

PERSONNEL COMMITTEE

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

Members Present:

25 June, 2018

Chairperson: Councillor D.Jones

Vice Chairperson: Councillor S.Paddison

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

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

Officers In Attendance S.Rees, P.Walker, C.Griffiths, S.Brennan,
C.Millis, D.Griffiths, D.Rees, C.Furlow,
D.Hopkins, S.Freeguard, J.Haeney, A.Spooner-
Cleverly and N.Headon

1. **PROPOSAL TO AMEND STAFFING STRUCTURE - CORPORATE STRATEGY TEAM**

Members were asked to approve the amendment of staffing structure within the Corporate Strategy Team as detailed in the circulated report.

RESOLVED: That approval be granted for the amendments to the Corporate Strategy Team staffing structure as follows:

1. Re-designate a Performance Management post as a Corporate Policy Officer post at Grade 8
2. Delete a Grade 9 Development Officer post
3. Create a Grade 8 Regional Armed Forces Covenant Liaison Officer post (Grant funded for two years)
4. Delete a Grade 4 Research & Analysis Technician post
5. Delete a Grade 8 Performance Management Officer post

6. Grade 10 Corporate Strategy & Performance Manager is assimilated to Grade 10 Corporate Policy & Performance Manager
7. Grade 8 Performance Management Officer is assimilated to Grade 8 Corporate Performance Management Officer
8. Grade 8 Equalities & Engagement Officer is assimilated to Grade 8 Corporate Policy Officer (Equalities and Welsh Language)

2. **REVISED STAFFING STRUCTURE - EDUCATION, LEISURE AND LIFELONG LEARNING**

Members were asked to approve the creation of the new post of Planning and Performance Officer, Grade 9, 37 hours at full time for the Education, Leisure and Lifelong Learning Directorate.

RESOLVED: that the creation of the new post of Planning and Performance Officer, Grade 9, 37 hours at full time, for the Education, Leisure and Lifelong Learning Directorate, be approved.

3. **NEW POSTS FOR UNDERTAKING NEW STATUTORY DUTIES AS A SUSTAINABLE DRAINAGE AUTHORISING BODY (SAB)**

Members were asked to approve the creation of three and a half posts to resource the new statutory Sustainable Urban Drainage System Approval duties, as detailed in the circulated report.

RESOLVED: that the creation of three and a half posts to resource the new statutory Sustainable Urban Drainage System Approval duties, be approved.

4. **REINSTATEMENT OF TOURISM UNIT WITHIN THE REGENERATION AND ECONOMIC DEVELOPMENT TEAM**

Members were asked to approve the staffing structure of the new Tourism Unit within the Regeneration and Economic Development Team within the Environment Directorate, as detailed in the circulated report.

RESOLVED: that the staffing structure of the new Tourism Unit within the Regeneration and Economic Development Team within the Environment Directorate, including the following posts, be approved.

- Destination Management and Marketing Manager – JEID 3884 (Grade 9)
- Destination Management Officer – JEID 3885 (Grade 6)

5. **PROPOSED RE-STRUCTURE OF THE EUROPEAN AND STRATEGIC FUNDING UNIT AND REGENERATION AND ECONOMIC DEVELOPMENT UNIT (JOINT REPORT)**

Members were asked to approve a re-structure of the European and Strategic Funding Unit (formerly European and External Funding Unit) and the Regeneration and Economic Development Unit within the Environment Directorate through the establishment of two new posts including Strategic Funding Officer (GR08) and Regeneration Projects Officer (GR08) which will be 100% externally funded on an initial fixed term contract for 2 ½ years.

RESOLVED: that a re-structure of the European and Strategic Funding Unit (formerly European and External Funding Unit) and the Regeneration and Economic Development Unit within the Environment Directorate through the establishment of two new posts including Strategic Funding Officer (GR08) and Regeneration Projects Officer (GR08), which will be 100% externally funded on an initial fixed term contract for 2 ½ years, be approved.

6. **SHARED COST ADDITIONAL VOLUNTARY CONTRIBUTION SCHEME IMPLEMENTATION**

Members were updated on the implementation of the Salary Sacrifice Scheme for Additional Voluntary Contributions (SSAVC) as part of the Local Government Pension Scheme (LGPS) arrangements.

RESOLVED: that the report be noted.

7. **STAFFING ARRANGEMENTS - CREATION OF SENIOR PROCUREMENT OFFICER**

Members were asked to approve the creation of an additional Senior Procurement Officer (Grade 7, JEID 1392) within the Corporate Procurement Unit of the Legal Service Section of the Finance and Corporate Services Directorate.

RESOLVED: that the creation of an additional Senior Procurement Officer (Grade 7, JEID 1392) within the Corporate Procurement Unit of the Legal Service Section of the Finance and Corporate Services Directorate, be approved.

8. **CREATION OF POSTS TO ADDRESS THE COUNCILS OBLIGATIONS UNDER GDPR LEGISLATION**

Members were asked to approve the creation of two posts for Records Officers (Grade 8 JE ID 3081) within the ICT Division of the Finance and Corporate Services Directorate.

RESOLVED: that the creation of two posts for Records Officers (Grade 8 JE ID 3081) within the ICT Division of the Finance and Corporate Services Directorate, be approved.

9. **WORKFORCEPLAN**

That Members approve the Workforce Plan as set out in Appendix 1 of the circulated report.

RESOLVED: that the Workforce Plan as set out in Appendix 1 of the circulated report, be approved.

10. **PAY UPDATE**

Members were updated in relation to the national pay negotiations.

RESOLVED: that the report be noted.

11. **CREATION OF PART-TIME MENTAL HEALTH NURSE**

Members were asked to approve the creation of a part-time Mental Health Nurse at Grade 8, 0.4 FTE within the Occupational Health Unit.

RESOLVED: the creation of a part-time Mental Health Nurse at Grade 8, 0.4 FTE within the Occupational Health Unit, be approved.

12. **TRAVEL AND SUBSISTENCE POLICY**

Members were asked to approve the review of payments made to employees in respect of travelling, accommodation and meals expenses incurred whilst on business journeys as part of their role, as detailed in the circulated report.

RESOLVED: that the review of payments made to employees in respect of travelling, accommodation and meals expenses incurred whilst on business journeys as part of their role, to be effective from 1 July 2018, be approved.

13. **MEAL CHARGES IN RESIDENTIAL ACCOMMODATION**

Members were asked to approve the revised rates for meal charges in residential accommodation and be effective from 1 July, 2018.

RESOLVED: that the revised rates for meal charges in residential accommodation with effect from 1 July 2018, be approved.

14. **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.

15. **PROPOSED RESTRUCTURE**

Members were asked to approve a proposed restructure, as detailed in the private circulated report.

RESOLVED: that the proposed restructure, be approved.

16. **CHANGES TO STRUCTURE OF PARTICIPATION MANAGEMENT**

Members were asked to approve changes to the structure of participation, as detailed in the private circulated report.

RESOLVED: that the changes to the structure of participation, as detailed in the private circulated report, be approved.

17. **ACCESS MANAGED SERVICES**

Members were asked to approve a staffing structure, as detailed in the private circulated report.

RESOLVED: that the staffing structure as detailed in the private circulated report, be approved.

18. **THINK FAMILIES**

Members were asked to approve the changes as detailed in the private circulated report.

RESOLVED: that the changes as detailed in the private circulated report, be approved.

19. **WELL BEING MANAGER**

Members were asked to approve changes to the post as detailed in the private circulated report.

RESOLVED: that changes to the post as detailed in the private circulated report, be approved.

20. **VOLUNTARY REDUNDANCY SCHEME UPDATE**

Members were updated on the Voluntary Redundancy (VR) Scheme Update, as outlined in the private circulated report.

RESOLVED: that the report be noted.

CHAIRPERSON