

# PERSONNEL COMMITTEE

(Multi Location Microsoft Teams/Council Chamber)

**Members Present:**

**11 December 2023**

**Chairperson:** Councillor S.A.Knoyle

**Vice Chairperson:** Councillor A. J. Richards

**Councillors:** T.Bowen, C.Clement-Williams, S.Grimshaw, J.Hale, J.Henton, S.K.Hunt, J.Jones, S.Jones, D.Keogh and S.Pursey

**Non Voting Members:** Councillors J. Hurley, N. Jenkins, W.F.Griffiths

**Officers in Attendance:** S. Rees, A.Hutchings and L.Margetson, A. James and N. Jones.

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1. **Chairs Announcements**

Councillor S. Knoyle welcomed everyone to the meeting.

2. **Declarations of Interest**

No declarations of interest were received.

3. **Minutes of the previous meeting**

That the previous minutes held on the 25<sup>th</sup> September 2023 be approved as a true and accurate record.

4. **Forward Work Programme 2023**

The forward work programme for 2023 2024 was noted.

5. **Revised Employee Code of Conduct**

The HR Manager provided a summary to the circulated report.

Members raised a suggestion on the layout to specific contents within the report for ease of reading and clarification. The comments were noted.

A typo was noted on page 41, line 4 of the report.

Members queried communication between officers and councillors, which would be noted.

**Decision:**

That Members approved the revised Employee Code of Conduct.

6. **Revised Honoraria and Acting Up Schemes**

The HR Manager provided a summary to the circulated report.

**Decision:**

That Members approved the revised Honoraria and Acting up Schemes.

7. **Annual Equalities in Employment Report**

Questions were received from Members in terms of the workforce predominately being female, and as a result what actions were in place to encourage or support female employees into higher paid roles.

The Head of People and Organisational Development responded by informing Members that a Talent Management Team was in the process of being established. The team would then be looking into areas such as career coaching and career development. The plan going forward would be to review the talent within the Council and find ways in retaining talented employees.

Members were then given an update to the newly formed mentoring scheme, developed in conjunction with Chwarae Teg. Members were told the scheme had been specifically designed to assist low paid female employees of the workforce, but also one that is inclusive to all employees.

The percentage of declared disabilities was discussed, with Members raising concerns to the low number. Officers responded by stating it

was primarily the employee's responsibility to declare if they wished to disclose any information regarding personal disabilities. Officers went on to state a new self-serve database had been rolled out, again where employees have the opportunity to disclose personal information. Members were further informed of the disability passport scheme. A forum is also to be established specifically for employees with disabilities.

Members raised questions surrounding training courses and whether the data set 'new applications' included mandatory courses. Officers stated, mandatory training was not included under 'new applications' these courses are mandatory for all staff. Members went on to raise concerns to the numbers stated within the report, as they were misleading. Officers would note this information.

A recommendation was put forward in terms of working parties for specific characteristics, inclusive of differing levels of officers from across the Council. Officers went on to provide an update to the formed ethnic minority employee network and the positives and outcomes seen from the formed group. The same process would like to be mirrored in the future with a disability group. In the first instance the suggestion from Members would be referred to the equalities and cohesion group for matters relating to the protected characteristics as discussed. Members went on further to highlight the positives of individual working groups and opposed to one overarching group, which may see a lack of interest due to specific areas of interest. Members were informed the group was currently under review.

**Decision:**

That the enclosed equalities employment information was approved by Members.

**8. Gender Equalities Action Plan Update 2023**

The Head of People and Organisational Development went on to provide the committee with an overview to the circulated report.

Members were informed that since 2019 the Council had been working alongside Chwarae Teg and the Fair Play Employers scheme. As of this year Chwarae Teg had closed, therefore the agenda item has been renamed the Gender Equalities Action Plan. Officers stated the scheme was initially used to support the reduction in the council's gender pay gap. The Council along with Chwarae Teg

worked together to implement a Gender Equalities Survey as well as audit employment policies and processes, which in turn assisted the creation of the action plan.

During the last twelve months Chwarae Teg has assisted the Council in the development of the Meant2BeNPT Mentoring Scheme. Members were told the Council had recently been in receipt of the Woman spire Fairplay Employer Award 2023 as a result of this work.

The Committee were informed that despite Chwarae Teg no longer being in existence, the work carried out between them and Council since 2019 would continue forward. Members were keen to express their gratitude and thanks to Officers.

**Decision:**

That the report be noted for information.

9. **Annual Employee Engagement Survey**

Members were informed the Annual Employee Engagement Survey would be launched in the Spring of 2024. Officers explained the survey would form the basis for the development of an Engagement Strategy. Officers went on to highlight the importance of survey and the benefits in carrying out the survey to assist the strategy.

**Decision:**

That the report be noted for information.

10. **Time to Change Wales Action Plan - update report**

Officers provided members with a summary to the plan, stating the Council has signed up to the Time to Change Wales Action Plan and Employers Pledge in 2019. Members were told feedback had been received from Time to Change Wales, and they have identified the Authority as being an active employer.

The Head of People and Organisational Development went on to inform the Committee that there were a number of employees across the Council actively engaging as Employee Champions, discussing areas such as mental health and menopause. The purpose of the work is to reduce the stigma around mental health and signpost employees to sources of help and guidance.

**Decision:**

That the report be noted for information.

11. **Workforce Information Report Quarter 2**

Members were informed the full details of the report could be found within appendix 1 of the circulated report.

**Decision:**

That the report be noted for information.

12. **Urgent Items**

There were no urgent items.