



City and County of Swansea

Minutes of the Transformation & Future Council Policy Development Committee

Committee Room 5 - Guildhall, Swansea

Tuesday, 25 September 2018 at 2.00 pm

Present: Councillor P B Smith (Chair) Presided

Councillor(s)
T J Hennegan
A H Stevens

Councillor(s)
E T Kirchner
L J Tyler-Lloyd

Councillor(s)
M B Lewis

Officer(s)

Adrian Chard

Kate Jones

Vicky Thomas

Jonathan Wills

Strategic Human Resources and Organisational
Development Manager
Democratic Services Officer
Sustainable Swansea Programme Manager
Senior Lawyer

Apologies for Absence

Councillor(s): L S Gibbard

12 Disclosures of Personal & Prejudicial Interests.

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

13 Minutes:

Resolved that the Minutes of the Transformation & Future Council Policy Development Committee held on the 24 July 2018 be approved a signed as a correct record.

14 Employee HR Contract Definitions.

The Strategic Human Resources and Organisational Development Manager provided a presentation which covered Minutes 14, 15 & 16.

The presentation provided definitions of Employee HR Contracts which included: -

- Permanent
- Temporary
- Relief / Casual

The Council's Casual Relief Employment Policy was highlighted.

The presentation covered the Organisational Development Strategy and Plan, which included: -

- Organisation Development Strategic Approach and Implementation
- OD Plan; 1st Priorities
- OD Plan; 2nd Priorities
- OD Plan; 3rd Priorities

The presentation also addressed Flexible Working Hours / New Ways of Working. This covered the 3 pilot areas identified as well as workshop engagement session.

Questions and discussions focused on: -

- The use of Zero Hour Contracts by contractors
- Meaning of being an agile Organisation
- The effect of agile working on absenteeism
- Meaning of engagement within and outside the Council
- Recognition for staff and possibility of reward schemes
- Developing the Future Councillor Programme
- Scope of engagement on Flexible Working Hours
- Ways of measuring the success of the Flexible Working Hour pilots

Resolved that: -

- 1) The contents of the presentation be noted; and
- 2) the Strategic Human Resources and Organisation Development Manager provide further information in respect of zero hour contracts used by contractors.

15 Organisational Development Strategy and Plan.

The Strategic Human Resources and Organisational Development Manager provided a presentation which covered Minutes 14, 15 & 16. Full details are provided in Minute 14.

16 Flexible Working Hours Plan and Scope.

The Strategic Human Resources and Organisational Development Manager provided a presentation which covered Minutes 14, 15 & 16. Full details are provided in Minute 14.

17 Workplan 2018/2019.

The Chair provided the Workplan for 2018/19 and noted that the Vice Chair would Chair the next Transformation & Future Council Policy Development Committee on 23 October 2018.

The Sustainable Swansea Programme Manager would arrange a Workshop on Council Communication / Digitalisation of letters. The Committee discussed possible days for the Workshop and it was noted that Mondays or Thursdays and afternoons were preferable.

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She also noted that Flexible Working Hours would be moved from November as an update had been provided today.

The Committee discussed apps, such as Cardiff Council's app and Swansea Library app, which could be looked at for ideas of content / use.

Resolved that the Workplan and updates be noted.

The meeting ended at 2.55 pm

Chair