

PERSONNEL COMMITTEE

(Council Chamber - Port Talbot Civic Centre)

Members Present:

1 June, 2015

Chairperson: Councillor A.N.Woolcock

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

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

**Officers In
Attendance:** Mrs.S.Rees, D.Rees, S.Burgess,
Mrs.A.Spooner-Cleverly, Ms.C.Connolly,
M.Lazarus, Mrs.D.Hopkins and Miss G.Cirillo

1. **ADDITIONAL UNISON PAY CLAIM FOR NJC WORKERS FOR
2015-16**

Members were updated on UNISON's submission of an additional pay claim for NJC workers for 2015/16 and also on the response received by the National Employers as outlined in Appendices A and B of the circulated report.

RESOLVED: that the report be noted.

2. **DIGNITY AT WORK POLICY**

Members were updated on the new Dignity at Work Policy as attached at Appendix 1 to the circulated report.

The new Policy had been developed in conjunction with UNISON and GMB to set out the Council's commitment to promote dignity and respect in the workplace, and the Council's expectation that all employees will behave responsibly in supporting the Council's position in establishing and maintaining a non-hostile working environment.

Following discussions regarding adopting this new Policy, Members felt that an appropriate version of the Policy should also be extended

to schools across the County Borough. The Head of Human Resources confirmed that the Director of Education, Leisure and Lifelong Learning would be approached on the matter. As a result of this, Members agreed to the amended recommendation below.

- RESOLVED:**
- (a) that the Dignity at Work Policy be adopted as attached at Appendix 1 to the circulated report;
 - (b) that an appropriate version of the Dignity at Work Policy be made available for schools and an update report on this be brought to Committee in due course.

3. **ANNUAL OCCUPATIONAL HEALTH, SAFETY AND JOINT RESILIENCE UNIT ANNUAL REPORT 2014 - 2015**

Members were provided with information in relation to the key activities undertaken by the Corporate Health and Safety Section, Occupational Health Unit, and the Joint Resilience Unit, as detailed in the circulated report.

- RESOLVED:** that the report be noted.

4. **FLYING START TEAM**

Members' approval was sought for the creation of three new posts under a new structure for this programme, as detailed within the circulated report.

Members were reminded that the Flying Start Programme had been operating since 2008 (Phase 1), and that the programme was now in to its second phase, funded to the 31st March 2016. Members noted how the programme had expanded across the County Borough and that the number of children who have benefitted from this to date was 913 with the aim that by the end of the 2015/2016 financial year, the target of 1,845 children benefitting from this programme, would be achieved.

- RESOLVED:** that the creation of the two Flying Start Administration Officer posts, and one Flying Start Early Years Development Assistant post, funded through the Flying Start Grant

Funding, secured until 31st March 2016, as detailed in the circulated report, be approved.

5. **CHANGES TO THE STRUCTURE OF EARLY YEARS FAMILY INFORMATION SERVICE TEAM**

Members' approval was sought to make changes to the structure of the Early Years/Family Information Service Team along with the creation of one new temporary post, Family Information Service Out of School Childcare Support Assistant, within the Think Family Partnership, utilising the Out of School Childcare Grant Funding secured until 31st March 2016, as attached at Appendix 1 to the circulated report.

RESOLVED:

- (a) that the creation of a temporary post, Family Information Service Out of School Childcare Support Assistant, be approved, utilising the Out of School Childcare Grant Funding secured until 31st March 2016, as detailed within the circulated report.
- (b) that line management responsibility for the current Family Information Service Support Assistant transfers to Family Information Service Web and Data Development Officer, as detailed within the circulated report.

6. **URGENT ITEM**

Because of the need to deal now with the matter contained in Minute No. 7 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.

7. **COMMUNITY SAFETY ISSUES**

Members received a report proposing to formally transfer the management responsibility of Community Safety matters to the Head of Corporate Strategy and Democratic Services. It was noted that following a number of changes at Head of Service level, the Head of Corporate Strategy and Democratic Services had already been providing management oversight of the Community Safety function on an interim basis.

RESOLVED: that the proposed transfer of the Community Safety Team to the portfolio of the Head of Corporate Strategy and Democratic Services, be approved, as detailed in the circulated report, with the Community Safety Manager reporting directly to the Head of Corporate Strategy and Democratic Services.

8. **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.

9. **FINANCIAL ASSESSMENTS TEAM**

Members received updated information from the Head of Financial Services regarding changes made to the staffing structure, as detailed in the private circulated report.

The Head of Financial Services gave Members an overview of the changes and reassured those present that the new structure and any new appointments in place were in accordance with the Management of Change process and that Human Resources and the Trade Unions were fully involved and supportive of the changes.

RESOLVED: that the report be noted.

10. RURAL DEVELOPMENT PLAN

Members were presented with a report seeking approval of the new Rural Development Plan Team Structure as attached at Appendix 2 to the private circulated report. It was noted that new funding would be made available from the 1st July 2015 and would continue until December 2020.

Members were also informed that a new Local Action Group (LAG) had been created whose membership consisted of twenty-five representatives across the private, public and third sectors who had an interest in the development of rural wards in Neath Port Talbot. A new Local Development Strategy had also been approved by Welsh Government highlighting four main themes for future development, i.e. Accessible NPT, Green NPT, Vibrant NPT and Enterprising NPT.

RESOLVED: that the new Rural Development Plan Structure as attached at Appendix 2 to the private circulated report, be approved.

11. INTRODUCTION OF A RESETTLEMENT OFFICER POST

Members received a report seeking approval to establish a Resettlement Officer post on a twelve month fixed term contract based at Hillside Secure Centre, as detailed in the private circulated report.

It was noted that this post would support the transition of young people from Custody/Care back into their communities and the post holder would have a key role alongside Hillside staff and related services to re-establish, develop and maintain positive family contact and relationships that supports children and young people's resettlement plans.

RESOLVED: that the establishment of a Resettlement Officer post, Grade 7 for a fixed term of 12 months, as detailed in the private circulated report, be approved.

12. **CHANGES TO THE DELIVERY OF CHILD ADOLESCENCE MENTAL HEALTH SERVICE (CAMHS) TO HILLSIDE SECURE CENTRE**

The Manager of the Hillside Secure Centre updated Members on the position and proposed changes to the Delivery of Child Adolescence Mental Health Service (CAMHS) to Hillside Secure Centre. The proposed change in service delivery, as detailed within the private circulated report, would enable Hillside to provide enhanced services to the young people and provide an outreach service to the Local Youth Offending Team.

Officers commended the work of staff at Hillside in their endeavours to provide a safe and robust environment for young people.

RESOLVED: that the report be noted.

CHAIRPERSON