

Human Resources Committee

4 October 2023

Present (In Person)

Mrs J James (Chair)

Councillor Mrs D Clements, Councillor SL Hancock Dr R Heath-Davies,
Councillor R Jordan and Councillor A Wilcox

(Llanion Park, Pembroke Dock: 10.00 a.m. – 12.40 p.m.)

1. **Apologies**

Apologies for absence were received from Councillor M James, Mr GA Jones and Councillor PJ Morgan.

2. **Disclosures of interest**

Mrs J James disclosed a personal interest as she knew the candidate being interviewed for the Head of Finance (Section 151 Officer) and Fundraising.

3. **Exclusion of the Public**

It was **resolved** that the public be excluded from the meeting as exempt information, as defined in Paragraph 12 of Part 4 of Schedule 12A to the Local Government Act 1972, would be disclosed.

4. **Interview candidates for the post of Head of Finance (Section 151 Officer) and Fundraising**

As the candidate was known to her, the Chair stepped down from that role during consideration of this item. On the nomination of Dr Heath-Davies, seconded by Councillor R Jordan, Councillor D Clements was appointed as Chair for this part of the meeting.

One candidate was interviewed for the post.

On the proposal of Councillor Clements, seconded by Councillor Jordan, it was **resolved** to recommend to the National Park Authority that Catrin Evans be employed as Head of Finance (Section 151 Officer) and Fundraising. It was noted that should Ms Evans be appointed, she would need to renew her membership with the relevant professional body in order to comply with the requirements for a S151 Officer and the existing S151 Officer would continue in his role until the new officer was in a position to assume this function.

5. **Minutes**

The minutes of the meetings held on 28 June and 27 September 2023 were presented for confirmation and signature.



It was **resolved** that the minutes of the meetings held on 28 June 2023 and 27 September 2023 be confirmed and signed.

6. Action Log and Matters Arising

Completed actions were noted. With regard to the Homeworking Audit (ID 895), the Committee was advised that the majority of assessments had been returned and would be refreshed at annual appraisal. Requirements for homeworking would also be included in the induction process for new staff in future.

With regard to the presentation of information in respect of Health and Safety to Audit and Corporate Services/HR Committees (Minute 7a) of 28 June 2023) The Chair noted that no meeting had yet taken place.

7. Pay and Grading Review

The report provided an update on the Pay and Grading Review currently being undertaken. It was noted that phase 1 was now almost complete, with the remainder of the job descriptions and questionnaires to be submitted to the consultants before the end of the week. The Internal Job Evaluation Panel would receive training the following day. The procedure for job evaluation within the Authority on an ongoing basis had also been compiled, together with an appeals procedure, and these were appended to the report for Members' information.

It was noted that the minutes of the meeting held on 28 June 2023 had referred to Members of the Committee being involved with appeals, however this was no longer the case in the appeal procedure now proposed.

Due to the delays, Members received reassurance that staff and Management Team had received updates regarding the process and that the HR Manager had met with both groups and individuals to help them complete the documentation. Members also asked about the ability to hold appeal hearings in Welsh and the budget implications of the exercise. The HR Manager confirmed that all documentation would be available bilingually and a sentence would be included to confirm that appeals could be conducted through the medium of Welsh. The Chief Executive reminded the Committee that an allocated reserve had been created to cover the costs of the job evaluation exercise. It was unfortunate that the 2023 pay settlement had yet to be agreed, however what was felt to be an appropriate sum had been budgeted for.

Members asked for an update on the job evaluation process before the next meeting.



Noted.

8. Human Resources Metrics

Statistics were provided in respect of a number of Human Resources Metrics and further explanation was provided in respect of some of these as follows.

Staff Age Profile – A Member noted that it was pleasing that steps had been taken to recruit younger people, however two thirds of staff were still aged 41 or over. The HR Manager advised that the Authority would be attending a careers event in mid-November aimed at 14-16 year olds and it was hoped to produce videos to promote the range of employment opportunities within the Authority. The potential for offering apprenticeships was being explored and staff also had links with schools in the area.

Sickness Absence – The HR Manager explained that while 73.5 days in August looked alarming, this was due to 2 staff being off for a significant period of time. Having looked at the reasons for absence, it was noted that there were no patterns that caused concern and the Authority's figures were well below the average for the public sector. It was noted that no one was currently off for reasons of poor mental health, although some staff were being supported with independent counselling provided by the Authority. It was also noted that a wellbeing event would be held the following week which would include a session on stress management.

Training – A Member noted that some staff were non-compliant in respect of mandatory training, and noted that higher levels of compliance might have resulted in lower rates of sickness absence. The HR Manager confirmed that this was followed up and that if someone was injured the training undertaken was investigated.

Noted.

The Minutes of this meeting were confirmed at the meeting of the Human Resources Committee held on 17 January 2024 without amendment
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