



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

People Policy Development Committee

At: Committee Room 5 - Guildhall, Swansea

On: Wednesday, 20 June 2018

Time: 4.00 pm

Chair: Councillor Ceri Evans

Membership:

Councillors: C Anderson, S J Gallagher, P R Hood-Williams, E T Kirchner, M B Lewis, S Pritchard, C Richards, M Sykes and G J Tanner

Agenda

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|----------|--|--------------|
| 1 | Apologies for Absence. | |
| 2 | Disclosures of Personal & Prejudicial Interests.
www.swansea.gov.uk/disclosuresofinterests | |
| 3 | Minutes:
To approve & sign the Minutes of the previous meeting(s) as a correct record and note the Minutes of the previous Safeguarding Policy Development & Delivery Committee. | 1 - 4 |
| 4 | Terms of Reference. (For Information) | 5 - 6 |
| 5 | Work Plan 2018-2019 (Discussion). | |

Next Meeting: Wednesday, 18 July 2018 at 4.00 pm

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

Huw Evans
Head of Democratic Services
Thursday, 14 June 2018

Contact: Democratic Services - (01792) 636923



City and County of Swansea

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

Committee Room 5 - Guildhall, Swansea

Wednesday, 18 April 2018 at 4.00 pm

Present: Councillor C R Doyle (Chair) Presided

Councillor(s)
P R Hood-Williams

Councillor(s)
L James

Councillor(s)
Y V Jardine (Minutes
48-50)

Officer(s)
David Howes
Simon Jones
Jeremy Parkhouse
Chris Sivers
Jo Veck

Chief Social Services Officer
Social Services & Wellbeing Act Strategic Lead
Democratic Services Officer
Director of People
Senior Solicitor

Apologies for Absence

Councillor(s): J P Curtice, S J Gallagher, E T Kirchner and G J Tanner

46 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.

47 Minutes.

Noted the Minutes of the Safeguarding Policy Development & Delivery Committee held on 21 February 2018.

48 Joining Up Services Around Children (Draft Cabinet Report)

The Director of People presented the Draft Cabinet Report on Joining Up Services Around Children. The purpose of the report was to update Cabinet on the progress of the Committee in relation to the Council commitment to continue to develop services that join up around the child.

It was outlined that the Safeguarding Policy Development and Delivery Committee (PDDC), when first established, agreed a workplan for 2017/18. The workplan had a focus upon some key areas that were agreed as policy commitments at the Council meeting on 27 July 2017. Amongst these included one relating to joining up services around children as follows:

We will ensure that children and young people are engaged and consulted on Council policy and decision making to ensure their voices and opinions are heard. We will promote the United National Convention on the Rights of the Child in order to give children a voice.

Since that time, the PDDC had explored a number of areas and services that supported this ambition and were considering ways of further developing the policy agenda.

The report provided details of the Work of the Committee in 2017/18 and the progress in relation to the objectives in the Children's Rights Scheme.

The Committee discussed the information contained within the report and the following conclusion was agreed: -

'On the whole, we are satisfied that the current policies being adopted by the Council, working with other agencies, achieve good outcomes for children and young people. Having invested significant effort in becoming more joined up for young people in recent years within our own services, increasing challenges in how we join up services with other organisations have emerged more strongly. For further step change in our focus on children, the Committee has considered how joined up the Council services are around children and young people and suggests that the Cabinet may wish to consider the pace and scale of change amongst wider partnerships and consider recommending this item to the work programme of the Committee in the new Municipal year'.

Resolved that: -

- 1) The amended report be approved;
- 2) The amended report be circulated to the Committee;
- 3) The report be forwarded to Cabinet for the feedback from the Committee to be noted.

49 Corporate Safeguarding Policy.

The Chief Social Services Officer and Social Services & Wellbeing Act Strategic Lead presented the Swansea Council Corporate Safeguarding Children and Adults Draft Policy.

It was outlined that following discussions at the previous meeting, the policy had been updated and reported for approval. It was added that the Policy detailed the Authority's definition of safeguarding. Specific reference was made to Appendix 3a – Safeguarding Children and Young People and Appendix 3b – Safeguarding Vulnerable Adults, which both outlined the reporting process to be followed.

The following areas within the document were also highlighted: -

- 1) Safe Governance
- 2) Safe Employment
- 3) Safe Workforce

- 4) Safe Practice
- 5) Safe Partnerships
- 6) Safe Voice
- 7) What Swansea Council Must Deliver On?

The Chief Social Services Officer reiterated that the term 'safeguarding' went beyond reporting. He added that streamlined reporting mechanisms supported a more effective safeguarding arrangement and provided examples of how better training of Council staff had improved Safeguarding and promoted a wider responsibility.

He further commented that the Corporate Safeguarding Group would oversee the Policy following the approval of the Cabinet Member.

The Committee discussed the details contained in the updated Policy.

Resolved that the Corporate Safeguarding Policy be approved and forwarded to the Cabinet Member for Health & Wellbeing.

50 Work Plan 2017-2018.

The Chair presented an updated Work Plan 2017-2018.

He stated that it would be for the Committee to decide its Workplan in the next Municipal year.

He also expressed his thanks to the Committee for their work during the current year.

Resolved that the contents of the report be noted.

The meeting ended at 4.50 pm

Chair



City and County of Swansea

Minutes of the **People Policy Development Committee**

Council Chamber - Guildhall, Swansea

Thursday, 24 May 2018 at 4.48 pm

Present:

Councillor(s)

C Anderson
P R Hood-Williams
S Pritchard
G J Tanner

Councillor(s)

C R Evans
E T Kirchner
C Richards

Councillor(s)

S J Gallagher
M B Lewis
M Sykes

Apologies for Absence

Councillor(s): Nil

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- 1 To suspend Council Procedure Rule 12 "Chair of Meetings" in order to allow the Presiding member to preside over the under mentioned agenda items.**

Resolved that Procedure Rule 12 be suspended in order to allow the Presiding Member to preside over the under mentioned agenda items.

(Councillor D W W Thomas presided)

- 2 To elect a Chair for the Municipal Year 2018-2019.**

Resolved that Councillor C R Evans be elected Chair for the 2018-2019 Municipal Year.

(Councillor C R Evans presided)

- 3 To elect a Vice Chair for the Municipal Year 2018-2019.**

Resolved that Councillor S Pritchard be elected Vice Chair for the 2018-2019 Municipal Year.

- 4 Disclosures of Personal & Prejudicial Interests.**

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

The meeting ended at 4.49 pm

Chair

Policy Development Committees (PDCs) - Terms of Reference

There are 5 Committees:

- 1) Education Improvement;
- 2) Economy & Infrastructure;
- 3) People Service;
- 4) Poverty Reduction;
- 5) Future Council.

Purpose:

The PDCs are committees of Council with the purpose of development of the Council's Corporate Policies for consideration and adoption by Cabinet and / or Council as appropriate.

Membership & Frequency of Meetings:

- 1) Non-Executive Members are eligible to be members of the PDCs;
- 2) Executive (Cabinet) Members are **not** eligible to be members of the PDC's;
- 3) Frequency of meetings is a matter for the Chair depending on workload; however, it is anticipated that formal Committee meetings shall be held monthly or as dictated by the work plan. In addition to formal Committee meetings, Informal Working Groups may be undertaken, if the work plan dictates;
- 4) Chairs of the PDCs will meet to co-ordinate agendas and work plans to ensure consistency and that there is no duplication in work.

Role and Framework:

The role of the PDC is to:

- 1) Have a work plan shared with the relevant Cabinet Member;
- 2) Focus on policy development & delivery by in depth analysis of policy issues and consider future policy development with reference to the Corporate Plan;
- 3) Make a report and/or recommendation to the Cabinet Member / Cabinet / Council in connection with work undertaken;
- 4) Consider mechanisms to encourage and enhance public participation in development of policy and policy options;
- 5) Work with Senior Officers in a Team Swansea approach to deliver key corporate priorities; and
- 6) Consider and where appropriate to invite relevant organisations / individuals to contribute to policy development discussions.

Relationship with Scrutiny:

- 1) The role of the PDC is distinct from the Council's scrutiny function of holding to account, questioning and challenging proposed decisions, monitoring the performance of services, and tackling issues of concern through inquiries or one-off meetings (which may relate to a broad range of policy / service areas).
- 2) PDCs may refer any issues arising out of their role to the Scrutiny Programme Committee for further consideration / investigation and vice-versa.
- 3) The PDC Chair will also consider whether any matter under consideration should be referred to the Scrutiny Programme Committee.
- 4) PDCs and the Scrutiny Programme Committee should ensure awareness of each other's work programmes and consider whether there is any issue of duplication. The Scrutiny Programme Committee should consider relevant advice but has autonomy on decisions about the scrutiny work programme.

Support:

- 1) The Democratic Services Team shall provide the relevant support to the Policy Development Committees.
- 2) The Director, Head of Service, or nominated relevant Officer will provide work plan support and research and produce reports as appropriate.