



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

Transformation & Future Council Policy Development Committee

At: Committee Room 5 - Guildhall, Swansea

On: Tuesday, 22 January 2019

Time: 2.00 pm

Chair: Councillor Paulette Smith

Membership:

Councillors: L S Gibbard, J A Hale, T J Hennegan, E T Kirchner, M B Lewis, S Pritchard, 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 - 6 |
| 4 | Co-production. (Discussion) | |
| 5 | Workplan 2018/2019. | 7 |

Next Meeting: Tuesday, 26 February 2019 at 2.00 pm

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

Huw Evans
Head of Democratic Services
Tuesday, 15 January 2019

Contact: Democratic Services - Tel (01792) 636923

Agenda Item 3



City and County of Swansea

Minutes of the Transformation & Future Council Policy Development Committee

Committee Room 5 - Guildhall, Swansea

Tuesday, 25 September 2018 at 2.00 pm

Present: Councillor P B Smith (Chair) Presided

Councillor(s)
T J Hennegan
A H Stevens

Councillor(s)
E T Kirchner
L J Tyler-Lloyd

Councillor(s)
M B Lewis

Officer(s)

Adrian Chard

Kate Jones

Vicky Thomas

Jonathan Wills

Strategic Human Resources and Organisational
Development Manager
Democratic Services Officer
Sustainable Swansea Programme Manager
Senior Lawyer

Apologies for Absence

Councillor(s): L S Gibbard

12 Disclosures of Personal & Prejudicial Interests.

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

13 Minutes:

Resolved that the Minutes of the Transformation & Future Council Policy Development Committee held on the 24 July 2018 be approved a signed as a correct record.

14 Employee HR Contract Definitions.

The Strategic Human Resources and Organisational Development Manager provided a presentation which covered Minutes 14, 15 & 16.

The presentation provided definitions of Employee HR Contracts which included: -

- Permanent
- Temporary
- Relief / Casual

The Council's Casual Relief Employment Policy was highlighted.

The presentation covered the Organisational Development Strategy and Plan, which included: -

- Organisation Development Strategic Approach and Implementation
- OD Plan; 1st Priorities
- OD Plan; 2nd Priorities
- OD Plan; 3rd Priorities

The presentation also addressed Flexible Working Hours / New Ways of Working. This covered the 3 pilot areas identified as well as workshop engagement session.

Questions and discussions focused on: -

- The use of Zero Hour Contracts by contractors
- Meaning of being an agile Organisation
- The effect of agile working on absenteeism
- Meaning of engagement within and outside the Council
- Recognition for staff and possibility of reward schemes
- Developing the Future Councillor Programme
- Scope of engagement on Flexible Working Hours
- Ways of measuring the success of the Flexible Working Hour pilots

Resolved that: -

- 1) The contents of the presentation be noted; and
- 2) the Strategic Human Resources and Organisation Development Manager provide further information in respect of zero hour contracts used by contractors.

15 Organisational Development Strategy and Plan.

The Strategic Human Resources and Organisational Development Manager provided a presentation which covered Minutes 14, 15 & 16. Full details are provided in Minute 14.

16 Flexible Working Hours Plan and Scope.

The Strategic Human Resources and Organisational Development Manager provided a presentation which covered Minutes 14, 15 & 16. Full details are provided in Minute 14.

17 Workplan 2018/2019.

The Chair provided the Workplan for 2018/19 and noted that the Vice Chair would Chair the next Transformation & Future Council Policy Development Committee on 23 October 2018.

The Sustainable Swansea Programme Manager would arrange a Workshop on Council Communication / Digitalisation of letters. The Committee discussed possible days for the Workshop and it was noted that Mondays or Thursdays and afternoons were preferable.

She also noted that Flexible Working Hours would be moved from November as an update had been provided today.

The Committee discussed apps, such as Cardiff Council's app and Swansea Library app, which could be looked at for ideas of content / use.

Resolved that the Workplan and updates be noted.

The meeting ended at 2.55 pm

Chair



City and County of Swansea

Minutes of the Transformation & Future Council Policy Development Committee

Committee Room 5 - Guildhall, Swansea

Tuesday, 27 November 2018 at 2.00 pm

Present: Councillor Andrew Stevens (Vice Chair) Presided

Councillor(s)

L S Gibbard
L J Tyler-Lloyd

Councillor(s)

E T Kirchner

Councillor(s)

M B Lewis

Officer(s)

Sally-Ann Evans
Kate Jones
Linda Phillips
Joanne Portwood
Chris Williams

Lawyer
Democratic Services Officer
Organisational Development Project Officer
Strategy and Policy Officer
Head of Commercial Services

Apologies for Absence

Councillor(s): T J Hennegan, S Pritchard and P B Smith

18 Disclosures of Personal & Prejudicial Interests.

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

19 Minutes.

The Minutes of the Transformation & Future Council Policy Development Committee held on 25 September 2018 were **noted**.

20 Gender Pay Gap Update.

The Project Officer presented a report on the Gender Pay Gap. An updated report had been circulated prior to the Committee and the reasons for the amended report and data changes were explained. She specifically highlighted the difference between equal pay and the gender pay gap.

The Gender Pay Gap for full time staff (excluding schools staff) for 31 March 2017 were reported as 10.9% for the mean hourly rate for all full time relevant employees and 11.5% for median hourly rates for all full times relevant employees.

The Quartile pay bands were reported and it was noted that in 2017 the most evenly balanced quartile was the Upper pay band in respect of the Gender Pay Gap.

The Gender Pay Gap for full time and part time staff (excluding schools staff) for 2018 were reported as 7.3% for the mean hourly rate and 11.1% for the median hourly pay.

A positive figure demonstrated that men were better off than women, based on the hourly rate of pay. The figure had reduced from 2017 to 2018, which was positive.

It was also reported that the policy to champion part-time working affects the figures and is likely continue, due to the current proportion of men to women who work full time/part time. It was difficult to compare Swansea Council with other Authorities as they do not champion part time working in the same way, and generally have a more equal gender split.

The following updates to the action plan for 2018-2020 were recommended: -

- Continue with efforts to improve workforce data, particularly cleansing and accuracy of reporting
- Continue to review Non-Guaranteed Hours contracts (casuals/relief staff) arrangements
- Undertake a EIA on the proposed new National Pay Spine implementation to ensure the new pay structure does not cause any detriment to either gender with regards to pay arrangements
- Undertake a full review of recruitment policies and procedures for all staff to ensure that all aspects of the provisions laid out in the Equality Act 2010 (Statutory Duties) (Wales) regulations 2011 are adhered to and latest best practice is clear for all employees and potential candidates involved in the recruitment process to understand
- Continue to review multiple posts and contractual arrangements on an annual basis
- Continue to publish Gender Pay Gap data in the annual Equality and Diversity review report and on the public website.

A discussion ensued on the possibilities of further work to improve the gender pay gap and the limited resources available to do so.

Resolved that the update be noted and annual updates be provided to the Committee in order to monitor the Gender Pay Gap.

21 Procurement Update.

The Head of Commercial Services provided an update to the Committee on the amendments to the Contract Procurement Rules.

The Committee held Procurement Workshops during early 2018, which focussed on breaking down barriers for local businesses bidding for and winning local contracts. Following the Workshop numerous recommendations were made, which included amendments to the Procurement Rules.

The Head of Commercial Services reported that the amended Rules were currently going through the approval process and would be implemented once approval had been completed. The amended rules applied to contracts up to the value of £140,000 and would allow contracts to be advertised to local businesses, ensuring that no one group of companies could repeatedly / solely be asked to bid for Council opportunities. 'Local' had been defined as Swansea.

Questions were asked of the presenting Officer, who responded accordingly. Questions and discussions focused on: -

- Amended Contract Authority bands
- Whether local companies have welcomed the changes
- Better advertising of contracts and possibility of a Sell to Swansea website
- Remaining possibility to choose quotes from a few businesses – difficulties and benefit of that process

The Chair thanked the Officer for the update and noted the success and usefulness of the Workshop.

Resolved that the update be noted.

22 Workplan 2018/2019.

The Strategy and Policy Officer stated that the Strategic Delivery & Performance Manager would be undertaking a review of the work of the Policy Development Committees (PDC's) and highlighted that policy work should relate to the Corporate Plan and Policy Commitments.

The Strategy and Policy Officer would reschedule the Workshop on Co-Production and check the appointment of a Co-Production champion.

The Committee considered developing further work areas e.g. involvement to the staff handbook, which they would discuss directly with the Chair.

Resolved that: -

- 1) The update be noted
- 2) A new date be provided for the workshop on Co-Production
- 3) A Co-Production champion be appointed.

The meeting ended at 2.50 pm

Chair

Agenda Item 5



Report of the Chair Transformation & Future Council Policy Development Committee

Workplan for 2018/19

Meeting Date	Agenda items and Format
26 June 2018	<ul style="list-style-type: none">• Work Plan 2018-2019
24 July 2018	<ul style="list-style-type: none">• Schedule of Business – July 18
28 August 2018	<ul style="list-style-type: none">• CANCELLED
25 September 2018	<ul style="list-style-type: none">• Employee HR Contract Definitions• Organisational Development Strategy and Plan• Flexible Working Hrs plan and scope
23 October 2018	CANCELLED
27 November 2018	<ul style="list-style-type: none">• Gender Pay Gap Update• Procurement Action Plan- Council to provide a service to assist suppliers to bid
18 December 2018	<ul style="list-style-type: none">• CANCELLED
22 January 2019	<ul style="list-style-type: none">• Co-production
26 February 2019	<ul style="list-style-type: none">• TBC
26 March 2019	<ul style="list-style-type: none">• Citizen App - Scope
23 April 2019	<ul style="list-style-type: none">• TBC
To be scheduled	<ul style="list-style-type: none">• Council Communication• Procurement Action Plan- Develop and enhance Advertising and Marketing