



## Report of the Head of Communications and Marketing

### Corporate Services & Financial Resilience Service Transformation Committee - 12 December 2024

## Co-production Policy

|                                    |   |
|------------------------------------|---|
| <b>Purpose:</b>                    | To adopt the Co-production Policy   |
| <b>Policy Framework:</b>           | None.   |
| <b>Consultation:</b>               | Access to Services, Finance, Legal.   |
| <b>Recommendation(s):</b>          | It is recommended that:<br>1) The Co-production policy is presented to Cabinet for adoption |
| <b>Report Authors:</b>             | Rhian Millar  |
| <b>Finance Officer:</b>            | Ben Smith   |
| <b>Legal Officer:</b>              | Debbie Smith  |
| <b>Access to Services Officer:</b> | Catherine Window  |

### 1. Introduction

- 1.1 The council is committed to co-production where opportunities exist and are appropriate. This intention is set out in our Corporate Plan (2023-2028) by involving local people in council decisions that affect them, their families, and our communities. We will accomplish this by incorporating co-production behaviours and thinking into the way we work.
- 1.2 During the last 12 months Co-Production Lab Wales have been working with the council to increase our knowledge of co-production and develop a co-production policy.
- 1.3 Alongside the development of a policy, we have established a Co-production Champions network to provide a dedicated space for peer support and learning. In addition, we have invested in staff training and are developing a co-production toolkit to help with co-production implementation.

### 2. Purpose of the Policy

- 2.1 The purpose of this policy is to:

- ensure that co-production is considered alongside other methods of engagement and applied in all areas where it can add value, across the entire scope of the council's work.
  - ensure the term 'co-production' is understood consistently throughout the council
  - encourage a consistent approach to co-production across council departments and when talking about co-production with other organisations and residents.
- 2.2 This policy provides council staff and Members with the framework to incorporate co-production behaviours in the work they do and the services they deliver.
- 2.3 The policy draws on the good work undertaken within Social Services, specifically the West Glamorgan Regional Partnership Board Strategic Co-production Framework and the Swansea Council's Co-production for Social Care Strategy.

### 3. Developing the Policy

- 3.1 The policy has been co-produced with council staff and members:
- **Whilst the main aim of this policy is to increase co-production for Swansea residents, the main users of this policy will be council staff.** For this reason, Co-Production Lab Wales have involved council staff and members in their research and engagement during their work of designing the corporate policy.
  - **The scope to influence/shape the policy from a citizen perspective is limited.** The policy builds on and fits around a number of existing council policies and strategies, governance arrangements and is based on best practice in the field of co-production. Co-Production Lab Wales were commissioned to draft the policy based on their co-production practice expertise.
  - **This policy is helping to build the infrastructure needed to co-produce with citizens in the future.** Whilst some departments and projects are further ahead in their co-production journey, the council as a whole is at an early stage in its journey.
  - **Co-producing policy is one of the most advanced types of co-production.** The council should aim to do more co-production at this level in the future, after staff have gained more experience and built more confidence in co-production. It is also important to have built more relationships with citizens who are equipped and trained to take part in strategic co-production.
- 3.2 As the main audience of the policy is council staff, we involved a wide range of internal stakeholders to co-produce the content and feed into its development:
- Discussions with Corporate Management Team
  - Corporate Services & Financial Resilience Service Transformation Committee
  - Leadership team session
  - Cabinet discussions
  - Co-production champions

## **4. Public consultation on the policy**

- 4.1 A public consultation exercise was carried out of the draft policy. The consultation ran from the 25 September until the 10 November 2023. We used an online survey and offered a number of face-to-face and virtual opportunities to discuss the draft policy. The survey was widely promoted via social media and through our existing mechanisms. We also held specific sessions with council staff and the Corporate Services & Financial Resilience Service Transformation Committee.

How we consulted on the draft policy:

- Online Survey
  - Three drop-in sessions at the Waterfront Museum
  - Three Teams sessions
  - Consultation champions session
  - Corporate Services & Financial Resilience Service Transformation Committee session
- 4.2 Through this consultation we received 120 views and comments on the draft policy. We had 76 responses to the survey and the others were gathered from the opportunities listed above.
- 4.3 The draft policy was largely well-received and respondents were very supportive of the council's approach and commitment to take this work forward. All views received have been considered in developing the final policy and will also be used to support the development of the toolkit.

## **5. Next Steps**

- 5.1 The policy once adopted will be promoted widely across the council and all services areas will be encouraged to consider how the policy could be used in their areas.
- 5.2 To support implementation Co-Production Lab Wales are developing an extensive toolkit which will provide guidance and support for delivering co-production activities.
- 5.3 Co-Production Lab Wales will continue working with the council until the end of March 2024. Their knowledge and expertise will be used to support co-production activity in live projects, using the principles outlined within the co-production policy.

## **6. Integrated Assessment Implications**

- 6.1 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.

6.2 The Well-being of Future Generations (Wales) Act 2005 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’.

6.3 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also considers 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.

6.4 An IIA Screening Form has been completed and no adverse implications have been noted (Appendix B). The policy will have a positive impact on communities.

## **7. Financial Implications**

7.1 All costs associated with the policy will be contained within existing budgets.

## **8. Legal Implications**

8.1 The proposals identified are in accordance with relevant legislation.

### **Background Papers:**

None

### **Appendices:**

Appendix A Co-production Policy

Appendix B IIA screening