

## CITY AND COUNTY OF SWANSEA

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

HELD AT COMMITTEE ROOM 3, CIVIC CENTRE, SWANSEA  
ON WEDNESDAY 4 FEBRUARY 2015 AT 4.00 P.M.

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

<b>Councillor(s):</b>	<b>Councillor(s):</b>	<b>Councillor(s):</b>
D W Cole	Y V Jardine	H M Morris
J P Curtice	D J Lewis	L V Walton
F M Gordon		

**ALSO PRESENT:**

Councillor J C Bayliss - Councillor Champion for Gender, Gender Reassignment and Sexual Orientation

**Officers:**

R Jones - Stakeholder and Communications Manager - Education  
E Owen - Access to Services Team Leader  
S Hopkins - Policy Development Officer (Equality)  
A Morris - Domestic Abuse and Sexual Violence Strategy Co-ordinator  
J Parkhouse - Democratic Services Officer

25. **APOLOGIES FOR ABSENCE**

There were none.

26. **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS**

In accordance with the Code of Conduct adopted by the City and County of Swansea, the following interest was declared:

Councillor D J Lewis - employed by DVLA - Minute No. 29 - Briefing - Staff Engagement - Feedback from Site Visit to DVLA - personal.

27. **MINUTES**

**RESOLVED** that the Minutes of the meeting of the Engagement and Inclusion Cabinet Advisory Committee held on 7 January 2015 be approved as a correct record.

28. **COUNCILLOR CHAMPION UPDATE**

Councillor John Bayliss, Councillor Champion for Gender, Gender Reassignment and Sexual Orientation updated the Committee on his role, the activities he had undertaken and the outlook going forward. He highlighted the financial constraints being placed upon the Council and the knock-on effect on services which had resulted in more partnership working and reliance upon the third sector. He emphasised the need for all groups/movements to combine to form more cohesive organisations which would improve grant funding opportunities.

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

29. **BRIEFING - STAFF ENGAGEMENT - FEEDBACK FROM SITE VISIT TO DVLA**

The Stakeholder and Communications Manager - Education provided a briefing on the site visit by Members of the Committee to the DVLA on 15 January 2015.

The following was discussed:

- The DVLA has large community areas used for staff fundraising, singing, etc. and the DVLA have a nominated staff charity;
- The importance of health and wellbeing of staff, providing opportunities;
- Occupational Health at the DVLA is outsourced but comes over as an open/friendly service;
- The DVLA has a resource centre, i.e. books/PCs for staff;
- There is a staff Starbucks café on site;
- There is a staff gym and studio for classes, e.g. yoga and zumba;
- The DVLA have 4,800 staff, including six directorates which require differing communication needs;
- DVLA staff survey is anonymous;
- Internal communication is a priority for the DVLA and staff use YAMER for internal communication;

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- There are nine engagement managers within the DVLA and each is based in different directorates;
- There are award ceremonies for staff and all ideas are acknowledged.

The Committee discussed the feedback provided and asked questions of the Officer who responded accordingly.

**AGREED** that:

- (1) the contents of the briefing be noted;
- (2) a summary report regarding internal communications be provided to the Committee.

30. **PRESENTATION - DOMESTIC ABUSE**

The Domestic Abuse and Sexual Violence Strategy Co-ordinator provided the Committee with a detailed and informative presentation regarding domestic abuse. Details provided included:

- What is domestic abuse;
- Where are we;
- We have a problem;
- Current situation - Swansea;
- Gender based issue;
- Current situation - UK;
- Links to deprivation;
- Different needs and experiences;
- Strategic priority;
- Local services and support;
- All Wales Domestic Abuse and Sexual Violence Helpline;
- The DYN Project.

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The Committee were also informed that the one-stop shop had now opened in the city centre and was situated near the Grand Theatre.

Members asked a number of questions of the Officer who responded accordingly.

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

31. **ANNUAL EQUALITY AND DIVERSITY REVIEW REPORT 2013-14**

The Access to Services Manager and Policy Development Officer (Equality) presented the Annual Equality and Diversity Review Report for 2013-14 as required by the public sector equality duty for Wales.

It was outlined that the report will be submitted to Cabinet and subsequently to the Equality and Human Rights Commission (as the regulator) and for publication on the Council's website as required by law.

It was added that the report was the Authority's third review under the public sector equality duty and reflects the Annual Reporting Regulations for Wales which were introduced in 2011. The report contained the second progress report against the Equality Objectives contained within the Council's Strategic Equality Plan (SEP). It also contained details on equality information, employment and training information. Additional information (of relevance to the requirements of the public sector equality duty) had also been included, outlining the work within a number of areas of the Council. The Equality Objectives - Progress Update was provided at Appendix 1 and employment and training information was provided at Appendix 2.

The Committee asked questions of the Officers in relation to the report, who responded accordingly.

**AGREED** that:

- (1) the contents of the report be noted;
- (2) the report be submitted to Cabinet for approval.

32. **WORK PROGRAMME**

The Chair presented an updated Engagement and Inclusion Cabinet Advisory Committee Work Programme for 2014/15.

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Councillor J P Curtice informed the Committee that she had made progress in relation to the information contained on the Children and Young People's website. She indicated that she would circulate the progress update to the Committee.

Discussions also took place regarding the title of the Committee and it was suggested that it be amended to the Engagement, Equalities and Inclusion Cabinet Advisory Committee.

**AGREED** that:

- (1) the contents of the report be noted;
- (2) the update information in relation to the Children and Young People's website be circulated to the Committee;
- (3) the Chair seeks to amend the title of the Committee to the Engagement, Equalities and Inclusion Cabinet Advisory Committee.

33. **LIST OF MEETINGS FOR THE REMAINDER OF THE 2014/15 MUNICIPAL YEAR**

**NOTED** the dates of meetings for the remainder of the 2014/15 Municipal Year.

The meeting ended at 5.45 p.m.

**CHAIR**