

Notice of Meeting

You are invited to attend a Meeting of the

Poverty Reduction Policy Development Committee

At: Committee Room 5 - Guildhall, Swansea

On: Wednesday, 26 June 2019

Time: 4.00 pm

Chair: Councillor Mary Sherwood

Membership:

Councillors: C R Doyle, D W Helliwell, P K Jones, L R Jones, E T Kirchner,
H M Morris, D Phillips, C Richards and G J Tanner

Agenda

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|----------|---|--------------|
| 1 | Apologies for Absence. | |
| 2 | Disclosures of Personal and Prejudicial Interests.
www.swansea.gov.uk/disclosuresofinterests | |
| 3 | Minutes.
To approve & sign the Minutes of the previous meeting(s) as a correct record. | 1 - 4 |
| 4 | Terms of Reference. (For Information) | 5 - 6 |
| 5 | Work Plan 2019-2020. (Discussion) | |

Next Meeting: Wednesday, 24 July 2019 at 4.00 pm



Huw Evans
Head of Democratic Services
Monday, 17 June 2019

Contact: Democratic Services: - 636923

Agenda Item 3



City and County of Swansea

Minutes of the **Poverty Reduction Policy Development Committee**

Committee Room 5 - Guildhall, Swansea

Wednesday, 24 April 2019 at 4.00 pm

Present: Councillor A Pugh (Chair) Presided

Councillor(s)
C R Doyle
L R Jones

Councillor(s)
D W Helliwell

Councillor(s)
Y V Jardine

Officer(s)

Amy Hawkins
Joanne Portwood
Anthony Richards
Lyndsay Thomas
Samantha Woon

Adult Prosperity & Well-being Service Manager
Strategy and Policy Officer
Adult Prosperity & Wellbeing Unit
Principal Lawyer
Democratic Services Officer

Apologies for Absence

Councillor(s): P Downing, B Hopkins and L V Walton

60 Disclosures of Personal and Prejudicial Interests.

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

61 Minutes.

Resolved that the Minutes of the Poverty Reduction Policy Development Committee held on 27 March, 2019, be approved and signed as a correct record.

62 Self-Assessment - A Review of 2018/19 (Poverty Truth Commission).

Anthony Richards, Adult Prosperity & Wellbeing Unit, provided an update in relation to the Swansea Poverty Truth Commission (SPTC). He referred to previous updates to the Committee on 25 July, 2018 and 22 August, 2018.

He detailed the role of the SPTC; Other Areas of the Country where a Poverty Truth Commission had been successful; Principles; Progress and the Four stages in relation to the Swansea Poverty Truth Commission.

Members discussions focussed on developing outcomes/priorities for the SPTC; the role of the host organisation (in terms of staffing; maintaining independence and membership) and timescales regarding the opening event.

The Chair thanked the Officer for his informative presentation.

Resolved that:

- 1) The presentation be noted;
- 2) The Democratic Services Officer circulate a copy of the presentation to Committee Members.

63 Presentation - Council Letters to Residents.

The Principal Revenues Officer provided a presentation on Council Tax letters to residents.

Members' noted the background; statutory process; problems; current position; existing good practices; council tax protocol for Wales; improvements being made and on-going challenges.

Members' discussions focussed around the content and layout of the letter (taking into account statutory regulations); the process and monitoring process associated with debt collectors; examination of best practice amongst other local authorities and maintaining the balance between offering individuals advice and encouraging them to engage with the local authority.

The Chair thanked the Principal Revenues Officer for his informative presentation.

Resolved that:

- 1) The presentation be noted;
- 2) The Democratic Services Officer circulate a copy of the presentation to Committee Members.

64 Human Rights for the City and County of Swansea.

The Adult Prosperity and Well-being Service Manager referred to discussions (at the meeting on 27 March, 2019) regarding the Swansea City becoming a Human Rights City. She advised that a draft letter to the Cabinet/CMT had been circulated to the Committee for approval.

Resolved that the letter (including actions points) be forwarded to the Cabinet Member.

65 Self-Assessment - A Review of 2018/19.

The Adult Prosperity and Well-being Service Manager updated the Committee in regards to: the High Interest Action Plan and Letter to Cabinet Members; Welsh Government Child Care Officer status update.

The Strategy and Policy Officer provided an overview of the work undertaken by the Poverty PDC during the 2018-2019 Municipal Year.

Members' noted the: terms of reference; role and framework; relationship with scrutiny; self-reflection process; work plan for 2018-2019; key achievements and self-reflection.

Members discussed the need for continuity in regards to policy issues; lessons learned and format of future meetings.

The Chair thanked the Officers for their informative presentations and support during the year.

66 Work Plan 2018-2019.

The Chair stated that the work plan for the Poverty PDC for the 2019-2020 Municipal Year would be determined in the new Municipal Year.

The meeting ended at 5.57 pm

Chair



City and County of Swansea

**Minutes of the Poverty Reduction Policy
Development Committee**

Council Chamber - Guildhall, Swansea

Thursday, 9 May 2019 at 4.18 pm

Present:

Councillor(s)

C R Doyle
L R Jones
C Richards

Councillor(s)

D W Helliwell
E T Kirchner
M Sherwood

Councillor(s)

P K Jones
H M Morris
G J Tanner

Also Present: - Councillor D W W Thomas

Apologies for Absence

Councillor(s): D Phillips

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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 W Thomas presided)

- 2 To elect a Chair for the Municipal Year 2019 - 2020.**

Resolved that Councillor M Sherwood be elected Chair for the 2019-2020 Municipal Year.

(Councillor M Sherwood presided)

- 3 To elect a Vice Chair for the Municipal Year 2019 - 2020.**

Resolved that Councillor C R Doyle be elected Vice-Chair for the 2019-2020 Municipal Year.

- 4 Disclosures of Personal and 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 4.19 pm

Chair

Agenda Item 4

Policy Development Committees (PDCs) - Terms of Reference

There are 5 Committees:

- 1) Education & Skills;
- 2) Economy & Infrastructure;
- 3) People;
- 4) Poverty Reduction;
- 5) Transformation & 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.