



## ***PERSONNEL COMMITTEE***

***2.00 PM - MONDAY, 2<sup>ND</sup> MARCH, 2015***

***COMMITTEE ROOMS 1/2 - PORT TALBOT CIVIC CENTRE***

### **PART 1**

1. To receive any declarations of interest from Members.

#### **Report of The Director of Social Services, Health and Housing**

2. Transfer of Responsibilities (*Pages 1 - 4*)

#### **Joint Report of The Director of Environment and The Head of Community Care and Housing Services**

3. Transfer of Staff - Community Meals Service (*Pages 5 - 8*)

#### **Report of The Head of Human Resources**

4. Christmas and New Year Holiday Arrangements 2015/16 (*Pages 9 - 12*)
5. Any urgent items (whether public or exempt) at the discretion of the Chairman pursuant to Section 100B (4) (b) of the Local Government Act 1972.
6. Access to Meetings - to resolve to exclude the public for the following items pursuant to Section 100A (4) and (5) of the Local Government Act 1972 and the relevant Exempt Paragraphs of Part 4 of Schedule 12A to the above Act.

## **PART 2**

### **Private Report of The Head of Human Resources**

7. Proposed Changes to the ER VR CR Scheme (*Pages 13 - 20*)  
(Exempt under Paragraphs 12 and 13)
8. October 2014 VR Scheme Update (*Pages 21 - 24*)  
(Exempt under Paragraphs 12 and 13)

**S.Phillips**  
**Chief Executive**

**Civic Centre**  
**Port Talbot**

**Tuesday, 24<sup>th</sup> February, 2015**

### **Committee Membership:**

**Chairman:**           **Councillor A.N.Woolcock**

**Vice Chairman:**   **Councillor S.Jones**

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

**Non-Voting  
Members:**           Councillors M.L.James, Mrs.S.Miller, P.D.Richards,  
J.Rogers and A.J.Taylor

## PERSONNEL COMMITTEE

2<sup>nd</sup> MARCH 2015

### REPORT OF THE DIRECTOR OF SOCIAL SERVICES, HEALTH AND HOUSING – N. JARMAN

#### SECTION A – MATTER FOR DECISION

#### WARDS AFFECTED: ALL

#### Transfer of Responsibilities between the Head of Community Care and Housing and the Head of Business Strategy and Public Protection

##### 1. Purpose of Report

The purpose of this report is to:

- (i) seek Members approval for the transfer of responsibilities for Housing Strategy, Housing Options, Homeless Support Tenancies and Housing Renewals from the Head of Community Care and Housing to the Head of Business Strategy and Public Protection.
- (ii) recommend that the Head of Community Care and Housing be re-designated Head of Community Care and Commissioning.

##### 2. Background

The Housing (Wales) Act 2014 and The Social Services and Well Being (Wales) Act 2014 highlights the synergies that exist between housing, environmental health functions and wider cross cutting duties across the Council. The Head of Business Strategy and Public Protection currently has responsibility for Environmental Health and Trading Standards functions, therefore, it is proposed to realign housing functions within public protection services.

It is further proposed to review public protection services during 2015-2016 to ensure compliance with the Housing (Wales) Act 2014 and the Social Services and Well Being (Wales) Act 2014.

The Head of Community Care and Housing will have responsibility for commissioning across the whole of the Social Services, Health and Housing Directorate. Consultation is currently ongoing with the

workforce and Trade Unions to create a Common Commissioning Unit within the Social Services Health and Housing Directorate. The Unit will amalgamate all of the Directorate's commissioning functions including analysis, planning, service developments contracting and procurement. Therefore, approval is sought to re-designate the Head of Community Care and Housing to Head of Community Care and Commissioning.

### **3. Recommendation**

It is recommended that:

- (i) responsibility for Housing Strategy, Housing Options, Homeless Supported Tenancies and Housing Renewals are transferred from the Head of Community Care and Housing to the Head of Business Strategy and Public Protection
- (ii) the Head of Community Care and Housing be redesignated Head of Community Care and Commissioning.

### **4. Reason for Proposed Decision**

To ensure key functions within the Social Services Health and Housing Directorate are realigned to improve service delivery and ensure compliance with the outcomes required by the Housing (Wales) Act 2014 and The Social Services and Well Being (Wales) Act 2014.

### **5. Financial Impact**

None

### **6. List of Background Papers**

Housing (Wales) Act 2014  
Social Services and Well Being (Wales) Act 2014  
Common Commissioning Unit – Consultation Document February 2014

## **7. Officer Contact**

Nick Jarman, Director of Social Services, Health & Housing

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Angela Thomas, Head of Business Strategy and Public Protection

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## PERSONNEL COMMITTEE

### JOINT REPORT OF THE DIRECTOR OF ENVIRONMENT & THE HEAD OF COMMUNITY CARE & HOUSING SERVICES - G.NUTT AND C.MARCHANT

2<sup>nd</sup> March 2015

#### SECTION B – MATTER FOR INFORMATION

**WARDS AFFECTED: ALL**

#### **COMMUNITY MEALS SERVICE – TRANSFER OF STAFF FROM ENVIRONMENT DIRECTORATE TO SOCIAL SERVICE HEALTH AND HOUSING DIRECTORATE**

##### 1. **Purpose of Report**

The purpose of this report is to inform Members of the decision to transfer the Community Meals workforce across from Property and Regeneration within the Environment Directorate to Community Care and Housing Services within the Social Services Health and Housing Directorate.

##### 2. **Introduction and Background**

Modernising the way we deliver the Community Meal Service forms part of the Transforming Adult Social Care programme (TASC), and it is essential that the Council takes the right steps to continue to offer service users a community meals service that is economically sustainable.

On 31<sup>st</sup> October 2014, Social Care, Health and Housing Scrutiny Committee scrutinised the proposal to transfer the community meals workforce from the Environment Directorate to be managed as part of the Direct Services function within Community Care and Housing Services. This proposal was developed in order to make the necessary savings identified in the Forward Financial Plan, as it would make a significant saving in relation to management costs. The staff transfer is cost neutral and does not create any savings.

The community meals workforce consist of eleven (Grade 3) community meals operatives (total of 160.5 hours per week).

### 3. **Staff Engagement and Feedback**

This proposal was subject to a 45-day consultation period involving the Community Meals Staff, Trade Unions, Human Resources, the Operational Manager (Environment) and the Principal Officer Direct Services (Community Care & Housing Services). The consultation was held between Monday 10<sup>th</sup> November and Wednesday 24<sup>th</sup> December in accordance with the Council's Management of Change in Partnership Policy and in consultation with the Trade Unions.

As part of this process a consultation event was held with staff on Tuesday 11<sup>th</sup> November 2014 and the Operational Managers and HR Officers were readily available to meet with staff affected by these proposals on an individual basis on request.

No issues or objections were raised during this process and the community meals employees are comfortable with the proposal to transfer to Community Care and Housing Services. Additionally, no objections have been received from Trade Unions, who support the transfer.

### 4. **Staff Transfer arrangements**

There is no physical change of post location; the only change is that the community meals employees will now report to the Principal Officer Direct Services, Community Care and Housing Services.

Therefore, the Officer with Delegated Authority has resolved that the staff will transfer on March 3<sup>rd</sup> 2015 to facilitate the timely implementation of this service change.

### 5. **Recommendation**

It is recommended that Members note the transfer of Community Meals Staff from Environment Directorate to Community Care and Housing Services on March 3<sup>rd</sup> 2015, which presents the best solution for the community meals service, in light of the savings identified in the Forward Financial Plan.

### 6. **List of Background Papers**

None



7. **Officer Contact**

Claire Marchant, Head of Community Care and Housing

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Gareth Nutt, Director of Environment

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## PERSONNEL COMMITTEE

### REPORT OF THE HEAD OF HUMAN RESOURCES – S.REES

2<sup>nd</sup> March 2015

#### SECTION A – MATTER FOR DECISION

**WARDS AFFECTED: ALL**

#### **CHRISTMAS AND NEW YEAR HOLIDAY ARRANGEMENTS 2015/2016**

##### **1. Purpose of Report**

- 1.1 The purpose of this report is to seek Member approval for the opening/closing arrangements for the main Civic Offices during the Christmas and New Year Holiday period 2015/2016.
- 1.2 An early decision is requested for forward planning/Committee cycle meeting purposes.

##### **2. Background Information**

The prescribed bank holidays for the 2015 / 2016 festive period are as follows:

*Friday 25<sup>th</sup> December 2015 Christmas Day*

*Monday 28<sup>th</sup> December 2015 Boxing Day*

*Friday 1<sup>st</sup> January 2016 New Year's Day*

- In addition to the above, Local Government Services employees are awarded an **Extra Statutory Holiday** during this period, the timing of which is to be determined by the Authority.
- Employees are also entitled to an **additional day of annual leave** which is allocated over the Christmas Holiday Period.
- It has also been past practice since the inception of the Authority to award a **½ day special leave** to employees on the afternoon of the last working day before Christmas.

### 3. Proposed holiday arrangements:

- 3.1 Managers of all business critical services across the Council will ensure that all such services continue to be available on a 24 / 7 basis, where necessary, and that standby / callout arrangements are in place so that appropriate responses can be made to emergencies arising during the holiday period.
- 3.2 The proposal below is primarily concerned with civic office opening and closing arrangements over the holiday period.
- 3.3 Members should note that where necessary to maintain service delivery over the period, employees can be required to work as normal on Wednesday 30<sup>th</sup> and Thursday 31<sup>st</sup> December, with arrangements made for them to take their annual leave on alternative dates. Heads of Service should inform employees who are required to work in good time. In line with this, and where appropriate, arrangements will be made for employees, normally based in civic centres, to work from alternative workplaces during the holiday period.
- 3.4 The proposal will require employees who are not required to attend work to use one day of their annual leave entitlement to cover the office closure period.
- 3.5 The following allocation of days is proposed:

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

3.6 The proposal was developed in consultation with Heads of Service, Corporate Directors and senior managers. Trade Unions have been consulted in relation to this proposal and have indicated that it is acceptable to them.

4. **Recommendation**

It is RECOMMENDED that Members approve the proposal in relation to Christmas / New Year holiday arrangements for 2015/2016.

**FOR DECISION**

5. **Officer Contact**

For further information on this report item, please contact Sheenagh Rees, Head of Human Resources on extension 3315 or e-mail [s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk) or Diane Hopkins, Principal HR Manager on extension 3012 or e-mail [d.b.hopkins@npt.gov.uk](mailto:d.b.hopkins@npt.gov.uk)

6. **Background Papers**

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