

## 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

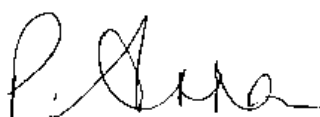
**On:** Wednesday, 9 December 2015

**Time:** 4.00 pm

### AGENDA

	Page No.
<b>1 Apologies for Absence.</b>	
<b>2 Disclosures of Personal and Prejudicial Interests.</b>	1 - 2
<b>3 Minutes.</b> To agree as a correct record the Minutes of the previous Corporate Services Cabinet Advisory Committee meeting.	3 - 4
<b>4 Councillor Champion Update.</b>	5
<b>5 Invest to Save Grants. (Verbal)</b>	
<b>6 Staff Survey Result 2015.</b>	6 - 7
<b>7 Presentation - Survey for Smoke Free Spaces.</b> <i>Presentation by Chris Steele - Health Promotion Co-ordinator.</i>	8 - 10
<b>8 Presentation - Equality and Welsh Language Update.</b> <i>Presentation by Sherill Hopkins - Equalities Policy Development Officer and Phil Couch - Equality Policy Officer (Welsh Language Officer).</i>	
<b>9 Work Programme 2015-2016.</b>	11

**Next Meeting - 4 p.m. on Wednesday, 13 January 2015.**



**Patrick Arran**  
**Head of Legal, Democratic Services & Procurement**  
**Wednesday, 2 December 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, 11 NOVEMBER 2015 AT 4.00 PM

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

<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
T J Hennegan	Y V Jardine	L V Walton

Also Present: Councillor C E Lloyd

Apologies: Councillors J E Burtonshaw, J A Hale, A J Jones, D J Lewis & M Thomas

Officer: G Borsden – Democratic Services

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

In accordance with the provisions of 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 held on 14 October 2015 be agreed as a correct record.

**NOTE:** Councillor T J Hennegan reported that Councillor P Lloyd Champion for Disabled People, himself and two other Councillors had attended the recent successful “Walk In my Shoes” event held in the City Centre

#### 15 **COUNCILLOR CHAMPION UPDATE.**

Councillor C E Lloyd attended the CAC and gave a verbal update on his work relating to his role as Member Champion for Councillor Support & Development.

He detailed his current and developing links with the Head of Democratic Services and the Chair of Democratic Services Committee which will continue to examine issues including Councillor Annual Reports, Councillor Training Programme, Sustainable Swansea Budget Review Process, Further/Expansion use of IT for Councillors and Responses to Government White Papers.

The Chair thanked Councillor Lloyd for his attendance and update.

16 **DISCUSSIONS WITH CABINET MEMBER FOR TRANSFORMATION AND PERFORMANCE.**

Councillor C E Lloyd outlined the following areas that he would like the CAC to review and examine in the coming months, with a view to bringing back a recommendation that he could consider.

The three topic areas were:

- Woman Adding Value to the Economy.
- Invest to Save Grants.
- Creating an Internal Agency Resource.

The CAC discussed the background issues relating to each topic area.

**RESOLVED** that the CAC add the 3 topic areas shown above to their work programme.

17 **UPDATE SMOKE FREE SPACES.**

The Chair reported that this item had been deferred to the December Meeting.

18 **WORK PROGRAMME 2015-2016.**

The current work programme with the addition of the 3 items agreed above be noted.

**RESOLVED** that

1) a presentation/report be added to the agenda for the December meeting on Invest to Save Grants.

2) a presentation/report be added to the agenda for the January meeting for both Creating an Internal Agency Resource and Woman Adding Value to the Economy.

The meeting ended at 5.00 pm

**CHAIR**

## Report of the Chair

Corporate Services Cabinet Advisory Committee – 9 December 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	9 December 2015
United Nations Convention on the Rights of the Child (UNCRC)	Christine Richards	

# Agenda Item 6

## Report of the Head of Communications & Customer Engagement

Corporate Services Cabinet Advisory Committee – 9 December 2015

### STAFF SURVEY RESULTS 2015

#### 1. Introduction

The second annual staff survey was completed during September 2015. This report provides a council-wide overview of results and analysis.

#### 2. Key issues and actions from 2014 survey

As a reminder, the key issues from last year's survey were:

- Managing change was the weakest element identified by staff.
- A number of staff not feeling valued for their work.
- Staff rate their team more favourably than the wider organisation.
- A clear vision for the council is needed.
- There's a significant number of staff who have been harassed, bullied or abused.

As a result, the following actions were completed:

- Publicised the survey results to staff.
- Developed and promoted the 'Swansea Story' to provide a clear vision for staff.
- Adopted a zero tolerance approach to harassment, bullying and abuse.
- A commitment to 'continue the conversation' with staff by improving day-to-day engagement led by managers.
- Provided more opportunities for staff to participate and become involved,.
- Developed service-based action plans to tackle 'local' issues raised in the survey.

#### 3. Improvements in 2015

The majority of statements have shown an increase in positive ratings compared to 2014 (in this year's survey the middle column has been removed to force the respondent to agree or disagree with the statement given).

These improvements include the key issues identified last year:

- Bullying and harassment from service users, their relatives or the public has shown significant improvement, reducing from 37% in 2014 to 21% in 2015.
- Harassment, bullying or abuse from managers, team leaders or colleagues has also reduced by half from 24% in 2014 to 11% in 2015.
- The gap between those who would recommend their team as a place to work, compared to the council has closed.
- More staff feel supported/trusted etc.
- More staff (+15%) say the council has a clear vision.

#### 4. Key issues in 2015

Several key issues have emerged in this year's survey:

- Fewer staff completed this year's survey.
- Bullying is still an issue in some areas.
- Those reporting bullying has increased two-fold from 17% to 39%. However, staff without access to ICT need to be made aware of where they can find the harassment and bullying policy.



- In eight service areas, 50% or less of staff had not had an appraisal in the past 12 months.
- Very few staff (28%) know who the lead Councillor for safeguarding is, and less than half (47%) know who their department's designated lead is.

#### **5. Priorities and actions from 2015 surveys**

- Whilst the level of bullying and harassment has moved in a positive direction, the zero tolerance approach needs to continue. Alongside this we will continue to promote our policy and, in particular, undertake increased promotion in areas where staff do not have ICT access.
- All staff should have an annual appraisal. An audit of appraisals is currently under way by the Head of HR&OD to review compliance and the quality of appraisals taking place.
- There has been promotion of safeguarding issues, but this needs to be reinforced across the council and at a service level.
- Further analysis of the results has been undertaken to provide each Head of Service with their individual results, including where employees made additional comments. Heads of Service will develop their own action plan based on these findings. Service action plans should be agreed by the relevant Director as soon as possible.

#### **6. Executive Board action plan**

The results were reported to Executive Board in November 2015 and it was agreed:

- The staff survey will continue annually.
- We will promote the actions taken since the 2014 survey.
- Each Head of Service will develop an action plan based on the findings in their own area along with the main council-wide issues to promote safeguarding, address bullying and harassment and ensure staff appraisals are carried out.

# Agenda Item 7

## Consultation on Smoke Free Public Spaces

Throughout this questionnaire when referring to smoking we are referring to the smoking of products that contain tobacco.

### 1. Do you agree or disagree that the following should become designated smoke free spaces in Swansea?

	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
All beaches in Swansea and Gower	161 (30.1%)	36 (6.7%)	69 (12.9%)	261 (48.8%)	8 (1.5%)
Some beaches but not all	66 (13.2%)	54 (10.8%)	120 (24.0%)	246 (49.1%)	15 (3.0%)
School gates and grounds of schools	298 (55.3%)	116 (21.5%)	35 (6.5%)	86 (16.0%)	4 (0.7%)
The City's parks	176 (33.7%)	45 (8.6%)	76 (14.6%)	221 (42.3%)	4 (0.8%)
Playing fields and play parks	223 (41.1%)	75 (13.8%)	68 (12.5%)	166 (30.6%)	10 (1.8%)
Specific areas in the City Centre e.g. Castle Gardens/Museum Green	190 (35.2%)	55 (10.2%)	77 (14.3%)	208 (38.5%)	10 (1.9%)
Family communal recreational spaces	236 (43.5%)	76 (14.0%)	55 (10.1%)	161 (29.7%)	14 (2.6%)
Restaurants with outdoor seating	199 (37.3%)	44 (8.2%)	68 (12.7%)	220 (41.2%)	3 (0.6%)
Pubs with outdoor seating	162 (29.9%)	33 (6.1%)	71 (13.1%)	270 (49.8%)	6 (1.1%)

### 2. If the following became smoke free spaces would you visit them more or less frequently?

	More frequently	Make no difference	Less frequently	Don't know
Beaches in Swansea and Gower	111 (24.1%)	173 (37.5%)	176 (38.2%)	1 (0.2%)
School gates and grounds of schools	59 (13.1%)	288 (63.7%)	91 (20.1%)	14 (3.1%)
The City's parks	116 (25.3%)	170 (37.1%)	169 (36.9%)	3 (0.7%)
Playing fields and play parks	108 (23.7%)	197 (43.3%)	143 (31.4%)	7 (1.5%)
Specific areas in the City Centre e.g. Castle Gardens/Museum Green	127 (27.5%)	160 (34.7%)	171 (37.1%)	3 (0.7%)
Family communal recreational spaces	120 (26.6%)	179 (39.7%)	143 (31.7%)	9 (2.0%)
Restaurants with outdoor seating	156 (33.8%)	112 (24.3%)	188 (40.8%)	5 (1.1%)
Pubs with outdoor seating	146 (32.0%)	110 (24.1%)	197 (43.2%)	3 (0.7%)

### 3. Are there any other public areas, not mentioned above that you would like to become smoke free? Please give details below.

122 (100.0%)

4. **How much do you agree or disagree it is anti-social to smoke where people are eating and drinking?**  
 227 (42.6%) Strongly agree  
 101 (18.9%) Agree  
 104 (19.5%) Disagree  
 91 (17.1%) Strongly disagree  
 10 (1.9%) Don't know
5. **If someone was smoking in a smoke free space how likely or unlikely would you be to ask them to stop smoking?**  
 99 (18.3%) Very likely  
 113 (20.9%) Likely  
 126 (23.3%) Unlikely  
 181 (33.5%) Very unlikely  
 22 (4.1%) Don't know
6. **Do you think that putting up signage would deter people from smoking?**  
 207 (38.9%) Yes  
 249 (46.8%) No  
 76 (14.3%) Don't know
7. **Do you feel that you would be more comfortable to challenge smokers if signage was displayed?**  
 244 (45.9%) Yes  
 258 (48.5%) No  
 30 (5.6%) Don't know
8. **Do you think that electronic cigarettes should be included in the voluntary ban?**  
 171 (31.7%) Yes  
 369 (68.3%) No
9. **Do you have any final comments you would like to make about smoke free spaces in Swansea?**  
 301 (100.0%)

## About You

To improve our services and service delivery to you and consider all your needs we hope you will complete the following questions.

In accordance with the Equality Act 2010, any information requested on the following questions is held in the strictest confidence for data analysis purposes only. The information will enable us to determine whether or not our services are equally accessible by everyone.

10. **Are you ...?**

300 (56.3%) Male  
 233 (43.7%) Female

11. **To which age group do you belong to?**

2 (0.4%) Aged 16 to 17	141 (26.4%) Aged 45 to 54
28 (5.2%) Aged 18 to 24	118 (22.1%) Aged 55 to 64
79 (14.8%) Aged 25 to 34	37 (6.9%) Aged 65 to 74
121 (22.6%) Aged 35 to 44	9 (1.7%) Aged 75 or over

**12. Do you have any long-standing illness, disability or infirmity? By long-standing we mean anything that has troubled you over a period of time or that is likely to affect you over time.**

- 109 (20.6%) Yes
- 379 (71.5%) No
- 42 (7.9%) Prefer not to say

**13. Does this illness or disability limit your normal day-to-day activities in any way?**

- 68 (13.7%) Yes
- 377 (76.2%) No
- 50 (10.1%) Prefer not to say

**14. What is your ethnic group?**

- |  |  |
|--|--|
| 461 (89.9%) White British  | 4 (0.8%) Asian or Asian British Pakistani  |
| 6 (1.2%) White Irish   | 2 (0.4%) Asian or Asian British Bangladeshi  |
| 0 (0.0%) White Gypsy or Irish Traveller                                    | 1 (0.2%) Asian or Asian British Chinese  |
| 20 (3.9%) White Any other background (please specify)                      | 0 (0.0%) Asian or Asian British Any other background (please specify)                |
| 0 (0.0%) Mixed /multiple ethnic group White and Black Caribbean            | 0 (0.0%) Black/African/Caribbean/Black British African                               |
| 0 (0.0%) Mixed /multiple ethnic group White and Black African              | 1 (0.2%) Black/African/Caribbean/Black British Caribbean                             |
| 0 (0.0%) Mixed/multiple ethnic group White and Asian                       | 2 (0.4%) Black/African/Caribbean/Black British Any other background (please specify) |
| 2 (0.4%) Mixed/multiple ethnic group Any other background (please specify) | 0 (0.0%) Other ethnic group Arab   |
| 2 (0.4%) Asian or Asian British Indian                                     | 12 (2.3%) Other ethnic group Any other group (please specify)                        |

If 'Other' please specify  
44 (100.0%)

**15. Which of the following best describes you?**

- 56 (10.4%) I smoke daily
- 23 (4.3%) I smoke occasionally
- 122 (22.7%) I am an ex-smoker
- 120 (22.3%) I use electronic cigarettes
- 217 (40.3%) I have never smoked

**Thank you very much for taking the time to complete this questionnaire, your comments are extremely valuable to us. Please click Submit to finish and wait for the confirmation message.**

## Report of the Chair

Corporate Services Cabinet Advisory Committee – 9 December 2015

### CORPORATE SERVICES CABINET ADVISORY COMMITTEE – WORK PROGRAMME 2015/16

<b>Date</b>	<b>Subject Area</b>	<b>Lead</b>
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> </ul>	Councillor Clive Lloyd  Councillor Clive Lloyd
9 December 2015	<ul style="list-style-type: none"> <li>• Councillor Champion Update</li> <li>• Feedback regarding the staff survey</li> <li>• Survey for smoke free spaces</li> <li>• Presentation - Equality and Welsh Language Update</li> <li>• Invest to Save Grants</li> </ul>	Councillor Yvonne Jardine  Lee Wenham  Chris Steele  Sherill Hopkins & Phil Couch
13 January 2016	<ul style="list-style-type: none"> <li>• Councillor Champion Update</li> <li>• Woman Adding Value to the Economy.</li> <li>• Creating an Internal Agency Resource.</li> </ul>	Steve Rees  Dean Taylor
10 February 2016	<ul style="list-style-type: none"> <li>• Councillor Champion Update</li> </ul>	
9 March 2016	<ul style="list-style-type: none"> <li>• Councillor Champion Update</li> </ul>	
13 April 2016	<ul style="list-style-type: none"> <li>• Councillor Champion Update</li> </ul>	
11 May 2016	<ul style="list-style-type: none"> <li>• Councillor Champion Update</li> </ul>	Councillor June Burtonshaw