

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, 26 October 2016

Time: 4.00 pm

Chair: Councillor Erika Kirchner

Membership:

Councillors: J A Hale, T J Hennegan, Y V Jardine, A J Jones, R D Lewis, D J Lewis, H M Morris, M Thomas and L V Walton

AGENDA

Page No.

- 1 Apologies for Absence.
- 2 Disclosures of Personal and Prejudicial Interests.
www.swansea.gov.uk/DisclosuresofInterests
- 3 Minutes. 1 - 4
To approve & sign the Minutes of the previous meeting(s) as a correct record.
- 4 Presentation - Update Report on Equality / Welsh Language.
- 5 Agency Workers Update. (Verbal)
- 6 Work Programme 2016-2017. 5 - 6

Next Meeting: Wednesday, 30 November 2016 at 4.00 pm



Huw Evans
Head of Democratic Services
Wednesday, 19 October 2016

Contact: Democratic Services: - 636923

CITY AND COUNTY OF SWANSEA

MINUTES OF THE CORPORATE SERVICES CABINET ADVISORY COMMITTEE

HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA ON
WEDNESDAY, 28 SEPTEMBER 2016 AT 4.00 PM

PRESENT: Councillor E T Kirchner (Chair) Presided

Councillor(s)
A J Jones

Councillor(s)
M Thomas

Councillor(s)
L V Walton

Officer(s)

David Picken

Divisional Officer (Trading Standards)

Natalie Parsons

Trading Standards Officer

Jeremy Parkhouse

Democratic Services Officer

Apologies for Absence

Councillor(s): Y V Jardine and R D Lewis

22 **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 J A Hale - agenda as a whole – Member of Unison and Minute No.26 – ABMU is my employer – personal.

23 **MINUTES.**

RESOLVED that the Minutes of the meeting held on 31 August 2016 be agreed as correct record.

24 **UPDATE - SMOKE FREE SPACES.**

David Picken, Divisional Officer (Trading Standards) and Natalie Parsons, Trading Standards Officer presented an update report on Smoke Free Beach and Evaluation.

It was reported that on 27 April 2016, as part of Swansea's Healthy City Commitment and following work within the city under the Smoke free spaces umbrella, the City and County of Swansea launched the trial of a smoke free beach at Caswell Bay, Swansea. The launch of the voluntary ban was in collaboration with a number of partner agencies such as ABMU, Public Health, Ash Wales, Stop smoking Wales and Surfers against sewage. Prior to the launch the businesses at Caswell were consulted and signage was erected.

The launch was very well supported and children from Bishopston Primary School were invited to take part in organised activities on the beach arranged by the Authority's Play team and the Environment Centre. Fortunately, it was a dry sunny

day and support was also shown from the local lifeguards and the surf school at Caswell. The Lord Mayor officiated over the event and formally launched the smoke free beach surrounded by a number of local councillors, heads of service and interested parties. Media and social media involvement ensured the launch had both local and national coverage and prompted a series of chats on social media sites.

Details of the evaluation methods used to gauge the success of the event, the questionnaire responses received and a summary of responses received on social media were provided.

It was concluded that the trial ban had been well received with 90% of the people questioned being in support of the ban. 88% wanted to see similar restrictions on other beaches within Swansea. However, only 3% of people said it influenced their decision to use the beach. 94% of those questioned agreed that asking people not to smoke set a good example to young people. Out of the 136 people questioned, 90% were non-smokers,

The questionnaire generated a lot of comments around litter with 91% of people agreeing that refraining from smoking on the beach kept it cleaner. Although there was support for the ban, only 39% of the people were aware of it. If the Authority planned to make other beaches within Swansea smoke free then further consideration to signage was required due to under half the people surveyed (46%) claimed to have seen the sign with 56% feeling the sign was unclear. The signage and publicity around the ban was vital to the success of the voluntary ban.

In addition, an update was provided regarding smoke free school gates. It was added that following the soft launch of 'Best Start Swansea' the Jacks family in October half term, it was hoped that the Authority can follow on the 3 November 2016 with the launch of our Smoke free school gates.

Work was underway to get the signage delivered to all primary schools in Swansea in preparation for the launch. The school used to launch the voluntary ban had not yet been confirmed. However, partners such as Public Health and Ash Wales had indicated their enthusiasm for the event by offering support such as sessions, workshops and competitions with the school. Once the date was confirmed, it was hoped that the Lord Mayor or deputy Lord Mayor would officiate over the event.

It was hoped that local PCSO staff would be involved to assist in reinforcing the messages of smoking in cars with under 18's present in order to encompass as many 'smoke free' messages as possible.

The Committee asked a number of questions of the Officers, who responded accordingly. Discussions centred around the following: -

- Improving signage;
- Resources available and potential costs if the ban were to be expanded to other beaches/open spaces;
- Possible sponsorship options;
- The purpose of the ban was to encourage people to stop smoking but it was not enforceable.

RESOLVED that: -

- 1) The contents of the report be noted;
- 2) Officers investigate the possibility of extending the ban to an additional beach / open spaces.

25 **CUSTOMER CONTACT ASPECT.**

The Chair reported that further to the report of the Head of Communication and Customer Engagement and the Customer Services Manager at the previous meeting, the Committee were required to further investigate customer contact aspect on behalf of the Cabinet Member for Transformation and Performance.

The Terms of Reference were attached at Appendix A. The report provided to the last meeting by the Head of Communication and Customer Engagement was attached at Appendix B.

RESOLVED that the Democratic Services Officer circulates potential dates to visit the Contact Centre, Civic Centre.

26 **AGENCY WORKERS. (VERBAL)**

Further to the report of the Commercial and Commissioning Unit at the previous meeting, the Committee discussed the possibility of introducing an internal agency.

It was commented that the number of agency workers had to reduce substantially in order for an internal agency to be formed and be manageable.

Discussions centred around the following: -

- The cost implications of setting up an internal agency;
- The need for casual labour was recognised but it was recognised that it was largely for unskilled labour and the Authority needed skilled employees;
- Setting up an internal agency would allow the Authority to develop staff;
- The cost to the Authority of employing agencies;
- The savings being made by using agency workers;
- The disconnection between departments and HR, taking control away from HR;
- Whether agency staff were being paid the living wage;
- Commissioning reviews stalling discussions;
- Rising number of agency staff being employed by the Authority;
- The majority of agency workers being employed within Waste;
- The possibility of using invest to save funding to establish an internal agency.

RESOLVED that the Chair forwards the views of the Committee to the Cabinet Members for Environment and Transport and Transformation and Performance.

27 **WORK PROGRAMME 2016-2017.**

The Chair presented an updated Work Programme 2016-2017.

She added that ABMU had expressed an interest in sharing Helping Hands with the Authority.

RESOLVED that: -

- 1) The contents of the report be noted;
- 2) An update regarding agency workers be provided at the next meeting;
- 3) Craig Gimblett, Health and Safety Manager be invited to the next scheduled meeting in order to discuss expanding Helping Hands.

The meeting ended at 4.55 pm

CHAIR

Agenda Item 6

Report of the Chair

Corporate Services Cabinet Advisory Committee – 26 October 2016

CORPORATE SERVICES CABINET ADVISORY COMMITTEE – WORK PROGRAMME 2016/17

| Date | Subject Area | Lead |
|-------------------|--|--|
| 1 June 2016 | <ul style="list-style-type: none"> • Discussions with the Cabinet Member for Transformation & Performance • Feedback from Visit to Helping Hands | Councillor Clive Lloyd Chair |
| 29 June 2016 | <ul style="list-style-type: none"> • Invest to Save Case Studies | Jeff Dong |
| 27 July 2016 | <ul style="list-style-type: none"> • Customer Contact Aspect – Terms of Reference • Update - Gender Pay Gap Project | Councillor Clive Lloyd Linda Phillips |
| 31 August 2016 | <ul style="list-style-type: none"> • Agency Workers • Invest to Save Loans • Customer Contact Aspect | Andrew Williams / Adrian Osborne / Steve Rees Mike Hawes / Sarah Caulkin Lee Wenham / Julie Nicholas- Humphreys |
| 28 September 2016 | <ul style="list-style-type: none"> • Update - Smoke Free Spaces • Customer Contact Aspect • Agency Workers | Dave Picken / Natalie Parsons Chair Chair |
| 26 October 2016 | <ul style="list-style-type: none"> • Presentation - Update Report on Equality / Welsh Language • Agency Workers Update | Sherill Hopkins / Phil Crouch Chair |
| 29 November 2016 | <ul style="list-style-type: none"> • Site Visit to Contact Centre, Civic Centre – 2 p.m. | Julie Nicholas- Humphreys |
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|------------------|---|--|
| 30 November 2016 | <ul style="list-style-type: none"><li data-bbox="528 199 932 232">• Gender Pay Gap Project<li data-bbox="528 271 948 304">• Customer Contact Aspect<li data-bbox="528 342 903 376">• Helping Hands Update | Steve Rees / Linda Phillips Craig Gimblett |
| | | |