

CITY AND COUNTY OF SWANSEA

MINUTES OF THE CORPORATE SERVICES CABINET ADVISORY COMMITTEE

HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA ON WEDNESDAY, 14 OCTOBER 2015 AT 4.00 PM

PRESENT: Councillor E T Kirchner (Chair) Presided

Councillor(s)	Councillor(s)	Councillor(s)
J E Burtonshaw J A Hale	T J Hennegan Y V Jardine	A J Jones M Thomas

Also Present – Councillor P Lloyd

Apologies – Councillor L V Walton.

Officers:

Steve Rees – Head of Human Resources & Organisational Development.

Deb Yeates – Interim Head of Human Resources & Organisational Development.

Liz Thomas-Evans – Stress Management & Counsellor

Gareth Borsden – Democratic Services

7 DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.

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

8 MINUTES.

RESOLVED that the minutes of the meeting held on 9 September 2015 be agreed as a correct record.

9 COUNCILLOR CHAMPION UPDATE.

Councillor Paul Lloyd attended the CAC and gave a verbal update on his work as the Member Champion for Disabled People.

He detailed he had approached as many disabled people organisations and groups as he could via, phone, letter & e mail, but the response had not been great as many groups like to remain independent.

He outlined that he had developed good relationships and contacts with SAFE, RNIB & the Guide Dogs Association.

He referred to the recent work undertaken and progress mad on the following areas:

- Revision and updating of the 'Pavements for People' Policy.
- SAFE Group examination of Planning Applications.
- Upcoming 'Walk in My Shoes' Event

- 1st Cymru adoption of help card for passengers, following an event at the Ravenhill Bus Garage, other local operators are also looking to adopt the scheme as well as 1st Cymru rolling out across their company.

The Chair thanked Councillor Lloyd for his attendance and update.

10 **PRESENTATION - HELPING HANDS.**

The Stress Management Advisor & Councillor outlined the background to the establishment of and the current services and support being offered to Members of Staff. The Helping Hands service is a volunteer service provided by current and retired staff for the benefit of employees.

She outlined the wide range of topic areas currently provided such as relaxation workshops, Tai Chi, Yoga, Stress Awareness, Gardening and Debt Advice. Currently all 280 places per month on the various courses are taken.

She indicated that all discussions and advice are given in complete confidence. The options for further expanding the service with additional volunteers and courses were outlined and discussed.

The training programme for the volunteers was outlined as well as the link up with the Authorities Occupation Health Service.

Other public bodies including Neath Port Talbot Council and the Local Health Board are looking at the scheme as an example of best practice.

The Committee outlined their support for the scheme.

11 **STAFF ENGAGEMENT FEEDBACK.**

The Head of HR & OD reported and updated the CAC on the following areas, many of which had been amended and updated as part of the Single Status agreement implemented last year.

- Staff Appraisals - current paper based system – but aim is to do electronically, important two way process for employee & manager.
- Non Pay Recognition – Need to remind staff of current benefits such as flexi, annual leave, pension scheme, staff discount scheme. Currently developing a Reward & Recognition Policy.
- How do we reward loyalty? – Need to improve, expand & refresh staff rewards and publicity of them, particularly the 'no cost' ones such as liberty stadium tickets, grand theatre tickets, singleton park events etc
- New Ideas/ Staff Suggestion – Ongoing Officer Task & Finish Group led by Chief Exec, potential upcoming staff engagement event at Marriott Hotel, possible introduction of new Cabinet member awards
- Intranet Relaunch – Due for implementation shortly
- How we Engage Councillors – needs further consideration

The Committee indicated its full support for the proposed staff engagement event, and offered to assist in any way they could, or attend to give support to staff if needed.

12 **WORK PROGRAMME 2015-2016.**

The Workplan for the CAC was noted.

RESOLVED that

- 1) a report on Smoke Free Spaces be presented to the next meeting.
- 2) that Councillor Clive Lloyd, Cabinet Member for Transformation & Performance be invited to attend the next meeting to outline potential topic areas for review by the CAC.
- 3) that a reminder be sent to Member Champions to attend the CAC and give updates on their work.

The meeting ended at 5.25 pm

CHAIR