



City and County of Swansea

Minutes of the **Equalities & Future Generations Policy Development Committee**

Committee Room 5, Guildhall, Swansea

Tuesday, 26 November 2019 at 2.00 pm

Present: Councillor L S Gibbard (Chair) Presided

Councillor(s)

C Anderson
M Sherwood

Councillor(s)

D W Helliwell
L V Walton

Councillor(s)

P K Jones

Officer(s)

Adrian Chard

Sally-Ann Evans

Kate Jones

Sarah Lackenby

Linda Phillips

Joanne Portwood

Strategic Human Resources and Organisational
Development Manager

Senior Lawyer

Democratic Services Officer

Chief Digital & Transformation Officer

Project Officer

Strategy and Policy Officer

Apologies for Absence

Councillor(s): L J Tyler-Lloyd

15 Disclosures of Personal & Prejudicial Interests.

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

16 Minutes.

Resolved that the Minutes of the Equalities & Future Generation Policy Development Committee held on 22 October 2019 be approved and signed as a correct record.

17 Gender Pay Gap Report - Action Plan Update.

The Project Officer presented a report on the Gender Pay Gap Report – Action Plan Update. She provided a brief overview of the Gender Pay Gap review and highlighted the following:

- Following the implementation of the National Pay Award the gender pay gap had reduced by 2%
- The gender pay gap figures published in March 2020 would be based on last year's pay structure

- Findings from the gender pay gap analysis
- Post distribution by gender across main grade structure
- Approximately 50% of the non-schools based workforce were in grades 5, 6 or 7
- The number of staff in grade 1 was relatively low
- There were close to equal numbers of men and women in grades 4, 10, 11 and 12
- In senior grades 10 and 11, men were on a slightly higher rate than women, but in grade 12 women were on a slightly higher rate than men.
- Action plan update

Questions and discussions focused on: -

- Gender pay gap for senior management roles
- Review of recruitment policies and procedures
- Ongoing work for part-time staff – multiple roles
- Gender balance on apprenticeships
- Expansion of pay gap data to include more protected groups
- Classification of disability
- Data collection
- Encouraging staff to complete equality forms

Resolved that the contents of the report be noted.

18 Human Resources & Organisation Development Report. (Presentation)

The Project Officer and the Strategic Human Resources and Organisational Development Manager provided a presentation on 'HR & OD Report' which highlighted the following: -

- Recruitment and Selection Policy
- Recommendation 9; Training
- Issues to Consider

Questions and Discussions focussed on the following:

- Promotion of staff vacancies and apprenticeships to different groups
- Advertising more carefully / more targeted advertising – clarity on wording
- Review of training opportunities and ensuring staff undertake mandatory training
- Development of training with equality groups where possible
- Accuracy and recording of data
- Chwarae Teg Survey
- Availability of resources
- Budgetary pressures

Resolved that:

- 1) The presentation be noted; and

2) Further information be provided on the Chwarae Teg survey.

19 Update on Co-production. (Verbal)

The Chief Digital and Transformation Officer provided an update on Co-production and highlighted the following: -

- Good working link with the Disability Liaison Group
- Consideration of all types of engagement – choosing the right engagement for each situation
- The training of equality champions was ongoing
- Developing knowledge and experience on co-production

Resolved that the update be noted.

20 Workplan 2019/20.

The Chair presented the Work Plan 2019/20 and noted that the following was scheduled for the next meeting:

- Sustainable Development Policy
- Update on the Climate Change Charter

It was proposed that the Strategic Equality Plan be added to the work plan for January and an update on Co-production be added to the work plan for March.

The Committee also discussed the possibility of speakers attending the Committee to share best practice.

Resolved that Work Plan be updated accordingly.

The meeting ended at 3.00 pm

Chair