

## **Terms of Reference - Service Transformation Committees**

*There are 5 Service Transformation Committees:*

- *Climate Change & Nature Recovery Service Transformation Committee.*
- *Economy & Infrastructure Service Transformation Committee.*
- *Education & Skills Service Transformation Committee.*
- *Social Care & Tackling Poverty Service Transformation Committee.*
- *Corporate Services & Financial Resilience Service Transformation Committee.*

*The purpose of Service Transformation Committees is to contribute to the ongoing development of the Council's agreed transformation activities (specifically in relation to the council's corporate plan, policy commitments, Corporate Transformation Plan, and Medium-Term Financial Plan) for consideration and adoption by Cabinet Members, Cabinet and / or Council as appropriate.*

### **a) Membership & Frequency of Meetings**

- i) Non-Executive Members and Assistants to Cabinet are eligible to be members of the Service Transformation Committees.*
- ii) Executive (Cabinet) Members are **not** eligible to be members of the Service Transformation Committees. However relevant Cabinet Members will be invited to attend committee sessions.*
- iii) Frequency of meetings is a matter for the Chair depending on workload; however, it is anticipated that formal Committee meetings shall be held no more than 6-weekly. In addition to formal Committee meetings, Informal Working Groups may be undertaken, if the work plan dictates and subject to the availability of officer resources.*
- iv) Chairs of the Service Transformation Committees will meet to co-ordinate agendas and work plans to ensure consistency and that there is no duplication in work. This meeting will be supported by the Leader and the Chief Executive and / or their nominated representatives.*

### **b) Role and Framework**

*The role of a Service Transformation Committee is to:*

- i) Contribute to future policy and/or service design.*
- ii) Consider mechanisms to encourage and enhance public participation in development of policy and service models.*
- iii) Work with Senior Officers and Cabinet Members in a Team Swansea approach.*
- iv) Consider and where appropriate to invite relevant organisations / individuals to contribute to policy development and service design discussions.*

**a) Remit of Service Transformation Committees**

*The Service Transformation Committees will focus their work on relevant aspects of the Council's corporate plan, policy commitments, Corporate Transformation Plan, and Medium-Term Financial Plan. Specifically, the following areas of work will be within the remit of each Committee:*

**i) Climate Change & Nature Recovery Service Transformation Committee:**

- Developing a new Sustainable Transport Strategy (2050).
- Developing a new Renewable Energy Strategy (2050).
- Developing a new Swansea Council Sustainable Food Strategy (2030).
- Waste Strategy Development to Contribute to Swansea Achieving Net Zero & Nature Recovery (2050).
- Swansea Local Nature Recovery Action Plan (LNRAP).
- Section 6 Action Plan.
- Swansea Council's contribution / commitment to Net Zero Swansea (2050).
- Public EV Charging Policy (2050).

**ii) Economy & Infrastructure Service Transformation Committee:**

- Local Economic Delivery Plan.
- Tawe Riverside Corridor Action Plan.
- Swansea Bay Strategy Projects.
- Maintenance of Road Infrastructure.
- More Homes Delivery Programme.
- Destination Management Plan.
- Review of the Council's Housing Allocation Policy.

**iii) Education & Skills Service Transformation Committee:**

- Transforming Additional Learning Needs.
- Right Schools in Right Places.

**iv) Social Care & Tackling Poverty Service Transformation Committee:**

- Safeguarding People from Harm Steps in the Corporate Plan 2023-2028.
- Tackling Poverty and Enabling Communities Steps in the Corporate Plan 2023-2028.
- Residential Service Development
- Enabling and promoting independence - prevention and early Help.
- Approach to enabling community resilience and self-reliance.
- Development of a corporate Volunteering Strategy and Policy.

- v) **Corporate Services & Financial Resilience Service Transformation Committee:**
- Transformation and Financial Resilience Steps in the Corporate Plan 2023-2028.
  - Digital Transformation Programme.
  - Workforce and OD Transformation Programme.
  - Corporate Services MTFP savings proposals.
  - Policy Commitments relevant to Corporate Services & Financial Resilience.

b) **Relationship with Cabinet**

- The Service Transformation Committee Chair will agree a forward work programme with Cabinet / CMT.*
- The Committee will produce a Transformation report to the Cabinet Member / Cabinet / Council in connection with work undertaken.*
- Each Service Transformation Committee will produce an annual report to Council summarising the outcome and outputs of its work throughout the year.*

c) **Relationship with Scrutiny**

- The Service Transformation Committees are **not** Scrutiny Committees they are forward looking Committees assisting Council to transform services, modernise, and meet medium- and long-term financial challenges.*
- If a Service Transformation Committee identifies an issue of concern arising from their role, the Chair should refer it to the Scrutiny Programme Committee for further consideration / investigation.*
- The Service Transformation Committee Chair will be responsible for ensuring the Committee does not stray into the role of the Scrutiny Programme Committee.*
- Service Transformation Committees and the Scrutiny Programme Committee should ensure awareness of each other's work programmes. including the timing of work programme activities. This will be achieved by an early 'sense check' of the work programmes for Service Transformation and scrutiny. The Scrutiny Programme Committee should consider relevant advice but has autonomy on decisions about the scrutiny work programme.*

d) **Support**

- The Democratic Services Team shall provide the relevant support to the Service Transformation Committees.*
- Service Transformation Committee will have a nominated senior service lead for each item or work. The relevant Director, Head of Service, or nominated relevant Officer will provide work plan support and research and produce reports as appropriate."*