



## City and County of Swansea

### 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, 25 September 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

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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 - 3  
To approve and sign the Minutes of the previous meeting(s) as a correct record.
- 4 Employee HR Contract Definitions. (Verbal)
- 5 Organisational Development Strategy and Plan. (Verbal)
- 6 Flexible Working Hours Plan and Scope. (Verbal)
- 7 Workplan 2018/2019. 4

**Next Meeting:** Tuesday, 23 October 2018 at 2.00 pm

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

Huw Evans  
Head of Democratic Services  
Monday, 17 September 2018

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Contact: Democratic Services - Tel (01792) 636923

# Agenda Item 3



City and County of Swansea

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

Committee Room 5 - Guildhall, Swansea

Tuesday, 24 July 2018 at 2.00 pm

**Present:** Councillor P B Smith (Chair) Presided

**Councillor(s)**

L S Gibbard  
E T Kirchner  
A H Stevens

**Councillor(s)**

J A Hale  
M B Lewis

**Councillor(s)**

T J Hennegan  
S Pritchard

**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

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

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

**10 Minutes:**

**Resolved** that the Minutes of the Transformation & Future Council Policy Development Committee held on the 26 June 2018 be approved and signed as a correct record.

**11 Workplan 2018/2019.**

The Sustainable Swansea Programme Manager provided a presentation on the Workplan 2018/19, which included the following: -

- **Purpose of the PDC Committee**  
'PDC's 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'.
- **Today's Committee**
  - Finally agree the T&FC PDC Work Plan – Elements and their Scope
  - Discuss Committee leads for key areas of the work programme.

- **Work Plan Areas agreed in June**
  - Employee HR Contracts (Definitions)
  - Organisational Development Strategy & Plan
  - Flexible Working Hours
  - Co-Production
  - Procurement Action Plan
  - Council Communications
  - Citizen App (Links with Communication above)
  
- **What does each item require?**
  - Scope
  - Understanding the problem prior to a solution
  - Actual output and added value from the Committee – remembering PDC purpose
  - PDC lead/Champion
  - Options or final product / outcome
  
- **Next Steps**
  - Programme in working / scoping sessions for each agreed work plan element
  - Send key documents in advance e.g copy of the Organisational Development Strategy & Plan, flexible working brief
  - 121/meetings with agreed Lead Officer and PDC Lead / Champion

The Committee asked questions of the Presenting Officer who responded accordingly. Questions and discussions focussed on: -

Employee HR Contracts / Organisational Development Strategy & Plan / Flexible Working Hours

- A written report was requested on the definitions / different types of contracts.
- It was suggested that retention of staff be looked at as part of the Organisational Development Strategy & Plan
- An update was requested on the baseline data on employee contracts
- The three areas of Employee HR Contracts, Organisational Development Strategy & Plan and Flexible Working Hours be looked at together as they are intrinsically interlinked

Co-Production

- Definition and scope of Co-Production
- Possible areas suitable for Co-Production

Council Communication / Citizen App

- These areas be looked at together as there are overlaps between the two

**Resolved that: -**

- 1) A written report be provided / delivered to the Committee on the various types of Employee Contracts, to include the definition of each type of contract;
- 2) An update be provided to the Committee on the data project and baselining work around employee contracts;

Minutes of the Transformation & Future Council Policy Development Committee  
(24.07.2018) Cont'd

- 3) The Organisational Development Strategy & Plan and flexible working hours brief be circulated to the Committee;
- 4) A working session be organised ahead of the Committee in September in order to carry out a scoping exercise on Employee HR Contracts, Organisational Development Strategy & Plan and Flexible Working Hours;
- 5) The Member leads for each area of work were approved as below: -

<b>Project / Tasks</b>	<b>Member Leads</b>
<ul style="list-style-type: none"><li>• Employee HR Contracts (Definitions)</li><li>• Organisational Development Strategy &amp; Plan</li><li>• Flexible Working Hours</li></ul>	Paulette Smith & Erika Kirchner
<ul style="list-style-type: none"><li>• Co-production</li></ul>	Louise Gibbard, Sam Pritchard, Andrew Stephens & Terry Hennegan (in respect of any Co-production in Housing)
<ul style="list-style-type: none"><li>• Procurement Action Plan</li></ul>	Erika Kirchner
<ul style="list-style-type: none"><li>• Council Communication</li><li>• Citizen App</li></ul>	Mike Lewis & Andrew Stephens

- 6) Meetings be arranged with Officer Leads and Member Leads for each work area.

The meeting ended at 2.50 pm

**Chair**

# Agenda Item 7



## Report of the Chair Transformation & Future Council Policy Development Committee

### Workplan for 2018/19

Meeting Date	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>Meeting Cancelled</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></li><li>- Develop and enhance Advertising and Marketing</li></ul>
27 November 2018	<ul style="list-style-type: none"><li>• <b>Gender Pay Gap Update</b></li><li>• <b>Flexible Working Hrs – Pilot Areas – Progress</b></li><li>• <b>Procurement Action Plan</b></li><li>- Council to provide a service to assist suppliers to bid</li></ul>
18 December 2018	<ul style="list-style-type: none"><li>• <b>TBC</b></li></ul>
22 January 2019	<ul style="list-style-type: none"><li>• <b>Council Communication</b></li></ul>
26 February 2019	<ul style="list-style-type: none"><li>• <b>TBC</b></li></ul>
26 March 2019	<ul style="list-style-type: none"><li>• <b>Citizen App - Scope</b></li></ul>
23 April 2019	<ul style="list-style-type: none"><li>• <b>TBC</b></li></ul>
To be scheduled	