

**Notice of Meeting**

You are invited to attend a Meeting of the

**Transformation & Future Council Policy Development  
and Delivery Committee**

**At: Committee Room 5 - Guildhall, Swansea**

**On: Tuesday, 19 December 2017**

**Time: 9.30 am**

**Chair: Councillor Erika Kirchner**

**Membership:**

Councillors: C Anderson, C R Evans, J A Hale, T J Hennegan, C A Holley,  
M B Lewis, S Pritchard, B J Rowlands, A H Stevens and L J Tyler-Lloyd

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**Agenda**

**Page No.**

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|----------|---|--------------|
| <b>1</b> | <b>Apologies for Absence.</b>   |              |
| <b>2</b> | <b>Disclosures of Personal &amp; Prejudicial Interests.</b><br><a href="http://www.swansea.gov.uk/disclosureofinterests">www.swansea.gov.uk/disclosureofinterests</a> |              |
| <b>3</b> | <b>Minutes:</b><br>To approve and sign the Minutes of the previous meeting(s) as a correct record.  | <b>1 - 3</b> |
| <b>4</b> | <b>Presentation - Services in the Community.</b>  |              |
| <b>5</b> | <b>Procurement Workshop Update. (Verbal)</b><br>Schedule date and feedback on outline approach.   |              |
| <b>6</b> | <b>Draft Schedule of Business.</b>  | <b>4</b>     |

**Next Meeting:** Tuesday, 30 January 2018 at 9.30 am



**Huw Evans**  
**Head of Democratic Services**  
**12 December 2017**

**Contact: Democratic Services - Tel (01792) 636923**

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City and County of Swansea

## Minutes of the Transformation & Future Council Policy Development and Delivery Committee

Committee Room 5, Guildhall, Swansea

Tuesday, 28 November 2017 at 9.30 am

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

**Councillor(s)**  
C R Evans  
M B Lewis

**Councillor(s)**  
J A Hale  
S Pritchard

**Councillor(s)**  
C A Holley

**Officer(s)**

Sarah Caulkin  
Kate Jones  
Linda Phillips  
Steve Rees  
Vicky Thomas

Interim Director of Resources  
Democratic Services Officer  
Organisational Development Project Officer  
Head of Human Resources  
Sustainable Swansea Programme Manager

**Apologies for Absence**

Councillor(s): C Anderson, A H Stevens and L J Tyler-Lloyd

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**15 Disclosures of Personal & Prejudicial Interests.**

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

**16 Minutes.**

**Resolved** that the minutes of the Transformation and Future Council Policy Development and Delivery Committee held on 22 August 2017 be approved and signed as a correct record.

**17 Update on the Gender Pay Gap Project.**

The Head of Human Resources and the Organisational Development Project Officer provided an update on the Gender Pay Gap Project.

The following areas of the report were highlighted: -

- The requirements of the Welsh Specific Equality Regulations 2011.
- The assistance and contribution from Dr Alison Parken at Cardiff University.
- Schools, teachers and relief / casual staff had been included in the updated research.

- Overall Gender Picture of the Current Total Workforce.
- Overview of how posts in the establishment are categorised currently.
- Overview of Schools data.
- National Average Salary comparisons between Wales and England.
- Outcomes and Recommendations

Questions were asked of the Presenting Officers who responded accordingly.  
Questions and discussions focussed on the following: -

- Ways to achieve / facilitate more women in higher grade posts.
- Provide better opportunities for skills development.
- Maintaining a fair and equal recruitment process.
- Possibility and usefulness of comparisons with similar workforces.
- Recruitment portal to provide more data in the future
- Occasions where women are undertaking multiple part-time jobs, which when combined would equate to a full time job

It was noted that a further update would be provided in March / April 2018.

The Committee wished to thank the Officers as well as Dr Parken of Cardiff University for their contribution and work.

**Resolved that:** -

1. The contents of the update be noted;
2. The Committee consider the publication of data on the Equal Pay Website
3. A further update on the Gender Pay Gap Project be provided to the Committee in March / April 2018

## **18 Work Plan Progress Update.**

The Sustainable Swansea Programme Manager provided a brief overview of the previous workshop scheduled surrounding the Procurement Review. This workshop would be rescheduled for January 2018. An outline of the workshop would be circulated to the Committee.

The Interim Director of Resources provided an overview of the focus and purpose of workshops as well as an update on the planned reviews and following 100 day Work Plan areas: -

- Establish a Corporate Policy Development and Delivery Unit
- Agree draft 3G pitches roll out programme
- Commence the elimination of all zero hour contracts
- Start to commission work on the citizen card / app
- Future working of agile
- Work towards implementation of webcasting
- Work towards implementation of e-voting
- Future commercialisation of the Mansion House
- Future procurement policy / process.

**Resolved** that the update on the Work Plan be noted.

**19 Schedule of Work to March 2018.**

It was proposed that the following items be scheduled for the upcoming Committee Meetings: -

- Draft Work Plan for the Corporate Policy Development and Delivery Unit.
- Update on the draft 3G pitches roll out programme before March 2018.
- Update (with some financial comparison) on elimination of all zero hour contracts before March 2018.
- Report on the citizen card / app before March 2018.
- Update on future commercialisation of the Mansion House before March 2018
- Workshop be arranged in January 2018 on future procurement policy / process.
- Update on the Imaginative Community Plan.
- Update on Schools and accessibility / availability for community activities.
- Committee to discuss Sustainable Swansea to look at focus areas.
- Director of People to attend the Committee to discuss Domestic Violence and focus areas for the Committee.

**Resolved** that the Interim Director of Resources produce a schedule of work up to March 2018.

The meeting ended at 10.20 am

**Chair**

# Agenda Item 6



## Transformation and Future Council Policy Development & Delivery Committee

### Schedule of Business

Meeting Date	Agenda Items
19 <sup>th</sup> December 2017	<ul style="list-style-type: none"><li>• Procurement Workshop update (scheduled date &amp; opportunity to feedback on outline approach circulated)</li><li>• Draft Schedule of Business (linking to workplan)</li><li>• Services in the Community – Overview Presentation</li></ul>
30 <sup>th</sup> January 2018	<ul style="list-style-type: none"><li>▪ Procurement Workshop update</li><li>▪ Update on 3G pitches programme (Head of Cultural Services)</li></ul>
27 <sup>th</sup> February 2018	<ul style="list-style-type: none"><li>▪ Develop new work programme of Transformation and Future Council Policy Development &amp; Delivery Committee</li><li>▪ Procurement Policy - local suppliers / spend options and policy development timeline/responsibilities</li><li>▪ Update on plans for using schools for Community activities (Chief Education Officer)</li></ul>
27 <sup>th</sup> March 2018	<ul style="list-style-type: none"><li>▪ Update on webcasting and e-voting (Head of Democratic Services)</li><li>▪ Update on policy development timeline</li><li>▪ Update on single citizen account (Digital Representative)</li><li>▪ Update on 'friends of parks' and community ownership (Head of Waste Management)</li></ul>
24 <sup>th</sup> April 2018	<ul style="list-style-type: none"><li>▪ Zero Hour contracts feedback (HR Representative)</li><li>▪ Mansion House (Head of Commercial Services)</li></ul>