



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, 25 June 2019

Time: 2.00 pm

Chair: Councillor Louise Gibbard

Membership:

Councillors: C Anderson, J E Burtonshaw, J A Hale, T J Hennegan, M B Lewis, P B Smith, L J Tyler-Lloyd and L V Walton

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 - 4 |
| 4 | Terms of Reference. (For Information) | 5 - 6 |
| 5 | Work Plan 2019-2020. (Discussion) | 7 |

Next Meeting: Tuesday, 23 July 2019 at 2.00 pm

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

Huw Evans
Head of Democratic Services
Monday, 17 June 2019

Contact: Democratic Services 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, 23 April 2019 at 2.00 pm

Present: Councillor P B Smith (Chair) Presided

Councillor(s)

L S Gibbard
E T Kirchner
A H Stevens

Councillor(s)

J A Hale
M B Lewis
L J Tyler-Lloyd

Councillor(s)

T J Hennegan
S Pritchard

Officer(s)

Sally-Ann Evans
Kate Jones
Linda Phillips
Joanne Portwood

Senior Lawyer
Democratic Services Officer
Project Officer
Strategy and Policy Officer

Apologies for Absence

Councillor(s):

32 Disclosures of Personal & Prejudicial Interests.

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

33 Minutes.

Resolved that the Minutes of the Transformation & Future Council Policy Development Committee held on 26 February 2019 be approved and signed as a correct record.

34 Update - Gender Pay Gap.

The Project Officer presented a report on the Gender Pay Gap and provided a further update to the written report.

The National Pay Structure had been implemented and this had resulted in a decrease in the Gender Pay Gap by almost 2%.

The Strategic Human Resources and Organisational Development Manager had commissioned the following actions from the action plan set out in the written report:-

- Undertake grade distribution analysis of gender based work in lower grades to understand whether these roles are arranged fairly and not set up to exclude / include one gender over the other.
- Undertake a grade distribution analysis of senior roles by gender, working pattern etc.

It was recommended that once the above tasks were completed, the Project Officer would provide an update on the findings.

The Committee thanked the Project Officer and Colleagues for all their work.

Resolved that:-

- 1) The contents of the report and updates be noted; and
- 2) A further update be provided in September 2019.

35 Feedback from the Workshop on Co-production.

The Strategy and Policy Officer provided a brief update on Co-production following the Workshop on 26 March 2019.

36 Self Assessment - Review of 2018/2019.

The Strategy and Policy Officer provided a presentation on 'Self Reflection – Transformation & Future Council Policy Development Committee' which included the following:-

- Terms of Reference
- Role & Framework
- Relationship with Scrutiny
- Self-Reflection Process
- Work Plan for 2018/19
- What Happened – Key Achievements
- Self-Reflection

A discussion ensued on what worked well, what did not work so well and areas for improvement. Questions and discussions focussed on the following:-

- Better understanding of different HR Contracts
- Greater engagement and public involvement
- Roll out of training on Co-production
- Tackling the issue of equality in decision making for Co-production and the importance of managing properly to be successful and meaningful. implementation
- Positivity of the workshops on Procurement and Co-production
- Services in the Community and taking forward the lessons learnt
- Ways to review the impact of work undertaken
- Use of outside speakers on best practice
- Community led policy initiatives
- Focus on Policy Development

The Committee thanked the Chair for her work over the year. The Chair thanked the Committee and the Strategy and Policy Officer.

Resolved that the presentation be noted.

The meeting ended at 2.45 pm

Chair



City and County of Swansea

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

Council Chamber - Guildhall, Swansea

Thursday, 9 May 2019 at 4.20 pm

Present:

Councillor(s)

C Anderson
J A Hale
P B Smith

Councillor(s)

J E Burtonshaw
T J Hennegan
L V Walton

Councillor(s)

L S Gibbard
M B Lewis

Also Present: - Councillor D W W Thomas

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 W Thomas presided)

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

Resolved that Councillor L S Gibbard be elected Chair for the 2019-2020 Municipal Year.

(Councillor L S Gibbard presided)

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

Resolved that Councillor P B Smith be elected Vice-Chair for the 2019-2020 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 4.21 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.

Agenda Item 5



Report of the Chair

Transformation & Future Council Policy Development Committee

Workplan for 2019/20

| Meeting Date | Agenda items and Format |
|-------------------|---|
| 25 June 2019 | <ul style="list-style-type: none">•• |
| 23 July 2019 | <ul style="list-style-type: none">•• |
| 24 September 2019 | <ul style="list-style-type: none">•• |
| 22 October 2019 | <ul style="list-style-type: none">•• |
| 26 November 2019 | <ul style="list-style-type: none">•• |
| 17 December 2019 | <ul style="list-style-type: none">•• |
| 28 January 2020 | <ul style="list-style-type: none">•• |
| 25 February 2020 | <ul style="list-style-type: none">•• |
| 24 March 2020 | <ul style="list-style-type: none">•• |
| 28 April 2020 | <ul style="list-style-type: none">•• |

- Carried over - Update on the Gender Pay Gap (Linda Philips) proposed for 24 September 2019