

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 5, Guildhall, Swansea

On: Wednesday, 10 June 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 1 April and 19 May 2015.	3 - 8
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5 Councillor Champion Update. (Verbal)	
6 Presentation - Smoking Prevalence - The Issues for Swansea.	
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Patrick Arran
Head of Legal, Democratic Services & Procurement
Wednesday, 3 June 2015

Contact: Democratic Services: - 636923

ENGAGEMENT AND INCLUSION CABINET ADVISORY COMMITTEE

Labour Councillors: 9

J P Curtice	A J Jones
C R Doyle	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:

Sherill Hopkins	Access to Services
Archives	
Democratic Services	

Email Only:

Phil Roberts	Director of Place
Dean Taylor	Director of Corporate Services
Chris Sivers	Director of People
Lee Wenham	Head of Marketing, Communications & Scrutiny

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 ADVISORY COMMITTEE

HELD AT COMMITTEE ROOM 3A, GUILDHALL, SWANSEA ON
WEDNESDAY 1 APRIL 2015 AT 4.00 P.M.

PRESENT: Councillor E T Kirchner (Chair) presided

Councillor(s):

J P Curtice
F M Gordon

Councillor(s):

Y V Jardine
D J Lewis

Councillor(s):

H M Morris
L V Walton

Officers:

S Rees - Head of Human Resources
D Yeates - Principal HR Officer
J Parkhouse - Democratic Services Officer

ALSO PRESENT:

R Benson - Community Liaison Officer, Swansea University

41. **APOLOGIES FOR ABSENCE**

There were none.

42. **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTEREST**

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

Councillor J P Curtice - Minute No. 47 - Staff Engagement Final Report - niece works for the Authority - personal.

Councillor F M Gordon - Minute No. 45 - Briefing - Engagement with Students/Community and Minute No. 46 - Presentation - Council Staff Appraisal/Staffing Issues - I am employed by the University of Wales Trinity St. David in respect of Minute No. 45 and my son works for the Authority in respect of Minute No. 46 - personal.

Councillor D J Lewis - Minute No. 47 - Staff Engagement Final Report - employed at DVLA - personal.

Minutes of the Meeting of the Engagement and Inclusion Cabinet Advisory
Committee (01.04.2015) Cont'd

43. **MINUTES**

RESOLVED that the Minutes of the meeting of the Engagement and Inclusion Cabinet Advisory Committee held on 4 March 2015 be approved as a correct record subject to the following amendment:

Add Councillor J P Curtice to the list of attendees.

44. **COUNCILLOR CHAMPION UPDATE**

The Chair explained that the Armed Forces Councillor Champion had been unable to attend the meeting and would report to a future meeting of the Committee.

45. **BRIEFING - ENGAGEMENT WITH STUDENTS/COMMUNITY**

The Community Liaison Officer provided the Committee with the background to his role and explained that his post was funded in partnership between Swansea University, University of Wales Trinity St. David Swansea, Gower College Swansea, South Wales Police and the City and County of Swansea. His role is as a liaison point for students and residents with queries, concerns or complaints and he works to promote all the benefits which a vibrant student population brought to local communities and economies. He added that he was the primary contact for residents who wished to raise any issues relating to students from Swansea University, University of Wales Trinity St. David Swansea or Gower College who were living in the local community.

He outlined the problems encountered within communities such as rubbish, parking, violence, anti-social behaviour, drugs and alcohol problems. However, he added that partnership working within the community had resolved many of the issues that had occurred. He also made reference to a rising number of problems linked to use of social media by students and the implications involved with abuse on social media which included custodial sentences.

The new Swansea University Campus at Fabian Way and the University of Wales Trinity St. David Swansea Campus at SA1 were discussed and the proposals outlined for both those sites. He added that a large amount of the student population in Swansea would be living in the east of the city, particularly in St. Thomas and Port Tennant.

Minutes of the Meeting of the Engagement and Inclusion Cabinet Advisory
Committee (01.04.2015) Cont'd

The Committee asked a number of questions of the Swansea University Representative who responded accordingly.

RESOLVED that the contents of the discussions be noted.

46. **PRESENTATION - COUNCIL STAFF APPRAISALS/STAFFING ISSUES**

The Head of Human Resources and Principal HR Officer provided the Committee with a presentation on staff appraisals/staffing issues. The main topics highlighted within the presentation included:

- Appraisals - what is the process? Recording appraisals and systems to say "thank you to staff"?
- High priority, non pay recognition and looking at other authorities in order to establish what they do.
- How do we reward loyalty?
- How to reward staff who do not take sick leave, long service awards, staff who go the extra mile/going above the call of duty?
- Departments setting aside money in order to reward staff.
- New Ideas Scheme or Staff Suggestion Scheme and how many staff use it and what the process entailed.
- The need to update the Intranet pages.
- How the Council engages with Councillors and the need to improve this engagement.

The Committee raised a number of questions regarding the information provided which were responded to by the officers. Discussions centred around the following:

- Human Resources undertaking spot surveys on managers in order to establish if their staff had received annual appraisals;
- The use of innovation by the Authority and sharing innovative ideas, particularly use of the Purple Room in the Civic Centre;
- The introduction of balanced score cards for appraisals and the need to have a golden thread linking to the Council's objectives;
- The introduction of team appraisal systems, particularly in areas where it was difficult to undertake appraisals for all staff, particularly in front-line services;
- Training managers in relation to the staff appraisal scheme and the continued need to treat all staff equally;

Minutes of the Meeting of the Engagement and Inclusion Cabinet Advisory
Committee (01.04.2015) Cont'd

- How other organisations e.g. DVLA encourage staff to organise events etc. with work colleagues and organise such matters through work;
- The need to reward staff for good performance but also to withhold for example increments due to poor performance;
- The benefits enjoyed by staff who work within Local Government such as flexi time, annual leave, pensions and long service awards;
- The need for the Authority to improve its marketing/advertising, for example the staff discount scheme and tickets available for the Grand Theatre. This would also encourage the use of Council facilities;
- The manner in which the Authority communicates with staff at present e.g. via the Intranet and Jack's Blog;
- How the Authority deals with feedback received and communicates the outcomes of issues raised.

RESOLVED that:

- (1) the contents of the presentation be noted;
- (2) the structure of the Council be circulated to the Committee;
- (3) details regarding outcomes and feedback regarding issues raised be provided to the Committee;
- (4) the Innovation Newsletter be circulated to all Councillors;
- (5) an update report be provided to the Committee during the Autumn.
- (6) that Jack's Blog be emailed to all Councillors

47. **STAFF ENGAGEMENT REPORT**

The Chair presented the Staff Engagement and Internal Communications Report which sought to improve staff engagement and internal communications with and for all staff of the City and County of Swansea.

The report detailed the site visit made by the Committee to the DVLA and highlighted their internal communications and staff engagement.

The Chair stated that the improvements to staff engagement and internal communications was ongoing.

Minutes of the Meeting of the Engagement and Inclusion Cabinet Advisory
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RESOLVED that:

- (1) the contents of the report be noted;
- (2) the recommendations contained within the report be forwarded by the Chair to the Cabinet Member for Transformation and Performance.

48. **WORK PROGRAMME**

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

RESOLVED that the contents of the report be noted.

49. **NEXT MEETING - 4 P.M. ON WEDNESDAY, 29 APRIL 2015.**

NOTED that the next meeting be scheduled for 4 p.m. on Wednesday, 29 April 2015.

The meeting ended at 5.35 p.m.

CHAIR

CITY AND COUNTY OF SWANSEA

**MINUTES OF THE ENGAGEMENT & INCLUSION CABINET ADVISORY
COMMITTEE**

**HELD AT COUNCIL CHAMBER, GUILDHALL, SWANSEA ON TUESDAY,
19 MAY 2015 AT 5.30 PM**

PRESENT:

Councillor(s)	Councillor(s)	Councillor(s)
J P Curtice C R Doyle F M Gordon	Y V Jardine E T Kirchner D J Lewis	L V Walton

- 1 **TO SUSPEND COUNCIL PROCEDURE RULE 12 "CHAIR OF MEETINGS" IN ORDER TO ALLOW THE PRESIDING MEMBER TO PRESIDE OVER THE UNDER MENTIONED AGENDA ITEMS.**

RESOLVED that Procedure Rule 12 be suspended in order to allow the Chair of Council to preside over this meeting.

(COUNCILLOR D W W THOMAS PRESIDED)

- 2 **TO ELECT A CHAIR FOR THE MUNICIPAL YEAR 2015 - 2016.**

RESOLVED that Councillor E T Kirchner be elected Chair for the 2015-2016 Municipal Year.

(COUNCILLOR E T KIRCHNER PRESIDED)

- 3 **TO ELECT A VICE CHAIR FOR THE MUNICIPAL YEAR 2015 - 2016.**

RESOLVED that Councillor H M Morris be elected Vice-Chair for the 2015-2016 Municipal Year.

- 4 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors A J Jones and H M Morris.

- 5 **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTEREST.**

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

The meeting ended at 5.30 pm

CHAIR

Terms of Reference Engagement & Inclusion Cabinet Advisory Committee

- 1 To advise the relevant Cabinet Member as appropriate on matters relating to the Policy Commitments adopted by Council within any portfolio.
- 2 To advise and support the work of the Cabinet and the Council as a whole advising the relevant Cabinet Member on potential changes to Policy and the delivery of major service change and alignment with the direction in Sustainable Swansea - Fit for the Future.
- 3 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.
- 4 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.
- 5 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.
- 6 To ensure appropriate equality and diversity training and developments is provided and accessible to all staff, elected members and others associated with the Council.
- 7 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.

Notes:

- i) Cabinet Advisory Committees are NOT decision making bodies.
- ii) Cabinet Advisory Committees shall NOT be chaired by a Cabinet Member.
- iii) Cabinet Advisory Committees may co-opt others on to the Committee either for a topic or for a term if the Committee consider that will assist their advisory role.
- iv) Cabinet Advisory Committees may convene joint meetings between them as is, in the view of each Committee, necessary so as to best coordinate their work and inform their deliberations.
- v) Cabinet Advisory Committees shall adopt methods of working which, in the discretion of the Chair, will best inform their advisory role. Those methods of working shall include, but are not limited to, holding enquiries, going on site

visits, conducting public surveys, holding public meetings, commissioning research, hearing from witnesses and appointing advisors and assessors.

- vi) Cabinet Advisory Committees will be attended by relevant Officers in their role of supporting the Cabinet Member in their presentation of papers to Committee in order to emphasise the Cabinet Member's lead role.

Report of the Chair

Engagement and Inclusion Cabinet Advisory Committee – 10 June 2015

ENGAGEMENT AND INCLUSION CABINET ADVISORY COMMITTEE – WORK PROGRAMME 2015/16

Date	Subject Area	Lead
10 June 2015	<ul style="list-style-type: none"> Councillor Champion Update Presentation - Smoking Prevalence - The Issues for Swansea 	Councillor June Burtonshaw Chris Steele

Possible topic areas for the CAC to explore – feeding back to the Cabinet Members for Anti-poverty, Transformation and Performance, Wellbeing and Healthy City.

Cllr Evans (Social Inclusion) & Cllr Lloyd (Communication & engagement)
Cllr Child (Equalities and access to services)

Recommended action:

The CAC Chair – Cllr Erica Kirchner to arrange a meeting with all three Cabinet Members to discuss and decide on topic areas of interest to the Cabinet Members and the work of the CAC.

Suggest topic areas below:

10 th June 2015	Agreement of topic areas for discussion and action by the CAC members
	Potential topics:
Joint meeting and discussion with Housing, Communities and Anti-poverty CAC Cllr Evans	Joseph Rowntree Foundation's Report ' Why Ethnicity Matters for Local Authority Action on Poverty'
Cllr Child	Migration in Swansea – access and support for new arrivals from Council services, which could include vol/community sector Migration Fact sheet available on request from Helen Clancy
Cllr Child	Strategic Equality Plan – involvement in the new plan for 2016 onwards

Cllr Lloyd	Understanding the role of the LSB engagement group and your supporting and advising role.
Cllr Child	Hate Crime – community tension monitoring and action – the role of a Ward Councillor
Joint meeting and discussion with Housing, Communities and Anti-poverty CAC Cllr Evans	Impact of the introduction of Universal Credit