



## City and County of Swansea

### Notice of Meeting

You are invited to attend a Meeting of the

## Poverty Reduction Policy Development Committee

**At:** Remotely via Microsoft Teams

**On:** Monday, 26 October 2020

**Time:** 3.30 pm

**Chair:** Councillor Mary Sherwood

**Membership:**

Councillors: C R Doyle, P K Jones, E T Kirchner, D Phillips, C Richards, K M Roberts and L V Walton

**Watch Online:** <https://bit.ly/36NjqSX>

---

<b>Agenda</b>		<b>Page No.</b>
<b>1</b>	<b>Apologies for Absence.</b>	
<b>2</b>	<b>Disclosures of Personal and Prejudicial Interests.</b> <a href="http://www.swansea.gov.uk/disclosuresofinterests">www.swansea.gov.uk/disclosuresofinterests</a>	
<b>3</b>	<b>Minutes.</b> To approve & sign the Minutes of the previous meeting(s) as a correct record.	<b>1 - 5</b>
<b>4</b>	<b>Terms of Reference. (For Information)</b>	<b>6 - 7</b>
<b>5</b>	<b>Co-option of Andrew Davies.</b>	
<b>6</b>	<b>Dates and Times of Future Meetings. (Discussion)</b>	
<b>7</b>	<b>Presentation - Policies Under Development Update. (Jo Portwood)</b>	
<b>8</b>	<b>Swansea Food Poverty Network. (Anthony Richards)</b>	<b>8 - 14</b>
<b>9</b>	<b>Work Plan Discussion 2020-2021. (Chair)</b>	<b>15</b>

**Next Meeting:** Monday, 23 November 2020 at 3.30 pm

*Huw Evans*

**Huw Evans**  
**Head of Democratic Services**  
**Monday, 19 October 2020**

---

**Contact: Democratic Services: - 636923**

# Agenda Item 3



City and County of Swansea

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

Remotely via Microsoft Teams

Monday, 28 September 2020 at 3.30 pm

**Present:** Councillor M Sherwood (Chair) Presided

**Councillor(s)**

C R Doyle  
C Richards

**Councillor(s)**

P K Jones  
K M Roberts

**Councillor(s)**

D Phillips

**Also Present:**

A Pugh Cabinet Member for Supporting Communities

**Officer(s)**

Jeremy Parkhouse  
Joanne Portwood  
Anthony Richards

Democratic Services Officer  
Strategy and Policy Officer  
Poverty and Prevention Strategy and Development  
Manager  
Lead Lawyer

Lyndsay Thomas

**Apologies for Absence**

Councillor(s): E T Kirchner and L V Walton  
Independent Member(s): Andrew Davies

---

**34 Disclosures of Personal and Prejudicial Interests.**

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

**35 Minutes.**

**Resolved** that the Minutes of the Poverty Reduction Policy Development Committee held on 2 March 2020 be approved and signed as a correct record.

**36 Presentation - Promoting Affordable Credit - Survey.**

The Chair provided a presentation on Promoting Affordable Credit and discussed potential questions to be included in a public survey.

She proposed that in Swansea Council, there was a need to change how things worked upon hearing that someone had money worries. At present, when people speak with the Council about money problems, it may result in no action being taken,

particularly if the conversation was not really been about money. For example, if someone who needed to get to a particular location mentioned to a Council Officer that they could not afford transport, the officer might not do or say anything about that.

She outlined that money problems were something the Council wanted to step up and support people with. Anyone could fall into financial difficulty and the money problems of an individual do not just affect them.

It was added that the local community thrived when people could afford healthy lives, support the local economy and avoid the stress of money worries. The Authority wanted everyone who represented the Council to understand this and to know how to ensure people with money worries could get free, independent help if they wanted.

She highlighted that there were very expensive ways of borrowing money. Some shops sold items with easy repayment plans, but the total cost was very high. Some lenders entered people's homes to take repayments in cash, but again, the cost of these loans was very high and high costs took money out of people's pockets.

She provided details of how to make sure people knew about better ways to borrow money, if that was what they need. The policy written by the Council explained how this would work and the views of the public would be sought on the policy.

Potential survey questions were listed as follows: -

(All Yes/No, with space for further comments)

1. The policy is for Council representatives, not for members of the public. But having read it, or the explanation above, do you feel clear about what it aims to do?
2. Do you think this policy is a good idea?
3. Have you ever spoken with a representative of Swansea Council about yourself, or someone you support, having financial difficulties?
4. If yes: a) Was their response helpful? B) Do you think this policy would have made a difference?
5. Are there any other changes you think Swansea Council should make, in the way it works with people in financial difficulties?
6. Would you be willing to work more with Swansea Council on its work to support people in financial difficulties? If so, please provide your contact details: \_\_\_\_\_

The Committee discussed the following: -

- Why the Council was consulting with the public with an internal Council policy, the need to include all the survey questions and ensuring the questions are worded correctly;
- The need to provide more information in order for the survey to be easily understood;
- Ensuring it is clear who the survey is aimed;
- Examples of violence by money lenders in certain sections of the community, ensuring the survey is relevant to all and ensuring that we receive responses from all sections of the community;
- The difficulty in obtaining information from people regarding illegal money lending;
- Current support available to people, e.g. Housing Association support;
- Further promotion of Credit Unions;
- The formal reporting procedure required before the survey is issued for consultation.

**Resolved** that: -

- 1) The content of the presentation and discussions be noted;
- 2) The draft formal report to Cabinet be reported to a future meeting for agreement.

### **37 Presentation - Changes to TV Licences and Available Support.**

Anthony Richards, Poverty and Prevention Strategy Development Manager Provided the Committee with a presentation on Changes to TV Licences and Available Support. The presentation included the following: -

- Introduction;
- Anyone aged 75 or over who is receiving Pension Credit;
- Anyone aged 75 or over who is not receiving Pension Credit;
- Income related benefits: Estimates of take-up;
- Spreading the cost:
- Simple payment plan

The Committee asked questions of the Officer, who responded accordingly. Discussions centred around the following: -

- Department of Work and Pensions different ways of working;
- Concern regarding the huge problem of Pension Credit under claiming and referring people to the simple payment plan;
- Contacting TV Licensing to highlight the Pension Credit issue and asking them to include details in their literature;
- Including details regarding Pension Credit in future Council Tax correspondence;

- Concern that Councillors were not referring Pension Credit issues to the Welfare Rights Team;
- People not disclosing their financial difficulties to Councillors;
- Informing people regarding Pension Credit on social media.

**Resolved** that the contents of the presentation be noted.

**38 Work Plan 2019-2020.**

The Chair provided an updated Work Plan report.

Updates were provided in relation to progress on the following: -

- Increasing Green Infrastructure in Deprived Neighbourhoods Policy;
- Corporate Debt Policy;
- Council Tax letters to residents in arrears;

The Cabinet Member for Supporting Communities commented that times were tough and it would get worse when the Government support ended resulting in many people being made redundant and benefit claims increasing. She added that the workload of the Employability Team had increased with the numbers of people being referred to them increasing. She referred to the work being done by Swansea Mentors and the impact of the Pandemic upon Lifelong Learning.

As this was the last meeting of the 2019-2020 Municipal Year, the Chair thanked the Committee and Officers for their support. She also thanked Professor Andrew Davies for his input throughout the year.

**Resolved** that the contents of the report be noted.

The meeting ended at 5.02 pm

**Chair**



City and County of Swansea

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

Remotely via Microsoft Teams

Thursday, 1 October 2020 at 12.20 pm

**Present:**

**Councillor(s)**

C R Doyle  
K M Roberts

**Councillor(s)**

E T Kirchner  
M Sherwood

**Councillor(s)**

C Richards  
L V Walton

**Officer(s)**

Gareth Borsden  
Huw Evans  
Tracey Meredith

Democratic Services Officer  
Head of Democratic Services  
Chief Legal Officer / Monitoring Officer

**Apologies for Absence**

Councillor(s): P K Jones and D Phillips

---

**1 To elect a Vice Chair for the Municipal Year 2020 - 2021.**

**Resolved** that Councillor M Sherwood be elected Chair for the 2020-2021 Municipal Year.

**(Councillor M Sherwood presided)**

**2 To elect a Chair for the Municipal Year 2020 - 2021.**

**Resolved** that Councillor C R Doyle be elected Vice-Chair for the 2020-2021 Municipal Year.

**3 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 12.23 pm

**Chair**

# Agenda Item 4

Poverty Reduction Policy Development Committee – 26 October 2020

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

### FOR INFORMATION

There are 5 Committees:

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

### 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 8



## Report of the Head of Adult Social Services

Poverty Reduction Policy Development Committee – 26 October 2020

### Swansea Food Poverty Network

**Purpose:** The report is for information purposes. It presents details outlining the establishment of a Swansea Food Poverty Network.

**Report Author:** Anthony Richards

**Finance Officer:** Chris Davies

**Legal Officer:** Lyndsay Thomas

**Access to Services Officer:** Rhian Millar

#### For Information

#### 1. Background

- 1.1 Ensuring access to food has been a priority for Swansea Council during the Covid-19 pandemic. Part of the work on this priority was the support put in place for food banks across Swansea to remain open and meet increased demand via four Food Distribution Centres that were set up in Community Centres for the duration of the 'Shielding Period'. Other provision such as hot meals for the vulnerably housed coordinated by Matthew's House was also supported through the use of Council drivers to move supplies and make deliveries.
- 1.2 During the financial year 2019/20 and prior to the Covid-19 pandemic, Welsh Government funding of £111K was administered by the Tackling Poverty Service in the form of a Swansea Food Poverty Grant to tackle food poverty and address food insecurity. In total, 26 grants were awarded to local organisations.
- 1.3 Through both the administration of the Food Poverty Grant and the Council support provided during Covid-19, it was identified that organisations involved in the food poverty agenda would welcome the opportunity to meet regularly to support collaboration across the city.

## 2. Establishing the Swansea Food Poverty Network

- 2.1 An initial membership list was collated consisting predominantly of organisations directly involved in the provision of food for people in crisis, along with key contacts from organisations providing wider crisis support. The initial membership list contained approximately 50 contacts.
- 2.2 Prior to the first meeting of a Swansea Food Poverty Network, members were asked; 1) How they thought the Swansea Food Poverty Network could support their work, and 2) How the Swansea Food Poverty Network could benefit the city of Swansea. The responses were summarised respectively in the following diagrams:





### 3. Swansea Poverty Food Network Meetings

3.1 The first meeting of the Swansea Food Poverty Network took place on the 6<sup>th</sup> October 2020 via Microsoft Teams.

3.2 Priorities and actions were identified as follows:

Theme / Priority	Actions
<b>Network Member Communications:</b> Sharing information and resources	<ul style="list-style-type: none"> <li>• Set up private SFPN Facebook Group</li> <li>• Establish best practice use</li> </ul>
<b>Wider Communications:</b> Other organisations, Front line staff Public, Targeting of information to specific groups or cohorts	<ul style="list-style-type: none"> <li>• tbc</li> </ul>
<b>Mapping:</b> Understanding what is available where and to who, Geographic reach and access, Identifying gaps	<ul style="list-style-type: none"> <li>• Define mapping exercise (Nov meeting discussion)</li> </ul>
<b>Supporting better referral processes:</b> Referrals in, Referrals out	<ul style="list-style-type: none"> <li>• Establish bespoke / share existing Directory of Services</li> </ul>
<b>Maximising and utilising goodwill and supporting volunteers:</b> Resources, Volunteering opportunities, Support for volunteers	<ul style="list-style-type: none"> <li>• Explore opportunities for accessing volunteers</li> </ul>

<b>Better partnership working:</b> Identifying new opportunities, Supporting collaboration, Improving resilience	<ul style="list-style-type: none"> <li>• Set up monthly network meetings</li> <li>• Christmas period planning (Nov meeting discussion)</li> </ul>
<b>Understanding demands and trends:</b> City wide data monitoring	<ul style="list-style-type: none"> <li>• Set up system for collating city wide data</li> </ul>

3.3 Network members agreed to meet monthly initially. Meetings have been set for the first Tuesday of the month.

3.4 Meetings are coordinated and facilitated by the Tackling Poverty Service.

#### 4. Equality and Engagement Implications

4.1 The Council is subject to the Public Sector Equality Duty (Wales) and must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

Our Equality Impact Assessment process ensures that we have paid due regard to the above.

4.2 An Equality Impact Screening has been completed for this report with no further assessment required (See Appendix A)

#### 5. Legal Implications

5.1 There are no legal implications.

#### 6. Financial Implications

6.1 There are no financial implications. Officer time for the coordination and facilitation of the Swansea Food Poverty Network will be met from existing resources within the Tackling Poverty Service.

6.2 Whilst there are no direct financial implications arising from this report, it may lead to decisions being taken at a later date that may have costs attached. Any such costs will need to be managed within departmental resources at that time with due regard to the Council's medium term financial plan.

**Background papers:** None

**Appendices:** Appendix A – EIA Screening

# Equality Impact Assessment Screening Form

**Please ensure that you refer to the Screening Form Guidance while completing this form. If you would like further guidance please contact the Access to Services team (see guidance for details).**

## Section 1

Which service area and directorate are you from?

Service Area: Tackling Poverty Service

Directorate: Social Services

### Q1(a) WHAT ARE YOU SCREENING FOR RELEVANCE?

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### (b) Please name and describe here:

This is an EIA Screening of the For Information Report to Poverty Reduction Policy Development Committee regarding the newly established Swansea Food Poverty Network.

The report is to inform the PDC of why the Swansea Food Poverty Network has been established and the priorities that it has identified.

The report has no equality implications.

The Swansea Food Poverty Network will support collaborative working between organisations directly involved in the provision of emergency food for people in crisis.

### Q2(a) WHAT DOES Q1a RELATE TO?

Direct front line service delivery	Indirect front line service delivery	Indirect back room service delivery
<input type="checkbox"/> (H)	<input type="checkbox"/> (M)	<input checked="" type="checkbox"/> (L)

### (b) DO YOUR CUSTOMERS/CLIENTS ACCESS THIS...?

Because they need to	Because they want to	Because it is automatically provided to everyone in Swansea	On an internal basis i.e. Staff
<input type="checkbox"/> (H)	<input checked="" type="checkbox"/> (M)	<input type="checkbox"/> (M)	<input type="checkbox"/> (L)

### Q3 WHAT IS THE POTENTIAL IMPACT ON THE FOLLOWING...

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Children/young people (0-18)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Older people (50+)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Any other age group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race (including refugees)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Asylum seekers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gypsies & travellers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community cohesion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# Equality Impact Assessment Screening Form

Pregnancy and maternity →

**Q4 WHAT ENGAGEMENT / CONSULTATION / CO-PRODUCTIVE APPROACHES WILL YOU UNDERTAKE?**

Please provide details below – either of your planned activities or your reasons for not undertaking engagement

N/A

**Q5(a) HOW VISIBLE IS THIS INITIATIVE TO THE GENERAL PUBLIC?**

High visibility <input type="checkbox"/> (H)	Medium visibility <input type="checkbox"/> (M)	Low visibility <input checked="" type="checkbox"/> (L)
---	---	---

**(b) WHAT IS THE POTENTIAL RISK TO THE COUNCIL’S REPUTATION? (Consider the following impacts – legal, financial, political, media, public perception etc...)**

High risk <input type="checkbox"/> (H)	Medium risk <input type="checkbox"/> (M)	Low risk <input checked="" type="checkbox"/> (L)
---	---	---

**Q6 Will this initiative have an impact (however minor) on any other Council service?**

Yes       No      If yes, please provide details below

**Q7 HOW DID YOU SCORE?**

*Please tick the relevant box*

**MOSTLY H and/or M → HIGH PRIORITY →  EIA to be completed  
Please go to Section 2**

**MOSTLY L → LOW PRIORITY / NOT RELEVANT →  Do not complete EIA  
Please go to Q8 followed by Section 2**

**Q8 If you determine that this initiative is not relevant for an EIA report, you must provide a full explanation here. Please ensure that you cover all of the relevant protected groups.**

This is an EIA Screening of the For Information Report to the Poverty Reduction Policy Development Committee. The report does not require a full EIA.

**Section 2**

NB: Please email this completed form to the Access to Services Team for agreement before obtaining approval from your Head of Service. Head of Service approval is only required via email – no electronic signatures or paper copies are needed.

## Equality Impact Assessment Screening Form

Screening completed by:
Name: Anthony Richards
Job title: Poverty and Prevention Strategy Development Manager
Date: 13/10/20
Approval by Head of Service:
Name: Amy Hawkins
Position: Head of Adult Social Services
Date: 13/10/20

Please return the completed form to [accesstoservices@swansea.gov.uk](mailto:accesstoservices@swansea.gov.uk)



# Agenda Item 9



## Report of the Chair

Poverty Reduction Policy Development Committee – 26 October 2020

### Work Plan 2020-2021

Date of meeting	Agenda items and Format
26/10/20	<ul style="list-style-type: none"><li>• Terms of Reference. (For Information)</li><li>• Co-option of Andrew Davies</li><li>• Dates and Times of Future Meetings. (Discussion)</li><li>• Presentation - Policies Under Development Update. (Jo Portwood)</li><li>• Swansea Food Poverty Network. (Anthony Richards)</li><li>• Work Plan Discussion 2020-2021. (Chair)</li></ul>
<b>Topics</b>	
	<ul style="list-style-type: none"><li>• Draft Living Wage Policy</li><li>• Poverty Truth Commission</li><li>• High Interest Lending Action Plan</li><li>• Food Poverty</li><li>• Increasing Green Infrastructure in Deprived Neighbourhoods</li><li>• Benefit Take-Up</li><li>• Council Letters to Benefits Claimants</li></ul>