



Dinas a Sir Abertawe

Hysbysiad o Gyfarfod

Fe'ch gwahoddir i gyfarfod

## Pwyllgor Datblygu Polisi Cyngor y Dyfodol a Thrawsnewid

Lleoliad: Ystafell Bwyllgor 5 - Neuadd y Ddinas, Abertawe

Dyddiad: Dydd Mawrth, 26 Mehefin 2018

Amser: 2.00 pm

Cadeirydd: Cynghorydd Paulette Smith

### Aelodaeth:

Cynghorwyr: L S Gibbard, J A Hale, T J Hennegan, E T Kirchner, M B Lewis, S Pritchard, A H Stevens a/ac L J Tyler-Lloyd

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### Agenda

### Rhif y Dudalen.

- 1 Ymddiheuriadau am absenoldeb.
- 2 Derbyn datgeliadau o fuddiannau personol a rhagfarnol.  
[www.abertawe.gov.uk/DatgeliadauBuddiannau](http://www.abertawe.gov.uk/DatgeliadauBuddiannau)
- 3 Cofnodion: 1 - 4  
Cymeradwyo a llofnodi, fel cofnod cywir, gofnodion y cyfarfod blaenorol.
- 4 Cylch Gorchwyl. (Er gwybodaeth) 5 - 6
- 5 Cynllun Gwaith 2018-2019. (Drafodaeth) 7 - 9

**Cyfarfod Nesaf:** Dydd Mawrth, 24 Gorffennaf 2018 ar 2.00 pm

Huw Evans

Pennaeth Gwasanaethau Democraidd

Date Not Specified

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Cyswllt: Y Gwasanaethau Democraidd Ffôn (01792) 636923



City and County of Swansea

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

Committee Room 5 - Guildhall, Swansea

Tuesday, 24 April 2018 at 2.00 pm

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

**Councillor(s)**

T J Hennegan  
M B Lewis  
L J Tyler-Lloyd

**Councillor(s)**

C A Holley  
S Pritchard

**Councillor(s)**

P K Jones  
A H Stevens

**Officer(s)**

Sarah Caulkin  
Leanne Evans  
Kate Jones  
Jamie Kaijaks  
Linda Phillips  
Vicky Thomas  
Stephanie Williams

Interim Director of Resources  
HR Officer Sustainable Swansea  
Democratic Services Officer  
Business Process Analyst  
Organisational Development Project Officer  
Sustainable Swansea Programme Manager  
Principal Lawyer

**Apologies for Absence**

Councillor(s): C R Evans and J A Hale

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

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

**43 Minutes.**

**Resolved** that the Minutes of the Transformation & Future Council Policy Development and Delivery Committee held on 27 March 2018 be approved and signed as a correct record.

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

The Organisational Development Project Officer presented a report on the Gender Pay Gap Project. She specifically highlighted that, following legislative requirements, Swansea Council had reported the Gender Pay Gap for full time staff on 31 March 2017 on the .GOV website as well as the Council website. The reported figures only included full time staff in line with the legislation and it did not include part time or schools staff. The figures reported were set out in Paragraph 2 of the report.

The full time workforce accounted for approximately 40% of the Council's Workforce. Paragraph 3 of the report provided Gender Pay gap analysis for both the full time and part time workforce (not including schools staff). Paragraph 4.3 outlined an action plan to close the Gender Pay Gap.

Questions were asked of the Presenting Officer who responded accordingly.  
Questions centred around: -

- Whether Part Time Working was helping or whether it was creating barriers for women;
- Comparison with Gender Pay Gap figures of Cardiff, Newport and Vale of Glamorgan Councils;
- Difference between Equal Pay Gap and Gender Pay Gap; and
- Possibility and usefulness of comparisons with National Health Service and Civil Service.

The Chair paid a special thank you to Linda Phillips and colleague Cath Bell for their hard work on the Gender Pay Gap Project. They had managed to report the required data for Swansea Council before many others and this was to be commended in the current climate. It had also been reported in the national news.

**Resolved that:** -

- 1) The content of the report be noted; and
- 2) A further update be provided in September 2018.

#### **45 Update on Zero Hour Contracts.**

The HR Officer, Sustainable Swansea, provided a verbal update in respect of zero hour contracts. The project had been expanded to encompass all flexible working arrangements. She specifically highlighted that the project team were currently working on: -

- Reviewing flexible working policies in line with the Organisation & Development Strategy;
- Best practice of flexible working;
- Engaging with the Service Centre on how processes can be improved;
- Working with IT to develop a bespoke report that would provide information of the types of contracts there are across the Council. Currently there is no centralised record; and
- Linking work with the Organisation & Development Strategy.

Members asked questions of the Presenting Officer supported by the Director of Resources and the Business Process Analyst. Questions focussed on the following:-

- Difference between zero hour contracts and flexible working contracts;
- How Contracts were advertised;
- How many zero hour contracts there were across the Authority;
- The new IT system would help identify and review flexible contracts more effectively;

- Ability of flexible contracts to suit needs of customers as well as staff;
- Necessity of casual staff for seasonal work; and
- Establishing the difference between contracts and how contracts are reviewed.

**Resolved** that: -

- 1) the update be noted; and
- 2) a further update be provided around flexible contracts.

#### **46 Discussion / Feedback on Site Visit of Contact Centre.**

The Chair presented an extract from the Minutes of the former Corporate Services Advisory Committee on 30 November 2016, outlining the findings from the previous site visit in 2016.

Members reported their findings from their site visit on 27 March 2018, which included the following: -

- Staff premises were significantly improved;
- Staff morale had improved;
- Both concerns and benefits were raised over Contracts;
- There were problems getting through to the Contact Centre.

The Director of Resources confirmed there were no staff on zero hour contracts at the Contact Centre, and she would provide clarity on the contracts in place. She also confirmed that she would look at the issue raised in the meeting of getting through to the Contact Centre, which appeared to be more of a technical issue than a staffing issue.

**Resolved** that: -

- 1) An update be provided on all types of staff contracts at the Contact Centre;  
and
- 2) Problems of being able to get through to the Contact Centre be addressed.

#### **47 Workplan 2017/2018.**

The Committee Work Plan for 2017/2018 was provided for information.

The Sustainable Swansea Programme Manager noted that 3G Pitches was to be taken off the Work Plan.

The Chair and Sustainable Swansea Programme Manager would produce an update of the Work Plan and PDDC achievements for the year for the Leaders AGM in May 2018.

The Work Plan for the forthcoming year would be developed in due course.

**Resolved** that the update be noted.

The meeting ended at 3.15 pm

**Chair**



City and County of Swansea

**Minutes of the Transformation & Future Council  
Policy Development Committee**

Council Chamber - Guildhall, Swansea

Thursday, 24 May 2018 at 4.49 pm

**Present:**

**Councillor(s)**

L S Gibbard  
E T Kirchner  
P B Smith

**Councillor(s)**

J A Hale  
M B Lewis  
A H Stevens

**Councillor(s)**

T J Hennegan  
S Pritchard

**Apologies for Absence**

Councillor(s): L J Tyler-Lloyd

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- 1 To suspend Council Procedure Rule 12 "Chair of Meetings" in order to allow the Presiding Member to preside over the under mentioned agenda items.**

**Resolved** that Procedure Rule 12 be suspended in order to allow the Presiding Member to preside over this meeting.

**(Councillor D W Thomas presided)**

- 2 To elect a Chair for the Municipal Year 2018 - 2019.**

**Resolved** that Councillor P B Smith be elected Chair for the 2018-2019 Municipal Year.

**(Councillor P B Smith presided)**

- 3 To elect a Vice-Chair for the Municipal Year 2018 - 2019.**

**Resolved** that Councillor A H Stevens be elected Vice-Chair for the 2018-2019 Municipal Year.

- 4 Disclosures of Personal & Prejudicial Interests.**

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

The meeting ended at 4.50 pm

**Chair**

## **Policy Development Committees (PDCs) - Terms of Reference**

There are 5 Committees:

- 1) Education Improvement;
- 2) Economy & Infrastructure;
- 3) People Service;
- 4) Poverty Reduction;
- 5) Future Council.

### **Purpose:**

The PDCs are committees of Council with the purpose of development of the Council's Corporate Policies for consideration and adoption by Cabinet and / or Council as appropriate.

### **Membership & Frequency of Meetings:**

- 1) Non-Executive Members are eligible to be members of the PDCs;
- 2) Executive (Cabinet) Members are **not** eligible to be members of the PDC's;
- 3) Frequency of meetings is a matter for the Chair depending on workload; however, it is anticipated that formal Committee meetings shall be held monthly or as dictated by the work plan. In addition to formal Committee meetings, Informal Working Groups may be undertaken, if the work plan dictates;
- 4) Chairs of the PDCs will meet to co-ordinate agendas and work plans to ensure consistency and that there is no duplication in work.

### **Role and Framework:**

The role of the PDC is to:

- 1) Have a work plan shared with the relevant Cabinet Member;
- 2) Focus on policy development & delivery by in depth analysis of policy issues and consider future policy development with reference to the Corporate Plan;
- 3) Make a report and/or recommendation to the Cabinet Member / Cabinet / Council in connection with work undertaken;
- 4) Consider mechanisms to encourage and enhance public participation in development of policy and policy options;
- 5) Work with Senior Officers in a Team Swansea approach to deliver key corporate priorities; and
- 6) Consider and where appropriate to invite relevant organisations / individuals to contribute to policy development discussions.

**Relationship with Scrutiny:**

- 1) The role of the PDC is distinct from the Council's scrutiny function of holding to account, questioning and challenging proposed decisions, monitoring the performance of services, and tackling issues of concern through inquiries or one-off meetings (which may relate to a broad range of policy / service areas).
- 2) PDCs may refer any issues arising out of their role to the Scrutiny Programme Committee for further consideration / investigation and vice-versa.
- 3) The PDC Chair will also consider whether any matter under consideration should be referred to the Scrutiny Programme Committee.
- 4) PDCs and the Scrutiny Programme Committee should ensure awareness of each other's work programmes and consider whether there is any issue of duplication. The Scrutiny Programme Committee should consider relevant advice but has autonomy on decisions about the scrutiny work programme.

**Support:**

- 1) The Democratic Services Team shall provide the relevant support to the Policy Development Committees.
- 2) The Director, Head of Service, or nominated relevant Officer will provide work plan support and research and produce reports as appropriate.

# Revised and Updated v0.1

## PDC – Transformation and Future Council Programme – June 2018

ID	Priority/Policy Project	Lead Programme/Strategy/Directorate	Officer Lead (s)	Lead Committee Member Support with Chair	Status internal (New/existing)	Description/Scope and outcomes	Timescale
Page 7	<b>Work to help develop better understanding of the Modernisation of working hours policy</b>	Sustainable Swansea Programme <i>Future Council</i>	Director of Resources/ Sustainable Swansea HR Officer	TBC	New & Existing	<ul style="list-style-type: none"> <li>PDC continue involvement in the development of the flexible working policy.</li> <li>Including Zero hrs – but no zero hrs for employees of Swansea Council contracts, look at suppliers and contracts (language)</li> <li>Part of pilot areas for the new flexible working (feeding into the 5 in 7 approach)</li> <li>Gender Pay Gap action plan implementation and ongoing data gathering as recommended by PDDC Committee in May 17</li> <li>Agile policy</li> <li>Other areas to be scoped</li> </ul>	Start June 2018
	<b>Citizen Card Application</b> <i>(Android or Smartphone app)</i> Start to commission work on the citizen card / app	Sustainable Swansea <i>Digital</i>	Head of Digital/Solutions Architect	TBC	New	<ul style="list-style-type: none"> <li>Scope in to be determined, workshops to be arranged late 2018 to map requirements cross cutting</li> <li>Infrastructure works existing and completed in 2018.</li> </ul>	Early 2019
	<b>Procurement Previous PDDC Action Plan – Breaking down barriers to local suppliers</b>	Resources/ CPR process	Head of Commercialism Procurement team	TBC	Existing PDDC work	<ul style="list-style-type: none"> <li>Action plan to be monitored and implemented with committee input and support that was developed with Procurement and committee.</li> </ul>	July 18
	<b>Co – production Strategy/Principles for City and County of Swansea</b>	Sustainable Swansea Programme <i>Future Council</i>	Director of Resources/ Sustainable Swansea programme Manager	TBC	New	<ul style="list-style-type: none"> <li>Scope to be determined.</li> <li>Understanding and setting Swansea Council’s parameters and key principles around co-production.</li> </ul>	June 18
	<b>Council Communication</b>	Sustainable Swansea Programme <i>Future Council</i>	Director of Resources/Head of Communications and Marketing	TBC	New	<ul style="list-style-type: none"> <li>Scope to be determined.</li> </ul>	End of 2018/ early 2019



6	<b>OD – 21<sup>st</sup> Century workforce</b>	Sustainable Swansea Programme <i>Future Council</i>	Director of Resources/Head of HR and OD/Sustainable Swansea HR Officer	TBC	<b>New/Existing</b>	<ul style="list-style-type: none"> <li>Scope to be determined.</li> </ul>	Mid 2018
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## Previous & New PDC Work Programme Items

ID	Priority/Policy Project	Lead Programme/Strategy/ Directorate	Officer Lead (s)	Status internal New/existing	Action/Rationale
1	Green Fleet	Place Directorate	Director of Place	Existing - PDDC	New item identified in Group Meeting, item already within remit of Economy and Infrastructure PDC, Director of Place drafted completed paper for committee.
2	Future working of agile	Sustainable Swansea Transformation – Accommodation Strategy	Geoff Bacon/ Rebecca Jones	Existing – BAU Project	<b>Remove from PDC Work programme</b> , policy work and changes to accommodate Agile further will be picked up within the flexible working policy work and links in with the as above No 1.
3	Work towards implementation of webcasting & e-voting	Democratic Services	Huw Evans	Existing – BAU Project	<b>Remove from PDC Work Programme</b> , agree with Democratic Services demo of webcasting and e-voting system once implemented not work for PDC to undertake.
4	Future commercialisation of the Mansion House	Sustainable Swansea Commercialism  Marketing/Procurement	Head of Communications and Marketing/ Head of Commercial Services	Existing – BAU Project	<b>Remove from PDC Work Programme</b> No policy work
5	Gender Pay Gap – New item	HR	HR Representative	Existing – Project/annual data requirements	<b>Remove from PDC Work Programme</b> , PDC recommendations, ongoing monitoring of data and regular updates will be picked up as part of scope under the above item No 1. No policy work
6	Future Procurement policy / process to ensure micro/small/medium can access CD & other Government contracts	Sustainable Swansea <i>Future Council</i>	Head of Commercial Services	Existing and ongoing monitoring BAU	PDDC completed initial task and successfully developed approach for new CPR process. Action plan developed has become new item on new PDC Programme item No 3. Policy work

7	56. Encourage greater community ownership of parks and work with 'friends of parks' organisations to ensure the long term sustainability and control of parks and public spaces.	Community Action – <i>Culture Service</i>	Cultural Services Representative	Service Delivery	<b>Removed from PDC work programme</b> , further discussions around process to be discussed with Service Area. No policy work
8	78. Take a zero tolerance approach to tackling domestic violence and work with partners to fully support victims of domestic violence/ stand up for those suffering domestic abuse.	Sustainable Swansea <i>Outcomes for Citizens – Family Support Continuum</i>	Head of Child and Family	Service Delivery	<b>Remove from PDC work programme</b> , part of the remit for Poverty PDDC. No policy work
9	Continue with Sustainable Swansea modernisation programme – key elements for the committee to help develop	Sustainable Swansea Transformation <i>Future Council Digital</i>	Director of Resources/ Sustainable Swansea Programme Manager	New and Exiting	<b>Remove over-arching</b> , all key elements have been split out as separate working items within the new PDDC Work Programme for committee work.  <i>Co-production, modernisation of working hours, Citizen app, Communication external transformation around letters.</i>