

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

CORPORATE SERVICES CABINET ADVISORY COMMITTEE

At: Committee Room 5, Guildhall, Swansea

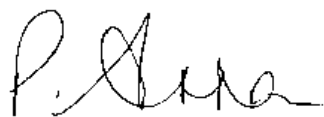
On: Wednesday, 14 October 2015

Time: 4.00 pm

AGENDA

Page No.

- | | | |
|----------|--|--------------|
| 1 | Apologies for Absence. | |
| 2 | Disclosures of Personal and Prejudicial Interests. | 1 - 2 |
| 3 | Minutes.
To approve as a correct record the Minutes of the Corporate Services Cabinet Advisory Committee meeting held on 9 September 2015. | 3 - 4 |
| 4 | Councillor Champion Update. | 5 |
| 5 | Presentation - Helping Hands. | |
| 6 | Staff Engagement Feedback. | 6 - 8 |
| 7 | Work Programme 2015-2016. | 9 |



Patrick Arran
Head of Legal, Democratic Services & Procurement
8 October 2015

Contact: Democratic Services – 636923

CORPORATE SERVICES CABINET ADVISORY COMMITTEE

Labour Councillors: 9

J E Burtonshaw	E T Kirchner (Chair)
J A Hale (Vice Chair)	D J Lewis
T J Hennegan	M Thomas
Y V Jardine	L V Walton
A J Jones	

Liberal Democrat Councillors: 2

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Independent Councillor: 1

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Conservative Councillor: 1

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Officers & Relevant Cabinet Members:

Councillor Rob Stewart	Leader / Cabinet Member for Finance & Strategy (For Information)
Councillor Clive Lloyd	Cabinet Member for Transformation & Performance (For Information)
Democratic Services	
Archives	

For Information (Email Only):

Dean Taylor	Director of Corporate Services
Patrick Arran	Head of Legal, Democratic Services & Procurement
Sarah Caulkin	Head of Information and Business Change
Stuart Davies	Head of Highways & Transportation
Mike Hawes	Head of Financial Services
Steve Rees	Head of Human Resources & Organisational Development
Lee Wenham	Head of Communications & Customer Engagement
Chris Williams	Head of Commercial Services

Total Copies Needed:

18

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 CORPORATE SERVICES CABINET ADVISORY COMMITTEE

HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA ON
WEDNESDAY, 9 SEPTEMBER 2015 AT 4.00 PM

PRESENT: Councillor E T Kirchner (Chair) Presided

Councillor(s)	Councillor(s)	Councillor(s)
J E Burtonshaw J A Hale	T J Hennegan	M Thomas

Officers:

J Parkhouse - Democratic Services Officer

1 **ELECTION OF VICE CHAIR FOR THE REMAINDER OF THE 2015-2016
MUNICIPAL YEAR.**

RESOLVED that Councillor J A Hale be elected Vice Chair for the remainder of the 2015-2016 Municipal Year.

2 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors Y V Jardine, E J King and L V Walton.

3 **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.

4 **TERMS OF REFERENCE. (FOR INFORMATION)**

The Terms of Reference for the Cabinet Advisory Committee were noted.

5 **COUNCILLOR CHAMPION UPDATE.**

In the absence of Councillor Y V Jardine, the item was deferred to a future meeting.

6 **WORK PLAN 2015-2016.**

The Chair presented the Work Plan 2015-2016 for discussion. The Committee discussed the following:

- Staff engagement.
- Innovation.
- Helping Hands.
- Advertising services being provided in relation to stress.
- Councillor Champion Reports.
- Staff Survey - outputs.

RESOLVED that:

- (1) the contents of the report be noted;
- (2) Helping Hands presentation be scheduled for the meeting on 14 October 2015;
- (3) all non Cabinet Member Councillor Champions be contacted regarding their availability for future meetings;
- (4) the Head of Communications and Customer Engagement provides feedback to a future meeting regarding the staff survey;
- (5) the Chair and Vice-Chair meet with the relevant Cabinet Members regarding future work and report back to the next meeting.

The meeting ended at 4.16 p.m.

CHAIR

Report of the Chair

Corporate Services Cabinet Advisory Committee – 14 October 2015

LIST OF COUNCILLOR CHAMPIONS

Councillor Champion For	Post Held By Councillor	Date Reported to CAC
Armed Forces	June Burtonshaw	10 June 2015
		11 May 2016
Biodiversity	Mark Child	
Carers	Paulette Smith	
Children and Young People	Christine Richards	
Councillor Support and Development	Clive Lloyd	
Disabled People	Paul Lloyd	14 October 2015
Diversity	Erika Kirchner	
Domestic Abuse	Erika Kirchner	12 August 2015
Gender, Gender Reassignment and Sexual Orientation	Elliot King	
Health and Wellbeing	Jane Harris	
Healthy Cities	Mark Child	
Language (Welsh)	Paul Meara	
Older People	Jan Curtice	
Race, Religion, Belief and Heritage	Yvonne Jardine	
United Nations Convention on the Rights of the Child (UNCRC)	Christine Richards	

CORPORATE SERVICES CABINET ADVISORY COMMITTEE – 14 OCTOBER 2015

NO.	SUGGESTION	COMMENT
1.	<p>Appraisals - what is the process? Recording appraisals and system to say 'thank you to staff'?</p>	<p>New Employee Performance Appraisal Policy and forms introduced April 2014, and after consultation with a small group of HOS, it was revised and re-issued in April 2015</p> <p>As part of the review we have been asked to refine the process to include managers and employees identifying where they have made a personal contribution to the Council through innovation, suggestions etc. and to simplify the completion of the forms themselves We have developed our frontline appraisal form to include the ability to do a group / team Appraisal at managers' discretion without removing the opportunity of either manager or employee to use the form as 1-2-1. The Performance Development Review process is now an optional part of the process and implemented at the discretion of the line manager.</p> <p>The online appraisal is being developed with a view implementing a 'live' pilot with Corporate Services Directorate at the end of October and may result in the paper-based version being reviewed for implementation in 2016 in order to ensure consistency.</p> <p>As part of Innovation Programme's work on cultural change we are looking to scope a document which outlines the behaviours expected of a 'Swansea Manager', however this is now being developed by the Innovation Community This may affect the final design of the Appraisal process and the Corporate Competency Frameworks, which may have to be reviewed and redesigned again in 2016.</p>

2.	<p>High priority, Non pay recognition Suggested we look at other authorities to see what they</p>	<p>Developing a Total Reward Package as part of Workforce Programme, reminding staff of the current benefits package i.e. annual leave entitlement, Flexi, pension scheme, maternity package. Looking into introducing a green car salary sacrifice scheme and employee benefits platform for 15/16. Have met with company icom reward and Tusker and now looking at further options and direction for way forward.</p>
3.	<p>How do we reward loyalty? Staff who do not take sick leave? Long Service? Staff who go the extra mile? Staff going above the call of duty? Idea from Councillor Lloyd - Can Heads of depts. put aside some money for rewards?</p>	<p>There are many ways staff loyalty is rewarded including:</p> <ul style="list-style-type: none"> • Incremental progression • Increased annual leave entitlement after 5 years / 10 years service • Long Service Award Scheme (stopped for new employees after 1.4.14) • Staff with 30+ years service receive a letter from Chief Executive and in the past have been invited to tea with the Lord Mayor at the Mansion House • Staff Discount Scheme • Swansea Liberty Stadium tickets are available on ad hoc basis from Communications team – Managers are asked to nominate staff for tickets in recognition of a job well done • Jack’s blog – recognises good work of individuals / team • Staff / teams who do win awards are invited to Council for accreditation • ‘Swansea Manager’ encourages Managers to thank staff for good performance <p>There is no financial award for no sickness although some Services do send staff thank you letters with a small reward (this isn’t consistent across the Council). The annual ‘Service Excellence Awards’ ran up to 2009 and were stopped as cost saving measure</p>

		An Innovation Incentive Scheme is under development to recognise staff for going above and beyond and to encourage staff to come forward with examples of their innovations which can be shared across the Authority.
4.	New Ideas Scheme' or ' Star Suggestion Scheme, how many staff use it? What does the process look like?	One of the 4 innovation task and finish groups working with the Chief Executive is looking at the staff suggestion scheme. IT are developing a new platform and the group are working on a new process to ensure that staff suggestions are considered promptly, suggestions which are turned are challenged and that staff receive feedback. The group are also looking into how suggestions are recognised.
5.	Intranet needs to be kept updated.	Following last September's re-launch of the public website we are now preparing and developing a new Staffnet site. This is due to be launched in the summer of 2015 and the site will be more interactive, informative and self-serve.
6.	How do we engage Councillors more?	Recommendations to engage councillors arising from the corporate culture inquiry include: <ul style="list-style-type: none"> • open invitations to Purple Room events and activities including publicising these activities on councillor micro site. • Enabling observational/shadowing capacity within different Council departments

Report of the Chair

Corporate Services Cabinet Advisory Committee – 14 October 2015

CORPORATE SERVICES CABINET ADVISORY COMMITTEE – WORK PROGRAMME 2015/16

Date	Subject Area	Lead
14 October 2015	<ul style="list-style-type: none"> • Councillor Champion Update • Presentation – Helping Hands • Staff Engagement Feedback 	Councillor Paul Lloyd Helen Lewis Steve Rees / Deb Yeates
11 November 2015	<ul style="list-style-type: none"> • Councillor Champion Update • Survey for smoke free spaces 	Chris Steele
9 December 2015	<ul style="list-style-type: none"> • Councillor Champion Update • Feedback regarding the staff survey 	Lee Wenham
13 January 2016	<ul style="list-style-type: none"> • Councillor Champion Update • 	
10 February 2016	<ul style="list-style-type: none"> • Councillor Champion Update • 	
9 March 2016	<ul style="list-style-type: none"> • Councillor Champion Update • 	
13 April 2016	<ul style="list-style-type: none"> • Councillor Champion Update • 	
11 May 2016	<ul style="list-style-type: none"> • Councillor Champion Update • 	Councillor June Burtonshaw