

PERSONNEL COMMITTEE

(Civic Centre – Port Talbot)

Members Present:

20th October, 2014

Chairman: Councillor A.N.Woolcock

Vice Chairman: Councillor S.Jones

Councillors: Mrs.R.Davies, Mrs.D.Jones, Ms.C.Morgans,
P.A.Rees and A.L.Thomas

Non-Voting Members: Councillors P.D.Richards and J.R.Rogers

Officers In Attendance A.Evans, Mrs.Sheenagh Rees,
Mrs A.Spooner-Cleverly, Mrs D.Hopkins and
Mrs.T.Davies

1. **RESTRUCTURE OF EDUCATION, LEISURE AND LIFELONG LEARNING SENIOR MANAGEMENT TEAM**

Members discussed the circulated report and queried the 2015/16 savings target for Education, Leisure and Lifelong Learning following the Welsh Governments draft settlement to Local Authorities, and noted that the Directorate still had to meet a savings target of over £4 million.

Members discussed the inclusion of the Flying Start Programme within the Job Description of the proposed Head of Participation, and noted that Flying Start was a key part of the Education, Leisure and Lifelong Learning (ELLL) Directorate as it provided early intervention in areas of deprivation. The role of the Head of Participation (if approved) would include promoting greater participation within the Flying Start scheme.

Members noted that safeguarding would be an important area for the Head of Participation and this would be emphasised within the advertisement for the position. Members felt that there was a huge amount of pressure on the Directorate with only two Heads of Service under the Director, but understood that it was due to the severe cuts passed down from Central Government, and not through the choice of the Local Authority.

- RESOLVED:**
- (a) that the posts of Head of Partnerships and Community Development and Head of Learning and Development be deleted from the structure;
 - (b) that a new ‘Head of Participation’ Head of Service post be created;
 - (c) that the current Head of Resources and Commissioning post be re-designated as ‘Head of Transformation’;
 - (d) that both new posts (above) be paid in accordance with the Council’s current pay grade for Heads of Service.

2. **COGNATION MOUNTAIN BIKE TRAILS, SOUTH WALES**

Members hoped that trails in the Afan Valley would be enhanced as part of the work of the team.

RESOLVED: that the report be noted.

3. **FLEXIBLE WORKING POLICY AND PROCEDURE**

Members noted that should the recommendations of the report be approved, 8 current policies would be merged and brought together into one overall ‘Flexible Working’ Policy and Procedure. Members discussed the Flexi Time Policy and the Flexible Retirement Policy, and noted that these policies would remain independent of the proposed new Policy. Members felt the Guidance for Managers Section of the Policy was very useful.

RESOLVED: that the Flexible Working Policy and Procedure, as detailed at Appendix 1 to the circulated report, be approved.

4. **NATIONAL MINIMUM WAGE INCREASE**

RESOLVED: that the report be noted.

5. **NATIONAL PAY NEGOTIATIONS UPDATE**

Members noted that additional information on the National Pay Negotiations would be brought to a future meeting of the Personnel Committee following further national negotiations.

RESOLVED: that the report be noted.

6. **AGENCY USAGE UPDATE REPORT**

Members noted a typing error on the first page of the report which should have read:-

...’for the period 1/10/2013 to 30/09/2014.’

Members were pleased to note the downward trend in employing Agency Workers, which was reducing year on year. Members queried the Head of Legal Services and the Head of Finance usage of agency workers, and noted that these agency posts would have been filled by Childcare Legal Staff and Relief Cashiers, respectively.

RESOLVED: that the report be noted.

7. **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 items of business which involved the likely disclosure of exempt information as defined in Paragraphs 12 and 14 of Part 4 of Schedule 12A to the above Act.

8. **NEATH PORT TALBOT COUNCIL EQUAL PAY SETTLEMENTS**

Members discussed the private circulated report, and were pleased to note that the equal pay settlements would also apply to past employees of the Authority who had been transferred to such organisations as Grwp Gwalia or NPT Homes, and were covered under the TUPE scheme. Members felt the Authority had handled the equal pay negotiations in an exemplary fashion.

RESOLVED: (a) that the proposed settlement to be offered to claimants, as detailed in the Memorandum of

Understanding at Appendix 1 to the private circulated report, be approved;

- (b) that the Director of Finance and Corporate Services be given authority in consultation with the Head of Human Resources, to conclude any outstanding matters that may arise.

9. **BUDGET PROPOSALS/VOLUNTARY REDUNDANCY SCHEME**

Members noted that over 700 expressions of interest in the scheme had been received. Members welcomed a further report to be brought to the Personnel Committee, summarising all the decisions and actions taken in relation to the scheme.

RESOLVED:

- (a) that each Corporate Director, in consultation with the Leader, relevant Cabinet Member and Head of Human Resources, be authorised to make the necessary decisions in relation to changes to jobs, organisational structures and/or working practices to facilitate the timely implementation of all service changes agreed by Members;
- (b) that each Corporate Director be authorised to implement these decisions in line with the Council's Managing Change in Partnership Policy and other relevant employment policies;
- (c) that a report be brought back to the Personnel Committee in early 2015 summarising all the decisions and actions taken in relation to the abovementioned matters.

CHAIRMAN