

## PERSONNEL COMMITTEE

4<sup>th</sup> March 2015

Present: Mr A Archer, Mrs G Hayward, Councillors DGM James, O James, PJ Morgan and D Rees and Mr AE Sangster.

(NPA Offices, Llanion Park, Pembroke Dock: 1.05pm – 1.45pm)

**1. Appointment of Chairman**

It was **UNANIMOUSLY RESOLVED** that Mr AE Sangster be appointed Chair for the ensuing year.

**2. Appointment of Deputy Chairman**

It was **UNANIMOUSLY RESOLVED** that Mr A Archer be appointed Deputy Chairman for the ensuing year.

**3. Apologies**

Apologies for absence were received from Councillors S Hudson and Mrs L Jenkins.

**4. Disclosures of interest**

No disclosures of interest were made.

**5. Minutes**

The minutes of the meetings held on the 20<sup>th</sup> October 2010 and the 20<sup>th</sup> July 2011 were presented for confirmation and signature.

It was **RESOLVED** that the minutes of the meetings held on the 20<sup>th</sup> October 2010 and the 20<sup>th</sup> July 2011 be confirmed and signed.

**6. Employee Forum – Report of meeting**

The report of the meeting of the Employee Forum held on the 11<sup>th</sup> February 2015 was presented to Members for consideration.

It was **RESOLVED** that the report of the meeting of the Employee Forum held on 11<sup>th</sup> February 2015 be adopted.

**7. New workplace policy (Domestic abuse)**

The Personnel Manager set out the background to preparing the new workplace policy on domestic abuse; the Welsh Government had established its 10,000 Safer Lives project following research carried out by the Equality and Human Rights Commission (“How Fair is Wales?” March 2011), and one of the significant challenges emerging from that evidence was the need to reduce the incidence of domestic abuse and sexual violence.



The role of the policy was to raise awareness of the issue and to encourage any member of staff to come forward if they were experiencing difficulties. The Personnel Manager stated that managers also had a role, and the policy gave them and colleagues a basis from which to take supportive action. She went on to say that the draft policy had evolved slightly following discussions at the Authority's Staff Representatives Group, the Leadership Team and the Employee Forum.

Members welcomed the policy, although the point was made that a large number of men also experienced domestic abuse. The Personnel Manager replied that statistics showed that double the number of women experienced abuse, and that 75% of those women were targeted at work. She went on to say that the policy was specifically gender neutral as all employees could expect to be supported, whether they were female, male, gay, disabled, etc.

Members then asked for details as to how it was proposed to make staff more aware of the policy. The Personnel Manager stated that the next step would be to make Team Leaders aware of the policy; they were the first line of management and played a key role in this. She was of the opinion that the Authority already had in place a supportive structure, but the policy would provide additional guidance.

It was **RESOLVED** that the new *Workplace Policy: Violence Against Women and Domestic Abuse* be approved.

#### **8. Revised Health and Safety policy**

The Personnel Manager reported that the Authority was required to publish a Health and Safety policy, the current document being approved in 2005 although several updates had been incorporated in the meantime.

The revised policy presented to Members that day was based upon the Health and Safety Executive's cyclical process of "plan, do, check, act", which ensured that there was demonstrable senior leadership and accountability for Health and Safety management. There was also an emphasis on the effective and timely scrutiny of Health and Safety performance. The document also set out clearly the roles and responsibilities of staff at all levels of the Authority in maintaining safe working.

The draft revised policy had been considered previously by the Authority's Health and Safety Group, the Staff Representatives Group, the Leadership Team and the Employee Forum for comment. Every group welcomed the policy.

It was **RESOLVED** that the revised Health and Safety policy be approved.



## 9. The Living Wage

The Chief Executive reminded Members that, as an employer, the Authority was required to pay at least the minimum wage to its staff. However, Loughborough University's Centre for Research in Social Policy had calculated that, in order to afford families the opportunity to provide for themselves, an hourly rate of £7.85 was needed (the Living Wage).

The Welsh Government was encouraging all employers to pay the Living Wage, and the discussion paper attached to the report before Members that day set out the considerations involved with applying it to those employees who were currently paid less than £7.85 per hour.

The majority of Members supported the application of the Living Wage, although the question was raised whether the cost involved had been factored in to recently approved budget. The Chief Executive replied that it had.

One Member stated that applying the Living Wage was a wonderful aspiration but considered that, in the present circumstances, it was a question of priorities and he was of the opinion that there were more pressing priorities at this time.

It was **RESOLVED** that a report on the Living Wage be presented to the next meeting of the National Park Authority with a recommendation that the application of the Living Wage be approved.

*(Mr AE Sangster voted against the above-mentioned decision.)*

