

PERSONNEL COMMITTEE

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

Members Present:

12 October 2015

Chairperson: Councillor A.N.Woolcock

Vice Chairperson: Councillor S.Jones

Councillors: Mrs.R.Davies, Mrs.J.Dudley, 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, Miss.C.Davies, D.Rees, C.Millis,
Mrs D.Hopkins, R.George, Miss.C.Sim and
Ms.S.Griffiths

1. **URGENT ITEM**

In order to deal now with the matter contained in Minute No. 2 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.

2. **CREATION OF A FULL TIME, FIXED TERM MARKETING OFFICER POST**

Members were asked to approve the creation of a full time Marketing Officer post, to be employed on a fixed term contract until 31st March 2017 for the Swansea Bay City Region.

The post would report to Neath Port Talbot's Strategic Communications and Marketing Adviser, Communication and Digital Services Team based in the Chief Executives Directorate.

RESOLVED: that the creation of a full time Marketing Officer post at Grade 8 be approved, This post would support the promotion of the Swansea Bay City Region and attract business and investment. The post will report to Neath Port Talbot's Strategic Communications and Marketing Adviser, Communications and Digital Services Team within the Chief Executives Directorate and the postholder will be employed on a fixed term contract to 31st March 2017.

3. **HEAD OF COMMUNITY CARE SERVICES**

Members were asked to receive a report on the vacant post of the Head of Community Care and Commissioning, to consider the options available, and to agree a way forward.

The options were detailed in paragraph 3 of the circulated report.

- RESOLVED:**
- a) that the responsibility for the Common Commissioning Unit would transfer to the Head of Business Strategy and Public Protection on a permanent basis.
 - b) that the Operational Manager for Home Care and Day Services, the Principal Officer for Direct Services, and the Principal Officer for Learning Disability Services, will report directly to the Director of Social Services Health and Housing, on an interim basis to May 2016.
 - c) That the "Pay and Rations" issues requiring Head of Service action, e.g. discipline, grievance etc, will be managed by the Head of Business Strategy and Public Protection on an interim basis to May 2016.
 - d) that the two Community Service Managers will be asked to express interest in the 'Acting Head of Integrated Community Services' post, to be created on an interim

basis within ABMU on an interim basis to May 2016, accountable to the ABMU Locality Director and the Director of Social Services, Health & Housing for delivery of the Integrated Community Service to agreed performance standards.

4. **CREATION OF FOUR NEW POSTS WITHIN THE FLYING START TEAM**

To seek Member approval to make changes to the structure of the Flying Start Team by the creation of four new posts within the Think Family Partnership:

- Flying Start Parenting Support Assistant Dads Worker JEID 3553 Grade 5
- Flying Start Parenting Support Assistant Senior Post JEID3552 Grade 5
- Flying Start Parenting Support Assistant JEID 3210 Grade 5
- Flying Start Training and Transition Officer JEID 3554 Grade 7

RESOLVED: that the creation of four additional posts within the Flying Start Team be approved, three full time Flying Start Parenting Support Assistants, one being a Dads Worker and another a Senior Post, and one full time Flying Start Training and Transition Officer, within the Think Family Partnership.

5. **TRANSFER OF RESPONSIBILITIES FOR THE TEAM AROUND THE FAMILY FROM THE DIRECTOR OF EDUCATION, LEISURE & LIFELONG LEARNING TO THE DIRECTOR OF SOCIAL SERVICES, HEALTH & HOUSING**

Members were asked for the approval to transfer responsibilities for the Team Around the Family from the Director of Education, Leisure & Lifelong Learning to the Director of Social Services, Health & Housing as the Team Around the Family form part of a wider model within Social Services, Health and Housing incorporating a single point of contact for families, staff and organisations, and creating a more co-ordinated joined up approach to service delivery.

RESOLVED: that the proposal to transfer responsibilities for the Team Around the Family from the Director of Education, Leisure & Lifelong Learning to the Director of Social Services, Health & Housing, be approved, as detailed in the circulated report.

6. **NATIONAL PAY NEGOTIATIONS**

Members were provided with information in relation to the National Pay Negotiations for LGS “Green Book” employees.

RESOLVED: that the report be noted.

7. **VOLUNTARY REDUNDANCY SCHEME 2015**

Members were provided with information in relation to the Voluntary Redundancy Scheme launched on 30th September 2015.

Members received a document at the commencement of the meeting, on the progress by Head of Service as at 7th October.

RESOLVED: that the report be noted.

8. **PROPOSED NEW STAFFING STRUCTURE FOR EXCHEQUER PAYMENTS STRUCTURE**

Members were asked for the approval of the establishment of a revised staffing structure for the Exchequer Payments Section which sits within the Financial Services Division of the Finance and Corporate Services Directorate.

This was to establish a workable structure for the Exchequer Payments Section in order to support the roll out of the I-procurement process and deliver the staffing costs of the section in line with the 2015/16 budget.

RESOLVED: that the revised staffing structure for the Exchequer Payments section as detailed in point 4 of the circulated report, be approved.

9. **REVISION TO ORGANISATIONAL STRUCTURE - ELECTORAL SERVICES**

Members were asked for approval to make changes to the structure of the Electoral Services team, with the deletion of the Electoral Services Trainee post and the creation of the Deputy Registration Officer post.

- REOLVED:**
- (a) To approve the deletion of the Electoral Service Trainee post JEID 0017 from the Electoral Services organisational structure with effect from the date of this meeting.
 - (b) To approve the creation of the Deputy Registration Officer post JEID 3556 within the Electoral Services organisation structure with effect from the date of this meeting.

CHAIRPERSON