

## PERSONNEL COMMITTEE

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

**Members Present:**

**4 September, 2017**

**Chairperson:** Councillor D.Jones

**Vice Chairperson:** Councillor S.Paddison

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

**Non Voting Member:** Councillors P.D.Richards and P.A.Rees

**Officers In Attendance** D.Hopkins, S.Burgess, M.Key, C.Millis and  
A.Spooner-Cleverly, A.Hutchings, N.Headon

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1. **TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS.**

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

Councillor C. Clement-Williams	Reports of the Director of Social Services, Health and Housing – family member employed at Hillside Secure Children’s Home.
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2. **EQUALITIES EMPLOYMENT INFORMATION 2016/2017**

Members received an overview of Equalities Employment for the year 2016/17, prior to its publication as detailed in the circulated report.

Members questioned if we are capturing employee’s information correctly, as some employees may not know the meaning of having a disability. Officers highlighted that a new Employee Portal is now available on-line to all employees of Neath Port Talbot, whereby employees now have the opportunity to update their own details if needed.

Officers also highlighted that since August 2016 Neath Port Talbot County Borough Council became a Disability Confident Employer, the scheme is designed to help recruit and retain disabled people and people with health conditions.

**RESOLVED:** that the Equalities Employment information for 2016/2017, as detailed in the circulated report be approved.

3. **HUMAN RESOURCE SUPPORT TO SCHOOLS BUDGET SETTING PROCESS AND SSIP - SPRING 2017**

Members received details of HR support provided to schools facing financial difficulties as a result of budget pressures, and support provided to schools affected by the Strategic School Improvement Programme (SSIP).

Members recommended that an Equality Impact Assessment (EIA) be included with all reports.

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

4. **INTRODUCTION OF GENDER REASSIGNMENT POLICY**

Members were asked to approve the introduction of a Gender Reassignment Policy for immediate implementation, as detailed in the circulated report.

Officers highlighted that Trade Unions have agreed this Policy, and as this Policy is new it will be reviewed on a regular basis or as a result of change in legislation.

It was noted that the circulated Gender Reassignment Policy does not require an Equality Impact Assessment (EIA).

**RESOLVED:** that the Gender Reassignment Policy, as detailed within the circulated report be approved.

5. **DISABILITY CONFIDENT EMPLOYER STATUS**

Members were given an overview of the Council's recent accreditation to become a Disability Confident Employer. Officers highlighted that this was a positive step for the Council.

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

6. **PROPOSAL TO RESTRUCTURE CLERICAL AND ADMINISTRATIVE STAFFING STRUCTURE WITHIN THE HEALTH & SAFETY SERVICE**

Members were asked to approve the deletion of the vacant post of Administration Office, and approve the creation of a permanent position of Clerical Officer within the Health and Safety structure.

**RESOLVED:** that the deletion of the vacant post of Administration Office, and creation of a permanent position of Clerical Officer within the Health and Safety structure, as detailed in the circulated report, be approved.

7. **DIRECTOR OF SOCIAL SERVICES, HEALTH & HOUSING APPOINTMENT**

Members were asked to approve that the post of Director of Social Services, Health and Housing is advertised for appointment on an external and national basis.

**RESOLVED:** that the post of Director of Social Services, Health and Housing is advertised for appointment on an external and national basis, be approved.

8. **CHANGES TO THE ESTABLISHMENT OF THE CORPORATE STRATEGY AND DEMOCRATIC SERVICES DEPARTMENT**

Members received an overview of the changes to the Democratic Services functions, and were asked to approve the changes to the establishment of the Corporate Strategy and Democratic Services Department.

**RESOLVED:** that the changes within the Corporate Strategy and Democratic Services, in relation to the following sections, be approved:

- Corporate Strategy
- Communication and Digital Services
- Customer Services
- Regional Substance Misuse Team
- Community Safety

that changes to the democratic service functions, approved by the Democratic Service Committee, as detailed in the circulated report, be approved.

9. **FOUNDATION APPRENTICESHIPS IN BUILDING SERVICES**

Members were asked to approve three foundation Apprenticeship opportunities within Building Services to the posts of Carpenter, Electrician and Business Support Assistant.

**RESOLVED:** that the three foundation Apprenticeships within Building Services, be approved.

10. **PROPOSED CHANGES TO THE DELIVERY OF PSYCHOLOGICAL SERVICES AT HILLSIDE SECURE CHILDREN'S HOME**

Members were asked to approve the establishment of a Clinical Psychologist and two Assistant Psychologist posts within Hillside Secure Children's Home.

**RESOLVED:** that the posts of Clinical Psychologist and two Assistant Psychologist posts, be approved.

11. **CHANGES TO STRUCTURE OF FLYING START TEAM**

Members were asked to approve the changes of Flying Start Parenting Team job titles in order to more accurately describe employee's roles, as outlined in the circulated report.

Members were also asked to agree the creation of a temporary post, Flying Start Childcare Lead, utilising the Flying Start Grant, initially unit 31 March 2018, with approval to extend in line with continued Flying Start funding from Welsh Government.

It was noted that no Equality Impact Assessment (EIA) was required.

**RESOLVED:** that the Flying Start Parenting Team job title changes, be approved, as follows:

<u>Current Job Title</u>	<u>New Job</u>
Parenting Manager	Parenting Lead
Senior Parenting Support Asst	Senior Parenting Worker
Parenting Support Assistant Worker	Parenting
Parenting Support Assistant (Dad's Worker)	Dad' s Worker

that the creation of a temporary post of Flying Start Childcare Lead, utilising the Flying Start Grant initially unit 31 March 2018, be extend in line with Flying Start funding from Welsh Government, be approved.

## 12. YOUTH OFFENDING TEAM RESTRUCTURE

Members received an overview of the circulated report and were asked to approve a small restructure within the Locality Team of Western Bay Youth Justice and Early Intervention team, including deletion of Business Support Officers post (Grade 3) currently occupied by employee at risk of redundancy and to offer the employee vacant post of Business Support Manager post (Grade 5), which employee has been covering on a temporary basis.

**RESOLVED:** that the Business Support Officer post (grade 3) within the Locality Team of Western Bay Youth Justice and Early Intervention team be deleted and that the employee who is at risk as a result of the deletion be offered suitable alternative employment into the vacant Business Support Manager post (Grade 5), which this employee has been covering on a temporary basis, be approved.

13. **PROPOSED DRAFT STRUCTURE FOR THE EMPLOYABILITY GRANT WITHIN THE EDUCATION, LEISURE AND LIFE LONG LEARNING DIRECTORATE**

Members were asked to approve the implementation of the proposed staffing structure for the Employability Grant within the Education, Leisure and Lifelong Learning Directorate, as detailed within the circulated report.

**RESOLVED:** that approval be granted for the changes to the staffing structure within the Employability Grant, as detailed below:-

Posts deleted from the Communities First structure:

- 4 x Cluster Managers Grade 9-10 (37 hrs);
- 13 x Project Managers Grade 7-8 (37 hrs);
- 13 x Development Workers Grade 6-7 (37 hrs);
- 4 x Administration & Finance Officers Grade 4-5 (varied hours).

Creation of the following posts:

- Employability Manager Grade 9 (37 hours);
- 2 x Employability Senior Mentor Grade 7 (37 hours);
- Employer Engagement Officer Grade 6 (37 hours);
- 6/8 x Employment Mentors Grade 6 (37 hours);
- 4 x Participation Engagement Workers Grade 6 (37 hours).
- That the structure will also contain a Senior Finance and Monitoring Officer which has been revised from the current structure which is a Grade 6 (37 hours) post.
- That 1 Administration and Finance Officer from the current structure has had the Job Description amended and the post title changed to Business Support Officer Grade 5 (37hours).

14. **LOCAL GOVERNMENT PAY 2018 / 2019 UPDATE**

Members were updated on the national pay negotiations for Local Government Services (LGS) Green Book employees, as detailed in the circulated report.

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

**CHAIRPERSON**