



City and County of Swansea

**Minutes of the Transformation & Future Council  
Policy Development and Delivery Committee**

**Committee Room 5 - Guildhall, Swansea**

**Tuesday, 24 April 2018 at 2.00 pm**

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

**Councillor(s)**

T J Hennegan  
M B Lewis  
L J Tyler-Lloyd

**Councillor(s)**

C A Holley  
S Pritchard

**Councillor(s)**

P K Jones  
A H Stevens

**Officer(s)**

Sarah Caulkin  
Leanne Evans  
Kate Jones  
Jamie Kaijaks  
Linda Phillips  
Vicky Thomas  
Stephanie Williams

Interim Director of Resources  
HR Officer Sustainable Swansea  
Democratic Services Officer  
Business Process Analyst  
Organisational Development Project Officer  
Sustainable Swansea Programme Manager  
Principal Lawyer

**Apologies for Absence**

Councillor(s): C R Evans and J A Hale

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**42 Disclosures of Personal & Prejudicial Interests.**

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

**43 Minutes.**

**Resolved** that the Minutes of the Transformation & Future Council Policy Development and Delivery Committee held on 27 March 2018 be approved and signed as a correct record.

**44 Update on the Gender Pay Gap Project.**

The Organisational Development Project Officer presented a report on the Gender Pay Gap Project. She specifically highlighted that, following legislative requirements, Swansea Council had reported the Gender Pay Gap for full time staff on 31 March 2017 on the .GOV website as well as the Council website. The reported figures only included full time staff in line with the legislation and it did not include part time or schools staff. The figures reported were set out in Paragraph 2 of the report.

The full time workforce accounted for approximately 40% of the Council's Workforce. Paragraph 3 of the report provided Gender Pay gap analysis for both the full time and part time workforce (not including schools staff). Paragraph 4.3 outlined an action plan to close the Gender Pay Gap.

Questions were asked of the Presenting Officer who responded accordingly.  
Questions centred around: -

- Whether Part Time Working was helping or whether it was creating barriers for women;
- Comparison with Gender Pay Gap figures of Cardiff, Newport and Vale of Glamorgan Councils;
- Difference between Equal Pay Gap and Gender Pay Gap; and
- Possibility and usefulness of comparisons with National Health Service and Civil Service.

The Chair paid a special thank you to Linda Phillips and colleague Cath Bell for their hard work on the Gender Pay Gap Project. They had managed to report the required data for Swansea Council before many others and this was to be commended in the current climate. It had also been reported in the national news.

**Resolved that:** -

- 1) The content of the report be noted; and
- 2) A further update be provided in September 2018.

#### **45 Update on Zero Hour Contracts.**

The HR Officer, Sustainable Swansea, provided a verbal update in respect of zero hour contracts. The project had been expanded to encompass all flexible working arrangements. She specifically highlighted that the project team were currently working on: -

- Reviewing flexible working policies in line with the Organisation & Development Strategy;
- Best practice of flexible working;
- Engaging with the Service Centre on how processes can be improved;
- Working with IT to develop a bespoke report that would provide information of the types of contracts there are across the Council. Currently there is no centralised record; and
- Linking work with the Organisation & Development Strategy.

Members asked questions of the Presenting Officer supported by the Director of Resources and the Business Process Analyst. Questions focussed on the following:-

- Difference between zero hour contracts and flexible working contracts;
- How Contracts were advertised;
- How many zero hour contracts there were across the Authority;
- The new IT system would help identify and review flexible contracts more effectively;

- Ability of flexible contracts to suit needs of customers as well as staff;
- Necessity of casual staff for seasonal work; and
- Establishing the difference between contracts and how contracts are reviewed.

**Resolved** that: -

- 1) the update be noted; and
- 2) a further update be provided around flexible contracts.

#### **46 Discussion / Feedback on Site Visit of Contact Centre.**

The Chair presented an extract from the Minutes of the former Corporate Services Advisory Committee on 30 November 2016, outlining the findings from the previous site visit in 2016.

Members reported their findings from their site visit on 27 March 2018, which included the following: -

- Staff premises were significantly improved;
- Staff morale had improved;
- Both concerns and benefits were raised over Contracts;
- There were problems getting through to the Contact Centre.

The Director of Resources confirmed there were no staff on zero hour contracts at the Contact Centre, and she would provide clarity on the contracts in place. She also confirmed that she would look at the issue raised in the meeting of getting through to the Contact Centre, which appeared to be more of a technical issue than a staffing issue.

**Resolved** that: -

- 1) An update be provided on all types of staff contracts at the Contact Centre;  
and
- 2) Problems of being able to get through to the Contact Centre be addressed.

#### **47 Workplan 2017/2018.**

The Committee Work Plan for 2017/2018 was provided for information.

The Sustainable Swansea Programme Manager noted that 3G Pitches was to be taken off the Work Plan.

The Chair and Sustainable Swansea Programme Manager would produce an update of the Work Plan and PDDC achievements for the year for the Leaders AGM in May 2018.

The Work Plan for the forthcoming year would be developed in due course.

**Resolved** that the update be noted.

The meeting ended at 3.15 pm

**Chair**