

PERSONNEL COMMITTEE

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

Members Present:

20 July 2015

Chairperson: Councillor A.N.Woolcock

Vice Chairperson: Councillor S.Jones

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

Non Voting Member: Councillors J.Rogers and A.J.Taylor

Officers In Attendance A.Evans, Mrs.S.Rees, A. Collins,
Mrs D.Hopkins, M.Jones, Mrs.A.Thomas,
Ms.L.Willis, S.Griffiths and Miss.C.Davies

1. **HUMAN RESOURCES DIVISION BUSINESS PLAN 2015/2016**

Members were asked to seek approval for the HR Division's Business Plan attached at Appendix 1 in the circulated report.

It was highlighted that since 2009 the Division had reduced its expenditure by over 25%, with staffing reductions in the HR team of 35% and in the Health & Safety Team of 25%. Over the next three years, the Division had been set further savings targets.

As well as facing its own budget pressures, the budget reductions across the Council had also significantly increased the level of demand on the Division to support, for example, management of change, performance management, risk assessments, business continuity arrangements, sickness absence management and upskilling of managers and employees.

The Business Plan sets out the key priorities for the Division for 2015 / 2016 based on the priorities and key risks facing the Council, with objectives for service delivery.

RESOLVED: that the HR Division's Business Plan for 2015 / 2016 be approved.

2. **RESTRUCTURE OF EDUCATION, LEISURE AND LIFELONG LEARNING DIRECTORATE'S MANAGEMENT STRUCTURE**

To seek Members approval for a management restructure within the Education, Leisure and Lifelong Learning Directorate, ensuring that we have appropriate managerial and operational capacity to continue to deliver our current range of services.

RESOLVED: that the proposed changes to the organisational structure within the Education, Leisure and Lifelong Learning Directorate, ensuring appropriate managerial and operational capacity to continue to deliver the current range of services.

3. **PROPOSED WORKWAYS AND STRUCTURE FOR NEATH PORT TALBOT**

Members were asked for approval in respect of a Regional Team and Neath Port Talbot Delivery Team to support the implementation of the proposed 2014 – 2020 European Social Fund (ESF) supported project 'Workways+'

RESOLVED: that the proposed structure to allow the implementation of the Workways+ project be approved as detailed in the circulated report.

4. **ESTABLISHMENT AND PROPOSED NEW STAFFING STRUCTURE FOR BUSINESS STRATEGY SERVICES**

Members were asked for approval for the establishment and staffing structure for Business Support Services.

The proposed changes to the current structures will meet the changing demands of front-line operational teams within Children's Services and Community Care Services, whilst it is an opportunity for a number of temporary arrangements across the service to be incorporated into the establishment, as well as addressing the roles

and responsibilities of Designated Complaints Officer and Welfare Rights Team Manager.

RESOLVED: that the following changes to the staffing establishment detailed in appendix 1 and 2 to the circulated report be approved.

5. **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.

6. **CORPORATE STRATEGY AND DEMOCRATIC SERVICES
SECONDMENT OPPORTUNITY**

To authorise a nine month secondment opportunity within the Corporate Strategy and Democratic Services Department.

It was proposed to second an existing officer with the requisite skills and experience to a development officer post which has been graded at Grade 7 under the Council's Job Evaluation Scheme within the Corporate Strategy and Democratic Services Department for a period of nine months.

RESOLVED: that the creation of a secondment opportunity at Grade 7 within the Corporate Strategy and Democratic Services Department for a period of nine months in order to fulfil the terms of the partnership agreement entered into with the Department of Work and Pensions and thus support those individuals affected by the introduction of Universal Credit.

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 Paragraph 15 and 16 of Part 4 of Schedule 12A to the above Act.

8. **STRUCTURE CHANGES WITHIN COMMUNITY CARE, DIRECT SERVICES**

Members were asked for approval to increase the contracted hours within the Trem-y-Mor Respite (TYM) Service and to create additional posts in both TYM and Older People's Day Services.

RESOLVED: that the creation of the permanent posts detailed in the private circulated report, be approved.

9. **MINUTES , 13/10/2014 STAFF COUNCIL**

RESOLVED: that the Minutes of Staff Council held on 13th October 2014, be noted.

10. **MINUTES , 02/02/2015 STAFF COUNCIL**

RESOLVED: that the Minutes of Staff Council held on 2nd February 2015, be noted.

CHAIRPERSON