

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

ENGAGEMENT & INCLUSION CABINET ADVISORY COMMITTEE


At: Committee Room 3, Civic Centre, Swansea

On: Wednesday, 7 January 2015

Time: 4.00 pm

AGENDA

	Page No.
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 10 December 2014.	3 - 5
4 Presentation - Feedback Regarding Consultation - Sustainable Swansea.	
5 Member Champion Update. (Verbal)	
6 Work Programme.	6
7 List of Meetings for Remainder of the 2014/15 Municipal Year. All at 4 p.m. on the following dates: - <ul style="list-style-type: none">• 4 February 2015;• 4 March 2015;• 1 April 2015;• 29 April 2015.	



Patrick Arran
Head of Legal, Democratic Services & Procurement
Wednesday, 31 December 2014

Contact: Democratic Services: - 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:

Euros Owen	Access to Services
Lee Wenham	Head of Marketing, Communications & Scrutiny
Archives	
Democratic Services	

Email Only:

Phil Roberts	Director of Place
Dean Taylor	Director of Corporate Services
Chris Sivers	Director of People

Total Copies Needed:

17

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 ROOM 2.2.6, CIVIC CENTRE, SWANSEA
ON WEDNESDAY 10 DECEMBER 2014 AT 4.00 P.M.

PRESENT: Councillor E T Kirchner (Chair) presided

Councillor(s):

D W Cole
J P Curtice

Councillor(s):

D J Lewis
H M Morris

Councillor(s):

L V Walton

Officers:

E Owen - Access to Services Team Leader
P Couch - Equality Policy Officer
J Parkhouse - Democratic Services Officer

12. **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor F M Gordon.

13. **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.

14. **MINUTES**

RESOLVED that the Minutes of the meeting of the Engagement and Inclusion Cabinet Advisory Committee held on 12 November 2014 be approved as a correct record.

15. **AMENDMENT TO TERMS OF REFERENCE**

The amended Terms of Reference of the Engagement and Inclusion Cabinet Advisory Committee were provided for information. The amended Terms of Reference now incorporated the Terms of Reference of the abolished Equalities Committee.

16. **STAFF ENGAGEMENT**

Further to discussions that occurred at the previous meeting in relation to staff engagement, the Chair requested an update on progress made.

Minutes of the Engagement and Inclusion Cabinet Advisory Committee
(10.12.2014) Cont'd

Councillor D J Lewis provided feedback from the DVLA who had provided information regarding their staff engagement. He outlined that the DVLA undertake a formal process of staff engagement and they were very keen to share information and best practice with the Committee. Members of the Committee would be invited in due course to the DVLA in order to gather further information regarding staff engagement.

The Chair further informed the Committee that a response had been received from Abertawe Bro Morgannwg University Health Board, who had provided information that the Head of Communications and Customer Engagement was already aware of. She also circulated a copy of a presentation from Admiral Insurance which outlined their methods of staff engagement.

Members also commented on the reputation and staff retention of other organisations, the methods of staff engagement undertaken by other organisations, the options available for staff to respond to surveys/blogs within the City and County of Swansea, the response rate received by other organisations to staff surveys.

AGREED that:

- (1) the contents of the update be noted;
- (2) a site visit be arranged to DVLA in order to gather further information on their staff engagement policies;
- (3) an update report be provided at the next scheduled meeting.

17. **WORK PROGRAMME 2014/15**

The Chair presented an updated Engagement and Inclusion Cabinet Advisory Committee Work Programme for 2014/15. The Committee discussed a number of possible topics that could be included in the Work Programme as follows:-

- Strategic Equality Plan and Equality Objectives Annual Review 2013/14.
- Strategic Equality plan and Equality Objectives Annual Review 2014/15 and development of second Strategic Equality Plan (2016-19).
- Equality Impact Assessments, particularly with regard to Social Services.

Minutes of the Engagement and Inclusion Cabinet Advisory Committee
(10.12.2014) Cont'd

- Engagement with Older People Groups, the BME and LGBT Forums and Disability Liaison Group.
- Member Champion Reports.
- Poverty and Inequality.
- Welsh Language Standards and implementation when agreed.
- Other topics being covered by the former Equalities Committee, including Community Cohesion, Hate Crime Framework and the United Convention on Rights of the Child (UNCRC).

The Chair added that she will progress amending the title of the Committee to the Engagement, Equalities and Inclusion Cabinet Advisory Committee.

AGREED that:

- (1) the contents of the report be noted;
- (2) the Strategic Equality Plan and Equality Objectives Annual Review 2013/14 be added to the Work Programme for the meeting in February 2015;
- (3) Member Champions update be included as a substantive item on the Engagement and Inclusion Cabinet Advisory Committee Agenda;
- (4) One Member Champion be invited to provide an update report at future meetings;
- (5) Member Champions be provided with the pro forma currently used by Access to Services in order to provide an update report;
- (6) the Chair progresses amending the title of the Committee to the Engagement, Equalities and Inclusion Cabinet Advisory Committee.

The meeting ended at 5.00 p.m.

CHAIR

Agenda Item 6

Report of the Chair

Engagement and Inclusion Cabinet Advisory Committee – 7 January 2015

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

Date	Subject Area	Lead
10 December 2014	<ul style="list-style-type: none">• Staff engagement	Lee Wenham
7 January 2015	<ul style="list-style-type: none">• Presentation - Sustainable Swansea• Member Champion Update	Rhian Millar
4 February 2015	<ul style="list-style-type: none">• Presentation - Domestic Abuse• Strategic Equality Plan and Equality Objectives Annual Review 2013/14• Staff Engagement – Feedback from site visit to DVLA• Member Champion Update	Ali Morris Euros Owen Lee Wenham
4 March 2015	<ul style="list-style-type: none">• Member Champion Update	
1 April 2015	<ul style="list-style-type: none">• Member Champion Update	
29 April 2015	<ul style="list-style-type: none">• Member Champion Update	

Outstanding Former Equalities Committee Issues

1. To attend the Swansea Bay Asylum Seeker and Refugee Drop-Ins.
2. Design and produce a BME / migration fact sheet.