



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

Recovery & Future Generations Policy Development Committee

At: Remotely via Microsoft Teams

On: Tuesday, 28 September 2021

Time: 2.00 pm

Chair: Councillor Mandy Evans

Membership:

Councillors: J A Hale, D W Helliwell, T J Hennegan, M Jones, P B Smith, L J Tyler-Lloyd, L V Walton and T M White

Co-opted Members: Y V Jardine

Watch Online: <https://bit.ly/3EyeOhO>

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| 1 | Apologies for Absence. | |
| 2 | Disclosures of Personal & Prejudicial Interests. www.swansea.gov.uk/disclosureofinterests | |
| 3 | Minutes. To approve and sign the Minutes of the previous meeting(s) as a correct record. | 1 - 5 |
| 4 | Co-Production. | 6 - 17 |
| 5 | Consultation & Engagement Strategy. | 18 - 28 |
| 6 | Workplan 2021/22. | 29 |

Next Meeting: Tuesday, 26 October 2021 at 2.00 pm

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

Huw Evans
Head of Democratic Services
Tuesday, 21 September 2021

Contact: Democratic Services - Tel 01792 636923

Agenda Item 3



City and County of Swansea

Minutes of the Recovery & Future Generations Policy Development Committee

Remotely via Microsoft Teams

Tuesday, 29 June 2021 at 2.00 pm

Present: Councillor V M Evans (Chair) Presided

Councillor(s)

C Anderson
T J Hennegan
L V Walton

Councillor(s)

J A Hale
M Jones

Councillor(s)

D W Helliwell
P B Smith

Co-opted Member(s)

Y V Jardine

Officer(s)

| | |
|------------------|--|
| Marlyn Dickson | Strategic Change Programme Manager |
| Sally-Ann Evans | Lead Lawyer |
| Adam Hill | Deputy Chief Executive / Director of Resources |
| Kate Jones | Democratic Services Officer |
| Joanne Portwood | Strategy and Policy Officer |
| Nia Pugh | Principal External Funding Officer |
| Jo-Anne Thomas | Employability Mentor Team Leader |
| Paul Thomas | Community Integration Partnership Manager |
| Elliott Williams | External Funding Manager |

Apologies for Absence

Councillor(s): L J Tyler-Lloyd

4 Disclosures of Personal & Prejudicial Interests.

In accordance with the Code of Conduct adopted by the City and County of Swansea, the following interest was declared:

Councillor V M Evans – Minute No. 7 – Employee of Great Western Railway

5 Minutes.

Resolved that the Minutes of the Recovery and Future Generation Policy Development Committees held on 27 April 2021 and 20 May 2021 be approved and signed as correct records.

6 Swansea Council Employability Provision.

The External Funding Manager, supported by the Employability Mentor Team Leader and the Principal External Funding Officer, provided a presentation on 'Swansea Council Employability Provision' which included: -

- Background and Current Delivery Across Swansea Council
- Communities for Work
- Cam Nesa
- Workways +
- Workways Plus STU
- Communities for Work +
- Support Offered
- Funding Source
- Employability Support Process
- PDC Focus 1 – Employability Work with Prison Leavers
- Key Issues and Discussion Points
- PDC Focus 2 – Supporting Individuals Who Informally Helped or Supported Others During the Covid-19 Pandemic – Our Offer
- Key Issues and Discussion Points

Questions and discussions focused on:

- Referral Scheme – how referrals were made
- Downturn in referrals
- Amount of Young People securing work placements – 40 placements had been secured that week with Kick Start
- Use of agency staff – Audit to undertake a full review
- Kick Start Scheme - setting up paid placements through the Kick Start scheme with Corporate Property and Waste Management
- Beyond Bricks & Mortar Scheme
- Support for volunteers who had provided support through the Covid-19 pandemic – lifelong learning offer

The Chair thanked Officers and looked forward to further updates in the future.

Resolved that the update be noted.

7 Community Hub.

The Community Integration Partnership Manager provided an update to the Committee in respect of High Street and Community Safety.

Following unfavourable comments in the press in 2019 regarding High Street, a Critical Incident Group was established. A number of work streams were set up which operate on a partnership working basis. The current work streams consist of: -

- 1) Criminology and Anti-Social Behaviour – Lead by South Wales Police
- 2) Substance Misuse – Lead by Barod

- 3) Street Sex Working and Exploitation – Lead by Women's Aid
- 4) Public Realm – Lead by Swansea Council

Partnership working unblocked some difficulties in agencies working together as well as provided the opportunity for new ideas and approaches to tackle problems.

The Community Integration Partnership Manager highlighted some short term outcomes and medium to long term outcomes listed below: -

Short Term Outcomes

- Community engagement
- Identifying funding resources
- Making links with other partners and departments
- City Centre Rangers – Ranger now dedicated to the High Street
- Adaptability of development space - not just for Local Authority use
- Possibilities in respect of public realm

Medium to Long Term outcomes

- Potential closure and future adaptability of The Strand tunnel
- Improved Security and Lighting at Jockey Street tunnel
- Test out ideas with Community

It was reported that funding had been secured for a community space and refurbishment had started on three empty business premises at the top of High Street. This area / community space would need to be shaped by the Community. 3000 leaflets had been circulated in the community to local schools, businesses and residents etc. to gain views on what the community space would look like. Some ideas to date had been pop up youth clubs, carpentry classes, greening project and workshop to make planters. There had been a good response from the leaflet drop with many parties showing interest in being involved. Further events were being held to follow up on the leaflet drop.

Further successes around the Swan project, outreach work, joint engagement, joint patrol and drug-warrants were also highlighted.

Discussion and Questions focussed on the following: -

- Governance structure
- Role of partners
- Number of police patrolling streets
- Community engagement – effect of Covid-19 and continued engagement throughout the pandemic
- Importance of Co-production in community engagement and progressing work on Co-production for the whole Council
- Process of naming, designing and use of community space – ensure the space could be used by partners / third parties as well
- Possibility of funding streams from community grants
- Possibility of rolling out community space to other areas if it works well

The Chair thanked the Community Integration Partnership Manager and his team for all their commitment and hard work on the High Street.

Resolved that the update be noted.

8 Recovery Plan.

The Deputy Chief Executive and the Strategic Change Programme Manager provided an update on the Recovery Plan.

Good progress was being made in respect of Vaccinations, however new variants were keeping the Council in a position of response and not recovery. The Council was still supporting the Track and Trace programme, the Vaccination Programme as well as providing advice to businesses and communities of fighting Covid-19. The Council was also supporting the All Wales Vaccination Certification Service and had processed approximately 19,500 Vaccination Certificates. The Deputy Chief Executive thanked the team for their work.

The Strategic Change Programme Manager highlighted some areas of progress which included:

- Appointment of the post Strategic Change Programme Manager.
- Steering Groups had been set up
- Work Stream leads were starting to report successes and feed into the Board
- Reporting mechanisms were in place
- In terms of Risks, there were no red risks for the current year and no high risks
- Monthly review of the Corporate Risk Register
- Review of Governance
- Leadership on future work plans
- Discovery workshop held for staff
- A grant bid had been submitted for the economic and environment strand
- Meetings were scheduled with the Communication Team and I.T. to discuss the future
- Develop Transformation Framework
- Updates were due to be provided to Scrutiny and Audit
- Stakeholder meetings were to be held around services required in 10 years' time
- Review the Medium Term Financial Plan

The Committee and Officers discussed possible areas / topics for the Committee to consider:

- What services would be delivered in the future and how they would be delivered
- Sustainable Development Policy
- Co-production Policy
- Supporting wider conversations / engagement with wider groups
- Human Rights City
- Culture of the Organisation in light of the new ways of working / agile working

- Community Safety

The Chair thanked the Officers.

Resolved that the update be noted.

9 **Workplan 2021/22.**

The Chair presented the 'Workplan 2021/22'

It was noted that Transport would be looked at by the Economy & Infrastructure Policy Development Committee and the Youth Council / Youth Forum would be looked at by the Education & Skills Policy Development Committee.

The Committee discussed topics and provisionally scheduled the following

| | |
|---------------------|--|
| 27 July 2021 – | Co-production |
| 28 September 2021 – | Consultation and Engagement Strategy |
| | Community Safety |
| 26 October 2021 - | Sustainable Development Policy |
| 30 November 2021 - | Recovery from the Exit from the European Union |

The Committee would also look to schedule a workshop on Co-production

Resolved that the Workplan 2021/22 be updated accordingly.

The meeting ended at 4.35 pm

Chair

Cydgynhyrchu

**Jane Whitmore/Lisa
Banks**

Co-production

**Jane
Whitmore/Lisa
Banks**



Cyngor Abertawe
Swansea Council

Strategaeth Cydgynhyrchu

- **Strategaeth Cydgynhyrchu ar gyfer Gofal Cymdeithasol yn Abertawe 'Gweithio Gyda'n Gilydd'**
- *Mae cydgynhyrchu'n berthynas gyfartal lle mae pobl ag anghenion gofal a chymorth a'r rheini sy'n gyfrifol am wasanaethau yn rhannu pŵer i gynllunio a darparu cymorth ar y cyd, gan gydnabod bod gan bob un ohonom gyfraniad hanfodol i'w wneud er mwyn gwella ansawdd bywyd pobl a chymunedau.*

Co-production Strategy

- **Co-Production Strategy for Social Care in Swansea**
'Working Together'
- *Co-production is an equal relationship where people with care and support needs and those responsible for services share power to plan and deliver support together, recognising that we all have a vital contribution to make in order to improve the quality of life for people and communities.*

Cefndir

- **Mae'r Strategaeth Cydgynhyrchu hon yn dangos lle'r ydym ni nawr, a lle'r hoffem ni fod.**
- Fe'i cydgynhyrchwyd gyda Rhwydwaith Cydgynhyrchu Abertawe ac mae'n amlinellu'n dyhead i ddatblygu Cydgynhyrchu.
- Fe'i mabwysiadwyd gan y Cabinet ym mis Ionawr 2021

Background

- **The Co-production Strategy draws a line in the sand between where we are now and where we want to be.**
- It was co-produced with the Swansea Co-production Network and outlines our aspiration for the development of Co-production
- This was adopted by Cabinet in January 2021

Y Daith i Wreiddio Cydgynhyrchu

Mae angen i ni ddatblygu;

- Dealltwriaeth o'r hyn yw cydgynhyrchu a'r hyn nad ydyw.
- Diwylliant sy'n mabwysiadu egwyddorion cydgynhyrchu
- Systemau a phrosesau sy'n cefnogi arfer cydgynhyrchiol
- Sgiliau i gyflawni arfer cydgynhyrchiol
- Perthnasoedd sy'n seiliedig ar ymddiriedaeth
- **Rhwydweithiau i gyd-gynhyrchu gyda hwy fel nad ydynt yn dibynnu ar yr un bobl nac yn eu gorlwytho**

Embedding Co- production Journey

We need to develop;

- An understanding of what Co-production is and isn't
- A culture that adopts the principles of Co-production
- Systems and processes that support Co-productive practice
- Skills to deliver Co-productive practice
- Relationships based on trust
- **Networks to co-produce with so we don't depend on or overload the same people**



Beth yw ystyr Cydgynhyrchu?

Mae cydgynhyrchu'n berthynas lle mae dinasyddion a gweithwyr proffesiynol yn rhannu pŵer i gynllunio a darparu cefnogaeth gyda'i gilydd, gan gydnabod bod gan bob un ohonom gyfraniad hanfodol i'w wneud er mwyn gwella ansawdd bywyd i bobl a chymunedau.

Mae cydgynhyrchu'n dechrau o'r syniad nad oes unrhyw un grŵp neu berson yn bwysicach nag unrhyw grŵp neu berson arall. Mae hyn yn golygu nad oes 'nhw a ni'; mewn cydgynhyrchu rydym i gyd yn 'ni'

What do we mean by Coproduction?

Co-production is a relationship where citizens and professionals share power to plan and deliver support together, recognising that we all have a vital contribution to make in order to improve the quality of life for people and communities

Co-production starts from the idea that no one group or person is more important than any other group or person. This means no 'them and us'; in Co-production we are all 'us'

Egwyddorion

- Gwerthfawrogi'r holl gyfranogwyr, ac adeiladu ar eu cryfderau.
- Datblygu rhwydweithiau o gyd-gefnogaeth.
- Gwneud yr hyn sy'n bwysig i bawb dan sylw.
- Meithrin perthnasoedd o ymddiriedaeth; rhannu pŵer a chyfrifoldeb.
- Gall pobl ysgogi newid, ac mae sefydliadau'n galluogi hyn

Principles

- Value all participants, and build on their strengths.
- Develop networks of mutual support.
- Do what matters for all the people involved.
- Build relationships of trust; share power and responsibility.
- People can be change makers, and organizations enable this

Yr hyn nad yw'n Gydgynhyrchu?

- **Nid** yw cydgynhyrchu yr un peth ag ymgysylltu neu ymgynghori; mae'n ymwneud â rhannu pŵer, 'gwneud gyda' yn hytrach na 'gwneud i' a thrin pobl sy'n derbyn gofal a chymorth yn gyfartal.
- Fodd bynnag, dylid adeiladu cydgynhyrchu drwy gyfathrebu, ymgysylltu ac ymgynghori o ansawdd da ac rydym yn ymdrechu i gyflawni'r [egwyddorion o fewn yr Egwyddorion Cenedlaethol ar gyfer Ymgysylltu â'r Cyhoedd](#).

What is not Coproduction

Co-production is **not** the same thing as engagement or consultation; it **is** about sharing power, 'doing with' rather than 'doing to' and seeing people who receive care and support as equals around the table.

However, Co-production should be built from good quality communication, engagement and consultation and we strive to achieve the principles within the [National Principles for Public Engagement](#).



Sut gall hyn weithio?

- Drwy wasanaethau sy'n cael eu comisiynu a'u contractio;
- Byddwn yn sicrhau bod gwasanaethau'n cael eu darparu mewn modd cydgynhyrchiol drwy osod disgwyliadau mewn contractau gyda'n darparwyr allanol i ddatblygu ymagweddau cydgynhyrchiol at ddarparu gwasanaethau.
- Er mwyn gwneud hyn, bydd yn rhaid cyd-werthuso gwasanaethau lle mae'r bobl sy'n defnyddio'r gwasanaethau yn chwarae rôl weithredol wrth fonitro a gwerthuso'r gwasanaethau hynny.

How can this work?

Through commissioned and contracted services;

- We will ensure services are delivered co-productively by setting expectations in contracts with our external providers to develop co-productive approaches to the delivery of services.
- This involves the co-evaluation of services where people who use services have an active role in the monitoring and evaluation of those services.



[Coproduction and partnership with people and communities | BMJ Leader](#)

[Facilitating coproduction: the role of leadership in coproduction initiatives in the UK \(ucl.ac.uk\)](#)

[Co-production in local government: process, codification and capacity building of new knowledge in collective reflection spaces. Workshops findings from a UK mixed methods study | Health Research Policy and Systems | Full Text \(biomedcentral.com\)](#)

[What is Co Production? A discussion with co-production experts - Leadership for Personalised Care – YouTube](#)

Agenda Item 5



Report of the Head of Communications PDC – 28th September 2021

Consultation and Engagement

Purpose: The report presents the proposed draft consultation and engagement strategy

Report Author: Rhian Millar

Finance Officer: Ben Smith

Legal Officer: Tracey Meredith

Access to Services Officer: Catherine Window

It is recommended that:

1. The PDC consider the strategy attached at appendix 1 and provide any feedback prior to formal public consultation

1.0 Introduction

1.1 The Council has had a Consultation and Engagement Strategy since 2005, and this has provided an effective framework to complete consultation activities and the ongoing development and improvement of services for the community.

1.2 Since the introduction of the strategy there has been a greater prominence across the Council on consultation and engagement as a key principle of service delivery. Activity has shifted away from a focus on formal consultation to a more meaningful and inclusive public engagement approach.

1.3 There has been an increased focus on co-production within the Council, if possible we need to consider a co-productive approach can be taken when developing our services.

- 1.4 The purpose of this updated strategy (Appendix 1) is to ensure effective meaningful consultation and engagement with the residents of the City & County and our partner organisations, so the Council can make informed decisions that improve the access, quality and delivery of services.
- 1.5 This strategy provides the Council with a framework to make sure that citizens are listened to in decisions that affect them. It provides guidance and direction on:
- When we should consult and engage stakeholders
 - Level of consultation and engagement required
 - Principles to consider when undertaking consultation and engagement
 - Use of consultation and engagement results
- 1.6 Making sure people are listened to is important, and the Council's Corporate Management Team will make sure that this strategy is implemented properly. In particular, they will make sure that outcomes from consultation and engagement opportunities have been appropriately considered when making key decisions.
- 1.7 The strategy supports, (not replaces), existing statutory and regulatory consultation and engagement processes, long standing consultation and engagement arrangements within service areas, and existing partnership arrangements. These process will continue, and feed into (where appropriate) the overall framework for consultation and engagement outlined within this strategy.
- 1.8 The strategy builds on the good standard of consultation and engagement activity currently taking place across the authority. We continue to improve our consultation and engagement processes and have a number of areas of good practice to build on as an authority.

2.0 Integrated Assessment Implications

- 2.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.
 - Deliver better outcomes for those people who experience socio-economic disadvantage
 - Consider opportunities for people to use the Welsh language

- Treat the Welsh language no less favourably than English.
- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

2.1.1 The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.

2.1.2 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.

2.2 An IIA screening has been opened and will be updated following the formal consultation

3.0 Financial Implications

3.1 There are no financial implications associated with this report. in line with the Council constitution and financial procedure rules.

4.0 Legal Implications

4.1 There are no legal implications associated with this report.

FOR INFORMATION

Background Papers: None

Appendices:

Appendix 1 – Consultation and Engagement Strategy

Consultation and Engagement Strategy 2021



Cyngor **Abertawe**
Swansea Council

1. Background

The Council has had a Consultation and Engagement Strategy since 2005, and this has provided an effective framework to complete consultation activities and the ongoing development and improvement of services for the community.

Since the introduction of the strategy there has been a greater prominence across the Council on consultation and engagement as a key principle of service delivery. Activity has shifted away from a focus on formal consultation to a more meaningful and inclusive public engagement approach.

There has been an increased focus on co-production within the Council, if possible we need to consider a co-productive approach can be taken when developing our services.

2. Purpose of the Strategy

The purpose of this strategy is to ensure effective meaningful consultation and engagement with the residents of the City & County and our partner organisations, so the Council can make informed decisions that improve the access, quality and delivery of services.

This strategy provides the Council with a framework to make sure that citizens are listened to in decisions that affect them. It provides guidance and direction on:

- When we should consult and engage stakeholders
- Level of consultation and engagement required
- Principles to consider when undertaking consultation and engagement
- Use of consultation and engagement results

Making sure people are listened to is important, and the Council's Corporate Management Team will make sure that this strategy is implemented properly. In particular they will make sure that outcomes from consultation and engagement opportunities have been appropriately considered when making key decisions.

The strategy supports, (not replaces), existing statutory and regulatory consultation and engagement processes, long standing consultation and engagement arrangements within service areas, and existing partnership arrangements. These process will continue, and feed into (where appropriate) the overall framework for consultation and engagement outlined within this strategy.

The strategy builds on the good standard of consultation and engagement activity currently taking place across the authority. We continue to improve our consultation and engagement processes and have a number of areas of good practice to build on as an authority.

3. Consultation and Engagement – What is it?

Consultation and engagement means routinely:

- Involving service users, residents, businesses, partners and other stakeholders in our policies and services
- Listening to what they have to say
- Using the outcomes to respond to their needs
- Involving them in the decisions we take

To be effective, consultation and engagement has to be a two-way process of communication between the Council and its partners and the public (either as individuals or as a community) on key issues affecting them.

4. Consultation and Engagement – Why do it?

Effective consultation and engagement brings extensive benefits to the citizens and agencies involved. The main benefits to meaningful, two way community engagement include:

Trust – it builds trust between people.

Opportunity to influence – it gives communities the opportunity to influence decisions that will affect them.

Removing barriers – it removes physical, language or social barriers to communities getting access to information or voicing needs or opinions.

Citizens' understanding – it helps communities to understand the services and support that are available to them and to have more knowledge of the role of the Council to act in the public's best interest.

Satisfaction – it increases satisfaction with public services.

Knowledge of local issues - it allows service providers to reach a better understanding of their communities and be more in tune with their needs.

Improved Service Delivery - The Council can make informed decisions that improve the access, quality and delivery of services.

Consultation and engagement is also essential in supporting the Council deliver its core values:

People focussed - We need to focus on community needs and outcomes and on improving the lives of the people who live and work in Swansea. We will also respect, value and support our employees and demonstrate the highest standards of integrity.

Working together - We need to promote a whole partnership approach, working across services to maximise resources and knowledge and joining forces with others outside the Council to ensure we prioritise our resources and get the best for our communities.

Innovation - We promote and support a culture of innovation. We need to think and work differently to improve our ability to deliver and to meet the financial, demographic and societal challenges we face.

Duty to Consult

The law states that where there is a legitimate expectation that consultation will take place, the Local Authority needs to act on this expectation. If the Council has consulted on something previously, then we would be expected to do so in the future if any changes are made.

There is a range of legislation and statutory guidance requiring local authorities to consult on issues connected to the services they provide.

The Equality Act 2010

The Act requires that consultation is undertaken with people who have protected characteristics where they may be impacted in some way. As part of the Equality Act Council's in Wales are subject to the Welsh Public Sector Equality Duty. In terms of Engagement the Welsh Public Sector Equality Duty states that we must involve people who are considered representative of those with different protected characteristics and those who have an interest in how an authority carries out its functions. The Council has a number of engagement forums that allow us to engage those from protected groups, such as the Disability Liaison Group and LGBT forum.

Socio-economic Duty

On 31 March 2021 a new legal duty came into place, the Socio-economic Duty, which will affect the way the Council works and support local communities. The aim is to deliver better outcomes for those people who experience socio-economic disadvantage. We need to ensure when deciding priorities and setting objectives how our decisions might help reduce the inequalities related to socio-economic disadvantage. Consultation and engagement play a key part in this.

Well-being of Future Generations Act (Wales) 2015

The Well-being of Future Generations Act (Wales) 2015 means that the council and other public services must do what we do in a sustainable way. Consultation and Engagement is key to the delivery of this Act which places a well-being duty on 44 public bodies (including Swansea Council) to carry out sustainable development by acting in accordance with the 'sustainable development principle'.

This means that when making decisions we take into account the impact on people living in the future. We do this by applying the 'Five Ways of Working':

- **Long term** - The importance of balancing short-term needs with the needs to safeguard the ability to also meet long-term needs
- **Prevention** - How acting to prevent problems occurring or getting worse may help public bodies meet their objectives
- **Integration** - Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their objectives, or on the objectives of other public bodies
- **Collaboration** - Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives
- **Involvement** - The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves

Children and Families (Wales) Measure 2010

The Children and Families (Wales) Measure 2010 is a Measure of the National Assembly for Wales to make provision about arrangements for participation of children in local authority decisions that might affect them;

Participation of children in local authority decision making

(1) A local authority must make such arrangements as it considers suitable to promote and facilitate participation by children in decisions of the authority which might affect them.

(2) A local authority must—

- (a) publish information about its arrangements under subsection (1), and
- (b) keep the information published up to date.

United Nations Convention on the Rights of the Child (UNCRC)

We became the first Council to embed the UNCRC into our Policy Framework and have developed a Children & Young People's Rights Scheme, which sets out our arrangements to embed children's rights in everything we do. Article 12 within the UNCRC states that Children have the right to say what they think should happen, when adults are making decisions that affect them, and to have their opinions taken into account.

Statutory Obligation

There are a number of instances where a statutory obligation is placed on the Council to undertake consultation. Examples of this include closure of services such as schools, care homes and other major service changes.

5. Consultation and Engagement - What we want to deliver in Swansea

Our principles for delivery

We have taken account of both the National Principles for Public Engagement in Wales and the National Children and Young People's Participation Standards for Wales.

<https://participation.cymru/en/principles/>

<https://gov.wales/children-and-young-peoples-national-participation-standards>

Planning:

- Be clear about why we are undertaking a consultation and engagement activity
- Ensure that existing consultation and engagement results are used where applicable
- Have a clear idea of who needs and wants to take part
- Identify appropriate resources
- Involve departmental Equality Representatives*
- Ensure sufficient time is allocated for an effective consultation process
- Identify opportunities for joint working at the planning stage
- Ensure you have taken into the account the requirements of the Welsh Language measure to treat English and Welsh equally
- Ensure sure you have a consultation plans which actively encourages as many people as possible to take part

Doing:

- Be clear about how people can be involved
- Ensure the consultation and engagement methods and language used are suitable for the audience
- Provide clear information about what we are consulting on
- Be clear about what the results will be used for
- Ensure all affected stakeholders have the opportunity to be involved
- Widely promote your activity to encourage as many people as possible can take part

Decision Making, Review and Feedback:

- Review the results and who has taken part to ensure we have reached all those we need to
- Ensure results of consultation and engagement are activity considered when making decisions
- Share the results (where appropriate) with as wide an audience as possible
- Effectively feedback the outcome to participants e.g. summary of results
- Promote the outcomes of our key consultation and engagement activity both internally and externally

Gunning Principles

Any consultation that we undertake as a Council must adhere to the four **Gunning Principles**:

1. **Consultation should take place at a 'formative stage'**. In practice this means that the decision should not have already been taken, - most frequently the terminology used is pre-determination
2. **Consultation should include sufficient information** about the proposals so that consultees can give the matter intelligent consideration
3. **Adequate time needs to be provided for consideration and response.** In practice this means that consultees must be given enough opportunity to take part in the consultation in the time allowed.
4. **Consideration of consultation responses.** We need to be able to demonstrate how the consultation responses have been considered within our decision making process.

6. What Do We Consult On?

Deciding whether to consult

Where an activity (e.g. policy, service procedure or potential decision) will have an impact on members of the public we will always consider undertaking a consultation exercise. Sometimes there is not real scope for change, and decisions have to be made where consultation is not possible. On these occasions we should try and let people know why this has happened.

Equality Act 2010

The Equality Act 2010 address discrimination and inequalities and protects all individuals from unfair treatment. The Council has a number of statutory duties arising from the Act to better advance equality into our business planning and decision-making processes. The duties require the Council to consider how the decisions we make, and the services we deliver, affect people from different equality groups who share a 'protected characteristic'.

The key way in which the Council demonstrates compliance with this is by conducting Integrated Impact Assessments (IIA). This is an evidence led process that involves using relevant information to understand and make judgments about the impact of a Council 'activity' on equality. Information from our consultation projects form a key part of the evidence used in an IIA, this is particularly important where our services are specifically delivered for those who share a protected characteristic. Consultation with these groups can help us understand the impact that the decision will have upon them and enable thoughtful consideration of how any perceived impact can be reduced.

Protected characteristics are defined in the Equality Act. These characteristics are:

- Age
- Disability
- Gender re-assignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief (including non-belief)
- Sex
- Sexual orientation

7. How Do We Consult?

Methods Available

There are a large number of different consultation and engagement methods and it is important that the correct ones are used. The methods used will depend on many factors such as the scope of the project, who we are consulting with and budget available. A consultation toolkit is available for staff to help them facilitate the most appropriate opportunities. Advice and guidance is available from the consultation co-ordinator.

Methods include:

- Surveys (online, paper, face to face, telephone)
- Public Meetings/teams meetings
- Workshops
- Focus groups
- Exhibitions
- Stakeholder meetings
- Social Media

Digital Consultation and Engagement

The Covid-19 pandemic has changed the way we engage and consult with our service users. The use of Microsoft Teams and Zoom as a mechanism for conducting virtual meetings and workshops has ensured that we can continue to engage effectively and has widened the reach within communities. We need to ensure that we are doing this consistently, staff can find advice in the consultation toolkit.

Making it appropriate for the audience

Different communities and stakeholders will have different levels of knowledge and experience of the service and levels of information on which to base their responses. Some methods may not be appropriate for all. The method(s) we use will account for this. For example, young people may not respond well to a postal survey but may be more receptive to a workshop or social media.

All those who have an interest in the issues should be able to access the information and take part in the consultation. We will ensure that consultations provide clear direction on how to request alternative formats such as large print, text only formats, easy read etc. The accessibility of the venue is also important. We will ensure that the requirements of people with disabilities are taken into account and adjustments put in place.

Providing the Right Information

If our consultation is to be meaningful, it is important that 'consultees' have sufficient information available to make an informed response. We aim to present information in a way that is appropriate to stakeholders and those likely to have an interest in the subject matter.

Our consultations will clearly state:

- The dates of the consultation
- The ways in which people can take part
- The scope of the consultation
- Different options that are available including the advantages and disadvantages of each
- How and when decisions will be made, and how the consultation will inform the decision

Length of Consultation

An appropriate amount of time will need to be given for people to submit their responses. Unless the consultation length is set by law the consultation can be any length of time. Common consultation periods can be anything between 2 – 12 weeks depending on what you are consulting on and the complexity of the issue/project. The time of year that the consultation takes place is also relevant and consultation period should be extended if it runs over Christmas or the summer holidays. This is especially true if the consultation involves schools or other education settings.

8. Responsibilities for Implementation

All members of staff have a responsibility for the successful implementation of the Consultation and Engagement Strategy. For the Strategy to be effective it has to be part of the Council's culture and there needs to be a genuine commitment to engage with the local community. Specific responsibilities for implementation lie with:

Elected Members

Members play an essential role in the Council's consultative processes. In particular, they form a link between the community and Council, having a positive influence on the level of participation by the local community. The implementation of the Strategy should enhance the availability of consultation information for elected members. Elected members have an important role in ensuring that policy development takes account of consultation findings.

If conducting an engagement activity that affects particular wards or a particular portfolio area, ward members should be fully briefed on proposals that affect the areas they represent. Efforts should be made to ensure that relevant cabinet members, scrutiny chairs and vice chairs, committee chairs and ward members are aware of and have the opportunity to input into engagement activities.

Corporate Directors

Corporate Directors have a key role in providing a high level of commitment to the corporate consultation and engagement strategy and driving forward its effective implementation. They have specific responsibility for ensuring both that effective consultation takes place within their directorate and that consultation findings are used to influence strategic direction and that policy development takes account of consultation.

Heads of Services

Responsibility for undertaking specific service-based consultation will lie with the appropriate directorate officers under the guidance of their service head and director. Service heads will have responsibility to ensure:

- All staff are aware of and act on the Strategy
- Consultation activity is planned using the principles outlines within this strategy

Report of the Chair

Recovery & Future Generations Policy Development Committee – 28 September 2021

Workplan for 2021/22

| Meeting Date | Agenda items and Format |
|-------------------|---|
| 29 June 2021 | <ul style="list-style-type: none"> • Swansea Council Employability Provision. • Community Hub. (Verbal) • Recovery Plan. (Verbal) • Workplan 2021/22. |
| 27 July 2021 | <ul style="list-style-type: none"> • Cancelled |
| 28 September 2021 | <ul style="list-style-type: none"> • Co-production • Consultation and Engagement Strategy |
| 26 October 2021 | <ul style="list-style-type: none"> • Sustainable Development Policy / Well-being & Future Generations Policy • Anti-Social Behaviour • Safer Swansea Partnership |
| 30 November 2021 | <ul style="list-style-type: none"> • Recovery from the Exit from the European Union • Recovery Plan |
| 21 December 2021 | |
| 25 January 2022 | |
| 22 February 2022 | |
| 29 March 2022 | |

Topics to be scheduled:

- Resilience Fund
- Workshop on Co-production
- Culture of the Organisation and Modern Officers
- Community Safety