

People Services Committee

19 March 2025

Present: Mrs J James (Chair)

Councillor M Bowen, Councillor D Clements, Councillor C George,
Councillor V Thomas and Councillor C Williams.

Also in attendance: Joy Arkley (Head of People Services), Georgia Jones (Democratic Services Officer), Tegryn Jones (Chief Executive), and Caroline Llewellyn (Democratic Services Manager).

(Virtual Meeting: 11.00am – 12:15pm)

1. Apologies

Apologies for absence were received from Councillor M James, Mrs S Hoss and Dr R Plummer.

2. Disclosures

There were no disclosures of interest.

3. Minutes

The minutes of the meeting of the People Services Committee held on the 15 January 2025 were presented for confirmation and authentication.

On the proposal of Councillor D Clements, seconded by Councillor V Thomas, it was **resolved** that the minutes of the meeting held on 15 January 2025 be confirmed and authenticated.

4. Action Log and Matters arising

It was requested that a list of mandatory training for Members be circulated and in response, the Head of People Services confirmed that work was being carried out on Member inductions, which would entail drafting a training list that could be circulated to Members in future.

Noted.

5. Member Support and Development Update

The Democratic Services Manager presented a report that outlined updates on matters relating to Member support and development. The report featured details regarding Personal Development Reviews and Welsh Government (WG) Performance Appraisals, Wales Member Support Self Evaluation Framework for National Park Authorities, Training, Welsh Government Training Sessions, Member attendance and Declarations of Interest.

The Officer reported that attendance had been low at the last Welsh Government training session, and the Chair requested that a reminder be



sent to Members of the recordings that were available online and the need to report to Officers should Members watch the recordings in their own time.

In relation to future workshops, a Member requested that the learning outcomes for each workshop be stated, for Members information and this was noted by the Officer.

Noted.

6. Human Resources Management Report

The Head of People Services presented a Human Resources Management Report which provided updates regarding the Pay & Grading Review, the HR Policy Review, Sickness Absence, Training Data and Volunteering.

A discussion took place regarding the Pay and Grading Review and a Member requested that relevant statistics be reported to a future meeting including the number of roles that were 'red circled' and the number of roles that saw an increase in salary.

In response to a Members' query, the Officer confirmed that UNISON had been involved in the Pay & Grading Review from the beginning of the process. It was added that the Authority had been put forward for an award in recognition of the Authority's exemplary partnership working with UNISON. The Chief Executive added that the Authority had agreed to be the first organisation to partner with UNISON under new legislation and this was commended by Members.

A Member queried how new roles would be evaluated in future to maintain consistency and the Officer responded that the Authority had a job evaluation procedure that involved a moderation panel of staff that had been trained for internal assessment of roles.

On the topic of sickness absence, it was reported that there had been 27.5 days of sickness absence in February 2025 compared to 77 days in February 2024. A Member requested a narrative for this improvement and the Officer confirmed that there had been instances of long-term sickness in 2024 and additionally, a short-term sickness absence policy with triggers had since been introduced.

A discussion ensued regarding succession planning and whether there were any 'fragile' services within the Authority. Members requested that fragile services be identified for further discussion at a future meeting.

Noted.