

Notice of Meeting

You are invited to attend a Meeting of the

**Transformation & Future Council Policy Development  
Committee**

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

**On:** Tuesday, 24 July 2018

**Time:** 2.00 pm

**Chair:** Councillor Paulette Smith

**Membership:**

Councillors: L S Gibbard, J A Hale, T J Hennegan, E T Kirchner, M B Lewis,  
S Pritchard, A H Stevens and L J Tyler-Lloyd

---

**Agenda**

**Page No.**

- |          |   |              |
|----------|---|--------------|
| <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>Workplan 2018/2019. (Discussion)</b>   | <b>3</b>     |

**Next Meeting:** Tuesday, 28 August 2018 at 2.00 pm



**Huw Evans**  
**Head of Democratic Services**  
**Tuesday, 17 July 2018**

---

**Contact: Democratic Services - Tel (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 – 21<sup>st</sup> 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"> <li>• <b>Work Plan 2018-2019</b></li> </ul>
24 July 2018	<ul style="list-style-type: none"> <li>• <b>Schedule of Business – July 18</b></li> </ul>
28 August 2018	<ul style="list-style-type: none"> <li>• <b>TBC</b></li> </ul>
25 September 2018	<ul style="list-style-type: none"> <li>• <b>Employee HR Contract Definitions</b></li> <li>• <b>Organisational Development Strategy and Plan</b></li> <li>• <b>Flexible Working Hrs plan and scope</b></li> </ul>
23 October 2018	<ul style="list-style-type: none"> <li>• <b>Co-production</b></li> <li>• <b>Procurement Action Plan</b> <ul style="list-style-type: none"> <li>- Develop and enhance Advertising and Marketing</li> </ul> </li> </ul>
27 November 2018	<ul style="list-style-type: none"> <li>• <b>Flexible Working Hrs – Pilot Areas – Progress</b></li> <li>• <b>Procurement Action Plan</b> <ul style="list-style-type: none"> <li>- Council to provide a service to assist suppliers to bid</li> </ul> </li> </ul>
18 December 2018	<ul style="list-style-type: none"> <li>• <b>TBC</b></li> </ul>
22 January 2018	<ul style="list-style-type: none"> <li>• <b>Council Communication</b></li> </ul>
26 February 2018	<ul style="list-style-type: none"> <li>• <b>TBC</b></li> </ul>
26 March 2018	<ul style="list-style-type: none"> <li>• <b>Citizen App - Scope</b></li> </ul>
23 April 2018	<ul style="list-style-type: none"> <li>• <b>TBC</b></li> </ul>
To be scheduled	