

Transformation and Future Council PDDC Work Plan

First 100 days Work Plan:

Priority Area	Tasks	Deadline	Officers involved	Progress Update
Establish corporate policy development and delivery unit	Report outlining remit, composition, reporting Agree work plan priorities for the year Complete HR processes and transfer staff Scoping the work plan and delivery dates	Jun-17 SC/RR Jul-17 SC/RR Jul-17 SC/RR		Unit established and communicated across the Council Draft schedule developed Phased transition of staff underway
Agree draft 3G pitches roll out programme			TMcN	
Commence the elimination of all zero hour contracts	Work across Directorates to identify where these contracts are and the nature of them Link with Safeguarding PDDC due to Ethical Care Charter and impact on Social Services Analyse findings, compile report and make recommendations that would fit diverse needs across the Council	Revised to Mar 2017	SC/Transformation Team SC/Transformation Team/Safeguarding PDDC SC/Transformation Team	Bishopston has a 4G synthetic pitch surface, Elba, Morriston and Penyrheol have 3G synthetic pitch surfaces and Cefn Hengoed 3G pitch surface is in the pipeline Work started to scope the project. First task is to carry out an audit of zero hour contracts across the Council - audit underway
Start to commission work on the citizen card / app	Scoping the work plan and delivery dates		SC/Digital Services/Other Directorates	Work on single citizen ID is in progress with the technical infrastructure currently underway. A website upgrade has been completed enabling new functionality including the ability for citizens to log in to their Council account via social media accounts. Following this upgrade the actual citizen account software build has commenced
Future working of agile	Upgrading equipment in key meeting rooms and committee rooms at the Guildhall	Aug-17	SC/Digital Services/GB	Complete
Work towards implementation of webcasting	Implementation of webcasting	Revised to Nov 2017	HE	Implementation underway
Work towards implementation of e-voting	Implementation of e-voting	Revised to Nov 2017	HE	Implementation underway
Future commercialisation of the Mansion House	Scoping the work plan with short, medium and longer term projects and commercial goals	Revised to Mar 2017	SC/CW	PIN issued for potential suppliers / partners to express an interest
Future Procurement policy / process to ensure micro/small/medium can access CD & other Government contracts	Begin procurement 'mini' commissioning review to also incorporate 'Commissioning Council' approach and whether this is a viable option for CCoS. This includes: procurement Policy, processes, contract management, commissioning. Scoping of the review (workshops) Benchmarking Options appraisal and recommendations	Revised to Mar 2017	CW/Transformation team CW/Transformation team CW/Transformation team	Scoping complete, plan underway, draft schedule of workshops planned
<u>Wider PDDC Objectives from the Manifesto</u>				
Review 1:				
56. Encourage greater community ownership of parks and work with 'friends of parks' organisations to ensure the long term sustainability and control of parks and public spaces.	This outcome is being delivered as part of the Services in the Community cross-cutting review in the SSFFF programme. The PDDC will link / be involved with that cross-cutting theme. In addition, a facilitated workshop with WLGA is taking place to develop the co-production strategy	In line with cross-cutting theme	MN/Transformation Team/TMcN	Scoping complete. Four pilot areas identified and stakeholder workshops underway to define the detail at Ward level.
85. Seek the wider and more imaginative community use of public assets such as Council owned buildings	This outcome is being delivered as part of the Services in the Community cross-cutting review in the SSFFF programme. The PDDC will link / be involved with that cross-cutting theme. In addition, a facilitated workshop with WLGA is taking place to develop the co-production strategy	In line with cross-cutting theme	MN/Transformation Team	As above
9. Schools should be at the heart of their communities we will work head teachers and governing bodies to ensure that schools are accessible and available for community activities	Education Transformation Officer undertaking a review to analyse how and where schools can be developed for community activities. Report with recommendations for December including plan for implementation	Dec 2017 for initial report	Education Transformation Officer	Transformation Officer scoping the review and to attend future PDDC
Review 2:				
78. Take a zero tolerance approach to tackling domestic violence and work with partners to fully support victims of domestic violence/ stand up for those suffering domestic abuse	As per new Domestic Abuse strategy. Areas of the strategy to be taken as a key area of focus each year for the PDDC	As per impl. Plan	Poverty & Prevention Team	Violence against women, domestic abuse and sexual violence (VWDASV) national training framework legislation and compliance delivery plan agreed at CMT so that awareness and practical guidance will be delivered to the Council's workforce by March 2018, as per the Council's responsibility
Review 3:				
93. Continue with Sustainable Swansea modernisation programme	See reviewed and updated SSFFF programme plan	Mar-18	SC/CMT	Determine which areas of future policy the PDDC will support as part of SSFFF. Also discussion to be had at a future meeting around how the PDDC can be involved in future developments across the four cross-cutting reviews, Digital and Future Council developments.