



## 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, 27 February 2018

**Time:** 2.00 pm

**Chair:** Councillor Erika Kirchner

**Membership:**

Councillors: C R Evans, J A Hale, T J Hennegan, C A Holley, P K Jones, M B Lewis, S Pritchard, A H Stevens and L J Tyler-Lloyd

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### Agenda

### Page No.

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|----------|---|--------------|
| <b>1</b> | <b>Apologies for Absence.</b>   |              |
| <b>2</b> | <b>Disclosures of Personal &amp; Prejudicial Interests.</b><br><a href="http://www.swansea.gov.uk/disclosureofinterests">www.swansea.gov.uk/disclosureofinterests</a> |              |
| <b>3</b> | <b>Minutes.</b><br>To approve and sign the Minutes of the previous meeting(s) as a correct record.  | <b>1 - 2</b> |
| <b>4</b> | <b>Update on 'Friends of Parks' and Community Ownership. (Verbal)</b><br>Sue Reed   |              |
| <b>5</b> | <b>Procurement Policy Update. (Verbal)</b>  |              |
| <b>6</b> | <b>Workplan 2017/2018.</b>  | <b>3</b>     |

**Next Meeting:** Tuesday, 27 March 2018 at 2.00 pm

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

**Huw Evans**

**Head of Democratic Services**

**Tuesday, 20 February 2018**

**Contact: Democratic Services - Tel (01792) 636923**



City and County of Swansea

## Minutes of the Transformation & Future Council Policy Development and Delivery Committee

Room 235 (Councillors Meeting Room) - Guildhall, Swansea

Tuesday, 30 January 2018 at 9.30 am

**Present:** Councillor M B Lewis (Chair Pro Tem) Presided minute numbers 25 – 28 (Items 1 - 4)  
Councillor E T Kirchner (Chair) Presided minute numbers 29 & 30 (Items 5 & 6)

**Councillor(s)**

J A Hale  
S Pritchard

**Councillor(s)**

P K Jones  
A H Stevens

**Councillor(s)**

M B Lewis  
L J Tyler-Lloyd

**Officer(s)**

Kate Jones  
Vicky Thomas

Democratic Services Officer  
Sustainable Swansea Programme Manager

**Apologies for Absence**

Councillor(s): C R Evans, T J Hennegan and C A Holley

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**25 Election of Chair Pro Tem.**

**Resolved** Councillor M B Lewis be elected Chair Pro Tem.

**Councillor M B Lewis, Chair Pro Tem Presided**

**26 Disclosures of Personal & Prejudicial Interests.**

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

**27 Minutes.**

**Resolved** that the Minutes of the Transformation & Future Council Policy Development and Delivery Committee held on 19 December 2017 be approved and signed as a correct record.

**28 Procurement Workshop Update.**

The Sustainable Swansea Programme Manager provided an update on the Procurement Workshop.

The workshop focussed on the following: -

- barriers for local businesses bidding for a winning local contracts
- how to identify local suppliers
- legislative requirements

The following definition of a 'local supplier' was put forward at the workshop: -  
*“within the regional boundaries with an emphasis on employing local people within the geographical boundaries to be established as a result of Welsh Government plans for local government re-organisation”*

The key actions identified at the workshop were: -

- 1) develop and enhance advertising and marketing;
- 2) possibility of providing a service to assist local suppliers in the procurement process; and
- 3) the Committee provide recommendations to the Constitutional Working Group in order to effect necessary changes.

**Resolved** that the update be noted.

## **29 Discussion on Time of Meetings.**

The Committee discussed their availability and the best time for future meetings.

**Resolved** that future meetings be moved to 14.00 hours if possible.

## **30 Workplan 2017/2018.**

The Chair presented the Workplan 2017/18 for consideration.

The Committee noted that it was particularly interested in the update on the 'friends of parks' and community ownership. The Sustainable Swansea Programme Manager was asked to liaise with the Head of Waste Management to see if the update could be moved to the next meeting.

**Resolved** that the update on 'friends of the park' and community ownership be moved to the meeting on 27 February 2018 if possible.

The meeting ended at 10.15 am

**Chair**



## Transformation and Future Council Policy Development & Delivery Committee

### Schedule of Business

Meeting Date	Agenda Items
19 <sup>th</sup> December 2017	<ul style="list-style-type: none"> <li>▪ Procurement Workshop update (scheduled date &amp; opportunity to feedback on outline approach circulated)</li> <li>▪ Draft Schedule of Business (linking to workplan)</li> <li>▪ Services in the Community – Overview Presentation</li> </ul>
30 <sup>th</sup> January 2018	<ul style="list-style-type: none"> <li>▪ Procurement Workshop update</li> </ul>
27 <sup>th</sup> February 2018	<ul style="list-style-type: none"> <li>▪ Procurement Policy Update</li> <li>▪ Update on ‘friends of parks’ and community ownership (Head of Waste Management)</li> </ul>
27 <sup>th</sup> March 2018	<ul style="list-style-type: none"> <li>▪ Update on single citizen account (Digital Representative)</li> </ul>
24 <sup>th</sup> April 2018	<ul style="list-style-type: none"> <li>▪ Zero Hour contracts feedback (HR Representative)</li> <li>▪ Update on plans for using schools for Community activities (Chief Education Officer)</li> <li>▪ Mansion House (Head of Commercial Services)</li> </ul>
To be arranged	<ul style="list-style-type: none"> <li>▪ Update on 3G pitches programme (Head of Cultural Services)</li> <li>▪ Update on webcasting and e-voting (Head of Democratic Services)</li> <li>▪ Develop new work programme of Transformation and Future Council Policy Development &amp; Delivery Committee</li> </ul>