



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

People Policy Development Committee

At: Remotely via Microsoft Teams

On: Wednesday, 21 April 2021

Time: 4.00 pm

Chair: Councillor Ceri Evans

Membership:

Councillors: M C Child, J P Curtice, S J Gallagher, P R Hood-Williams, Y V Jardine, E T Kirchner, G J Tanner, L V Walton and T M White

Watch Online: <https://bit.ly/2PoZkbh>

Agenda

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3 Minutes: To approve & sign the Minutes of the previous meeting(s) as a correct record.	1 - 4
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A handwritten signature in black ink that reads 'Huw Evans'.

Huw Evans
Head of Democratic Services
Thursday, 15 April 2021

Contact: Democratic Services - (01792) 636923

Agenda Item 3



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

Agenda Item 4



Report of the Head of Adult Social Services

People Policy Development Committee – 21 April 2021

Swansea Council Volunteering Strategy Development

Purpose:	The report is for information purposes. It details the progress in developing a Swansea Council Volunteering Strategy and presents an update on the Regional Volunteering Project.
Report Authors:	Anthony Richards / Amy Hawkins
Finance Officer:	Chris Davies
Legal Officer:	Carolyn Isaac
Access to Services Officer:	Rhian Millar
For Information	

1 Background

- 1.1 The development of plans to connect volunteering opportunities within the Council is an action in the Community Response work stream of the Council's Recovery Plan.

This will be achieved through:

1. Mapping existing and potential volunteering roles within services
2. Coproducing a corporate Volunteering Strategy
3. Developing and refreshing existing volunteering policies / procedures to support the implementation of the strategy

- 1.2 Through a regional project working in collaboration with Swansea Council for Voluntary Services, Neath Port-Talbot Council for Voluntary Services, Swansea Bay University Health Board, Neath Port-Talbot Council and West Glamorgan Regional Partnership we secured some short term funding via Welsh Government's Volunteering Recovery Fund to support the first action - mapping of existing and potential volunteering roles.

2 Mapping existing and potential volunteering opportunities hosted by Swansea Council

- 2.1 Initially focusing on two areas; Social Services and Cultural Services, a mapping exercise has been completed to identify both existing and potential volunteering roles within their service areas.
- 2.2 From the mapping exercise, 46 existing volunteering opportunities were identified, 15 within Social Services and 31 within Cultural Services.
- 2.3 Of the 15 roles within Social Services, 11 of these are within day services. These opportunities include volunteering supporting specific community groups such as asylum seekers, adults with learning disabilities, long-term unemployed and carers; together with opportunities for all members of the community including volunteering at the Men's Shed project, community transport and a food bank. The other opportunities within Social Services were for Volunteer Support Worker roles within Adult Services.
- 2.4 The existing opportunities within Cultural Services are from a number of sections including the Archive Service, Libraries and Leisure. They include opportunities such as Sport and Health Deliverer, Digitisation Volunteer, Film Crew Members and Education Volunteers within Swansea Museum.
- 2.5 There are various approaches being taken to host volunteers and some areas are using a combination of the Council's Voluntary Workers Policy, service area specific policies and some are using agencies to provide volunteers and as such utilise the agency's policy.
- 2.6 There were 42 potential volunteering roles identified, of which 33 were within Social Services. 16 of these were for more volunteer support worker opportunities within Adult Services. Other opportunities include Volunteer Youth Hub Worker, Employment Support, Digital Buddies and Community Garden Volunteer.

3 Development of a Volunteering Strategy

- 3.1 It is proposed that the strategy will be based on the principles of volunteering as defined by WCVA (Wales Council for Voluntary Action):
 - Volunteering is undertaken by choice. Individuals have the right to volunteer, or indeed not to volunteer.
 - While volunteers should not normally receive or expect financial rewards or incentives, they should be reimbursed for reasonable out of pocket expenses.
 - 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. Volunteers should enhance the quality of the Council's activities.
 - Effective mechanisms should be in place to support and develop volunteers.
 - 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. All should be treated sensitively with regard to their preferred language.

- Volunteers should have access to appropriate opportunities for learning and development.
- There should be a recognised process for the resolution of problems, for both staff and volunteers.
- Volunteers should not be used to undertake the work of paid staff in the case of industrial disputes.
- Volunteering should be open and accessible to all
- Mutual Benefit – both the volunteer and the Council should benefit from the relationship
- The contribution of the volunteer should be recognised

4 Regional Volunteering Project

4.1 In addition to enabling the initial mapping of existing and potential Council volunteering opportunities, the regional project has been developing bi-lingual products to support volunteering. These include:

- Information Sheets on topics including; First Steps to Volunteering, Volunteering Safely, Volunteering for a Career, Developing Welsh Language Volunteering Opportunities and Measuring the Impact of Volunteers.
- Toolkits including; Individual action to Community Actions, Volunteering and Primary Care.
- Multi-agency induction modules, these two hour modules are designed to be delivered face to face and online. They cover topics including, Understanding the Volunteer role, Communication Skills and Dealing with difficult situations.

4.2 Through the regional volunteering project progress has been made in a collective understanding of what volunteering is and the role volunteering plays in the region in communities and public services.

5 Next Steps

5.1 Expand the mapping across all services.

5.2 Compile a full analysis of the mapping and key findings to inform the development of the Swansea Council Volunteering Strategy.

5.3 Coproduce a draft Swansea Council Volunteering Strategy for consideration of People PDC prior to wider consultation.

5.4 Developing and refresh existing volunteering procedures to support the implementation of the strategy including; Developing Volunteering Roles, Supporting Volunteers, Volunteer Expenses and Resolving Problems.

5.5 Commit to continued regional partnership working to further develop the volunteering offer across the Swansea Bay region.

6 Integrated Assessment Implications

6.1 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.
- Deliver better outcomes for those people who experience socio-economic disadvantage

The Well-being of Future Generations (Wales) Act 2005 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.

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

6.2 An Integrated Impact Screening has been completed for this report with no further assessment required (See Appendix A). This is an IIA Screening for the 'For Information' Report to People Policy Development Committee regarding background information and initial actions to develop a coproduced Swansea Council Volunteering Strategy. The report is to inform the People PDC of the context of the proposed strategy, findings of an internal mapping exercise, the principles of volunteering and the proposed next steps. A full IIA will be carried out as part of the strategy development process in due course.

7 Legal Implications

7.1 There are no legal implications.

8 Financial Implications

8.1 There are no immediate financial implications.

8.2 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, e.g. volunteer expenses. 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 - IIA Screening

Integrated Impact Assessment Screening Form – Appendix A

Please ensure that you refer to the Screening Form Guidance while completing this form.

Which service area and directorate are you from?

Service Area: Tackling Poverty Service

Directorate: Adult Social Services

Q1 (a) What are you screening for relevance?

- New and revised policies, practices or procedures
- Service review, re-organisation or service changes/reductions, which affect the wider community, service users and/or staff
- Efficiency or saving proposals
- Setting budget allocations for new financial year and strategic financial planning
- New project proposals affecting staff, communities or accessibility to the built environment, e.g., new construction work or adaptations to existing buildings, moving to on-line services, changing location
- Large Scale Public Events
- Local implementation of National Strategy/Plans/Legislation
- Strategic directive and intent, including those developed at Regional Partnership Boards and Public Services Board, which impact on a public bodies functions
- Medium to long term plans (for example, corporate plans, development plans, service delivery and improvement plans)
- Setting objectives (for example, well-being objectives, equality objectives, Welsh language strategy)
- Major procurement and commissioning decisions
- Decisions that affect the ability (including external partners) to offer Welsh language opportunities and services

(b) Please name and fully describe initiative here:

This is an IIA Screening for the 'For Information' Report to People Policy Development Committee regarding background information and initial actions to develop a coproduced Swansea Council Volunteering Strategy.

The report is to inform the People PDC of the context of the proposed strategy, findings of an internal mapping exercise, the principles of volunteering and the proposed next steps.

A full IIA will be carried out as part of the strategy development process in due course.

Q2 What is the potential impact on the following: the impacts below could be positive (+) or negative (-)

	High Impact		Medium Impact		Low Impact		Needs further investigation
	+	-	+	-	+	-	
Children/young people (0-18)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Older people (50+)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Any other age group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Future Generations (yet to be born)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race (including refugees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Asylum seekers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gypsies & travellers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Integrated Impact Assessment Screening Form – Appendix A

Poverty/social exclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carers (inc. young carers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Community cohesion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Q3 What involvement has taken place/will you undertake e.g. engagement/consultation/co-productive approaches?
Please provide details below – either of your activities or your reasons for not undertaking involvement**

N/A at this stage.

At the time of writing, a Swansea Bay regional approach to developing improved volunteering opportunities is emerging. Swansea Council, together with Swansea Council for Voluntary Services, Neath Port-Talbot Council for Voluntary Services, Neath Port-Talbot Council, Swansea Bay University Health Board and West Glamorgan Regional Partnership are working in partnership to explore how this will develop. A Swansea Council Volunteering Strategy will form part of the regional approach.

Engagement, coproduction and consultation will be critical to the process of developing this work. A full IIA will be carried out as part of the strategy development process in due course.

Q4 Have you considered the Well-being of Future Generations Act (Wales) 2015 in the development of this initiative:

- a) Overall does the initiative support our Corporate Plan’s Well-being Objectives when considered together?
Yes No
- b) Does the initiative consider maximising contribution to each of the seven national well-being goals?
Yes No
- c) Does the initiative apply each of the five ways of working?
Yes No
- d) Does the initiative meet the needs of the present without compromising the ability of future generations to meet their own needs?
Yes No

Q5 What is the potential risk of the initiative? (Consider the following impacts – equality, socio-economic, environmental, cultural, legal, financial, political, media, public perception etc...)

High risk

Medium risk

Low risk

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

Yes No **If yes, please provide details below**

A Swansea Council Volunteering Strategy will provide a framework for services across the Council that already host volunteers or develop opportunities to host volunteers.

Integrated Impact Assessment Screening Form – Appendix A

Q7 What is the cumulative impact of this proposal on people and/or communities when considering all the impacts identified within the screening and any other key decisions affecting similar groups/ service users made by the organisation?

(You may need to discuss this with your Service Head or Cabinet Member to consider more widely if this proposal will affect certain groups/ communities more adversely because of other decisions the organisation is making. For example, financial impact/poverty, withdrawal of multiple services and whether this is disadvantaging the same groups, e.g., disabled people, older people, single parents (who are mainly women), etc.)

N/A at this stage.

Outcome of Screening

Q8 Please describe the outcome of your screening below:

- **Summary of impacts identified and mitigation needed (Q2)**
- **Summary of involvement (Q3)**
- **WFG considerations (Q4)**
- **Any risks identified (Q5)**
- **Cumulative impact (Q7)**

This is an IIA Screening for the 'For Information' Report to People Policy Development Committee regarding background information and initial actions to develop a coproduced Swansea Council Volunteering Strategy.

The report is to inform the People PDC of the context of the proposed strategy, findings of an internal mapping exercise, the principles of volunteering and the proposed next steps.

The 'For Information' report identified no implications with the IIA.

A full IIA will be carried out as part of the strategy development process in due course.

(NB: This summary paragraph should be used in the relevant section of corporate report)

Full IIA to be completed

Do not complete IIA – please ensure you have provided the relevant information above to support this outcome

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.

Screening completed by:
Name: Anthony Richards
Job title: Poverty and Prevention Strategy Development Manager
Date: 15/04/21

Approval by Head of Service:
Name: Amy Hawkins
Position: Head of Adult Social Services
Date: 15/04/21

Please return the completed form to accesstoservices@swansea.gov.uk

Agenda Item 6



Report of the Chair

People Policy Development Committee – 21 April 2021

Work Plan 2020-2021

Date of meeting	Agenda items and Format
21 October 2020	Recovery Plan - Role of the People Policy Development Committee. (Verbal discussion)
18 November 2020	Draft Work Plan for 2020/2021 – Meeting Inquorate
16 December 2020	Work Plan for 2020/2021
20 January 2021	Young Carers - Ensuring the Wellbeing of Young Carers in the Context of Covid19
17 February 2021	Young Carers - Ensuring the Wellbeing of Young Carers in the Context of Covid19: <ul style="list-style-type: none">• Young Carers Strategy;• Co-Production Strategy as a tool to develop the Young Carers Strategy
17 March 2021	<ul style="list-style-type: none">• Young Carers Strategy (Update)• Development of a Volunteers Strategy
21 April 2021	<ul style="list-style-type: none">• Young Carers Strategy (Update)• Development of a Volunteers Strategy

Topic number 1: (Dec 2020-March 2021) Young Carers - Ensuring wellbeing of young carers in the context of Covid19

To develop policy that will:

- Capture young carers' views on the impact Covid19 has had on their wellbeing, with particular reference to the impact of lockdowns;
- Co-produce a range of measures that could better support carers in potential future outbreaks and lockdowns to ensure their wellbeing;
- Identify any changes in service provision implemented during lockdown that worked well;
- Build on existing provision of carers support in the City and County of Swansea;
- Include the views of a range of stakeholders including; Councillors, carers, those that are being cared for, Swansea Carers Centre, third sector providers.

Topics 2 & 3 to be confirmed in due course.