

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

TRANSFORMATION & FUTURE COUNCIL POLICY DEVELOPMENT AND DELIVERY COMMITTEE

At: Committee Room 5, Guildhall, Swansea

On: Tuesday, 22 August 2017

Time: 9.30 am

Chair: Councillor Erika Kirchner

Membership:

Councillors: C Anderson, M Durke, C R Evans, J A Hale, T J Hennegan, C A Holley, D H Hopkins, M B Lewis, C E Lloyd, S Pritchard, B J Rowlands, A H Stevens, R C Stewart and L J Tyler-Lloyd

AGENDA

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- 1 **Apologies for Absence.**
- 2 **Disclosures of Personal & Prejudicial Interests.**
www.swansea.gov.uk/disclosureofinterests
- 3 **Minutes.** 1 - 3
To approve and sign the Minutes of the previous meeting(s) as a correct record.
- 4 **Corporate Policy Development and Delivery Unit.**
Richard Rowlands and Sarah Caulkin
- 5 **Procurement Review Scope**
Andrew Hopkins
- 6 **Updated Workplan 2017/2018.**

Next Meeting: Tuesday, 26 September 2017 at 9.30am



Huw Evans
Head of Democratic Services
Tuesday, 15 August 2017

Contact: Democratic Services – Tel (01792) 636923

CITY AND COUNTY OF SWANSEA

MINUTES OF THE TRANSFORMATION & FUTURE COUNCIL POLICY DEVELOPMENT AND DELIVERY COMMITTEE

HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA ON MONDAY,
17 JULY 2017 AT 2.00 PM

PRESENT: Councillor E T Kirchner (Chair) Presided

Councillor(s)

M Durke
C A Holley
A H Stevens

Councillor(s)

C R Evans
S Pritchard
L J Tyler-Lloyd

Councillor(s)

T J Hennegan
B J Rowlands

Officer(s)

Sarah Caulkin
Kate Jones

Interim Director of Resources
Democratic Services Officer

Apologies for Absence

Councillor(s): C Anderson, J A Hale and M B Lewis

5 **DISCLOSURES OF PERSONAL & PREJUDICIAL INTERESTS.**

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

6 **MINUTES.**

RESOLVED that the Minutes of the Transformation and Future Council Policy Development and Delivery Committee held on 25 May 2017 be approved and signed as a correct record.

7 **TERMS OF REFERENCE. (FOR INFORMATION)**

The Chair outlined the Terms of Reference for the Committee for information.

Sarah Caulkin, Interim Corporate Director of Resources, outlined to Members the background and rationale behind the introduction of the Policy Development & Delivery Committees (PDDC's).

She indicated that the intention is they will focus on policy development and assurance of delivery. The aim is that the Committees will become a conduit for Members and Officers to work collaboratively, in a co-productive way, with a clear Member led approach towards the delivery of the Corporate Priorities.

She detailed the distinct difference between the PDDC's (forward looking) and Scrutiny (reviewing what has been delivered in the past), and outlined how they are different to the previous CAC's as they will be led by the Corporate Priorities via the

Chair and not the Cabinet Member, although close links will of course remain with the Cabinet process and Cabinet Member.

The PDDC's should aim to provide clear outcomes following the submission of research, evidence and information, and should seek to avoid any duplication of workload with the other 4 PDDC's, although joint working could be necessary on some topic areas.

The Committee discussed the timings of the meetings. It was proposed that going forward the Committee take place on a Tuesday at 9.30am.

RESOLVED that: -

- 1) The terms of reference be noted.
- 2) The change of time and day proposed for the Committee be considered.

8 **WORKPLAN 2017/2018. (DISCUSSION)**

The Interim Corporate Director of Resources presented a draft Work plan to the Committee which comprised of the following:-

First 100 days Work Plan:

- Establish Corporate Policy Development and Delivery Unit
- Agree 3G pitches roll out programme
- Commence the elimination of zero hour contracts
- Start to commission work on the citizen card / app
- Next phase of agile roll out
- Work towards implementation of webcasting
- Work towards implementation of e-voting
- Review commercialisation of the Mansion House
- Review Procurement policy / process to ensure micro/small/medium can access contracts.

Wider PDDC Objectives from the Manifesto

Review 1:

- Encourage greater community ownership of parks and work with 'friends of the parks' organisations to ensure the long term sustainability and control of parks and public spaces.
- Seek the wider and more imaginative community use of public assets such as Council owned buildings.
- Schools should be at the heart of their communities we will work with Head Teachers and governing bodies to ensure that schools are accessible.

Review 2:

- Take a zero tolerance approach to tackling domestic violence and work with partners to fully support victims of domestic violence / stand up for those suffering domestic abuse.

Review 3:

- Continue with Sustainable Swansea modernisation programme.

A Discussion was held on the topics of the Work Plan and the Committee discussed its role in terms of the Work Plan. The Committee also noted that there were a significant number of reviews on the draft work plan and whether that fits in with Policy Development and Delivery. The Committee agreed the areas of work proposed, but suggested some amendments to the wording of work plan to reflect that the Committee's role is Policy Development and Delivery. More information on the Committee's relationship with Scrutiny was also requested as part of the Terms of Reference.

The Chair noted a further item 'Women getting to the top of the Tree' to be added to the Work Plan.

RESOLVED that: -

- 1) The Draft Work Plan be approved, subject to amendments to the wording of some items.
- 2) More information to be provided on the Committee's relationship with Scrutiny
- 3) A presentation / discussion be arranged for the next meeting on the Strategic Delivery Unit.

The meeting ended at 3.10 pm

CHAIR