

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, 4 March 2015

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 4 February 2015.	3 - 7
4 Councillor Champions Update.	8
5 Presentation - Communication with Carers.	
6 Work Programme.	9 - 10
7 Dates of Future Meetings (All at 4 p.m.): - <ul style="list-style-type: none">• 1 April 2015;• 29 April 2015.	



Patrick Arran
Head of Legal, Democratic Services & Procurement
Wednesday, 25 February 2015

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 COMMITTEE ROOM 3, CIVIC CENTRE, SWANSEA
ON WEDNESDAY 4 FEBRUARY 2015 AT 4.00 P.M.

PRESENT: Councillor E T Kirchner (Chair) presided

Councillor(s):

D W Cole
J P Curtice
F M Gordon

Councillor(s):

Y V Jardine
D J Lewis

Councillor(s):

H M Morris
L V Walton

ALSO PRESENT:

Councillor J C Bayliss - Councillor Champion for Gender, Gender Reassignment and Sexual Orientation

Officers:

R Jones - Stakeholder and Communications Manager - Education
E Owen - Access to Services Team Leader
S Hopkins - Policy Development Officer (Equality)
A Morris - Domestic Abuse and Sexual Violence Strategy Co-ordinator
J Parkhouse - Democratic Services Officer

25. **APOLOGIES FOR ABSENCE**

There were none.

26. **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS**

In accordance with the Code of Conduct adopted by the City and County of Swansea, the following interest was declared:

Councillor D J Lewis - employed by DVLA - Minute No. 29 - Briefing - Staff Engagement - Feedback from Site Visit to DVLA - personal.

27. **MINUTES**

RESOLVED that the Minutes of the meeting of the Engagement and Inclusion Cabinet Advisory Committee held on 7 January 2015 be approved as a correct record.

28. **COUNCILLOR CHAMPION UPDATE**

Councillor John Bayliss, Councillor Champion for Gender, Gender Reassignment and Sexual Orientation updated the Committee on his role, the activities he had undertaken and the outlook going forward. He highlighted the financial constraints being placed upon the Council and the knock-on effect on services which had resulted in more partnership working and reliance upon the third sector. He emphasised the need for all groups/movements to combine to form more cohesive organisations which would improve grant funding opportunities.

RESOLVED that the contents of the report be noted.

29. **BRIEFING - STAFF ENGAGEMENT - FEEDBACK FROM SITE VISIT TO DVLA**

The Stakeholder and Communications Manager - Education provided a briefing on the site visit by Members of the Committee to the DVLA on 15 January 2015.

The following was discussed:

- The DVLA has large community areas used for staff fundraising, singing, etc. and the DVLA have a nominated staff charity;
- The importance of health and wellbeing of staff, providing opportunities;
- Occupational Health at the DVLA is outsourced but comes over as an open/friendly service;
- The DVLA has a resource centre, i.e. books/PCs for staff;
- There is a staff Starbucks café on site;
- There is a staff gym and studio for classes, e.g. yoga and zumba;
- The DVLA have 4,800 staff, including six directorates which require differing communication needs;
- DVLA staff survey is anonymous;
- Internal communication is a priority for the DVLA and staff use YAMER for internal communication;

Minutes of the Meeting of the Engagement and Inclusion Cabinet
Advisory Committee (04.02.2015) Cont'd

- There are nine engagement managers within the DVLA and each is based in different directorates;
- There are award ceremonies for staff and all ideas are acknowledged.

The Committee discussed the feedback provided and asked questions of the Officer who responded accordingly.

AGREED that:

- (1) the contents of the briefing be noted;
- (2) a summary report regarding internal communications be provided to the Committee.

30. **PRESENTATION - DOMESTIC ABUSE**

The Domestic Abuse and Sexual Violence Strategy Co-ordinator provided the Committee with a detailed and informative presentation regarding domestic abuse. Details provided included:

- What is domestic abuse;
- Where are we;
- We have a problem;
- Current situation - Swansea;
- Gender based issue;
- Current situation - UK;
- Links to deprivation;
- Different needs and experiences;
- Strategic priority;
- Local services and support;
- All Wales Domestic Abuse and Sexual Violence Helpline;
- The DYN Project.

Minutes of the Meeting of the Engagement and Inclusion Cabinet
Advisory Committee (04.02.2015) Cont'd

The Committee were also informed that the one-stop shop had now opened in the city centre and was situated near the Grand Theatre.

Members asked a number of questions of the Officer who responded accordingly.

AGREED that the contents of the presentation be noted.

31. **ANNUAL EQUALITY AND DIVERSITY REVIEW REPORT 2013-14**

The Access to Services Manager and Policy Development Officer (Equality) presented the Annual Equality and Diversity Review Report for 2013-14 as required by the public sector equality duty for Wales.

It was outlined that the report will be submitted to Cabinet and subsequently to the Equality and Human Rights Commission (as the regulator) and for publication on the Council's website as required by law.

It was added that the report was the Authority's third review under the public sector equality duty and reflects the Annual Reporting Regulations for Wales which were introduced in 2011. The report contained the second progress report against the Equality Objectives contained within the Council's Strategic Equality Plan (SEP). It also contained details on equality information, employment and training information. Additional information (of relevance to the requirements of the public sector equality duty) had also been included, outlining the work within a number of areas of the Council. The Equality Objectives - Progress Update was provided at Appendix 1 and employment and training information was provided at Appendix 2.

The Committee asked questions of the Officers in relation to the report, who responded accordingly.

AGREED that:

- (1) the contents of the report be noted;
- (2) the report be submitted to Cabinet for approval.

32. **WORK PROGRAMME**

The Chair presented an updated Engagement and Inclusion Cabinet Advisory Committee Work Programme for 2014/15.

Minutes of the Meeting of the Engagement and Inclusion Cabinet
Advisory Committee (04.02.2015) Cont'd

Councillor J P Curtice informed the Committee that she had made progress in relation to the information contained on the Children and Young People's website. She indicated that she would circulate the progress update to the Committee.

Discussions also took place regarding the title of the Committee and it was suggested that it be amended to the Engagement, Equalities and Inclusion Cabinet Advisory Committee.

AGREED that:

- (1) the contents of the report be noted;
- (2) the update information in relation to the Children and Young People's website be circulated to the Committee;
- (3) the Chair seeks to amend the title of the Committee to the Engagement, Equalities and Inclusion Cabinet Advisory Committee.

33. **LIST OF MEETINGS FOR THE REMAINDER OF THE 2014/15 MUNICIPAL YEAR**

NOTED the dates of meetings for the remainder of the 2014/15 Municipal Year.

The meeting ended at 5.45 p.m.

CHAIR

Agenda Item 4

Report of the Chair

Engagement and Inclusion Cabinet Advisory Committee – 4 March 2015

LIST OF COUNCILLOR CHAMPIONS

Councillor Champion For	Post Held By Councillor	Date Reported to CAC
Armed Forces	June Burtonshaw	
Biodiversity	Mark Child	
Carers	Paulette Smith	
Children and Young People	Christine Richards	
Councillor Support and Development	Clive Lloyd	
Disabled People	Paul Lloyd	
Diversity	Erika Kirchner	4 March 2015
Domestic Abuse	Erika Kirchner	
Gender, Gender Reassignment and Sexual Orientation	John Bayliss	4 February 2015
Health and Wellbeing	Jane Harris	
Healthy Cities	Mark Child	
Language (Welsh)	Paul Meara	
Older People	Jan Curtice	7 January 2015
Race, Religion, Belief and Heritage	Yvonne Jardine	
United Nations Convention on the Rights of the Child (UNCRC)	Mitch Theaker	

Report of the Chair

Engagement and Inclusion Cabinet Advisory Committee – 4 March 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 Councillor Champion Update 	Rhian Millar
4 February 2015	<ul style="list-style-type: none"> Councillor Champion Update Staff Engagement – Feedback from site visit to DVLA Presentation - Domestic Abuse Strategic Equality Plan and Equality Objectives Annual Review 2013/14 	Councillor John Bayliss Rhodri Jones Ali Morris Euros Owen
4 March 2015	<ul style="list-style-type: none"> Councillor Champion Update Presentation – Communication with Carers 	Councillor Erika Kirchner Cathy Richards
6 March 2015	<ul style="list-style-type: none"> Swansea Bay Asylum Seekers Support Group (SBASSG) - Brunswick Church Hall, Saint Helen's Road (next door to Exotica). Anytime between 5.30pm – 7pm 	Helen Clancy
7 March 2015	<ul style="list-style-type: none"> Swansea Bay Asylum Seekers Support Group (SBASSG) - at St Phillips Community Centre (opposite Tesco). Anytime between 2.30pm – 4.30pm 	Helen Clancy
13 March 2015	<ul style="list-style-type: none"> Swansea Bay Asylum Seekers Support Group (SBASSG) - Brunswick Church Hall, Saint Helen's Road (next door to Exotica). Anytime between 5.30pm – 7pm 	Helen Clancy
14 March 2015	<ul style="list-style-type: none"> Swansea Bay Asylum Seekers Support Group (SBASSG) - at St Phillips Community Centre (opposite Tesco). Anytime between 2.30pm – 4.30pm 	Helen Clancy

1 April 2015	<ul style="list-style-type: none">• Councillor Champion Update• Council Branding	Lee Wenham
29 April 2015	<ul style="list-style-type: none">• Councillor Champion Update	

Outstanding Former Equalities Committee Issues

1. Design and produce a BME / migration fact sheet.