

# Personnel Committee

15 September 2021

Present: Councillor M James (Chair)  
Councillor Mrs D Clements, Councillor ML Evans, Dr R Heath-Davies, Mr GA Jones, Councillor PJ Morgan, Councillor A Wilcox and Councillor S Yelland.

(Virtual meeting: 2.00p.m. – 2.40p.m.)

## 1. Apologies

An apology for absence was received from Mrs J James.

## 2. Disclosures of interest

There were no disclosures of interest.

## 3. Minutes

The minutes of the meeting held on 23 June 2021 were presented for confirmation and authentication.

It was **resolved** that the minutes of the meeting held on 23 June 2021 be confirmed and authenticated.

## 4. Revised Terms of Reference

The Human Resources (HR) Manager reminded the Committee that in September 2020 the National Park Authority had approved a process for the delegation of HR Policies, as a result of which it was noted that the Terms of Reference of the Personnel Committee needed to be amended. Revised Terms of Reference had been presented to the Committee in November 2020, however these were not accepted and it was requested that a wholesale revision of the Terms of Reference be undertaken. Such a revision was undertaken, but not presented to the Committee and a meeting had since taken place of the Chairs and Deputy Chairs of the Audit & Corporate Services Review and Personnel Committees to discuss potential overlap between the work of the two Committees, particularly in respect of Health and Safety reporting. As a result of that meeting, it was agreed that the Terms of Reference of the two Committees should be largely unchanged and it was requested that the revised Terms of Reference (prepared in November 2020) be presented again to the Personnel Committee for their agreement with a request that they be adopted by the National Park Authority. Also that the Committee be renamed the Human Resources Committee to reflect the current structure.



The officer noted that there were some typographical errors in the document before the Committee and also suggested that bullet d) be amended to provide the Committee with oversight of all HR policies.

Members agreed with the minor changes put forward by the HR Manager and also suggested that there should be an explicit reference to mental health and wellbeing of staff.

It was **resolved** that the revised Terms of Reference be presented to the National Park Authority for adoption, subject to the minor wording/typographical changes agreed at the meeting.

## **5. Human Resources Update**

The HR Manager presented the update report which contained two sections – the first consisting of metrics in respect of the Authority’s headcount, sickness and absence (days lost), recruitment, policy development and training, while the second section updated Members on progress relating to the Human Resources Strategy for 2021-2024. Also appended to the report were the Authority’s Privacy Notice and Data Retention Policy which were provided for Members’ information and comment.

Thanking the officer for a clear, easy to read report, Members congratulated him on the progress made, particularly in the reduction in long-term sickness figures. The HR Manager reflected that managers and the Authority’s Leadership Team had done a good job in supporting staff through what had been a difficult time and he would provide that feedback through the staff newsletter.

Members were also pleased to note the numbers of staff reaching the minimum standard for Work Welsh and asked what was being done to build on this, as language skills had to be used otherwise they were easily lost. The officer replied that it was the Authority’s aim that all staff would attain a minimum of Work Welsh level 1 and this would be encouraged through supported learning and facilitated groups.

It was requested that at a future meeting further information be provided on the age/gender/language profile of Authority staff, and also an update on the pay and grading review which would follow on from the planned review of the Authority’s structure.

**Noted.**

The Minutes of this meeting were confirmed at the meeting of the Human Resources Committee held on 21 November 2021 without amendment
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