

PERSONNEL COMMITTEE

(Civic Centre - Port Talbot)

Members Present:

2nd March, 2015

Chairman: Councillor A.N.Woolcock

Vice Chairman: Councillor S.Jones

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

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

Officers In Attendance Mrs.S.Rees, Mrs.C.Marchant, Mrs D.Hopkins,
Ms.C.Brettle and Mrs.T.Davies

1. **TRANSFER OF RESPONSIBILITIES**

Following queries from Members, Officers explained that the function for Homelessness would still be retained within the Social Services, Health and Housing Directorate.

- RESOLVED:**
- (a) that the responsibility for Housing Strategy, Housing Options, Homeless Supported Tenancies and Housing Renewals be transferred from the Head of Community Care and Housing to the Head of Business Strategy and Public Protection;
 - (b) that the Head of Community Care and Housing Services be redesignated Head of Community Care and Commissioning.

2. **TRANSFER OF STAFF - COMMUNITY MEALS SERVICE**

- RESOLVED:** that the transfer of Community Meals Staff from the Environment Directorate to Community Care and Housing Services on March 3rd 2015, be noted.

3. **CHRISTMAS AND NEW YEAR HOLIDAY ARRANGEMENTS**
2015/16

RESOLVED: that the following Christmas/New Year holiday arrangements for 2015/16 be approved:-

Monday	21 st December 2015	Normal working day
Tuesday	22 nd December 2015	Normal working day
Wednesday	23 rd December 2015	Normal working day
Thursday	24 th December 2015	Offices close at 1 pm Special leave granted for afternoon
Friday	25 th December 2015	Christmas Day Bank Holiday
Monday	28 th December 2015	Boxing Day Bank Holiday
Tuesday	29 th December 2015	Extra Statutory Day
Wednesday	30 th December 2015	Additional annual leave day (*)
Thursday	31 st December 2015	Offices closed – all employees required to use one day of annual leave (*)
Friday	1 st January 2016	New Year's Day Bank Holiday

(*) Main Civic Centres will be closed on these dates, however some services will require employees to work on these dates and employees will be able to take their annual leave on alternative dates, so that service delivery is not detrimentally affected. Where employees are required to work, the relevant Head of Service will notify employees as soon as possible.

4. **URGENT ITEM**

Because of the need to deal now with the matter contained in Minute No. 6 below, the Chairman agreed that this could be raised at today's meeting as an urgent item, pursuant to Section 100B(4)(b) of the Local Government Act 1972.

Reason

Due to the time element.

5. **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 13 of Part 4 of Schedule 12A to the above Act.

6. **ENGAGEMENT OF INTERIM COMMISSIONING AND TRANSFORMATION MANAGER, COMMUNITY CARE**

Members discussed the private, urgent report, and Officers clarified that the 'day rate', as detailed in the private report, was inclusive of on costs. Members noted that the position of Interim Commissioning and Transformation Manager was necessary due to capacity issues within Social Services, Health and Housing, and Officers viewed it as a 'spend to save' engagement.

RESOLVED: that the continued engagement of the Interim Commissioning and Transformation Manager in Community Care and Housing, be approved.

7. **PROPOSED CHANGES TO THE EARLY RETIREMENT, VOLUNTARY REDUNDANCY, COMPULSORY REDUNDANCY SCHEME**

- RESOLVED:**
- (a) that the changes to the Authority's Early Retirement/Voluntary Redundancy/Compulsory Redundancy (ER/VR/CR) Scheme, as detailed within the private circulated report, be approved;
 - (b) that a transitional, short-term Voluntary Redundancy Scheme for "Green Book" employees, directly employed by schools, as detailed within the private circulated report, be approved.

8. **OCTOBER 2014 VOLUNTARY REDUNDANCY SCHEME UPDATE**

Officers provided an update in relation to the VR Scheme and progress of expressions of interest. A composite report will be presented to Members at the next meeting, providing information from Heads of Service in relation to all leavers under the scheme, and with details of any associated restructures. Structure charts will also be provided.

RESOLVED: that the report be noted.

CHAIRMAN