



City and County of Swansea

Minutes of the People Policy Development Committee

Remotely via Microsoft Teams

Wednesday, 17 March 2021 at 4.00 pm

Present: Councillor C R Evans (Chair) Presided

Councillor(s)

J P Curtice
Y V Jardine

Councillor(s)

S J Gallagher
L V Walton

Councillor(s)

P R Hood-Williams
T M White

Officer(s)

Gavin Evans

Amy Hawkins
Simon Jones

Allison Lowe
Lisa Thomas

Principal Officer for Early Help, Partnership and Young People

Interim Head of Adult Services

Social Services Strategy and Performance Improvement Officer

Democratic Services Officer
Senior Lawyer

Also Present

Amanda Carr
Julia Manser

Swansea Council for Voluntary Services
Swansea Council for Voluntary Services

Apologies for Absence

Councillor(s): M C Child, E T Kirchner and G J Tanner

20 Disclosures of Personal & Prejudicial Interests.

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

21 Minutes:

Resolved that the Minutes of the People Policy Development Committee held on 17 February 2021 be approved and signed as a correct record.

22 Development of a Volunteers Strategy. (Verbal)

Amy Hawkins, Interim Head of Adult Services provided a verbal response in relation to the development of a Corporate Volunteering Strategy.

Background

She stated that we had worked alongside volunteers during the Covid response and the impact had been tremendous both within the Council and within communities.

Connect volunteering opportunities within the Council was an action in the Community Support work stream of the Council's Recovery Plan.

Why should we have a corporate volunteering Strategy?

- To ensure the nature and value of volunteer involvement is understood at all levels of the Council so that volunteers and the Council mutually benefit from the contribution that volunteers make.
- We know that many hundreds of volunteers are already contributing within the work of the council and for wider community and social benefit, for example; Committees, Museums, libraries, School Governors, PTA members and Community Sports Coaches, Events Coordinators, Community Centre Volunteers and Friends of Groups.
- The range and quality of services, facilities, activities and cultural life benefits from the involvement of volunteers.
- Volunteering improvement of quality of life of volunteers themselves and the people and communities that they support.
- The managing and support of volunteers is important and the volunteering strategy will ensure there is the appropriate support and recognition for those volunteering and those supporting volunteers.

Volunteering Key Principles:

1. Volunteering is undertaken by choice. Individuals have the right to volunteer, or indeed not to volunteer.
2. While volunteers should not normally receive or expect financial rewards or incentives, they should be reimbursed for reasonable out of pocket expenses.
3. The contribution of volunteers and paid staff should complement one another. Volunteers should not be used to replace paid staff or to undercut their pay and conditions of service.
4. Volunteers should enhance the quality of the Council's activities.
5. Effective mechanisms should be in place to support and develop volunteers.
6. Volunteers (and paid staff) should be able to carry out their duties in safe, secure and healthy environments that are free from harassment, intimidation, bullying, violence and discrimination.
7. Volunteers should have access to appropriate opportunities for learning and development.
8. There should be a recognised process for the resolution of problems, for both staff and volunteers.
9. Volunteering should be open and accessible to all.
10. Both the volunteer and the Council should benefit from the volunteering relationship.
11. The contribution of the volunteer should be recognised.

Current Progress:

- Secured some short term funding is for a temporary increase of additional hours for current employees on a task and finish basis to map existing and potential opportunities within their service areas and directorates.
- We are currently gathering information about the various roles that volunteers are already undertaking.
- As well as opportunities for roles that could be developed with services across the Council.
- The processes and procedures already in place.
- The experiences of staff who are currently working with volunteers.
- Information about mutual benefits – the benefit of the volunteering role to the service and the benefits for the volunteer such as training, qualifications, etc.
- Additional regional actions in support of this strategy; Volunteer Training and Toolkits to support organisations in a variety of volunteering themes including; First Steps to Volunteering, Volunteer for a Career, Volunteering Safely – these will be added to ours and partners websites.

Next Steps

- Finish the mapping;
- Co-produce the volunteering strategy;
- Develop and refresh existing volunteering policies / procedures to support the implementation of the strategy;
- Sign off, launch and implement.

Further information could be obtained from either:
Anthony Richards Anthony.Richards@swansea.gov.uk or
Amy Hawkins Amy.Hawkins@swansea.gov.uk

Amanda Carr and Julia Manser, Swansea Council for Voluntary Services (SCVS) who manage the Swansea Volunteer Centre were also present to provide advice and guidance and would support the work of the Committee in order to ensure Swansea be recognised as a Council of Volunteer excellence.

The Chair thanked all the Officers for their attendance and looked forward to receiving further information at the next meeting.

Resolved that the verbal item be noted.

23 Young Carers Strategy. (Verbal update)

Gavin Evans, Principal Officer for Early Help, Partnership and Young People provided a verbal update on the Young Carers Strategy:

- Councillor Ceri Evans had been invited to attend future meetings of the multi-agency group, the next meeting was scheduled during the first week of April 2021;
- The Draft Strategy was scheduled for the end of April 2021;
- The group had been looking at achievements and priorities and the focus would be on completing the Young Carers Strategy;

- Whilst Education was currently represented on the group, representation from all schools was sought to ensure the work would be embedded at that level;
- It had been “Young Carers Day” on Monday, however a Young Carers Action Week had taken place with various on-line activities for Young Carers and their families;
- The new ID card had been launched with Swansea being one of ten Local Authorities in Wales involved;
- Corporate Communications had gone out with various quotes from the Minister and Cabinet Member for Children Services.

The Chair thanked the Principal Officer for Early Help, Partnership and Young People for the verbal update.

Resolved that the update be noted.

24 Work Plan 2020-2021.

The Chair outlined the Work Plan for 2020-2021.

Alyson Pugh, Cabinet Member for Better Communities suggested that the Committee could assist with the employability issues in respect of various schemes such as the Kick Start scheme which involved a variety of outside agencies. The Council were currently responsible for the triage of these schemes to ensure the correct people were matched to the most appropriate project.

Resolved that:

- 1) The Work Plan be noted:
- 2) The Committee consider adding “Employability” to its Work Plan for 2021-2022.

The meeting ended at 4.50 pm

Chair