



## 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:** Council Chamber - Civic Centre, Swansea

**On:** Tuesday, 27 March 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.

- 1 **Apologies for Absence.**
- 2 **Disclosures of Personal & Prejudicial Interests.**  
[www.swansea.gov.uk/disclosureofinterests](http://www.swansea.gov.uk/disclosureofinterests)
- 3 **Minutes.** 1 - 2  
To approve and sign the Minutes of the previous meeting(s) as a correct record.
- 4 **Procurement - 'Breaking Down Barriers for Local Suppliers' - Draft CPR Clauses.**
- 5 **Site Visit to Contact Centre, Civic Centre.**
- 6 **Workplan 2017/2018.** 3

**Next Meeting:** Tuesday, 24 April 2018 at 2.00 pm

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

**Huw Evans**

**Head of Democratic Services**

**20 March 2018**

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



City and County of Swansea

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

Committee Room 5 – Guildhall, Swansea

Tuesday, 27 February 2018 at 2.00 pm

### Present:

#### Councillor(s)

J A Hale  
S Pritchard

#### Councillor(s)

C A Holley  
A H Stevens

#### Councillor(s)

P K Jones  
L J Tyler-Lloyd

#### Officer(s)

Kate Jones  
Sue Reed  
Debbie Smith

Democratic Services Officer  
Community Buildings Development Officer  
Deputy Head of Legal, Democratic Services and  
Business Intelligence.  
Sustainable Swansea Programme Manager

Vicky Thomas

### Apologies for Absence

Councillor(s): C R Evans and M B Lewis

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### 31 Election of Chair Pro Tem.

**Resolved** Councillor J A Hale be elected Chair Pro Tem.

**Councillor J A Hale, Chair Pro Tem Presided**

### 32 Disclosures of Personal & Prejudicial Interests.

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

### 33 Minutes.

**Resolved** that the Minutes of the Transformation & Future Council Policy Development and Delivery Committee held on 30 January 2018 be approved and signed as a correct record.

### 34 Update on 'Friends of Parks' and Community Ownership.

The Community Buildings Development Officer provided an update on 'Friends of Parks' and Community Ownership. She specifically highlighted the following: -

- There were 30 'Friends of Parks' and open spaces groups established with 4 new groups pending
- There were 38 Community Buildings with 2 new groups pending
- 16 Bowls greens were self-managed with some leases waiting to be finalised

- There were 17 self-managed football pitches
- There were 3 full time Development Officers
- Such community groups had made vast contributions and in some instances accessed grants to assist with certain projects
- Information packs had been created to help with the setup of new groups
- Some Bowls Greens were being maintained by the Parks Department at a cost, to an agreed specification (dependant on the individual requirements)
- Community Asset leases maintain that the relevant Assets must remain as Community Assets

The Committee asked questions about setting up new Community Groups and plans for the flower beds at the Botanical Gardens. The Committee were signposted to the relevant Officers to answer the questions posed.

**Resolved** that the contents of the update be noted.

### **35 Procurement Policy Update.**

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

It was hoped that a Procurement Officer would attend the meeting to update the Committee on the amendments to the Procurement Process, however the amendments were not complete. It was envisaged that the amendments would be completed by the end of the week and would then be sent to the Legal Department for sign off. Once completed the amendments would be brought to the Committee.

This had been a large piece of work with significant contribution from Committee Members and Officers through the Workshops. It was hoped that the changes identified would assist the whole Authority in breaking down barriers for smaller firms.

**Resolved** that the update be noted.

### **36 Workplan 2017/2018.**

The Committee discussed the proposed Work Plan and requested more items for the forthcoming meetings.

The Committee noted that in 2016 the former Corporate Services Cabinet Advisory Committee attended a site visit at the Contact Centre. The previous visit was felt to be very useful and highlighted a number of issues. It was suggested that a further visit be made by the Committee to see the progress and current position.

**Resolved** that the Sustainable Swansea Programme Manager would arrange a site visit for the Committee at the Contact Centre, Civic Centre.

The meeting ended at 2.30 pm

**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>▪ Procurement – ‘Breaking Down Barriers for Local Suppliers’ – Draft CPR Clauses</li> <li>▪ Site Visit – Contact Centre, Civic Centre</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 Gender Pay Gap</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> <li>▪ Update on single citizen account (Digital Representative)</li> </ul>