

## PERSONNEL COMMITTEE

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

**Members Present:**

**24 February 2020**

**Chairperson:** Councillor D.Jones

**Vice Chair:** Councillor D.Cawsey

**Councillors:** R.G.Jones, E.V.Latham, S.Miller, S.Bamsey,  
J.Hale and N.T.Hunt

**Non Voting  
Members:** Councillors P.D.Richards, C.Clement-Williams  
and P.A.Rees

**Officers in  
Attendance:** S.Rees, D.Hopkins and J.Woodman-Ralph

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### 1. **Introduction of a Carer's Policy**

The Committee received information on the introduction of a Carer's Policy as detailed in the circulated report. The Policy was to support employees with caring responsibilities.

Confirmation was received that only 1 request for a working adjustment would be considered per year but in extreme circumstances, decisions could be appealed. The appeal process was flexible and mitigating circumstances would be considered on an individual basis.

**RESOLVED:** That approval be granted to introduce the Carer's Policy, as detailed in the circulated report.

### 2. **Apprentice and Work Experience Programmes within Neath Port Talbot Council**

Members received information on the apprentice and work experience programmes within Neath Port Talbot Council as detailed in the circulated report.

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

3. **Registration of Domiciliary Care Workers**

Information was received in regard to the Registration of Domiciliary Care Workers, as detailed in the circulated report.

Previously, it had been stated, that the authority would not reimburse any further registration fees, but, after representation from trade unions highlighting that the Domiciliary Care workforce was predominantly part-time female employees, it was agreed with trade unions, that 50% of the registration fee would be covered by the authority. It was reiterated that this was a 'one-off' payment and would not apply to any further registrations that take place after the 1 April 2020.

**RESOLVED:** That approval be granted to reimburse to Domiciliary Care Workers, 50% of the registration fee, set at £20.00 per registrant, for all registrations completed within the mandatory Social Care Wales deadline of 1 April 2020.

4. **Introduction of Guaranteed Interview Scheme for Veterans of the Armed Forces**

The Committee received information on the Guaranteed Interview Scheme for Veterans of the Armed Forces, as detailed in the circulated report.

Confirmation was received that the proposal would only apply to vacancies being advertised externally.

**RESOLVED:** That the Guaranteed Interview Scheme for Veterans of the Armed Forces be implemented, as detailed in the circulated report.

5. **Christmas and New Year Holiday Arrangements 2020/21**

Members received the opening/closing arrangements for the main Civic Offices during the Christmas and New Year holiday period 2020/2021, as detailed in the circulated report.

**RESOLVED:** That the following allocation of days be approved:

|           |                  |  |
|-----------|------------------|--|
| Monday    | 21 December 2020 | Normal working day   |
| Tuesday   | 22 December 2020 | Normal working day   |
| Wednesday | 23 December 2020 | Normal working day   |
| Thursday  | 24 December 2020 | Am – Offices closed – all employees required to use half day leave (*)<br>Offices close at 1 pm<br>Special leave granted |
| Friday    | 25 December 2020 | Christmas Day bank holiday   |
|           |                  |  |
| Monday    | 28 December 2020 | Boxing Day bank holiday  |
| Tuesday   | 29 December 2020 | <b>Additional Annual Leave day (*)</b>   |
| Wednesday | 30 December 2020 | <b>Extra Statutory Day</b>   |
| Thursday  | 31 December 2020 | Offices closed – all employees required to use one day of annual leave (*)   |
| Friday    | 1 January 2021   | New Years' Day Bank Holiday  |

6. **Workforce Information Report**

Members received information on the 2019/20 Quarter 3 Workforce Information Report as detailed in appendix 1 to the circulated report.

Members were pleased that the authority had remained 7<sup>th</sup> in the 2018-2019 Sickness Absence Performance Comparison – All Wales data. Discussion took place on the variety of approaches taken by Councils across Wales which impacted on the data and as a result

whether the data was a reliable tool to use as a comparison. Members asked that work be undertaken to look at the different approaches of the top two authorities and that the outcomes of that work be brought to a future meeting of this committee.

Further discussion took place on the process for referrals to Occupational Health and whether there was merit in looking at an alternative to sickness leave for example special leave, disability leave. Outcomes would be brought to a future meeting of this committee.

It was explained that Human Resources ensure there was consistency in the approach taken in regard to sickness but management styles differed when implementing the policy.

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

7. **Pay Policy Statement 2020 / 2021**

Information was received on the Pay Policy Statement for 2020/2021 as detailed in Appendix 1 to the circulated report.

**RESOLVED:** That the report be noted and presented to Council in March 2020 for approval.

8. **Urgency Action: Increase in Standby Rate**

The committee received details of the officer urgency action number 0319 regarding the Increase in Standby Rate as detailed in the circulated report.

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

9. **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 Paragraphs 15 of Part 4 of Schedule 12A to the above Act.

10. **National Pay Negotiations**

The committee received information in relation to the national pay negotiations as detailed in the private circulated report.

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

11. **Head of Children and Young People Services Pay**

The report was withdrawn from consideration at today's meeting.

**CHAIRPERSON**