

## CITY AND COUNTY OF SWANSEA

### MINUTES OF THE MEETING OF THE ENGAGEMENT AND INCLUSION CABINET ADVISORY COMMITTEE

HELD AT ROOM 2.2.6, CIVIC CENTRE, SWANSEA  
ON WEDNESDAY 10 DECEMBER 2014 AT 4.00 P.M.

**PRESENT:** Councillor E T Kirchner (Chair) presided

**Councillor(s):**

D W Cole  
J P Curtice

**Councillor(s):**

D J Lewis  
H M Morris

**Councillor(s):**

L V Walton

**Officers:**

E Owen - Access to Services Team Leader  
P Couch - Equality Policy Officer  
J Parkhouse - Democratic Services Officer

#### 12. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor F M Gordon.

#### 13. 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.

#### 14. MINUTES

**RESOLVED** that the Minutes of the meeting of the Engagement and Inclusion Cabinet Advisory Committee held on 12 November 2014 be approved as a correct record.

#### 15. AMENDMENT TO TERMS OF REFERENCE

The amended Terms of Reference of the Engagement and Inclusion Cabinet Advisory Committee were provided for information. The amended Terms of Reference now incorporated the Terms of Reference of the abolished Equalities Committee.

#### 16. STAFF ENGAGEMENT

Further to discussions that occurred at the previous meeting in relation to staff engagement, the Chair requested an update on progress made.

Minutes of the Engagement and Inclusion Cabinet Advisory Committee  
(10.12.2014) Cont'd

Councillor D J Lewis provided feedback from the DVLA who had provided information regarding their staff engagement. He outlined that the DVLA undertake a formal process of staff engagement and they were very keen to share information and best practice with the Committee. Members of the Committee would be invited in due course to the DVLA in order to gather further information regarding staff engagement.

The Chair further informed the Committee that a response had been received from Abertawe Bro Morgannwg University Health Board, who had provided information that the Head of Communications and Customer Engagement was already aware of. She also circulated a copy of a presentation from Admiral Insurance which outlined their methods of staff engagement.

Members also commented on the reputation and staff retention of other organisations, the methods of staff engagement undertaken by other organisations, the options available for staff to respond to surveys/blogs within the City and County of Swansea, the response rate received by other organisations to staff surveys.

**AGREED that:**

- (1) the contents of the update be noted;
- (2) a site visit be arranged to DVLA in order to gather further information on their staff engagement policies;
- (3) an update report be provided at the next scheduled meeting.

17. **WORK PROGRAMME 2014/15**

The Chair presented an updated Engagement and Inclusion Cabinet Advisory Committee Work Programme for 2014/15. The Committee discussed a number of possible topics that could be included in the Work Programme as follows:-

- Strategic Equality Plan and Equality Objectives Annual Review 2013/14.
- Strategic Equality plan and Equality Objectives Annual Review 2014/15 and development of second Strategic Equality Plan (2016-19).
- Equality Impact Assessments, particularly with regard to Social Services.

Minutes of the Engagement and Inclusion Cabinet Advisory Committee  
(10.12.2014) Cont'd

- Engagement with Older People Groups, the BME and LGBT Forums and Disability Liaison Group.
- Member Champion Reports.
- Poverty and Inequality.
- Welsh Language Standards and implementation when agreed.
- Other topics being covered by the former Equalities Committee, including Community Cohesion, Hate Crime Framework and the United Convention on Rights of the Child (UNCRC).

The Chair added that she will progress amending the title of the Committee to the Engagement, Equalities and Inclusion Cabinet Advisory Committee.

**AGREED** that:

- (1) the contents of the report be noted;
- (2) the Strategic Equality Plan and Equality Objectives Annual Review 2013/14 be added to the Work Programme for the meeting in February 2015;
- (3) Member Champions update be included as a substantive item on the Engagement and Inclusion Cabinet Advisory Committee Agenda;
- (4) One Member Champion be invited to provide an update report at future meetings;
- (5) Member Champions be provided with the pro forma currently used by Access to Services in order to provide an update report;
- (6) the Chair progresses amending the title of the Committee to the Engagement, Equalities and Inclusion Cabinet Advisory Committee.

The meeting ended at 5.00 p.m.

**CHAIR**