

Notice of Meeting

You are invited to attend a Meeting of the

People Policy Development Committee

At: Committee Room 5 - Guildhall, Swansea

On: Wednesday, 19 June 2019

Time: 4.00 pm

Chair: Councillor Ceri Evans

Membership:

Councillors: C Anderson, S J Gallagher, P R Hood-Williams, Y V Jardine,
E T Kirchner, M B Lewis, M Sykes, G J Tanner and T M White

Agenda

Page No.

- | | | |
|----------|---|--------------|
| 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. | 1 - 4 |
| 4 | Terms of Reference. (For Information) | 5 - 6 |
| 5 | Work Plan 2019-2020. (Discussion) | |

Next Meeting: Wednesday, 17 July 2019 at 4.00 pm



Huw Evans
Head of Democratic Services
Wednesday, 12 June 2019

Contact: Democratic Services - (01792) 636923

Agenda Item 3



City and County of Swansea

Minutes of the **People Policy Development Committee**

Committee Room 5 - Guildhall, Swansea

Wednesday, 17 April 2019 at 4.00 pm

Present: Councillor C R Evans (Chair) Presided

Councillor(s)

C Anderson
E T Kirchner
G J Tanner

Councillor(s)

S J Gallagher
M B Lewis

Councillor(s)

P R Hood-Williams
S Pritchard

Officer(s)

Mark Campisi
Chris Francis

Principal Officer Mental Health and Learning Disabilities
Principal Business Development and Commissioning
Lead

Jeremy Parkhouse
Debbie Smith

Democratic Services Officer
Deputy Chief Legal Officer

Apologies for Absence

Councillor(s): C Richards

47 Disclosures of Personal & Prejudicial Interests.

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

48 Minutes.

Resolved that the Minutes of the People Policy Development Committee held on 20 March 2019 be approved and signed as a correct record.

49 Transition for Children and Young People with a Disability.

Chris Francis, Principal Business Development and Commissioning Lead, presented the Transition for Children and Young People with a Disability report. The report provided a summary of the work on transition undertaken by the Committee as part of the agreed work programme 2018/19.

The report highlighted how children with disabilities and / or additional learning needs experienced change in a number of areas as they reached 18 and moved into adulthood: from Child and Family Services to Adult Services, paediatric to adult health services, school to higher education or work, and childhood dependence to adult autonomy. These changes could be difficult, frightening and stressful for young

people. If these were not properly managed, there was a risk of the young person experiencing poor outcomes. It could also cause considerable stress for families and impact family relationships.

The report examined proposals to improve the quality of transition arrangements in Swansea, with a particular focus on how the voice and choice of citizens would influence policy and practice. The vision for future policy framework was, in broad terms, to promote the formation of seamless services and a less complex process. This was better co-ordinated for the individual that enabled joint working and close professional integration, and would avoid changes which create uncertainty for the young person and their family. The policy would also maximise opportunities for efficiencies that help deliver value for money.

The report also discussed the policy context; current research; work undertaken by the Committee; how does transition currently work across the Health, Social Care and Education system, particularly focussing on citizen experience?; current plans to improve transition; potential proposals to improve matters particularly focussing on voice and choice of citizens; update and the way forward.

The Committee asked questions of the Officer who responded accordingly. Discussions focussed upon the following: -

- Consulting effectively with parent / carers groups and reaching all networks;
- Ensuring individual care plans are robust;
- Social Services Sections working effectively together for the benefit of individuals.

The Chair thanked the Officer for providing the report.

Resolved that: -

- 1) the contents of the report be noted;
- 2) a new policy for the transition of young people to adulthood is prepared to replace the existing version (dated 2011) and the development of the new policy is overseen by the Policy Development Committee with the expectation that it is completed by September 2018;
- 3) Key stakeholders be engaged in the development of the policy, a Participation and Children's Rights Officer will lead a piece of work to ensure Children, young people and families are fully involved and a report detailing their feedback will accompany the policy when it is circulated for sign-off.

50 Supported Living - Draft Report to Cabinet.

Mark Campisi, Principal Officer Mental Health and Learning Disabilities presented the Draft Supported Living Report to Cabinet.

The report provided the arrangements for informing the Cabinet Member and local Ward members when a supported living facility was being developed in their area. This was to allow for information to be given to relevant parties so that in the event

that issues arose in their ward areas, Members were able to respond in an informed and sensitive way to the enquiries.

The Committee asked questions of the Officer who responded accordingly. Discussions centred on the following: -

- Vulnerable people in supported living accommodation being targeted by County Lines drug groups, avoiding people being targeted and specific safeguarding training for contractors;
- The possibility of compulsory specific staff safeguarding training being a term of future service provision contracts;
- Elected Members being made aware of private houses being used within their wards by contractors looking after vulnerable people as outlined at paragraph 4.3 of the report.

The Chair thanked the Officer for the report.

Resolved that the report be agreed and forwarded to Cabinet for approval.

51 Adverse Childhood Experiences. (Verbal Update)

The Chair informed the Committee that in the absence of Simon Jones, Social Services Strategy and Performance Improvement Officer, the topic would be discussed in the new Municipal year, subject to the priorities set by the relevant Cabinet Member / Chair of the Committee.

The Committee highlighted the need for specific training to be undertaken by contractors to ensure future contracts. The Chair stated that he would pass on the comments of the Committee.

Resolved that the contents of the update be noted.

The meeting ended at 4.35 pm

Chair



City and County of Swansea

Minutes of the **People Policy Development Committee**

Council Chamber - Guildhall, Swansea

Thursday, 9 May 2019 at 4.17 pm

Present:

Councillor(s)

C Anderson
Y V Jardine
G J Tanner

Councillor(s)

C R Evans
M B Lewis
T M White

Councillor(s)

S J Gallagher
M Sykes

Also Present: - Councillor D W W Thomas

Apologies for Absence

Councillor(s): P R Hood-Williams and E T Kirchner

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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 this meeting.

(Councillor D W W Thomas presided)

- 2 To elect a Chair for the Municipal Year 2019 - 2020.**

Resolved that Councillor C R Evans be elected Chair for the 2019-2020 Municipal Year.

(Councillor C R Evans presided)

- 3 To elect a Vice Chair for the Municipal Year 2019 - 2020.**

Resolved that Councillor M Sykes be elected Vice-Chair for the 2019-2020 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 4.18 pm

Chair

Agenda Item 4

Policy Development Committees (PDCs) - Terms of Reference

There are 5 Committees:

- 1) Education & Skills;
- 2) Economy & Infrastructure;
- 3) People;
- 4) Poverty Reduction;
- 5) Transformation & 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.