeting immediately after the period for making representations, answering questions, or giving evidence relating to the business has ended**, and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration (**Paragraph 14** of the Code).
4. Where you have agreement from the Monitoring Officer that the information relating to your Personal Interest is **sensitive information**, as set out in **Paragraph 16** of the Code of Conduct, your obligation to disclose such information is replaced with an obligation to disclose the existence of a personal interest and to confirm that the Monitoring Officer has agreed that the nature of such personal interest is sensitive information.
5. If you are relying on a **grant of a dispensation** by the Standards Committee, you must, before the matter is under consideration:
 - i) Disclose orally both the interest concerned and the existence of the dispensation; and
 - ii) Before or immediately after the close of the meeting give written notification to the Authority containing:

- a) Details of the prejudicial interest;
- b) Details of the business to which the prejudicial interest relates;
- c) Details of, and the date on which, the dispensation was granted; and
- d) Your signature

Officers

Financial Interests

1. If an Officer has a financial interest in any matter which arises for decision at any meeting to which the Officer is reporting or at which the Officer is in attendance involving any member of the Council and /or any third party the Officer shall declare an interest in that matter and take no part in the consideration or determination of the matter and shall withdraw from the meeting while that matter is considered. Any such declaration made in a meeting of a constitutional body shall be recorded in the minutes of that meeting. No Officer shall make a report to a meeting for a decision to be made on any matter in which s/he has a financial interest.
2. A "financial interest" is defined as any interest affecting the financial position of the Officer, either to his/her benefit or to his/her detriment. It also includes an interest on the same basis for any member of the Officers family or a close friend and any company firm or business from which an Officer or a member of his/her family receives any remuneration. There is no financial interest for an Officer where a decision on a report affects all of the Officers of the Council or all of the officers in a Department or Service.

CITY AND COUNTY OF SWANSEA

MINUTES OF THE MEETING OF THE ENGAGEMENT AND INCLUSION CABINET ADVISORY COMMITTEE

HELD AT THE CHAMBER MEETING ROOM, CIVIC CENTRE, SWANSEA
ON WEDNESDAY 12 NOVEMBER 2014 AT 4.00 P.M.

PRESENT: Councillor E T Kirchner (Chair) presided

Councillor(s):

D W Cole
F M Gordon

Councillor(s):

D J Lewis
H M Morris

Councillor(s):

L V Walton

Officers:

L Wenham - Head of Communications and Customer Engagement
J Parkhouse - Democratic Services Officer

6. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor J P Curtice.

7. DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS

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

8. MINUTES

AGREED that the Minutes of the meeting of the Engagement and Inclusion Cabinet Advisory Committee held on 30 September 2014 be approved as a correct record.

9. TERMS OF REFERENCE

The Terms of Reference of the Committee were provided for information.

10. DISCUSSION REGARDING WORK PROGRAMME FOR THE REMAINDER OF THE MUNICIPAL YEAR

The Chair outlined the various areas of responsibility within the remit of the Committee and referred to the Cabinet Portfolios covered by the Terms of Reference.

Minutes of the Meeting of the Engagement and Inclusion Cabinet Advisory
Committee (12.11.2014) Cont'd

She indicated that she had undertaken initial discussions with Councillor Clive Lloyd, Cabinet Member for Transformation and Performance who had suggested that the Committee initially examines the area of staff engagement.

The Head of Communications and Customer Engagement informed the Committee on the areas of workforce engagement, community engagement, prevention work and Sustainable Swansea. He provided detailed feedback in relation to the recently completed staff survey and highlighted potential areas for improving engagement with staff.

Members asked a number of questions in relation to the information provided which were responded to accordingly. Discussions centred around the following:

- Effectively communicating with communities in order to make future savings easier and to get communities on board with the savings outlined;
- The need to plan long-term in order to achieve sustainability for the Council;
- The need to address possible blockages in communication with staff by middle management;
- The current Senior Management Team structure within the Authority;
- Results of the recent staff survey;
- The ongoing need for a golden thread throughout the organisation; partnerships and associated plans;
- The need to assess how other public/private sector organisations engage with staff;
- Absorption of the Equalities Committee Work Plan into the work plan for the remainder of the Municipal Year;
- The importance of the Committee reacting quickly to forthcoming issues and responding accordingly.

Minutes of the Meeting of the Engagement and Inclusion Cabinet Advisory
Committee (12.11.2014) Cont'd

AGREED that:

- (1) the Chair contacts Admiral Insurance and Abertawe Bro Morgannwg Health Authority regarding providing feedback on their staff engagement policies at the next scheduled meeting;
- (2) Councillor D J Lewis contacts the DVLA regarding providing feedback on their staff engagement policies at the next scheduled meeting;
- (3) a report regarding Sustainable Swansea be provided at the Committee meeting scheduled for 7 January 2015;
- (4) a presentation on domestic abuse be provided at the Committee meeting scheduled for 4 February 2015.

11. **DATE AND TIME OF FUTURE MEETINGS**

AGREED that the future meetings of the Committee be held at 4.00 p.m. on the following dates:

- 10 December 2014
- 7 January 2015
- 4 February 2015
- 4 March 2015
- 1 April 2015
- 29 April 2015

The meeting ended at 4.56 p.m.

CHAIR

Agenda Item 4

Report of the Chair

Engagement and Inclusion Cabinet Advisory Committee – 10 December 2014

AMENDMENT TO TERMS OF REFERENCE

Purpose: The report provides the addition to the Engagement and Inclusion Cabinet Advisory Committee agreed by Council on 2 December 2014.

FOR INFORMATION

Council resolved to abolish the Equalities Committee at the meeting held on 2 December 2014. The Terms of Reference of Equalities Committee have therefore been added to the Terms of Reference of the Engagement and Inclusion Cabinet Advisory Committee. Details are listed below.

4. Part 3 – Equalities Committee - Terms of Reference

- 4.1 It is proposed to abolish the Equalities Committee and for its work to be carried out by the Engagement and Inclusion Cabinet Advisory Committee.
- 4.2 It is further proposed that the terms of reference of the Equalities Committee as set out below be added to the terms of reference of the Engagement and Inclusion Cabinet Advisory Committee.
 - 1) To support the Council in complying with Equality and Welsh Language legislation and regulations in relation to staff, elected members, members of the public, visitors and others closely associated with the City & County of Swansea.
 - 2) To promote an inclusive, supportive, healthy and equitable working environment that is consistent with the Corporate Objectives, Strategic Equality Plan, Welsh Language Scheme and Social Inclusion Strategy.
 - 3) To ensure that the Council implements all actions and plans emanating from policy including undertaking Equality Impact Assessments (EIAs) in relation to all services and budgets.
 - 4) To ensure appropriate equality and diversity training and developments is provided and accessible to all staff, elected members and others associated with the Council.
 - 5) Monitor data, trends and the assessment of impact of policies, procedures, criteria and practices in relation to compliance with Equality and Welsh Language legislation and regulations.

Agenda Item 6

Report of the Chair

Engagement and Inclusion Cabinet Advisory Committee – 10 December 2014

ENGAGEMENT AND INCLUSION CABINET ADVISORY COMMITTEE – WORK PROGRAMME 2014/15

Date	Subject Area	Lead
10 th December 2014	<ul style="list-style-type: none">• Staff engagement	Lee Wenham
7 th January 2015	<ul style="list-style-type: none">• Presentation - Sustainable Swansea	Rhian Millar
4 th February 2015	<ul style="list-style-type: none">• Presentation - Domestic Abuse	Ali Morris
4 th March 2015		
1 st April 2015		