

## PERSONNEL COMMITTEE

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

**Members Present:**

**19 February, 2018**

**Chairperson:** Councillor D.Jones

**Vice Chairperson:** Councillor S.Paddison

**Councillors:** S.Bamsey, D.Cawsey, J.Hale, N.T.Hunt and S.Miller

**Non Voting Member:** Councillors D.W.Davies, A.R.Lockyer, P.A.Rees, P.D.Richards and A.Wingrave

**Officers In Attendance:** D.Hopkins, N.Headon, Davies and G.Walker

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### 1. **SENIOR MANAGEMENT ARRANGEMENTS**

Members received an overview of Senior Management decisions taken subject to consultation, as detailed in the circulated report.

**RESOLVED:** that the establishment of a new post of Assistant Chief Executive and Chief Digital Officer on the basis outlined in the report of 15 January 2018 (including terms and conditions), be approved;

that the Chief Executive be authorised to advertise the new post of Assistant Chief Executive and Chief Digital Officer on an internal only basis;

that the deletion of the post of Head of Information Communication Technology (ICT) be deleted upon the retirement of the current post holder.

2. **PERMANENT SOCIAL WORKER RESETTLEMENT OFFICER POST WITHIN HILLSIDE SECURE CHILDREN'S HOME**

Members were asked to approve the creation of a permanent Social Worker Resettlement Officer post (Grade 9) within Hillside Secure Children's Home.

**RESOLVED:** that the creation of a permanent Social Worker Resettlement Officer post within Hillside Secure Children's Home, be approved.

3. **PROPOSAL TO CREATE THREE PERMANENT CARE PLAN COORDINATOR POSTS WITHIN HILLSIDE SECURE CHILDREN'S HOME**

Members were asked to approve the creation of three Care Plan Coordinator posts, Grade 8 (JEID 3783) within Hillside Secure Children's Home.

**RESOLVED:** that the creation of three Care Plan Co-ordinator posts, Grade 8, within Hillside Secure Children's Home, be approved.

4. **EMPLOYEE PORTAL**

Members were given an update and demonstration on the new Human Resources (HR) and Information Communication Technology (ICT) development, Employee Portal for their information.

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

5. **CHRISTMAS AND NEW YEAR ARRANGEMENTS**

Members received an overview of circulated report and were asked to approve the opening/closing arrangements for the main Civic Offices during the Christmas and New Year holiday period 2018/2019.

It was noted that Members questioned the financial impact of the Christmas and New Year arrangement, Officers agreed look into the costs from last year, and feedback to Committee.

**RESOLVED:** that the opening/closing arrangements for the main Civic Offices during the Christmas and New Year holiday period 2018/2019, be approved.

6. **PAY POLICY STATEMENT 2018/2019**

Members received an update on the Pay Policy Statement for 2018/2019, which will be presented to Council for approval on 28 February 2018.

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

7. **INTRODUCTION OF SMOKE FREE POLICY**

Members received an overview of the circulated report and were asked to approve the introduction of the Smoke Free Policy.

**RESOLVED:** that the Smoke Free Policy, as detailed in the circulated report, be approved.

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. **HILLSIDE ADMINISTRATION TEAM STAFFING STRUCTURE**

Members were asked to approve the restructure of the administration team staffing structure within Hillside Secure Children's Home.

**RESOLVED:** that the restructure of the administration team staffing structure within Hillside Secure Children's Home, as detailed in the circulated report, be approved.

**CHAIRPERSON**