

# CABINET MEMBER FOR ORGANISATION & WORKFORCE

WEDNESDAY, 17 January 2024

**PRESENT: Councillor (virtually):** P.M. Hughes (Cabinet Member).

**The following officers were in attendance (virtually):**

P.R. Thomas, Assistant Chief Executive (People Management and Performance)  
R. Edgecombe, Legal Services Manager  
K. Evans, Democratic Services Officer

Virtual Meeting - 10.00 - 10.18 am

## 1. DECLARATIONS OF PERSONAL INTEREST

There were no declarations of personal interest.

## 2. TO SIGN AS A CORRECT RECORD THE DECISION RECORD OF THE MEETING HELD ON THE 15TH AUGUST 2023

**RESOLVED** that the decision record of the meeting held on the 15<sup>th</sup> August, 2023 be signed as a correct record.

## 3. EMPLOYMENT CONTRACT NOTICE PERIODS

The Cabinet Member considered a report detailing the appropriate contractual notice periods for the Council's workforce, with relevance to seniority in the organisation and accounting for the recruitment challenges in the "harder to recruit" professional occupational groups.

The proposal will tier the contractual notice periods according to seniority (identified by grade), as follows:

Grade A-H	– 1 month	(existing T&C's)
Grade I – O	– 3 months	(new for grade I-K)
Chief Officers	- 3 months	(existing T&C's)

The proposal will bring the Authority in line with many other Welsh local authorities and Hywel Dda. Having more alignment to other local authorities in this regard will minimise pressure during turnover periods in the workforce and support timely employee transfers.

The recognised Trade Unions will be consulted.

**RESOLVED** that the employment contract notice periods, as detailed in the report, be agreed.

#### **4. REGULATION OF INVESTIGATORY POWERS ACT**

The Cabinet Member considered a report noting the level of covert surveillance activity undertaken by the Council in 2023.

The Cabinet Member noted that the Regulation of Investigatory Powers Act (RIPA) provides a legal framework by which the Council can seek authorisation to carry out covert surveillance in certain limited circumstances.

The Legal Services Manager explained that whilst to date the Authority had not used its powers under the Regulation of Investigatory Powers Act to acquire communications data, there had been 8 occasions where an Investigating Officer had sought to do so but were advised that it was not necessary and advice was given accordingly.

It was noted that key officers received refresher training in 2022.

The Cabinet Member was informed of one change to the procedures, where Sue Watts' replacement as an authorising officer was Mr Jonathan Morgan, Head of Communities. Training for Mr Morgan will be provided in February.

**RESOLVED that:**

**4.1 the level of covert surveillance activity undertaken by the Council in 2023 be noted.**

**4.2 the Councils RIPA procedures for 2023, as detailed in the report, be approved.**

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**CABINET MEMBER**

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**DATE**