

PERSONNEL COMMITTEE

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

Members Present: **16 October, 2017**

Chairperson: Councillor D.Jones

Vice Chairperson: Councillor S.Paddison

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

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

Officers In Attendance S.Rees, D.Rees, S.Brennan, P.Walker, W.John
and N.Headon

1. **SHARED COST ADDITIONAL VOLUNTARY CONTRIBUTION SCHEME**

Members received an overview of the circulated report and were asked to approve the implementation of a shared cost Salary Sacrifice Scheme for Additional Voluntary Contributions (SSAVC) as part of the Local Government Pension Scheme (LGPS) arrangements.

RESOLVED: that the shared cost salary Sacrifice Scheme for Additional Voluntary Contributions (SSAVC) as part of the Local Government Pension Scheme (LGPS) arrangements, be approved.

2. **CHANGES TO FACILITIES MANAGEMENT STRUCTURE**

Members were asked to approve the restructure of the existing Facilities Management Section to enable the employment of a Modern Apprentice, as detailed in the circulated report.

RESOLVED: that approval be granted for the restructure of the existing Facilities Management Section, as detailed below:

Use the vacant Concierge post to create an additional Charge-Hand Post (Grade 5);

Delete one existing Handyperson Post (Grade 3);

Create Apprentice Post.

3. **REVISED STAFFING STRUCTURE - LIBRARY SERVICE**

Members received an overview of the circulated report and were asked to approve a revised staffing structure for the Library Service.

RESOLVED: that the proposed restructure of the Library Service, be approved, as follows:

Create post of Library Assistant 37 hours - Grade 3;

Amalgamate two x15 hours Library Assistant post to 30 hours - Library Assistant (Glynneath) - Grade 3;

Confirm Children's Literacy Officer (Project Officer) as a Permanent 37 hour post - Grade 6;

Delete the post of Reference Librarian, 37 hours - Grade 5.

4. **INTRODUCTION OF A MEDIATION POLICY**

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

Officers highlighted that there are eleven staff across the Authority in each Directorate who have carried out mediation training and are now certified Conflict Resolution Officers (CRO's).

The Human Resources Business Manager has also been trained and will act as the Mediation Coordinator.

RESOLVED: that the Mediation Policy, as detailed in the circulated report, be approved.

5. **PROPOSAL TO RESTRUCTURE SUPPORT WITHIN THE TRADING STANDARDS SERVICE**

Members were asked to approve the deletion of the vacant post of Assistant Enforcement Officer and replace with a General Assistant post, as detailed in the circulated report.

RESOLVED: that the vacant post of Assistant Enforcement Officer (Grade 5) be deleted and the creation of a General Assistant post (Grade 4) within the Trading Standards Service, be approved.

CHAIRPERSON