

PERSONNEL COMMITTEE

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

Members Present:

16 May 2016

Chairperson: Councillor A.N.Woolcock

Vice Chairperson: Councillor S.Jones

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

Non Voting Member: Councillors P.D.Richards, J.Rogers and
A.J.Taylor

Officers In Attendance S.Brennan, S.John, M.Roberts, D.Coles,
M.Lazarus, D.Rees, Mrs.A.J. Thomas,
Mrs. C. Warren, N.Thomas, Mrs.A.Harris,
Mrs.S.Rees and Mrs D.Hopkins, Ms.L.Jones,
T.John and Mrs J.Woodman-Ralph.

1. **MEMBER'S DECLARATION OF INTEREST**

The following Member made a declaration of interest at Minute number 10:-

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| Councillor P.A.Rees | Private Report of the Director of Social Services, Health and Housing re: Hillside Secure Children's Home as he is Chair of Governors at Cefn Saeson School. |
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2. **RESTRUCTURE OF PLAY TEAM**

Members received an overview of the proposal to restructure the Neath Port Talbot Play Team which was required to establish clear management responsibilities and to reinforce other roles and responsibilities against the team's outcomes, as detailed in the circulated report.

- RESOLVED:**
1. That approval be granted to establish a new Play Manager post and for the existing temporary Play Manager to be assimilated into the post;
 2. That the Senior Play Development Worker and the Play Development Worker posts be deleted;
 3. That approval be granted to establish two new Play Development Officer posts and to assimilate the existing post holders into these;
 4. That the Family Play Leader post be deleted;
 5. That an additional Family Play Worker post be created;
 6. That the Mobile Play Driver post be deleted;
 7. That the Play Support Worker post line management responsibilities be amended.

3. **RESTRUCTURE OF TRUNK ROAD SERVICES**

Members received an overview of a revised structure in the Trunk Road Service as detailed within the circulated report.

- RESOLVED:**
1. That approval be granted to delete the following posts
 - Horticultural Operative posts x 3 (Grade 3);
 - Horticultural Ganger (Grade 5);
 - Community Improvement Driving Skilled Operative (Grade 4);
 - Operational Support Assistant (Grade 3)

2. That approval be granted to create the following posts;
 - Roadworker (Grade 3);
 - Streetcare Driving Skilled Operative HGV x 2 (Grade 5);
 - Streetcare Driving Skilled Operative x 2 (Grade 4);
 - Engineering Support Assistant (Grade 4).

3. That in addition, and if required, approval be granted for the creation of the following posts in the Merthyr areas;
 - Streetcare Supervisor (Grade 7);
 - Skilled Ganger (Grade 5);
 - Streetcare Driving Skilled Operative HGV x 3 (Grade 5)
 - Operational Support Assistant (Grade 3).

4. **RESTRUCTURE OF TEAM AROUND THE FAMILY (TAF)**

Members were given an overview of the restructure of the Team Around the Family, (TAF) as detailed in the circulated report.

RESOLVED: That approval be granted for the new structure within the Team Around the Family as detailed below;

1. that the TAF/Play Manager (Grade 9), TAF Practise Supervisor (Grade 9) and a TAF worker post (Grade 5) posts be deleted;

2. that approval be granted to create a Social Work qualified Team Manager post (Grade 11).

5. **THE APPOINTMENT OF FOUNDATION APPRENTICES WITHIN THE SOCIAL SERVICES, HEALTH AND HOUSING DIRECTORATE**

Members received an overview of the Foundation Apprentices Scheme which has been adopted within Business Support Services, of the Social Services, Health and Housing Directorate as detailed in the circulated report.

Also, Members welcomed two apprentices who had previously worked with Business Support Services under the scheme to today's meeting to discuss with Members how effective they found the scheme. It was highlighted that currently both apprentices had found permanent posts within the Authority and had received a very positive learning experience, gaining confidence and an insight into a future career path, a lot of support given from the individual teams they worked with. They were also given the opportunity to undertake NVQ's as part of their work.

Trade Unions were very supportive of the scheme as it did not have an impact on employees on the prior consideration list and it was hoped that it would be rolled out to other Directorates in future.

The Chairperson on behalf of Members thanked both apprentices for attending today's meeting and this was an excellent example of the authority developing its own workforce.

RESOLVED: That the report be noted.

6. **LOCAL GOVERNMENT PAY 2016 - UPDATE**

Members received a verbal update on the Local Government Pay 2016. Confirmation had been received that the National Joint Council Trade Union Side have accepted the Employers' two year pay offer for 2016-18.

RESOLVED: that the report be noted.

7. **SETTLEMENT AGREEMENT**

Members were given an overview of the proposal to provide Corporate Directors with delegated authority to make the necessary decisions in relation to the use of Settlement Agreements when dealing with workplace problems as detailed in the circulated report.

It was confirmed that a business case would have to be completed by Corporate Directors to show it was the best course of action. It would also have to be undertaken in consultation with the Director of Finance and Corporate Services and the Head of Human Resources.

Members requested that the relevant Cabinet Member be consulted by Corporate Directors in relation to each settlement agreement.

RESOLVED: That approval be granted for each Corporate Director, in line with the Settlement Agreement Guidance Note and Business Case, and in consultation with the Director of Finance and Corporate Services and the Head of Human Resources be authorised to make the necessary decisions in relation to using a settlement agreement. Subject to the addition of Cabinet Member consultation to be included in the guidance document.

8. **BUSINESS PLAN 2016/2017 - HUMAN RESOURCES**

Members received an overview of the Human Resources Division Business Plan for the period 1 April 2016 to 31 March 2017 which would be considered by Policy and Resources Cabinet Board on the 19 May 2016.

It was confirmed that the training in regard to the preparation of the social care workforce for the introduction of the Social Services and Wellbeing Act (Wales) 2014 would be ongoing throughout the next 12 month period due to the large number of people and variety of training needs.

Also, Members noted the implementation of the Long Term Sickness Absence in Schools project, led by the Director of Education, Leisure and Lifelong Learning which was being piloted in selected schools. A dedicated Human Resource Officer has been appointed on a

temporary basis to provide schools with training support as well as additional guidance and advice. Funding for this officer has been provided until 2017.

RESOLVED: That the report be noted.

9. **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 12.13 & 15 of Part 4 of Schedule 12A to the above Act.

10. **HILLSIDE SECURE CHILDREN'S HOME**

(Cllr.P.A.Rees declared an interest at this point and withdrew from the meeting).

Members received an overview of the proposed change in relation to the education provision within Hillside Secure Children's Home Education Department.

Members received a verbal amendment from the Manager of Hillside Secure Children's Home to the recommendations as detailed below:

RESOLVED: That approval be granted to the structure changes within the circulated report subject to the principle of the change of the Education provision transferring to Cefn Saeson Comprehensive School being approved at Children, Young People and Education Cabinet Board.

11. **VOLUNTARY REDUNDANCY (VR) SCHEME UPDATE**

Members received details of all the posts to be deleted from the Council's establishment on the grounds of Voluntary Redundancy (VR), together with details of all consequential job/organisational structure changes.

RESOLVED: That the report be noted.

12. **STAFF COUNCIL MINUTES OF THE 13 JULY 2015, 19 OCTOBER 2015 AND 18 JANUARY 2016**

RESOLVED: That the minutes of Staff Council of the 13 July 2015, 19 October 2015 and the 18 January 2016, be noted.

CHAIRPERSON