

# People Services Committee

15 January 2025

**Present:** Mrs J James (Chair)

Councillor M Bowen, Councillor D Clements, Councillor M James, Dr R Plummer, Councillor V Thomas and Councillor C Williams.

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

[Councillor C Williams left the meeting during consideration of report 01/25, Member Support & Development Update]

(Virtual Meeting: 10.00am – 11:10am)

## 1. Apologies

Apologies for absence were received from Councillor C George and Mrs S Hoss.

## 2. Disclosures

Dr R Plummer made a general declaration as a Welsh Government Senior Independent Member for Public Appointments.

## 3. Minutes

The minutes of the meetings of the People Services Committee held on the 18 September 2024 were presented for confirmation and authentication.

On the proposal of Councillor M James, seconded by Dr R Plummer, it was **resolved** that the minutes of the meetings held on 18 September 2024 be confirmed and authenticated.

## 4. Action Log and Matters arising

In respect of Action 1024, a Member requested that, where appropriate, hyperlinks be featured in the progress column in future and this was noted by the Officer.

Further to a previous discussion (Action 1025), the Welsh Government (WG) appraisals for Members was discussed and the value of the process was questioned. The Chief Executive confirmed that the WG monitored the response rate of appraisals rather than evaluating their content and Members expressed frustration regarding this. A Member expressed concern that her personal data was shared with WG when it was not clear how the data was being processed, and she agreed to share this feedback with the WG when appropriate.

**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 developed by the Welsh Local Government Association (WLGA), Training, WG Training Sessions, and Member attendance.

A discussion ensued regarding the Personal Development Pro-forma that had been reviewed, and it was suggested that a checklist of mandatory training along with links to training recordings be featured. The Head of People Services confirmed that the Authority was in the process of carrying out a training needs analysis for both staff and Members to establish a list of mandatory training and when refreshers would be required. Officers agreed to collaborate on the matter in order to present further information to Members at a future meeting.

In respect of the Self-Evaluation Framework, the Chair reiterated some of the comments she had provided by email. It was agreed that the Framework provided a good starting point for evaluation of Member Support which could be developed by individual Authorities and that the comments received be submitted to the WLGA.

### **Noted.**

[Councillor M James was not present for the entirety of the following item]

## **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, Training Data, Training Provision, and Volunteering.

A discussion took place regarding the Pay and Grading Review and in response to a Member's query, the Chief Executive provided a summary of the overall cost implications of the review. It was confirmed that a summary report of the review would be prepared once the appeals process had come to an end, and this would outline details such as lessons learnt and costs. A summary of the appeals timescale was provided.

It was reported that sickness absence continued to be monitored closely by the team and that the rise in short term sickness absence reflected the seasonal norm around seasonal conditions such as colds, flu and respiratory infections. A Member requested a comparison of sickness absence rates to the previous year and the Officer agreed to feature this information in future reports.



The Committee discussed the types of measures featured in the report and a Member provided suggestions in relation to measures for volunteering and noted that the ethnicity distribution of staff was not very diverse. The Officer noted these suggestions and confirmed that the team were actively looking to improve the collection of data within the Authority to ensure that informative data was collected in the most efficient manner. They were also working with the Equality and Diversity Strategic Lead to look at the Authority's messaging.

The report featured training data and Members noted that the completion rate for the Data Protection and Cyber Security Training was lower than other courses. The Officer confirmed that this was due to these modules being on a separate training system. It was added that the team were working with the IT and Compliance departments to establish whether all training could be sourced from a single platform.

**Noted.**