

PERSONNEL COMMITTEE

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

Members Present:

15 January, 2018

Chairperson: Councillor D.Jones

Vice Chairperson: Councillor S.Paddison

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

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

Officers In Attendance Chief Executive, S.Rees, M.Roberts, D.Hopkins and N.Headon

1. **SENIOR MANAGEMENT ARRANGEMENTS**

Members received an overview on proposed changes to senior management arrangements/structures to respond to changing Council priorities, budgetary pressures and other factors.

RESOLVED: that subject to the required consultation with Trade Unions and the Independent Remuneration Panel (IRP), the following be approved:

- that the establishment of a new post of Assistant Chief Executive & Chief Digital Officer, including terms and conditions, also the Chief Executive be authorised to advertise the post on an internal only basis, as outlined in Appendix 1, be approved;
- that the deletion of the post of Head of ICT upon the retirement of the current post holder, with their duties to be incorporated into the

responsibilities of the proposed Assistant Chief Executive & Chief Digital Officer, be approved;

- that the intention to invite Members to confirm these decisions at a subsequent meeting of the Personnel Committee should the consultation be successfully completed. Officers to bring to the meeting the Council's new Workforce Strategy for consideration/ approval, be noted.
- that the Chief Executive be authorised to advertise a Head of Service post in the Social Services, Health & Housing Directorate immediately to replace the new Director, and to include an appropriate market supplement if necessary, be approved;
- that the Chief Executive advertise the post of Head of Financial Services in due course to ensure that the current post holder is replaced upon his retirement, be approved;
- that the Chief Executive transfer, as necessary, some of the Council's residual housing responsibilities from the Social Services, Health and Housing Directorate to the Environment Directorate on a basis to be determined in consultation with the Leader of Council, the Cabinet Member for Corporate Services, and Equality, and other Cabinet Members concerned. Any new arrangements to be subsequently notified to the Personnel Committee as soon as practicably possible following their implementation, be approved;
- that delegation to the Chief Executive, in consultation with the Leader of Council and the Cabinet Member for Corporate Services and Equality, to utilise external support where

necessary up to a limit of £50,000 in any one financial year within the scope of the Council's Contracts Procedure Rules, be approved;

- that delegation to the Chief Executive, in consultation with the Leader of Council, the Cabinet Member for Corporate Services and Equality, plus other relevant Cabinet Members (depending upon the functions at issue), authority to re-align responsibilities and line management reporting arrangements within and between Directorates as a consequence of these proposals. Any new arrangements to be subsequently notified to the Personnel Committee as soon as practicably possible following their implementation, be approved.

2. **AMENDMENT TO STAFFING STRUCTURE OF HIGHWAYS AND DRAINAGE SECTION**

Members received an overview of the circulated report and were asked to approve the creation of four Streetcare Driving Skilled Operatives (Non-HGV) (Grade 4 – JE2996) and delete four Roadworkers posts (Grade 3), within the Highways and Drainage Section of the Environment Directorate, with effect from 1 April 2018.

RESOLVED: that the creation of four Streetcare Driving Skilled Operatives (Non-HGV) (Grade 4 – JE2996), within the Highways and Drainage Section of the Environment Directorate, with effect from 1 April 2018, be approved;

that the deletion of four Roadworkers (Grade 3) posts, within the Highways and Drainage Section of the Environment Directorate, with effect from 1 April 2018, be approved.

3. **MINOR STAFFING CHANGES IN THE HIGHWAYS AND DRAINAGE SERVICE**

Members were asked to approve a minor staffing change in Highways and Drainage Services, Environment Directorate by deleting one Operational Support Assistant (Grade 3) and creating 2 x two year Foundation Apprentices.

RESOLVED: that the deletion of one Operational Support Assistant post (Grade 3), in Highways and Drainage Services, Environment Directorate, be approved.

that the creation of two Foundation Apprentices in Highways and Drainage Services, Environment Directorate, for the duration of two years, be approved.

4. **URGENCY ACTION 0416 - INTERIM MANAGEMENT ARRANGEMENTS IN SOCIAL SERVICES, HEALTH AND HOUSING**

RESOLVED: that the following urgency decision taken by the Director of Social Services, Health and Housing in consultation with the requisite Members, be noted:-

Urgency Action no. 0416

To establish interim arrangements to cover the work of the vacant post of Head of Social Work Services pending external permanent recruitment.

5. **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.

6. **CREATION OF PERMANENT TRAINING OFFICER**

Members were asked to approve the creation of a permanent Training Officer Post, Grade 8 within the Corporate Learning, Training and Development Team and to confirm the appointment of a seconded member of staff to the post.

RESOLVED: that the creation of the post of Training Officer, Grade 8 on a permanent basis, be approved;

that the permanent appointment of the seconded post holder to this position, be approved.

7. **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.

8. **PROPOSAL TO INTRODUCE JOB EVALUATION**

Members received an overview of the circulated report and were asked to approve to extend Job Evaluation (JE) arrangements to all employees within the Council, outside the NJC for Local Government Services (Green Book) negotiating group. Namely, Teachers, the Chief Executive, Chief Officers, Soulbury and Youth and Community Workers.

RESOLVED: that the following, be approved, as follows:

- that consultation takes place with trade unions and employees on the proposal to introduce Job Evaluation to all employees of the Council excluding Local Government Services (Green Book) employees and Teachers, be approved;
- that the decision in relation to Soulbury employees be deferred until the ERW review has been completed, with a further report being

brought to this Committee following the review, be approved;

- that following this consultation, HAY be approached with a view to carrying out the JE process for the Chief Executive and Chief Officers, be approved.

CHAIRPERSON