

## 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, 11 November 2015

**Time:** 4.00 pm

### AGENDA

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1 Apologies for Absence.	
2 Disclosures of Personal and Prejudicial Interests.	1 - 2
3 Minutes. To approve and sign as a correct record the minutes of the previous meeting.	3 - 5
4 Councillor Champion Update.	6
5 Discussions with Cabinet Member for Transformation and Performance.	
6 Update Smoke Free Spaces. (Verbal)	
7 Work Programme 2015-2016.	7



**Patrick Arran**  
Head of Legal, Democratic Services & Procurement  
Wednesday, 4 November 2015

Contact: Democratic Services: - 636923

## CORPORATE SERVICES CABINET ADVISORY COMMITTEE

### Labour Councillors: 9

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

### Liberal Democrat Councillors: 2

### Independent Councillor: 1

### Conservative Councillor: 1

### 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
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## 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, 14 OCTOBER 2015 AT 4.00 PM

**PRESENT:** Councillor E T Kirchner (Chair) Presided

<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
J E Burtonshaw J A Hale	T J Hennegan Y V Jardine	A J Jones M Thomas

Also Present – Councillor P Lloyd

Apologies – Councillor L V Walton.

#### **Officers:**

Steve Rees – Head of Human Resources & Organisational Development.

Deb Yeates – Interim Head of Human Resources & Organisational Development.

Liz Thomas-Evans – Stress Management & Counsellor

Gareth Borsden – Democratic Services

#### **7 DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.**

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

#### **8 MINUTES.**

**RESOLVED** that the minutes of the meeting held on 9 September 2015 be agreed as a correct record.

#### **9 COUNCILLOR CHAMPION UPDATE.**

Councillor Paul Lloyd attended the CAC and gave a verbal update on his work as the Member Champion for Disabled People.

He detailed he had approached as many disabled people organisations and groups as he could via, phone, letter & e mail, but the response had not been great as many groups like to remain independent.

He outlined that he had developed good relationships and contacts with SAFE, RNIB & the Guide Dogs Association.

He referred to the recent work undertaken and progress mad on the following areas:

- Revision and updating of the 'Pavements for People' Policy.
- SAFE Group examination of Planning Applications.
- Upcoming 'Walk in My Shoes' Event

- 1<sup>st</sup> Cymru adoption of help card for passengers, following an event at the Ravenhill Bus Garage, other local operators are also looking to adopt the scheme as well as 1<sup>st</sup> Cymru rolling out across their company.

The Chair thanked Councillor Lloyd for his attendance and update.

## 10 **PRESENTATION - HELPING HANDS.**

The Stress Management Advisor & Councillor outlined the background to the establishment of and the current services and support being offered to Members of Staff. The Helping Hands service is a volunteer service provided by current and retired staff for the benefit of employees.

She outlined the wide range of topic areas currently provided such as relaxation workshops, Tai Chi, Yoga, Stress Awareness, Gardening and Debt Advice. Currently all 280 places per month on the various courses are taken.

She indicated that all discussions and advice are given in complete confidence. The options for further expanding the service with additional volunteers and courses were outlined and discussed.

The training programme for the volunteers was outlined as well as the link up with the Authorities Occupation Health Service.

Other public bodies including Neath Port Talbot Council and the Local Health Board are looking at the scheme as an example of best practice.

The Committee outlined their support for the scheme.

## 11 **STAFF ENGAGEMENT FEEDBACK.**

The Head of HR & OD reported and updated the CAC on the following areas, many of which had been amended and updated as part of the Single Status agreement implemented last year.

- Staff Appraisals - current paper based system – but aim is to do electronically, important two way process for employee & manager.
- Non Pay Recognition – Need to remind staff of current benefits such as flexi, annual leave, pension scheme, staff discount scheme. Currently developing a Reward & Recognition Policy.
- How do we reward loyalty? – Need to improve, expand & refresh staff rewards and publicity of them, particularly the 'no cost' ones such as liberty stadium tickets, grand theatre tickets, singleton park events etc
- New Ideas/ Staff Suggestion – Ongoing Officer Task & Finish Group led by Chief Exec, potential upcoming staff engagement event at Marriott Hotel, possible introduction of new Cabinet member awards
- Intranet Relaunch – Due for implementation shortly
- How we Engage Councillors – needs further consideration

The Committee indicated its full support for the proposed staff engagement event, and offered to assist in any way they could, or attend to give support to staff if needed.

12 **WORK PROGRAMME 2015-2016.**

The Workplan for the CAC was noted.

**RESOLVED** that

- 1) a report on Smoke Free Spaces be presented to the next meeting.
- 2) that Councillor Clive Lloyd, Cabinet Member for Transformation & Performance be invited to attend the next meeting to outline potential topic areas for review by the CAC.
- 3) that a reminder be sent to Member Champions to attend the CAC and give updates on their work.

The meeting ended at 5.25 pm

**CHAIR**

# Agenda Item 4

## Report of the Chair

Corporate Services Cabinet Advisory Committee – 11 November 2015

### LIST OF COUNCILLOR CHAMPIONS

<b>Councillor Champion For</b>	<b>Post Held By Councillor</b>	<b>Date Reported to CAC</b>
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	11 November 2015
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	



## 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"> <li>• Councillor Champion Update</li> <li>• Presentation – Helping Hands</li> <li>• Staff Engagement Feedback</li> </ul>	Councillor Paul Lloyd  Helen Lewis  Steve Rees / Deb Yeates
11 November 2015	<ul style="list-style-type: none"> <li>• Councillor Champion Update</li> <li>• Discussions with the Cabinet Member for Transformation &amp; Performance</li> <li>• Survey for smoke free spaces</li> </ul>	Councillor Clive Lloyd  Councillor Clive Lloyd  Chris Steele
9 December 2015	<ul style="list-style-type: none"> <li>• Councillor Champion Update</li> <li>• Feedback regarding the staff survey</li> </ul>	Lee Wenham
13 January 2016	<ul style="list-style-type: none"> <li>• Councillor Champion Update</li> <li>•</li> </ul>	
10 February 2016	<ul style="list-style-type: none"> <li>• Councillor Champion Update</li> <li>•</li> </ul>	
9 March 2016	<ul style="list-style-type: none"> <li>• Councillor Champion Update</li> <li>•</li> </ul>	
13 April 2016	<ul style="list-style-type: none"> <li>• Councillor Champion Update</li> <li>•</li> </ul>	
11 May 2016	<ul style="list-style-type: none"> <li>• Councillor Champion Update</li> <li>•</li> </ul>	Councillor June Burtonshaw