



Dinas a Sir Abertawe

Hysbysiad o Gyfarfod

Fe'ch gwahoddir i gyfarfod

Pwyllgor Datblygu Polisi Cyngor y Dyfodol a Thrawsnewid

Lleoliad: Ystafell Bwyllgor 5 - Neuadd y Ddinas, Abertawe

Dyddiad: Dydd Mawrth, 24 Gorffennaf 2018

Amser: 2.00 pm

Cadeirydd: Cynghorydd Paulette Smith

Aelodaeth:

Cynghorwyr: L S Gibbard, J A Hale, T J Hennegan, E T Kirchner, M B Lewis, S Pritchard, A H Stevens a/ac L J Tyler-Lloyd

Agenda

Rhif y Dudalen.

- | | | |
|----------|---|--------------|
| 1 | Ymddiheuriadau am Absenoldeb. | |
| 2 | Derbyn Datgeliadau o Fuddiannau Personol a Rhagfarnol.
www.abertawe.gov.uk/DatgeliadauBuddiannau | |
| 3 | Cofnodion.
Cymeradwyo a llofnodi, fel cofnod cywir, gofnodion y cyfarfod blaenorol. | 1 - 2 |
| 4 | Cynllun Gwaith 2018 - 2019. | 3 |

Cyfarfod Nesaf: Dydd Mawrth, 28 Awst 2018 ar 2.00 pm

Huw Evans

Pennaeth Gwasanaethau Democraidd

Dydd Mawrth, 17 Gorffennaf 2018

Cyswllt: Y Gwasanaethau Democraidd Ffôn (01792) 636923



City and County of Swansea

Minutes of the Transformation & Future Council Policy Development Committee

Committee Room 5 - Guildhall, Swansea

Tuesday, 26 June 2018 at 2.00 pm

Present: Councillor P B Smith (Chair) Presided

Councillor(s)

L S Gibbard
M B Lewis

Councillor(s)

J A Hale
S Pritchard

Councillor(s)

E T Kirchner
A H Stevens

Officer(s)

Caritas Adere
Kate Jones
Vicky Thomas

Senior Lawyer
Democratic Services Officer
Sustainable Swansea Programme Manager

Apologies for Absence

Councillor(s): L J Tyler-Lloyd

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 & Future Council Policy Development & Delivery Committee held on 24 April 2018 and the Minutes of the Transformation and Policy Development Committee held on 24 May 2018 be approved and signed as correct records, subject to the following point of note: -

- Minute 46 - The Committee had not yet received an update regarding the range of employments contracts at the Contact Centre.

7 Terms of Reference.

The Terms of Reference were noted.

8 Work Plan 2018-2019.

The Sustainable Swansea Programme Manager presented the proposed Work Plan to the Committee which comprised of the following: -

- 1) Work to help develop a better understanding of the modernisation of working hours policy

- 2) Citizen Card application
- 3) Procurement previous PDDC Action Plan – Breaking down barriers to local suppliers
- 4) Co-production Strategy / Principles for City and County of Swansea
- 5) Council Communication
- 6) Organisational Development – 21st Century Workforce.

A discussion was held on the topics of the Work Plan. Questions and discussions focussed on: -

Work Plan – Item 1

- It was suggested that the Committee attend the agreed pilot teams for the for the Flexible Working Policy once agreed to see how its working.
- The Committee requested clarity on the range and difference between employment contracts, i.e. flexible, seasonal, zero hours.

Work Plan – Item 2

- The Chair requested that a list of what the app could contain be provided to the Committee when work on Item 2 commences.
- It was noted that not everyone has a mobile phone in order to use the App.

Work Plan – Item 3

- The changes to the Contract Procedure Rules, developed by the Committee in the last Municipal year, were being finalised.
- The actions that arose from the workshops could start to be actioned e.g. marketing

Work Plan – Item 4

- Meaning of Co-Production

Work Plan – Item 5

- Communication with the public in particular the tone and language used in communications.
- Standardisation of communication and corporate branding particularly on e-mail signatures.
- Possibility of internal surveys to obtain a picture of different communications used across the Council.

Work Plan – Item 6

- An overview of the Organisational Strategy would be provided to the Committee in order to identify areas to look at.

The Sustainable Swansea Programme Manager confirmed that she would develop a Schedule of Business from the Work Plan.

Resolved that: -

- 1) The Work Plan be noted;
- 2) Clarity on the various employment contracts be provided to the Committee;
- 3) Visits be arranged to teams who are piloting the Flexible Working Policy Principles. (Teams to be identified once pilots have commenced); and
- 4) A Schedule of Business be produced.

The meeting ended at 2.35 pm

Chair



Report of the Chair
Transformation & Future Council Policy Development Committee

Workplan for 2018/19

Date of meeting	Agenda items and Format
26 June 2018	<ul style="list-style-type: none"> • Work Plan 2018-2019
24 July 2018	<ul style="list-style-type: none"> • Schedule of Business – July 18
28 August 2018	<ul style="list-style-type: none"> • TBC
25 September 2018	<ul style="list-style-type: none"> • Employee HR Contract Definitions • Organisational Development Strategy and Plan • Flexible Working Hrs plan and scope
23 October 2018	<ul style="list-style-type: none"> • Co-production • Procurement Action Plan <ul style="list-style-type: none"> - Develop and enhance Advertising and Marketing
27 November 2018	<ul style="list-style-type: none"> • Flexible Working Hrs – Pilot Areas – Progress • Procurement Action Plan <ul style="list-style-type: none"> - Council to provide a service to assist suppliers to bid
18 December 2018	<ul style="list-style-type: none"> • TBC
22 January 2018	<ul style="list-style-type: none"> • Council Communication
26 February 2018	<ul style="list-style-type: none"> • TBC
26 March 2018	<ul style="list-style-type: none"> • Citizen App - Scope
23 April 2018	<ul style="list-style-type: none"> • TBC
To be scheduled	