

PERSONNEL COMMITTEE

(Committee Rooms 1/2 - Port Talbot Civic Centre)

Members Present:

19 January 2015

Chairman: Councillor A.N.Woolcock

Vice Chairman: Councillor S.Jones

Councillors: Mrs.R.Davies, Mrs.L.H.James, Mrs.D.Jones,
E.V.Latham, Ms.C.Morgans, S.Rahaman, P.A.Rees
and A.L.Thomas

Non Voting Member: Councillors P.D.Richards, J.Rogers and A.J.Taylor

Officers In Attendance Mrs.S.Rees, G.Nutt, Mrs.C.Marchant,
Mrs D.Hopkins and Miss.C.Davies

1. RECRUITMENT OF HEAD OF PROPERTY AND REGENERATION

Members were asked for approval to advertise the post of the Head of Property and Regeneration.

The Director of Environment confirmed that following the appointment and any consequential reorganisation of staffing arrangement an updated structure will be presented to a future Personnel meeting.

RESOLVED: that the recruitment to the Head of Property and Regeneration Post be approved.

2. DISCLOSURE AND BARRING SERVICE – E BULK ONLINE SYSTEM

Members were provided with information about a new initiative that the HR team would be implementing early in 2015, in relation to the administration of Disclosure and Barring Service (DBS) disclosure checks. The DBS checks will be processed using an online E Bulk system, enabling applicants to complete the DBS application form online instead of via paper-based applications.

It was highlighted that applications were processed via paper-based applications and in the 12 month period January 2013 – December 2013, the HR Team had manually administrated 2,713 applications.

It was noted that the process would be significantly faster as the paper applications would have taken up to 6-8 weeks, however, with the new system 90% of the Standard DBS checks would be returned within 24 hours and 90% of the Enhanced DBS checks would be returned within 4 days.

RESOLVED: that the report be noted, as detailed, in the circulated report.

3. **PAY POLICY STATEMENT 2015/16**

Members were given information on the Pay Policy Statement 2015 / 2016, which was attached as an appendix to this report, and would be presented, to full Council in February 2015 for approval.

Members noted a typing error on page 8 of the report which should have read:-
...’the following offer in November 2014.’

RESOLVED: that the report be noted, as detailed, in the circulated report.

4. **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 Paragraph 12 & 13 of Part 4 of Schedule 12A to the above Act.

5. **PROPOSED NEW STAFFING STRUCTURE TO IMPLEMENT THE NEW SOCIAL WORK MODEL**

Members were asked for approval of a new staffing structure to deliver the new Social Work Model.

An additional appendix on the Social Work Model was distributed to the Members at the meeting.

RESOLVED: that the recommendations detailed in appendix 2 and 3 to the private report, be approved.

6. **HOUSING OPTIONS SERVICE RE-STRUCTURE**

Members were asked for approval for staffing establishment changes in Housing Options Service with effect from 1st April 2015.

RESOLVED: that the Housing Options staffing establishment changes, outlined in the private circulated report be approved, with effect from 1st April 2015.

7. **WESTERN BAY REGIONAL AREA PLANNING BOARD**

Members were asked for approval for the creation of a workforce structure for the Substance Misuse Regional Area Planning Board within the Western Bay.

RESOLVED: that the creation of the new service, be approved, as detailed in the private circulated report.

8. **VOLUNTARY REDUNDANCY SCHEME - UPDATE**

Members were provided with an update on Expressions of Interest received in the Voluntary Redundancy Scheme and the progress being made on these Expressions of Interest by Heads of Service.

A revised version of Appendix one was circulated at the meeting to give Members updated figures on the Expressions of Interest.

RESOLVED: that the private report be noted.

CHAIRMAN