

## PERSONNEL COMMITTEE

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

**Members Present:**

**19 November 2018**

**Chairperson:**

**Councillor S.Paddison**

**Councillors:**

E.V.Latham, S.Miller, S.Bamsey, N.T.Hunt,  
S.A.Knoyle, S.Renkes, A.J.Taylor and J.Hale

**Non Voting  
Members:**

Councillors P.D.Richards, C.Clement-Williams,  
A.R.Lockyer, P.A.Rees and D.W.Davies

**Officers in  
Attendance:**

C.Griffiths, S.Rees, L.Margetson, C.Millis,  
O.Gavigan, C.Jones, A.Jarrett, K.Jones,  
A.Spooner-Cleverly, N.Headon, A.Forbes,  
L.Livingstone and S.Thomas

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1. **AMENDMENTS TO STAFFING STRUCTURE - DIRECT SERVICES  
AND DIRECT PAYMENTS**

Members were asked to approve the permanent amendments to the staffing structure in Direct Services and Direct Payments, as follows:

**RESOLVED:** that the amendments to the staffing structure in Direct Services and Direct Payments, Social Services, Health and Housing, be approved, as follows:

- delete 1 x Grade 7, Service Coordinator post within the Community Connecting Team;
- create 1 x 37 hr, Local Area Coordinator, Grade 8 post for Briton Ferry East, West and Neath East. To make current post holder permanent;
- delete the current Grade 10 Direct Payment Support Service Managers post;
- make the current Operational Manager, Grade 11 appointment permanent.

2. **PROPOSAL TO AMEND THE STAFFING STRUCTURE WITHIN THE REGISTRATION SERVICE**

To seek Member approval to amend the staffing structure within the Registration Service, Legal Services Section of the Finance and Corporate Services Directorate.

**RESOLVED:** that the amendments within the Registration Service, Legal Services Section of the Finance and Corporate Services Directorate, be approved as follows:

Deletion of the following posts:-

2 x Registrars (Grade 5, 18.5 Hours);  
1 x Deputy Registrar (Grade 3);  
1 x Clerical Assistant (Grade 2);  
Casual Registrars (Grade 3) (As and when required);  
Casual Registrars of Marriages (Grade 5 – bar on scp.20) (As and when required).

Creation of the following posts:-

1 x Senior Registration Officer (Grade 6 – 25 Hours);  
1 x Registration Officer (Grade 5 18.5 Hours);  
1 x Registration Officer (Grade 5);  
1 x Registration Services Coordinator (Grade 4 32 Hours);  
1 x Registration Services Coordinator (Grade 4 18.5 Hours);  
Casual Registration Officers (Grade 4).

3. **CHANGE TO ESTABLISHMENT: TEMPORARY PUBLIC SERVICES BOARD COORDINATOR**

Members were asked to approve the creation of a part time (24 hours/week) role of Public Services Board Co-ordinator reporting directly to the Strategic Manager Community Cohesion and Partnerships, within the Assistant Chief Executive and Chief Digital Officer's Department.

**RESOLVED:** that creation of a part time (24 hours/week) role of Public Services Board Co-ordinator reporting directly to the Strategic Manager Community Cohesion and Partnerships, within the Assistant Chief Executive and Chief Digital Officer's Department, be approved.

4. **REGIONAL EMPLOYABILITY PROJECT**

Members were asked to approve the creation of five posts to deliver a new European Union Funded Project – Workways+ Short Term Unemployed. The project will operate alongside the current Workways+ project, but allow eligibility of those that can be supported, to be widened.

**RESOLVED:** that the following be approved:-

- creation of 3 x Mentors - JEID 3944 (Grade 6);
- creation of a Finance & Quality Administrator (Grade 6);
- creation of a Regional Finance & Monitoring Officer - JEID 3855 - (Grade 8).

5. **JNC FOR YOUTH AND COMMUNITY WORKERS PAY AGREEMENT 2018 / 2019**

Members received an update on the circulated report in relation to National Pay Agreement for JNC Youth and Community Workers.

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

6. **SOULBURY COMMITTEE PAY AGREEMENT 2018 / 2019**

Members received an update on the circulated report in relation to National Pay Agreement for the Soulbury Committee.

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

7. **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.

8. **RESTRUCTURE OF SENIOR MANAGEMENT ARRANGEMENTS  
IN SOCIAL SERVICES HEALTH AND HOUSING**

Members were asked to approve the restructure proposals within the Social Services Health and Housing Directorate, Senior Management Team, as detailed in the private circulated report.

**RESOLVED:**

- that the deletion of the post of Head of Commissioning, Support and Direct Services, be approved;
- that Business Support Services report directly to the Director of Social Services, Health and Housing, pending a more substantive review of the staffing structure at Accountable Manager level and below within Social Services, Health and Housing.
- that delegated authority be given to the Director of Social Services, Health and Housing to review staffing at Accountable Manager level and below, and to make changes as required to the established structure, in consultation with his Cabinet Members and the Chair of Personnel Committee;
- that the Special Appointments Committee determine the appointment to the Head of Adult Services.

9. **PROPOSED DRAFT STRUCTURE FOR SKILLS AND TRAINING  
WITHIN THE EDUCATION LEISURE AND LIFELONG LEARNING  
DIRECTORATE**

Members were asked to approve the proposal to amend the staffing structure for Skills and Training within the Education, Leisure and Lifelong Learning Directorate.

**RESOLVED:** that the amendment within the staffing structure for Skills and Training within the Education, Leisure and Lifelong Learning Directorate, be approved as follows:-

Creation of the following posts:

- 1 x Programme Manager Grade 9;
- 2 x Team Leaders Grade 7;
- 1 x Finance and Monitoring Officer Grade 6;
- 1 x Princes Trust Training Advisor Grade 6;
- 1 x Business Support Officer Grade 5.

Deletion of the following posts:

- 1 x Operations Manager Grade 10;
- 1 x Business Development & External Partnership Manager Grade 10;
- 1 x Team Leader Support Services Grade 7;
- 1 x Team Leader Business & Employer Support Grade 7;
- 1 x Team Leader Vocational Grade 7;
- 1 x Team Leader Quality Grade 7;
- 1 x Prince's Trust Training Advisor Grade 5;
- 2 x MIS Finance and Admin Assistant Grade 3.

## **CHAIRPERSON**