

## PERSONNEL COMMITTEE

(Multi-Location Meeting - Council Chamber, Port Talbot & Microsoft Teams)

**Members Present:**

**2 September 2024**

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

**Councillors:** S.Pursey, P.D.Richards, T.Bowen, C.Lewis, J.Hale, J.Jones and R.Mizen

**Non Voting Members:** Councillors W.F.Griffiths, S.Harris, S.K.Hunt, J.Hurley, N.Jenkins, S.Jones, A.Llewelyn and C.Phillips

**Officers in Attendance:** N.Daniel, S.Rees, C.Lewis and T.Davies

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### 1. **Chairs Announcements**

The Chair welcomed all to the meeting.

### 2. **Declarations of Interest**

The following Officer made a declaration at the start of the meeting:

Sheenagh Rees - Minute No 4 - Additional Annual Leave Day. She considered this interest to be pecuniary, so left the meeting for the whole of the item.

### 3. **Minutes of the Previous Meeting**

**RESOLVED:** The minutes of the 11 March 2024 were agreed as an accurate record.

4. **Additional Annual Leave Day**

Members queried how annual leave for non teaching staff was allocated by the school, and practically put into place. Officers would take this question back to the Education section, and email the answer to all Personnel Committee Members.

**RESOLVED:** That an additional annual leave day be awarded to employees covered by the JNC for Chief Executive, JNC for Chief Officers, Soulbury Committee and the JNC for Youth and Community Workers terms and conditions on a permanent basis, with effect from 1st April 2024.

5. **Agency Usage Monitoring Report**

The Committee queried whether there was any central support from HR to support the ongoing aim of reducing agency workers. Officers advised that there was, and gave the example of Social Services, which used to have a high expenditure on agency workers, until a peripatetic team of social workers was created, which worked out to be very cost effective and significantly reduced the reliance on agencies. This is now an example of good practice.

Members were keen that actions continue to reduce agency usage, especially within the Environment section.

**RESOLVED:** That the report be noted.

6. **Revised Long Service Award Scheme**

It was confirmed that long service awards for school staff would need to be approved by each Governing Body, as the payment would come out of the schools delegated budget

**RESOLVED:** That the revised Long Service Award Scheme, as detailed at Appendix 1 to the circulated report, be approved.

7. **Revised Recruitment Policy**

Members were pleased with the changes overall, but expressed concerns that managers could still choose to not use the anonymised application forms. Officers would monitor usage of the forms, and bring back data to a future meeting of the Personnel Committee.

The Armed Forces Veterans guaranteed interview scheme was discussed, in conjunction with outside agencies recruitment, and data around the subject.

**RESOLVED:** That the revised Recruitment and Selection Policy, as detailed at Appendix 1 to the circulated report, be approved.

8. **Workforce Information Report Quarter 4 2023 / 2024**

**RESOLVED:** That the report be noted.

9. **Workforce Information Report Quarter 1 2024 / 2025**

Officers highlighted a rise in sickness absence, which was a reflection of the current trend across the country.

**RESOLVED:** That the report be noted.

10. **APSE Award - Shortlist for Best Workforce**

Personnel Committee Members were pleased to note the achievements of the teams nominated at the APSE Awards. The award ceremony would take place on 13 September in Bristol, and on behalf of the Committee, the Chair sent congratulations to all.

**RESOLVED:** That the report be noted.

11. **Urgent Items**

**RESOLVED:** No urgent items were received.

12. **Access to Meetings**

**RESOLVED:** That pursuant to Section 100A(4) and (5) of the Local Government Act 1972, the public be excluded for the following item of business which involved the likely disclosure of exempt information as defined in Paragraph 15 of Part 4 of Schedule 12A of the above Act.

13. **National Pay Negotiations Update (Exempt under Paragraph 15)**

**RESOLVED:** That the private report be noted.