



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

Transformation & Future Council Policy Development and Delivery Committee

At: Room 235 (Councillors Meeting Room) - Guildhall, Swansea

On: Tuesday, 30 January 2018

Time: 9.30 am

Chair: Councillor Erika Kirchner

Membership:

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

Agenda

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|----------|---|--------------|
| 1 | Apologies for Absence. | |
| 2 | Disclosures of Personal & Prejudicial Interests.
www.swansea.gov.uk/disclosureofinterests | |
| 3 | Minutes.
To approve and sign the Minutes of the previous meeting(s) as a correct record. | 1 - 2 |
| 4 | Procurement Workshop Update. (Verbal) | |
| 5 | Discussion on Time of Meetings. | |
| 6 | Workplan 2017/2018. | 3 |

Next Meeting: Tuesday, 27 February 2018 at 9.30 am

A handwritten signature in black ink that reads 'Huw Evans'.

Huw Evans
Head of Democratic Services
Tuesday, 23 January 2018
Contact: Democratic Services - Tel (01792) 636923



City and County of Swansea

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

Committee Room 5 - Guildhall, Swansea

Tuesday, 19 December 2017 at 9.30 am

Present: Councillor E T Kirchner (Chair) Presided

Councillor(s)
C A Holley
L J Tyler-Lloyd

Councillor(s)
M B Lewis

Councillor(s)
S Pritchard

Officer(s)
Caritas Adere
Geoff Bacon
Andrew Hopkins
Kate Jones
Vicky Thomas

Legal Executive
Interim Head of Property Services
Business Improvement Advisor
Democratic Services Officer
Sustainable Swansea Programme Manager

Apologies for Absence

Councillor(s): B J Rowlands and A H Stevens

20 Disclosures of Personal & Prejudicial Interests.

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

21 Minutes.

Resolved that the minutes of the Transformation and Future Council Policy Development and Delivery Committee held on 28 November 2017 be approved and signed as a correct record.

22 Presentation - Services in the Community.

The Business Improvement Advisor provided a presentation on 'Services in the Community'.

The presentation comprised of the following: -

- What is "Services in the Community"
- The Bigger Picture
- What are Community Hubs?
- Key Principles

- Benefits of Community Hubs
- Pilot Areas
- Progress
- Prototype Development
- Hub Commissioning Cycle
- Timelines

The Interim Head of Property Services noted that the Asset Review had formed the basis for the choice of Pilot Areas.

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

- Governance of the Hubs
- Promotion and engagement with Partners
- Appropriateness of pilot areas being based on the Asset Review
- Timescales for pilot areas and further roll-out
- Consideration of best marketing and branding
- Consideration of community engagement – difficulties and potential costs

The Chair thanked the team for their work and effort

Resolved that the contents of the presentation be noted.

23 Procurement Workshop Update. (Verbal)

The Sustainable Swansea Programme Manager provided an update in respect of the Procurement Workshops. It was noted that diary markers had been sent for the 17 January 2018 and 14 February 2018 for workshops 1 and 2 respectively. An overview of the Procurement Workshops had been circulated and a precis provided in the meeting request.

Resolved that the dates of the Workshops be noted.

24 Draft Schedule of Business.

The Business Improvement Advisor provided a Draft Schedule of Business for the upcoming meetings.

Resolved that the Draft Schedule of Business be noted.

The meeting ended at 10.35 am

Chair



Transformation and Future Council Policy Development & Delivery Committee

Schedule of Business

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