



## 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, 26 February 2019

**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

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- |          |   |              |
|----------|---|--------------|
| <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 - 3</b> |
| <b>4</b> | <b>Hybrid Mail. (Presentation)</b>  |              |
| <b>5</b> | <b>Services in the Community / My Clydach. (Verbal)</b>   |              |
| <b>6</b> | <b>Workplan 2018/2019.</b>  | <b>4</b>     |

**Next Meeting:** Tuesday, 23 April 2019 at 2.00 pm

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

**Huw Evans**  
**Head of Democratic Services**  
**Monday, 18 February 2019**

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

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# Agenda Item 3



City and County of Swansea

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

Committee Room 5 - Guildhall, Swansea

Tuesday, 22 January 2019 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)**

Lisa Banks  
Sally-Ann Evans  
Kate Jones  
Joanne Portwood

Ld Planning Officer  
Senior Lawyer  
Democratic Services Officer  
Strategy and Policy Officer

**Apologies for Absence**

Councillor(s): L J Tyler-Lloyd

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### 23 Disclosures of Personal & Prejudicial Interests.

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

### 24 Minutes:

**Resolved** that the Minutes of the Transformation & Future Council Policy Development Committees held on 25 September 2018 and 27 November 2018 be approved and signed as a correct record.

### 25 Co-production.

Lisa Banks, Ld Planning Officer, provided a presentation on 'Co-production Working Together' which included: -

- Top down drivers – a shared vision
- A national perspective
- Assumptions
- From consultation to co-production – a “step up”
- 6 principles of co-production
- What do we mean by co-production?

- Alain Thomas' model of engagement
- Motivation
- Capacity
- Case Studies: -Connecting Communities – Falmouth  
Action In Caerau & Ely (ACE)  
S.U.N Service User Network  
Family by Family
- Co-production in practice

The presentation was preceded by a video on the meaning on Co-production.

Questions were asked of the presenting Officer who responded accordingly.

Questions and discussions focussed on: -

- Development and progress of a Co-production Strategy for the Council
- Difference between collaboration and co-production – co-production must meet the 6 principles set out
- Co-production starts at the very beginning of the process
- Addressing issues of balance of power and intimidation that can be evident with co-production – ensuring jargon is not used
- Cultural change would be required to fully facilitate co-production - change how meetings are arranged, agendas are produced etc.
- There were areas of confusion and inconsistency in applying co-production - where work was said to be co-produced but true co-production wasn't being met
- Co-production generally referred to public bodies and the people who use the services they provide
- Clarity was required on decision making in co-production - could reports / policy that had been co-produced be changed / vetoed by decision makers
- Request for evidence to show advantages and impact of co-production as well as any lessons learnt
- Swansea Co-production Network – helped identify networks for co-production
- Control – a step up from co-production where service users take over the running of a service
- Case Studies – accuracy of the outcomes reported
- Examples of where co-production had been used
- Impact of co-production on resources and budget
- Limited examples of use of co-production at other Authorities – believed that at present Swansea would be the first Authority in Wales to have a Co-production Strategy

The Committee thanked the Ld Planning Officer for the presentation.

**Resolved** that: -

- 1) The Strategy & Policy Officer send a copy of the presentation and further details / links to the case studies highlighted in the presentation; and
- 2) A workshop be arranged on co-production.

**26 Workplan 2018/2019.**

The Committee discussed the progression of co-production. It was a large piece of work and it was suggested that a workshop be arranged on co-production, preferably for February if possible.

In respect of future items, the internet connection at the Guildhall was suggested.

The Committee was also urged to consider which areas of Council Communication to focus on.

The meeting ended at 3.35 pm

**Chair**

# Agenda Item 6



## 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>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	<b>CANCELLED</b>
27 November 2018	<ul style="list-style-type: none"><li>• <b>Gender Pay Gap Update</b></li><li>• <b>Procurement Action Plan</b></li><li>• <b>Council to provide a service to assist suppliers to bid</b></li></ul>
18 December 2018	<ul style="list-style-type: none"><li>• <b>CANCELLED</b></li></ul>
22 January 2019	<ul style="list-style-type: none"><li>• <b>Co-production</b></li></ul>
26 February 2019	<ul style="list-style-type: none"><li>• <b>Hybrid Mail</b></li><li>• <b>Services in the Community / My Clydach</b></li></ul>
26 March 2019 – To be replaced by Workshop	<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	<ul style="list-style-type: none"><li>• <b>Council Communication</b></li><li>• <b>Procurement Action Plan</b></li><li>• <b>Develop and enhance Advertising and Marketing</b></li></ul>