



City and County of Swansea

Minutes of the Transformation & Future Council Policy Development Committee

Committee Room 5 - Guildhall, Swansea

Tuesday, 24 July 2018 at 2.00 pm

Present: Councillor P B Smith (Chair) Presided

Councillor(s)

L S Gibbard
E T Kirchner
A H Stevens

Councillor(s)

J A Hale
M B Lewis

Councillor(s)

T J Hennegan
S Pritchard

Officer(s)

Caritas Adere
Kate Jones
Vicky Thomas

Senior Lawyer
Democratic Services Officer
Sustainable Swansea Programme Manager

Apologies for Absence

Councillor(s): L J Tyler-Lloyd

9 Disclosures of Personal & Prejudicial Interests.

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

10 Minutes:

Resolved that the Minutes of the Transformation & Future Council Policy Development Committee held on the 26 June 2018 be approved and signed as a correct record.

11 Workplan 2018/2019.

The Sustainable Swansea Programme Manager provided a presentation on the Workplan 2018/19, which included the following: -

- **Purpose of the PDC Committee**
'PDC's are Committees of Council with the purpose of development of the Council's Corporate Policies for consideration and adoption by Cabinet and/or Council as appropriate'.
- **Today's Committee**
 - Finally agree the T&FC PDC Work Plan – Elements and their Scope
 - Discuss Committee leads for key areas of the work programme.

- **Work Plan Areas agreed in June**
 - Employee HR Contracts (Definitions)
 - Organisational Development Strategy & Plan
 - Flexible Working Hours
 - Co-Production
 - Procurement Action Plan
 - Council Communications
 - Citizen App (Links with Communication above)

- **What does each item require?**
 - Scope
 - Understanding the problem prior to a solution
 - Actual output and added value from the Committee – remembering PDC purpose
 - PDC lead/Champion
 - Options or final product / outcome

- **Next Steps**
 - Programme in working / scoping sessions for each agreed work plan element
 - Send key documents in advance e.g copy of the Organisational Development Strategy & Plan, flexible working brief
 - 121/meetings with agreed Lead Officer and PDC Lead / Champion

The Committee asked questions of the Presenting Officer who responded accordingly. Questions and discussions focussed on: -

Employee HR Contracts / Organisational Development Strategy & Plan / Flexible Working Hours

- A written report was requested on the definitions / different types of contracts.
- It was suggested that retention of staff be looked at as part of the Organisational Development Strategy & Plan
- An update was requested on the baseline data on employee contracts
- The three areas of Employee HR Contracts, Organisational Development Strategy & Plan and Flexible Working Hours be looked at together as they are intrinsically interlinked

Co-Production

- Definition and scope of Co-Production
- Possible areas suitable for Co-Production

Council Communication / Citizen App

- These areas be looked at together as there are overlaps between the two

Resolved that: -

- 1) A written report be provided / delivered to the Committee on the various types of Employee Contracts, to include the definition of each type of contract;
- 2) An update be provided to the Committee on the data project and baselining work around employee contracts;

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- 3) The Organisational Development Strategy & Plan and flexible working hours brief be circulated to the Committee;
- 4) A working session be organised ahead of the Committee in September in order to carry out a scoping exercise on Employee HR Contracts, Organisational Development Strategy & Plan and Flexible Working Hours;
- 5) The Member leads for each area of work were approved as below: -

Project / Tasks	Member Leads
<ul style="list-style-type: none">• Employee HR Contracts (Definitions)• Organisational Development Strategy & Plan• Flexible Working Hours	Paulette Smith & Erika Kirchner
<ul style="list-style-type: none">• Co-production	Louise Gibbard, Sam Pritchard, Andrew Stephens & Terry Hennegan (in respect of any Co-production in Housing)
<ul style="list-style-type: none">• Procurement Action Plan	Erika Kirchner
<ul style="list-style-type: none">• Council Communication• Citizen App	Mike Lewis & Andrew Stephens

- 6) Meetings be arranged with Officer Leads and Member Leads for each work area.

The meeting ended at 2.50 pm

Chair