

PERSONNEL COMMITTEE

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

Members Present:

15 October 2018

Chairperson: Councillor D.Jones

Vice Chairperson: Councillor S.Paddison

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

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

Officers in Attendance: S.Rees, C.Griffiths, C.Millis, A.Thomas, D.Hopkins, J.Dennis, A.Forbes, R.Davies and N.Headon

1. **ESTABLISHMENT OF A SENIOR INDEPENDENT DOMESTIC VIOLENCE ADVISOR (IDVA)**

Members were asked to approve the establishment of a Senior Independent Domestic Violence Advisor Post (Grade 8) based in the Community Safety Team of the Chief Executive's Directorate.

RESOLVED: that the establishment of a Senior Independent Domestic Violence Advisor Post (Grade 8) based in the Community Safety Team of the Chief Executive's Directorate, be approved.

2. **BUDGET PROPOSALS / VOLUNTARY REDUNDANCY SCHEME**

Members were asked to approve the employment actions necessary, to support the Council's budget planning for 2019/2020.

RESOLVED:

1. that each Corporate Director, in consultation with the Leader, relevant Cabinet Member and Head of Human Resources, be

authorised to make the necessary decisions in relation to changes to jobs, organisational structures and/or working practices to facilitate the timely implementation of all service changes agreed by Members, as part of the current budget process for 2019/20;

2. that each Corporate Director be authorised to implement these decisions in line with the Council's Managing Change in Partnership Policy and other relevant employment policies;
3. that a report be received early in 2019 / 2020 summarising all the decisions and actions taken in relation to the foregoing matters.

3. **HOMELESS AND HOUSING OPTIONS - MANAGEMENT OF CHANGE**

Members were asked to approve the proposed amendment to the permanent staffing structure of the Homelessness and Housing Options Team, as detailed in the circulated report.

RESOLVED: that the changes to the structure for the Homelessness and Housing Options Team, be approved, as follows:

Posts created:

- 1 x FTE GR 11 Homelessness and Housing Options Manager;
- 1 x FTE GR 6 Support and Accommodation Officer ;
- 1 x FTE GR 6 Private Sector Housing Officer;
- 1 x FTE GR 5 Housing Options Financial Inclusion Officer;
- 1 x FTE GR 4 Support and Resettlement Assistant ;
- 1 x FTE GR 3 Maintenance / Caretaker.

Posts deleted:

- 1 x FTE GR 7 High Risk Officer;
- 1 x FTE GR 7 Property Manager Negotiator;
- 1 x FTE GR 3 Business Support Assistant (Social Lettings Agency).

Other Changes:

- Principal Officer for Housing Renewals and Adaptations to be responsible for the Homelessness and Housing Options service;
- 1 x Senior Housing Options Officer - renamed to Housing Options Team Leader;
- 1 x Senior Support & Resettlement Officer - renamed to Housing Options Team Leader;
- 1 x Housing Options Officer – renamed to Support and Accommodation officer, based at interim accommodation;
- 2 X Support Resettlement Assistants to be made permanent.
- Senior Housing Surveyor - HRAS Relocations to be responsible for the management of Social Lettings Agency
- Social Worker to be located at Lewis Road.
- Accommodation Officer to be relocated to Beaufort House.
- Private Sector Housing Officer to relocate to Tregelles Court.
- Llamau Mediation Worker to relocate to Lewis Road.

4. **PROPOSAL TO AMEND THE STAFFING STRUCTURE WITHIN THE BUSINESS SUPPORT TEAM OF LEGAL SERVICES**

Members were asked to approve the proposed to amendment to the staffing structure within the Business Support Team, Legal Services Section of the Finance and Corporate Services Directorate, as follows:-

RESOLVED: that the changes to the staffing structure within the Business Support Team, Legal Services Section be approved, as follows:

- delete 1 x 22.5 hours Support Services Manager (Grade 7)
- delete 1 x 22.5 hours Support Services Supervisor (Grade 5)
- delete 1 x 14.5 hours Support Services Supervisor (Grade 7)
- delete 1 x 37 hour WP Operator/Admin Assistant (Grade 3)
- delete 1 x 37 hour Legal Assistant (Evolution) (Grade 5)
- delete 1 x 22.5 hour Clerical Assistant (Grade 4)
- create 1 x 37 hour Support Services Manager (Grade 7)
- create 1 x 37 hour Support Services Officer (Grade 5)
- create 1 x 30 hour Legal Assistant / Clerical Assistant (Grade 4)
- create 1 x 22.5 hour WP/General Assistant (Grade 3)

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. **PROPOSED CHANGE TO ER/VR/CR SCHEME FOR ALL EMPLOYEES EXCLUDING TEACHERS**

Members were asked to agree the amendments to the Early Retirement (ER) / Voluntary Redundancy (VR) / Compulsory Redundancy (CR) Scheme, as detailed in the private circulated report.

RESOLVED:

1. that the proposed changes to the current ER/VR/CR Scheme for all employees excluding teachers, the Chief Executive and Chief Officers, be approved;
2. that the Head of Human Resources and the Director of Finance and Corporate Services make any modifications which might be necessary to the ER/VR/CR scheme and/or operating protocols to ensure the effective implementation of the proposed new arrangements.

7. **TRAVELLER EDUCATION SERVICE AND MINORITY ETHNIC ACHIEVEMENT SERVICE**

Members were asked to approve the establishment of a Vulnerable Learners' Service within the Participation Division of the Education, Leisure and Lifelong Learning Directorate as a result of funding ceasing for the current Traveller Education Service (TES) and the Minority Ethnic Achievement Service (MEAS).

RESOLVED: that the establishment of a Vulnerable Learners Service within the Participation Division of the Education, Leisure and Lifelong Learning Directorate, be approved, as follows:

- Delete 1 x Traveller Service Liaison Officer (27.5 hours) post 7706;
- Delete 1 x Teaching Assistant - Traveller Education (32.5 hours) post 9488;
- Delete 1 x Teaching Assistant - Traveller Education (16 hours) post 14092;
- Delete 1 x Teaching Assistant - Traveller Education (16 hours) post 11750;
- Delete 1 x Teaching Assistant - Traveller Education (11.4 hours) post 11750;
- Delete 1 x Teaching Assistant - Traveller Education (27.5 hours) post 11750;
- Delete 1 x Team Leader - MEAS - (27.5 hours) post 5101;

- Delete 1 x Teacher Development Officer - MEAS (27.5 hours) post 10223;
- Delete 1 x Admin & Org level 2 - MEAS (16 hours) post 10098;
- Delete 1 x Bilingual Teaching Assistant - MEAS (37 hours) post 10538;
- Delete 1 x Teacher Development Officer - MEAS (16.5 hours) post 10716;
- Delete 1 x Bilingual Teaching Assistant - MEAS (37 hours) post 10690;
- Create 1 x Teacher Development Officer - Traveller Education (27.5 hours);
- Create 1 x Teaching Assistant - Traveller Education (27.5 hours);
- Create 1 x Teacher Development Officer - MEAS (16.5 hours).

8. **REVIEW OF SCHOOL CATERING SERVICE**

Members were asked to approve the commencement of consultation with school catering employees and breakfast club employees, in relation to proposed changes to their posts and hours.

RESOLVED: that consultation with school catering employees and breakfast club employees be approved in relation to changes to their posts and hours.

CHAIRPERSON