

## **CITY AND COUNTY OF SWANSEA**

### **MINUTES OF THE CORPORATE SERVICES CABINET ADVISORY COMMITTEE**

**HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA ON  
WEDNESDAY, 9 DECEMBER 2015 AT 4.00 PM**

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

**Councillor(s)**  
J E Burtonshaw  
M Thomas

**Councillor(s)**  
J A Hale  
L V Walton

**Councillor(s)**  
T J Hennegan

#### **Officer(s)**

L Wenham - Head of Communications & Customer Engagement  
C Steele - Health Promotion Co-ordinator  
S Hopkins - Policy Development Officer (Equality)  
J Gosney – Children’s Rights Compliance Officer  
P Couch - Equality Policy Officer (Welsh Officer)  
J Parkhouse – Democratic Services Officer

#### **Apologies for Absence**

Councillor(s): Y V Jardine and D J Lewis

#### 19 **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.**

In accordance with the provisions of the Code of conduct adopted by the City and County of Swansea, no interests were declared.

#### 20 **MINUTES.**

**RESOLVED** that the minutes of the meeting held on 11 November 2015 be agreed as a correct record.

#### 21 **COUNCILLOR CHAMPION UPDATE.**

In the absence of Councillor Y V Jardine, the item was deferred.

#### 22 **INVEST TO SAVE GRANTS.**

In the absence of the Head of Finance and Delivery, the item was deferred.

**AGREED** that the Head of Finance and Delivery or his representative attend the next meeting.

23 **STAFF SURVEY RESULT 2015.**

The Head of Communications & Customer Engagement presented the staff survey results 2015. It was explained that the second annual staff survey was completed during September 2015. The report provided a council-wide overview of results and analysis.

He highlighted the following Key issues and actions from 2014 survey: -

- Managing change was the weakest element identified by staff.
- A number of staff not feeling valued for their work.
- Staff rate their team more favourably than the wider organisation.
- A clear vision for the council was needed.
- There was a significant number of staff who had been harassed, bullied or abused.

As a result, the following actions were completed:

- Publicised the survey results to staff.
- Developed and promoted the 'Swansea Story' to provide a clear vision for staff.
- Adopted a zero tolerance approach to harassment, bullying and abuse.
- A commitment to 'continue the conversation' with staff by improving day-to-day engagement led by managers.
- Provided more opportunities for staff to participate and become involved,
- Developed service-based action plans to tackle 'local' issues raised in the survey.

It was added that the majority of statements had shown an increase in positive ratings compared to 2014. These improvements include the key issues identified last year:

- Bullying and harassment from service users, their relatives or the public had shown significant improvement, reducing from 37% in 2014 to 21% in 2015;
- Harassment, bullying or abuse from managers, team leaders or colleagues had also reduced by half from 24% in 2014 to 11% in 2015;
- The gap between those who would recommend their team as a place to work, compared to the Council had closed.
- More staff felt supported / trusted etc;
- More staff (+15%) said the Council had a clear vision.

Several key issues had emerged in this year's survey as follows:

- Fewer staff had completed this year's survey;
- Bullying was still an issue in some areas;
- Those reporting bullying had increased two-fold from 17% to 39%. However, staff without access to ICT needed to be made aware of where they could find the harassment and bullying policy;
- In eight service areas, 50% or less of staff had not had an appraisal in the past 12 months;

- Very few staff (28%) knew who the lead Councillor for Safeguarding was, and less than half (47%) knew who their department's designated lead was.

The following priorities and actions from the 2015 survey were highlighted: -

- Whilst the level of bullying and harassment had moved in a positive direction, the zero tolerance approach needed to continue. Alongside this the Council will continue to promote its policy and, in particular, undertake increased promotion in areas where staff did not have ICT access;
- All staff should have an annual appraisal. An audit of appraisals was currently under way by the Head of Human Resources to review compliance and the quality of appraisals taking place.
- There had been promotion of safeguarding issues, but this needed to be reinforced across the Council and at a service level.
- Further analysis of the results had been undertaken to provide each Head of Service with their individual results, including where employees made additional comments. Heads of Service would develop their own action plan based on these findings. Service action plans should be agreed by the relevant Director as soon as possible.

It was added that the results were reported to Executive Board in November 2015 and it was agreed as follows: -

- The staff survey would continue annually;
- The Authority will promote the actions taken since the 2014 survey;
- Each Head of Service would develop an action plan based on the findings in their own area along with the main council-wide issues to promote safeguarding, address bullying and harassment and ensure staff appraisals were carried out.

The Committee asked a number of questions of the officer who responded accordingly. Discussions centred around the following: -

- Increase in reported incidents of bullying;
- Drop in level of staff participation;
- Improvement in staff engagement;
- Feedback provided by staff;
- Improvements in communications / to methods of receiving completed ballot papers;
- Appraisals system within the Authority.

**AGREED** that: -

- 1) The contents of the report be noted;
- 2) The Head of Communications & Customer Engagement provides an update report in the future.

24 **PRESENTATION - SURVEY FOR SMOKE FREE SPACES.**

The Health Promotion Co-ordinator provided a presentation regarding the survey for smoke free spaces. The presentation provided information on the proposal to extend smoke-free spaces and to introduce a trial for a smoke-free beach in Swansea.

The health advantages and practicalities of extending smoke-free spaces in Swansea on a voluntary basis, to include school gates, playing fields, beaches and specific areas in the City Centre were discussed.

It was added that tobacco smoking continued to be the largest single preventable cause of ill health and premature death in Wales, causing over 5,000 deaths each year. Smoking was also the leading cause of health inequalities, accounting for approximately half of the difference in life expectancy between the lowest and highest income groups.

The Committee were provided with evidence of schemes in other areas. In addition, the results of the month long public survey were provided and the Committee were informed that 546 questionnaires were completed, 40.3% of respondents had never smoked, 22.7% were ex-smokers, 22.3% used electronic cigarettes and 14.7% were current smokers. Proposals to trial a designated smoke free beach, smoke free school gates and smoke free areas in the City Centre were also outlined.

The Committee asked a number of questions of the officer who responded accordingly. Discussions centred around the following: -

- Having a separate e-cigarette policy;
- Smoking Cessation support provided by the Health Promotions Team;
- How a trial of a designated smoke free beach would affect beach side café's;
- Financial support available to support the proposals;
- The need to de-normalise smoking for children;
- Ensuring that proposals are not too draconian and try to find a balance that suits all;
- Using Caswell beach as the trial smoke-free beach.

**AGREED** that: -

- 1) Schools are encouraged to designate school gates as smoking free and avenues to fund signage be explored;
- 2) The trial of a smoke free beach in Swansea by working with the Beaches Management Group to determine the most appropriate area be supported;
- 3) Discussions be progressed with the preferred company that will develop the City Centre, to include appropriate signage to support smoke free areas as part of the new development;
- 4) Non-smoking in play areas be re-enforced;

- 5) A communication plan be developed with colleagues in the communications Team to promote no smoking compliance in school grounds, leisure facilities and playing fields.

25 **PRESENTATION - EQUALITY AND WELSH LANGUAGE UPDATE.**

The Policy Development Officer (Equality), supported by the Participation Manager provided the Committee with an equalities update presentation. Details provided included the following: -

- Strategic Equality Plan – the legalities;
- Equality is.....;
- What is the UNCRC;
- What is the City and County of Swansea commitment to the UNCRC;
- How does UNCRC link to equality?;
- The equality objectives;
- Looking ahead.

The Committee asked questions of the officers who responded accordingly. Discussions centred around the following: -

- The UNCRC presentation provided to Councillors;
- Methods of consultation used by the Authority;
- Consulting with children and young people.

The Equality Policy Officer (Welsh Officer) provided an update regarding the Welsh Language Standards. It was outlined that the Welsh Language Standards will replace the Welsh Language Scheme in April 2016 and explained how this change would impact upon the Authority. He added that the Authority would have to comply with the new legislation in order to avoid potential financial penalties.

The Committee discussed the implications of the Welsh Language Standards, particularly the potential financial costs.

**AGREED** that: -

- 1) The contents of the presentation be noted;
- 2) The Participation Manager investigates the consultation process with young people.

26 **WORK PROGRAMME 2015-2016.**

The Chair presented an update Work Programme 2015-2016.

**AGREED** that: -

- 1) The contents of the report be noted;
- 2) Invest to Save Grants be added to the meeting on 13 January 2016.

Minutes of the Corporate Services Cabinet Advisory Committee (09.12.2015)  
Cont'd

The meeting ended at 5.45 pm

**CHAIR**