



## City and County of Swansea

### Notice of Meeting

You are invited to attend a Meeting of the

## Safeguarding Policy Development and Delivery Committee

**At:** Committee Room 5, Guildhall, Swansea

**On:** Wednesday, 18 October 2017

**Time:** 5.00 pm

**Chair:** Councillor Ryland Doyle

**Membership:**

Councillors: J P Curtice, S J Gallagher, P R Hood-Williams, L James, Y V Jardine, E J King, E T Kirchner, M B Lewis, H M Morris, K M Roberts and G J Tanner

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### Agenda

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|----------|---|--------------|
| <b>1</b> | <b>Apologies for Absence.</b>   |              |
| <b>2</b> | <b>Disclosures of Personal and Prejudicial Interests.</b><br><a href="http://www.swansea.gov.uk/disclosuresofinterests">www.swansea.gov.uk/disclosuresofinterests</a> |              |
| <b>3</b> | <b>Minutes.</b><br>To approve & sign the Minutes of the previous meeting(s) as a correct record.  | <b>1 - 3</b> |
| <b>4</b> | <b>Presentation on the CYP Strategic Partnership Plan.</b>  |              |
| <b>5</b> | <b>Overview of Progress to Date with the Family Support Commissioning Review. (Verbal)</b>  |              |
| <b>6</b> | <b>Work Plan 2017-2018.</b>   | <b>4 - 5</b> |

**Next Meeting:** Wednesday, 15 November 2017 at 4.00 pm

A handwritten signature in black ink that reads 'Huw Evans'.

**Huw Evans**  
**Head of Democratic Services**  
**Wednesday, 11 October 2017**

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**Contact: Democratic Services: - 636923**



City and County of Swansea

## Minutes of the **Safeguarding Policy Development and Delivery Committee**

Committee Room 5, Guildhall, Swansea

Wednesday, 20 September 2017 at 4.30 pm

**Present:** Councillor C R Doyle (Chair) Presided

**Councillor(s)**  
S J Gallagher  
E J King

**Councillor(s)**  
P R Hood-Williams  
K M Roberts

**Councillor(s)**  
L James

**Officer(s)**

Simon Jones

Social Services & Wellbeing Act Strategic Lead, Social Services

Jeremy Parkhouse  
Alex Williams

Democratic Services Officer  
Head of Adult Services

**Apologies for Absence**

Councillor(s): J P Curtice, M Sykes and G J Tanner

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**15 Disclosures of Personal and Prejudicial Interests.**

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

**16 Minutes.**

**Resolved** that the Minutes of the Safeguarding Policy Development & Delivery Committee held on 16 August 2017 be approved as a correct record.

**17 Adult Services Overarching Service Model.**

The Head of Adult Services provided a report and presentation on the Adult Services Overarching Service Model, which was presented to Cabinet on 15 June 2017.

It was explained that as part of the Corporate Commissioning Review process, it was agreed that four reviews would be undertaken in Adult Services as follows:

- Domiciliary Care
- Residential Care for Older People
- Day Services for Older People
- Accommodation and day related support for people with Learning Disabilities, Physical Disabilities and Mental Health concerns.

In order to meet the requirements of the Social Services and Wellbeing (Wales) Act and to have a clear vision, a Service Model and Agreed Vision were developed. The model was based on 6 key principles as follows:

- Better prevention
- Better early help
- A new approach to assessment
- Improved cost effectiveness
- Working together better
- Keeping people safe

These principles should be embedded in all the work undertaken by Adult Services. In order to comply with the Social Services and Wellbeing (Wales) Act, four tiers of support were developed.

Under the Model, Adult Services and its partners would aspire to support people at the lowest tier possible to maintain independence and reduce dependency on statutory support. It was added that successful delivery of the Model was reliant upon joint working both across the Council and with external partners.

The Model was provided at Appendix 1. The first step in the implementation of the Model was the delivery of the outcome of the Domiciliary Care Commissioning Review.

Discussions centred around the following: -

- The consultation process;
- Presentation of the Model to external organisations;
- Financial implications of the Model and the need to introduce a change of approach;
- Generally positive responses received from external partners;
- How the Model followed the principles and guidelines of Statute;
- Population assessments and sustainable methods of working;
- Timescale of changes being introduced;
- Services provided for young disabled adults;
- How the Model fitted with other local authorities and Western Bay;
- Different methods of assessment and targeting improvements;
- The focus upon keeping individuals' independence and allowing them to remain at home.

**Resolved** that the contents of the report and presentation be noted.

## **18 Zero Hour/Relief Contacts**

The Head of Adult Services presented a report that sought agreement on the best approach to collect staff perceptions on the use of zero hour / relief contracts, in time for the scheduled agenda item at the December PDDC meeting.

It was added that Officers had sought advice from HR regarding the best approach to ensuring that not only did the PDDC have the information that it required, but also that staff were effectively safeguarded. In the main, the majority of staff were used to cover front-line relatively junior Grade 5 and 6 posts, which were essential to cover during substantive staff absence.

HR had therefore advised that it would not be appropriate to have a discussion with staff at this level in a public forum, as personally identifiable information could be disclosed and some staff could feel intimidated by such a discussion in a large open forum. It was confirmed that no staff were on zero hours contracts and the Authority only used internal relief contracts.

The Committee discussed the options available, which included Councillors meeting staff and a questionnaire being issued to staff. Members commented that the number of staff required to effectively assess staff opinions and the questions asked in the questionnaire should be carefully considered. The Committee also requested that more background information be provided including how many Social Services staff were involved, the frequency and hours worked.

**Resolved** that: -

- 1) The Head of Adult Services updates the Committee regarding how many Social Services staff were involved, the frequency and hours worked;
- 2) The Committee discuss the matter further at the next scheduled meeting.

## **19 Work Plan 2017-2018.**

The Chair presented the work plan for 2017– 2018.

He explained that due to a clash with the Schools Performance Scrutiny Panel, the Committee needed to commence at an alternative time. The Committee considered the options available.

**Resolved** that the next scheduled meeting on 18 October 2017 commence at 5 p.m. subject to Officer availability.

The meeting ended at 5.50 pm

**Chair**

# Agenda Item 6



## Safeguarding Policy Development & Delivery Committee 18 October 2017

### Workplan for 2017/18

Date of meeting	Agenda items and Format
16 August	<ol style="list-style-type: none"><li>1. Presentation of the Ethical Care Charter Route Map</li><li>2. Report back from other authorities' experiences</li></ol>
20 September	<p>All meetings to be scheduled for two hours, including this one and then for the remainder of the year</p> <ol style="list-style-type: none"><li>1. Outline the Adult Services Model</li><li>2. Preparing for the conversation with staff about the use of relief contracts</li></ol>
18 October	<ol style="list-style-type: none"><li>1. Presentation on the CYP Strategic Partnership Plan</li><li>2. Overview of progress to date with the Family Support Commissioning Review</li></ol>
15 November	<ol style="list-style-type: none"><li>1. Members' presentations on conclusions from their research.</li><li>2. Initial discussion on definition of / cohort for 'superjoined up around children.</li><li>3. Children's Views of Services – Super Survey results and Big Conversations.</li><li>4. Corporate Parenting Forum – role and responsibilities</li><li>5. Task for Members of the Committee to research their localities, other authorities and return next time with presentations.</li></ol>
20 December	<ol style="list-style-type: none"><li>1. Discussion with staff regarding zero-hour contracts/relief contracts</li></ol>
17 January 2018	<ol style="list-style-type: none"><li>1. How can the Council become more joined up around children and young people?<ul style="list-style-type: none"><li>• Workshop style discussion</li></ul></li></ol>

21 February	<ol style="list-style-type: none"> <li>1. Day Services Commissioning Review</li> <li>2. Residential Services Commissioning Review</li> </ol>
21 March	<ol style="list-style-type: none"> <li>1. Workshop style discussion on the Adult Services Model and how well the Commissioning Reviews support the Model, including discussion on appropriate consultation mechanisms and processes</li> </ol>
18 April	<ol style="list-style-type: none"> <li>1. Presentation of draft report / letter for Cabinet Member</li> </ol>