

PERSONNEL COMMITTEE

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

Members Present:

17 October 2016

Chairperson: Councillor A.N.Woolcock

Councillors: Mrs.R.Davies, E.V.Latham, P.A.Rees,
A.L.Thomas and Mrs.D.Jones

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

Officers In Attendance Mrs.S.Rees, Mrs D.Hopkins, Miss.C.Davies,
M.Lazarus, Ms.H.Lervy, M.Roberts and
A.Thomas

1. **MEMBER DECLARATION OF INTEREST.**

The following Member made a declaration of interest at the commencement of the Meeting:-

Councillor P.A.Rees - Report of the Director of Social Services, Health and Housing – Item 2 Revised Staffing Structure for Teaching at Hillside Secure Children’s Home – as he is a Member of the Governing Body for Cefn Saeson Comprehensive School.

2. **REVISED STAFFING STRUCTURE FOR TEACHING ASSISTANTS AT HILLSIDE SECURE CHILDREN'S HOME**

Members were asked to seek approval to delete two Teaching Assistant Level 1 (Grade 2) posts from the structure and create two Teaching Assistant Level 3 posts (Grade 5) at Hillside Secure Children’s Home.

RESOLVED: that the deletion of two Teaching Assistant Level 1 posts (Grade 2) and the creation of two Teaching Assistant Level 3 posts (Grade 5) be approved.

3. **RESTRUCTURE OF THE ADDITIONAL LEARNING NEEDS SUPPORT TEAM**

Members were asked to seek approval to establish the following posts, an additional special educational needs liaison officer, a transition key worker together with an additional learning needs support team officer.

These posts were to be within the Additional Learning Needs Support Team structure, to increase capacity, strengthen and expand the work with families/schools and partner agencies.

RESOLVED: that the re-structure of the Additional Learning Needs Support Team, be approved, subject to the addition of the following posts

- A Special Educational Needs Liaison Officer (Grade 9).
- A Transition Key Worker (Grade 7).
- A Support Team Officer (Grade 5).

4. **APPOINTMENT OF TWO TEMPORARY BEST INTEREST ASSESSOR'S IN THE SAFEGUARDING AND QUALITY TEAM**

Members were asked to seek approval to establish two additional Best Interest Assessor posts (temporary for 18 months) in the Safeguarding and Quality Team of the Social Services Health and Housing Directorate.

RESOLVED: that the establishment of two, 18 Month Temporary, Best Interest Assessor Posts in the Safeguarding and Quality Team of the Social Services, Health and Housing Directorate, be approved, as detailed in the circulated report.

5. **YOUTH AND COMMUNITY OFFICERS 2016/17 PAY**

Members were provided with an update in relation to national pay negotiations for Youth and Community employees.

Following negotiations in the Joint Negotiating Committee for Youth and Community Workers, an agreement had been reached covering the period 1st September 2016 to 31st August 2018.

RESOLVED: that the report be noted.

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. **URGENT REPORT OF THE HEAD OF STREETCARE - OPERATIONAL SUPPORT FOR PEST CONTROL**

Members were asked to convert the existing Modern Apprentice post in Pest Control to an Operational Support Assistant post.

RESOLVED: that the existing Modern Apprentice post in the Pest Control Service be deleted and replaced with an Operational Support Assistant (Grade 3) post, subject to the existing employee, be appointed to the new position.

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

9. **COMMUNITY CARE COMMISSIONING ARRANGEMENTS**

Members were asked to seek approval to pay a one off payment to one Commissioning Officer within the Commissioning Unit of the Social Services, Health and Housing Directorate, as detailed in the private circulated report.

RESOLVED: that the one off payment to one Commissioning Officer within the Commissioning Unit of the Social Services, Health and Housing Directorate, be approved, as detailed within the private circulated report.

10. **HEAD OF ADULT SERVICES VACANCY**

Members were provided with an amendment sheet at the meeting which was agreed as follows.

RESOLVED:

- a. that the post of the Head of Community Care and Commissioning Service be re-designated the Head of Adult Service;
- b. that the recommendation to pay a Market Pay supplement to the post of the Head of Adult Services, for a period of five years, subject to a review after that date, be commended to the Independent Remuneration Panel for approval as detailed within the Private addendum report circulated at the meeting;
- c. that the Head of Adult Services Vacancy be advertised externally.

11. **EARLY RETIREMENT/VOLUNTARY
REDUNDANCY/COMPULSORY REDUNDANCY SCHEME**

Members were informed of the intention to open a 'window of opportunity' for employees to express an interest in Voluntary Redundancy. With all employees who leave under this Scheme to exit the Council by 31st March 2017.

RESOLVED: that the report be noted.

CHAIRPERSON