



City and County of Swansea

## Minutes of the Equalities & Future Generations Policy Development Committee

Remotely via Microsoft Teams

Tuesday, 24 November 2020 at 2.00 pm

**Present:** Councillor V M Evans (Chair) Presided

**Councillor(s)**

C Anderson  
Y V Jardine  
L J Tyler-Lloyd

**Councillor(s)**

J A Hale  
P K Jones  
L V Walton

**Councillor(s)**

D W Helliwell  
M Sherwood

**Co-opted Member(s)**

Y V Jardine

**Officer(s)**

Adrian Chard

Kate Jones  
Joanne Portwood  
Liz Thomas-Evans  
Jonathan Wills

Strategic Human Resources and Organisational  
Development Manager  
Democratic Services Officer  
Strategy and Policy Officer  
Principal Stress Management Advisor and Councillor  
Lead Lawyer

---

### 7 Disclosures of Personal & Prejudicial Interests.

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

### 8 Minutes.

The Chair confirmed that she would be meeting further with Councillor David Hopkins regarding the Co-production Strategy and the Sustainable Development Policy.

Councillor Louise Gibbard was leading on the Black Lives Matter Motion and the Chair would request an update.

**Resolved** that the Minutes of the Equalities & Future Generations Policy Development Committee held on 27 October 2020 be approved and signed as a correct record.

## 9 Human Resources & Organisational Development Update.

The Strategic Human Resources and Organisational Development Manager presented a report outlining the actions / measures which have been taken during Covid-19 to support the workforce. He highlighted the following: -

- Supporting Principles
- Development of a Frequently Asked Questions page
- Communication and Engagement with Employees and Trade Unions
- Consultation and Support for BAME Workers – A specific risk assessment had been developed for BAME Workers and that recognition has received recognition and been adopted across Wales
- Principle of No Detriment
- Agile / Remote Working – guidance and risk assessments to ensure safe working in home environments
- Future Policy Development

Questions and discussions focussed on the following:

- Consideration of increased costs of home working in terms of electricity and heating
- Additional support for IT equipment
- Supporting employees of domestic abuse
- Consideration / inclusion of economic abuse in the domestic abuse policy
- Survey of staff on home working – possibility of revisiting the survey as opinions may have altered having experienced it for some time
- Tax relief for staff
- Risk assessments for employees
- Excellent work done in respect of support for BAME workers
- Progress and development of Agile Working Policy – to include home working

The Chair thanked the Strategic Human Resources and Organisational Development Manager

**Resolved** that the update be noted.

## 10 Helping Hands.

The Principal Stress Management Advisor and Counsellor provided an update to the Committee on the work the Helping Hands service during Covid-19. She highlighted the following:

- Concern for staff particularly those on the front line
- Volunteers had been trained to provide emergency psychological first aid
- Proactive approach – front line staff had been offered a buddy with a volunteer and offered a 15 min call weekly without having to approach the service themselves
- Evaluation of the service had shown improvement in the well-being and resilience of staff after a few weeks of using the service

- Extended offer to private care homes where no such support was available
- Online training for staff – as well as training in other formats for those who cannot access the online training
- A new referral to the service would receive a call within 24 hours
- Service open to all staff including Members

The Committee discussed areas of funding and support for the Service

The Committee shared their thanks to the Principal Stress Management Advisor and Counsellor and her team for the work they have been doing in supporting staff.

**Resolved** that the update be noted.

## **11 Co-production.**

The Strategy and Policy Officer updated the Committee that the Head of Communication and Marketing, Lee Wenham, had taken over work on Co-production. This work may also be covered by the new Strategic Equalities Board.

It was noted that there were examples where Co-production had been attempted previously and not been as successful as hoped. It would be useful to look at what was not successful and what improvements could be made to help move forward more productively.

The Chair would meet with the Cabinet Member and provide an update.

**Resolved** that the update be noted.

## **12 Workplan 2020/21.**

The Chair presented the Workplan 2020/21 and the Chair confirmed that she would be meeting with relevant Cabinet Members to progress with Workplan and priorities.

Co-production would be added to the Committee scheduled for December along with the Energy Strategy and Natural Environment.

**Resolved** that the Workplan be updated accordingly.

The meeting ended at 3.00 pm

**Chair**