

PERSONNEL COMMITTEE

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

Members Present:

26 June, 2017

Chairperson: Councillor D.Jones

Vice Chairperson: Councillor S.Paddison

Councillors: R.Davies, E.V.Latham, S.Miller, S.Bamsey,
N.T.Hunt, D.Cawsey, R.G.Jones, S.Renkes and
A.J.Taylor

Non Voting Member: Councillors P.D.Richards, C.Clement-Williams,
A.Wingrave, P.A.Rees and D.W.Davies

Officers In Attendance H.Jenkins, S.Rees, N.Pearce, P.Walker,
N. Jarman, D.Hopkins and N.Headon

1. **MEMBERS' DECLARATIONS OF INTEREST**

The following Members made declarations of interest at the commencement of the meeting:

Councillor S.Miller Reports of the Director of Social Services, Health and Housing, any items relating to Social Services –niece employed within the Social Services Directorate

Councillor D.Cawsey Reports of the Director of Social Services, Health and Housing, any items relating to Social Services – wife employed within the Social Services Directorate

2. **LOCAL GOVERNMENT PAY UPDATE**

Members received an update in relation to the national pay negotiations for Local Government Services (Green Book) employees.

RESOLVED: that the report be noted.

3. **MEAL CHARGES IN RESIDENTIAL ACCOMMODATION**

Members were asked to approve the revised rates for Meal Charges in Residential Accommodation which would be applied with effect from 1 July 2017.

RESOLVED: that the revised rates for Meal Charges in Residential Accommodation, as detailed in the circulated report, be approved.

4. **REVIEW OF PAYMENTS FOR TRAVEL AND SUBSISTENCE**

Members received an overview of the revised Travel and Subsistence Payments Policy, which would be implemented with effect from 1 July 2017.

Members were asked to approve the circulated report, in respect of the review of payments made to employees in relation to travel, accommodation and meal expenses incurred whilst on business journeys.

Officers clarified that car allowance payments shown in the Policy remain unchanged, although Motorcycle allowances had increased in line with the HMRC Rates.

Members requested that a checklist should be added into the Travel and Subsistence Payments Policy.

Committee also noted a typographical error on the Travel and Subsistence Payments Policy document, point 12, page 25, section heading which should read "Parking Fees".

RESOLVED: that the payments made to employees in respect of travelling, accommodation and meals expenses whilst on business journeys as part of their role, be approved, as detailed in the circulated report.

5. **EMERGENCY PLANNING TEAM**

Members were asked to approve an additional temporary position of Exercise Co-ordinator (Grade 6), fixed term for twelve months, within Neath Port Talbot County Borough Council's Emergency Planning Team.

RESOLVED: that the creation of an additional temporary position of Exercise Co-ordinator (Grade 6) based in the Emergency Planning Team, as detailed in the circulated report, be approved.

6. **AMENDMENT TO THE ESTABLISHED STRUCTURE WITHIN THE COMMUNITY REABLEMENT TEAM**

Members received an overview of the circulated report and were asked to approve the creation of five Trainee Personal Assistant Posts (Grade 1, Scp 6-8) as detailed within the circulated report.

RESOLVED: that the five Trainee Personal Assistant Posts (Grade1, Scp 6-8) within the Community Reablement Team Service of the Social Service Health and Housing Directorate, be approved.

7. **STAFFING ARRANGEMENTS - REGISTER OFFICE**

Members received information on the creation of a permanent post of Deputy Registrar of Births and Deaths to the existing structure of the Registration Office.

RESOLVED: that the permanent post of Deputy Registrar of Births and Deaths, be approved.

8. **URGENCY ACTION NO. 0415**

RESOLVED: that the following urgency decision taken by the Head of Adult Services in consultation with the requisite Members, be noted:-

Urgency Action no. 0415

Establish six permanent Community Social Worker Posts.

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

10. **URGENCY ACTION 0016**

RESOLVED: that the following urgency decision taken by the Head of Corporate Strategy and Democratic Services in consultation with the requisite Members, be noted:-

Urgency Action no. 0016

Changes to the Communications Team Establishment.

11. **DIRECT PAYMENTS STAFFING STRUCTURE**

Members were asked to approve changes to the Direct Payments Staffing Structure to deliver in-house advice and to further develop the service.

RESOLVED: that the changes to Direct Payments Staffing Structure, as detailed in the circulated report, be approved.

12. **HEAD OF LEGAL SERVICES**

Members were updated on the retirement plans of the Head of Legal Services.

Members were asked to approve the advertisement of the post of Head of Legal Services in the autumn via external advertisement.

RESOLVED: that the Director of Finance and Corporate Services be given authority to fill the post of Head of Legal Services by way of external advertisement.

13. **VOLUNTARY REDUNDANCY SCHEME UPDATE**

Members were provided with details of all posts 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.

CHAIRPERSON