

## PERSONNEL COMMITTEE

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

**Members Present:**

**28 November 2016**

**Chairperson:** Councillor A.N.Woolcock

**Vice Chairperson:** Councillor S.Jones

**Councillors:** Ms.C.Morgans, P.A.Rees, A.L.Thomas and Mrs.D.Jones

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

**Officers In Attendance** Mrs.S.Rees, Mrs D.Hopkins, A.Jarrett, P.Walker, Ms.N.Headon and Miss.C.Davies

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1. **STAFFING RESTRUCTURE ACCESS MANAGED SERVICES SECTION WITHIN THE EDUCATION LEISURE AND LIFE LONG LEARNING DIRECTORATE.**

Members were asked to seek approval for a revised staffing structure for the Access Managed Services Section (AMS) resulting from Early Retirement (ER), Voluntary Redundancy (VR), staff movements, and the acquisition of new contracts.

**RESOLVED:** . that the following restructure be approved:

Delete the following posts:

1. Assistant Cleaning Manager Grade 10
2. Assistant Catering Manager Grade 10
3. Equipment Replacement officer Grade 8.
4. Cleaning Supervisor Grade 5
5. Two Catering Supervisors Grade 6 (Term time only)
6. Cleaning Support Officer Grade 5. (Term time only)

Create the following new posts:

1. AMS Operations Manager Grade 11
2. Catering Manager Grade 11

3. Two Cleaning Coordinator posts Grade 7
4. Three Cleaning Supervisor posts Grade 6 (Term time only)

Increase the post grade:

1. Finance Officer Grade 6 to increase to Grade 7

## 2. **STAFFING RESTRUCTURE TRANSFORMATION DIVISION**

The purpose of this report was to seek Member approval to implement a revised staffing structure for The Princess Royal Theatre, formalise the structure at the Croeserw Community Enterprise Centre and to change the staffing structure at Margam Park.

**RESOLVED:**

that the following be approved:-

1. Princess Royal Theatre - delete the Duty Manager Princess Royal Theatre (Grade 5), delete the two theatre attendant posts (Grade 3), and create two new Duty Officer posts (Grade 5).
2. Coeserw CEC- The temporary structure be made permanent and added to the establishment and the three employees be slotted in to to the permanent posts.
3. Margam Park - Amend the hours of the Car Park Attendant (36 hours summer, 30 hours winter) Grade 2.

## 3. **CREATION OF TWO POSTS WITHIN THE GATEWAY TEAM**

Members were asked to establish one Deputy Manager Post (Grade 10) and one Contact Officer (Grade 5) within the Gateway Team, Community Care Services Division, Social Services, Health and Housing Directorate.

**RESOLVED:**

that the creation of one Deputy Manager Post (Grade 10) and one Contact Officer Post (Grade 5) within the Gateway Team,

Community Care Services, Social Services, Health and Housing Directorate, as detailed in the circulated report be approved.

#### 4. **BUDGET PROPOSALS / VOLUNTARY REDUNDANCY SCHEME**

The purpose of this report was to seek Member approval in relation to the employment actions necessary to support the Council's Budget Planning Process for 2017 / 2018.

- RESOLVED:**
1. that each Corporate Director, in consultation with the Leader, relevant Cabinet Member and Head of Human Resources be given authority to make the necessary decisions in relation to changes to jobs, organisational structures and/or working practices to facilitate the timely implementation of all service changes agreed by Members.
  2. that each Corporate Director be authorised to implement these decisions in line with the Council's Managing Change in Partnership Policy and other relevant employment policies.
  3. that a report be brought back to Personnel Committee early in 2017 summarising all the decisions and actions taken in relation to the foregoing matters.

#### 5. **DYING TO WORK VOLUNTARY CHARTER**

The purpose of this report is to seek Member approval for the Council to become a signatory to the 'Dying to Work' Charter.

Members were supportive of the proposal because the authority has the correct Policy's and Strategies in place to support the proposals.

- RESOLVED:** that the Council becomes a signatory to the 'Dying to Work' Voluntary Charter.

6. **SOULBURY OFFICERS PAY AGREEMENT 2016-2018**

The purpose of this report is to update Members in relation to national pay negotiations for Soulbury employees.

Members received an updated version of the report, which was provided to Members at the meeting.

**RESOLVED:** that the report be noted.

7. **VOLUNTARY REDUNDANCY SCHEME 2016 - UPDATE REPORT**

Members were provided with an update on expressions of interest submitted and associated actions to date in relation to the Voluntary Redundancy (VR) Scheme which was launched on 22nd October 2016.

Members received an updated version of the 'Voluntary Redundancy Scheme 2016/17 Update Expressions of Interests as at 24 November, 2016' and 'Progress by Head of Service as at 24 November, 2016', which was provided to Members at the meeting.

**RESOLVED:** that the report be noted.

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

9. **FAMILY SUPPORT SERVICES - REVIEW OF THE FAMILY ACTION SUPPORT TEAM**

The purpose of this report was to seek Member approval to establish the structure of the Family Action Support Team (FAST) and Clinical Support Service which will be provided in house from 1st April 2017.

**RESOLVED:** that the establishment of the structure of the Family Action Support and Clinical Support Service Team be approved and be provided in house from 1st April 2017.

10. **PROPOSED CHANGE TO ER.VR.CR SCHEME FOR TEACHERS**

The purpose of this report is to propose amendments to the Early Retirement (ER) / Voluntary Redundancy (VR) / Compulsory Redundancy (CR) Scheme, for Teachers.

**RESOLVED:** that the proposed changes to the current Early Retirement (ER) / Voluntary Redundancy (VR) / Compulsory Redundancy (CR) Scheme, for Teachers be approved.

that the Head of Human Resources and the Director of Finance & Corporate Services be authorised to make any modifications which might be necessary to the Early Retirement (ER) / Voluntary Redundancy (VR) / Compulsory Redundancy (CR) scheme for Teachers and/or operating protocols to ensure the effective implementation of the proposed new arrangements.

**CHAIRPERSON**