



PERSONNEL COMMITTEE

2.00 PM - MONDAY, 27 FEBRUARY 2023

**MULTI LOCATION MICROSOFT TEAMS/COUNCIL
CHAMBERCOMMITTEE ROOMS 1 & 2 PORT TALBOT**

1. Chairs Announcements
2. Declarations of Interest
3. Minutes of the previous meeting (*Pages 3 - 6*)

Report for Decision

4. Additional Annual Leave Day for employees covered by the JNC (*Pages 7 - 30*)
5. Christmas/ New Year Holiday Arrangements (*Pages 31 - 42*)

Reports for Information

6. Pay Policy Statement (*Pages 43 - 96*)
7. Workforce Information (*Pages 97 - 116*)
8. Gender Pay Gap 2022 (*Pages 117 - 124*)
9. Urgent Items
Any urgent items at the discretion of the Chairperson pursuant to Section 100B(4)(b) of the Local Government Act 1972.
10. Access to Meetings
That pursuant to Section 100A(4) and (5) of the Local Government Act 1972, the public be excluded for the following items of business which

involved the likely disclosure of exempt information as defined in Paragraph 12 and 15 of Part 4 of Schedule 12A of the above Act.

11. National Pay Negotiations and Industrial Action Update (*Pages 125 - 130*)

K.Jones
Chief Executive

Civic Centre
Port Talbot

Tuesday, 21 February 2023

Committee Membership:

Chairperson: Councillor S.A.Knoyle

**Vice
Chairperson: Councillor A.J.Richards**

Members: Councillors T.Bowen, C.Clement-Williams,
S.Grimshaw, J.Hale, J.Henton, D.Keogh,
C.Lewis, C.Phillips, S.Pursesey and P.D.Richards

PERSONNEL COMMITTEE

(Multi Location Microsoft Teams/Council Chamber)

Members Present:

28 November 2022

Chairperson : Councillor S.A.Knoyle

Vice Chair: Councillor A.J.Richards

Councillors: T.Bowen, C.Clement-Williams, S.Grimshaw, J.Hale, J.Henton, D.Keogh, C.Lewis, C.Phillips, S.Purseley and P.D.Richards

Cabinet Members: Councillors W.F.Griffiths, S.Harris, S.K.Hunt, N.Jenkins, S.Jones, A.Llewelyn and D.M.Peters

Officers in attendance: S.Rees, D.Hopkins, L. Morris, N.Jones and S.McCluskie

1. **CHAIRS ANNOUNCEMENTS**

The Chair welcomed everyone to the meeting.

2. **DECLARATIONS OF INTEREST**

Cllr.T Bowen made a declaration of interest to agenda item 4.

3. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting, held on the 28th October 2022, were approved as an accurate record.

4. **ANNUAL EQUALITIES IN EMPLOYMENT REPORT**

Members queried specific parts of the report, and a request was tabled for Officers to include further information within the next annual report for clarity purposes.

Officer training opportunities were discussed, and Officers were able to provide information to Members in terms of ongoing training providers and partner associations.

Resolved:

That having due regard to appendix 1, 2 and 3 of the circulated report pack, Members approve the publication of equalities employment information for the year 2021-2022.

5. **ESTABLISHMENT CHANGE PROCESS**

Resolved:

That having due regard to the Integrated Impact Assessment, and appendix 1 and 2 of the circulated report pack, Members approve the proposed amendment (part two) of the Establishment Change Process, subject to any authorising officers completing unconscious bias training.

6. **REASONABLE ADJUSTMENTS DISABILITY PASSPORT REPORT**

Resolved:

That having due regard to the Integrated Impact Assessment and appendix 1, of the circulated report pack, members approve the Reasonable Adjustments – Disability Passport report to support employees.

7. **EMPLOYER SUPPORTED POLICING REPORT**

Resolved:

That having due regard to the Integrated Impact Assessment, and appendix 1 and 2 of the circulated report pack, Members approve the Employer Supported Policing Scheme and associated policy document.

8. **AMHP ALLOWANCE**

Resolved:

That having due regard to the Integrated Impact Assessment (appendix 1) and appendix two of the circulated report pack, Members approve an increase to the current rate of payment for Approved Mental Health Professionals Allowances, backdated with effect from 1st April 2022.

9. **WORKFORCE INFORMATION REPORT**

Resolved:

That the report be noted.

10. **ACCESS TO MEETINGS**

That pursuant to Section 100B (2) & (5) of the Local Government Act 1972 and the undermentioned Exempt Paragraph 15 of Part 4 of Schedule 12A to the above Act, the public be excluded for the following item. Pursuant also to Paragraph 21 of the Schedule.

11. **NATIONAL PAY NEGOTIATIONS**

Officers provided an overview of the private report.

Resolved:

That the report be noted, and any further update reports will be provided should more information become available.

12. **URGENT ITEMS**

There were none.

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

27TH FEBRUARY 2023

REPORT OF THE PRINCIPAL HR MANAGER – DIANE HOPKINS

Matter for Decision

Wards Affected: All wards

Additional Annual Leave Day for employees covered by the JNC for Chief Executive, JNC for Chief Officers, the Soulbury Committee and JNC for Youth and Community Workers terms and conditions.

Purpose of Report

The purpose of this report is to propose that an additional annual leave day (pro rata for part time employees) be awarded to employees covered by the JNC for Chief Executive, JNC for Chief Officers, Soulbury Committee and JNC for Youth and Community Workers terms and conditions on a temporary basis with effect from 1st April 2023 for one year only to reflect the arrangement in place for employees covered by the NJC for Local Government Services employees who were awarded an additional annual leave day (pro-rata for part time employees) as part of the 2022 pay award.

Executive Summary:

As a result of the 2022 pay award for Local Government Services ('Green Book') employees (detailed in Background below), this proposal is put forward to provide a temporary increase of one day (pro-rata for part-time workers) to the annual leave entitlement of employees covered by the JNC for the Chief Executive, the JNC for Chief Officers, the Soulbury Committee and the JNC for Youth and Community Workers terms and conditions. This proposal is temporary, with effect from 1st April 2023 and for one year only and is pending the outcome of the pay negotiations for these groups of employees.

This proposal is put forward as a gesture of goodwill to all of our employees (excluding teachers) for the hard work and commitment shown to the Council.

It is intended that the Council's Annual Leave Policy (attached as Appendix 1) be updated with the additional annual leave day for Local Government Services employees on a permanent basis and the temporary arrangements for the other employee groups covered by this proposal, if approved.

Background:

The 2022 pay award for NJC for Local Government Services ('Green Book') employees included that from 1st April 2023, all employees covered by the National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for part-time workers) to their annual leave entitlement. The Council will action this with effect from 1st April 2023 as a local agreement has been reached with our trade unions to add the additional annual leave day to the annual leave entitlement at the start of the employee's new annual leave year in 2023.

For Members information, the 2023 pay claim for the NJC for Local Government Services employees also includes an additional day of annual leave for personal or wellbeing purposes.

JNC for Chief Executives Pay Claim for 2023

As part of the pay claim for 2023, the JNC for Chief Executives have requested an additional day of annual leave with effect from 1st April 2023 plus an additional day of annual leave for personal or wellbeing purposes. Should this be agreed, then this will not mean that three additional days annual leave will be awarded, the temporary day will then fall and the two additional annual leave days allocated in line with the pay claim, if agreed.

JNC for Chief Officers Pay Claim for 2023

As part of the pay claim for 2023, the JNC for Chief Officers have requested an additional day of annual leave with effect from 1st April 2023 plus an additional day of annual leave for personal or wellbeing purposes. Should this be agreed, then this will not mean that three additional days annual leave will be awarded, the temporary day will then fall and the two additional annual leave days allocated in line with the pay claim, if agreed.

Soulbury Committee

The pay claim for Soulbury employees for 2022 has not been finalised and further discussions are due to take place in order seek a resolution. The position at Neath Port Talbot in relation to terms and conditions for Soulbury employees is that they should not be less favourable than the NJC for Local Government Services employees. On that basis, the proposal will cover this group of employees on a temporary basis, pending the outcome of the pay negotiations for 2022 and 2023.

JNC for Youth and Community Workers

The 2022 pay claim for the JNC for Youth and Community Workers has been agreed and did not include an additional day of annual leave. However, in order to be inclusive to all of our workforce, the proposal for the additional day of annual leave will cover this group of employees on a temporary basis, pending the outcome of the pay negotiations for 2023.

Financial Impacts:

The financial impact to the Council will be in relation to any cover arrangements necessary for employees when they take the extra day annual leave. For the majority of our employees this impact will be limited.

Integrated impact assessment

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016). The first stage assessment, attached at appendix 1 has indicated that a more in-depth assessment is not required. A summary is included below:

“A full impact is not required as there is no impact on any protected group. It also has no negative impact on bio-diversity or the Welsh Language”.

Valleys Communities Impacts:

No implications.

Workforce Impacts:

This proposal is anticipated to have an extremely positive impact on our workforce as it provides for an additional day of annual leave for rest and recuperation and whilst not part of their pay agreement, it will show that as an employer, the Council values their workforce.

Legal Impacts:

No implications.

Risk Management Impacts:

No implications

Consultation:

There is no requirement for external consultation on this proposal.

Recommendations:

It is recommended that Members **APPROVE** the proposal that an additional annual leave day be awarded to employees covered by the JNC for Chief Executive, JNC for Chief Officers, Soulbury Committee and the JNC for Youth and Community Workers terms and conditions on a temporary basis with effect from 1st April 2023 for one year only.

Appendices:

Appendix 1 – Current Annual Leave Policy

Appendix 2 – Integrated Impact Assessment

Officer contact

Diane Hopkins, Principal HR Manager, email: d.b.hopkins@npt.gov.uk

Annual Leave Policy



Neath Port Talbot
Castell-nedd Port Talbot
County Borough Council Cyngor Bwrdeistref Sirol

Human Resources

APPROVED BY

Personnel
Committee

DATE

July 2018

EDITION/VERSION

REVIEW DATE

July 2020

*Os hoffech dderbyn gohebiaeth mewn perthynas â'ch
cyflogaeth yn Gymraeg, cysylltwch â'ch Swyddog AD
dynodedig.*

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1. PURPOSE

This scheme provides details of annual leave entitlements, procedures for requesting and approving leave, and other miscellaneous leave provisions.

2. SCOPE

This policy applies to all permanent and temporary employees of the Council employed under the NJC for Local Government Services (*Green Book*), employees who are within the scope of the Soulbury Agreement, the JNC for Youth & Community Workers, the JNC for Chief Executives, and the JNC for Chief Officers. It will not apply to those employed on Teachers' pay and conditions of service or those employees employed directly by schools. Part time employees will be entitled to pro-rata entitlements.

3. KEY PRINCIPLES

Employees should take the holidays to which they are entitled, and managers and employees should organise workloads to enable this.

Managers must ensure that there is adequate provision for the needs of service users and therefore the taking of annual leave is subject to the exigencies of the service and management approval.

Failure to seek prior approval for annual leave will be treated as a conduct matter in line with the Council's Disciplinary Policy and Procedure.

Approval is also required in advance when annual leave is to be taken during periods of long term sickness.

Managers and employees have a shared responsibility to ensure that accrued leave is taken during the leave year.

When requesting annual leave, employees should give as much notice as possible in order to ensure that managers can make appropriate arrangements. As a general principle, employees should endeavour to give notice which is at least twice the duration that they wish to take, i.e. a minimum 4 weeks' notice for a 2 week leave request, albeit exceptional circumstances will be taken into account.

All annual leave should be taken within the annual leave year and there will be no payment in lieu of annual leave, except in the case of a termination as detailed overleaf.

Annual leave should be taken in the form of full/part days or equivalent hours for all employees.

This scheme will be reviewed on a regular basis.

4. BASIC ANNUAL LEAVE ENTITLEMENT

Annual leave entitlements (*which includes rights under the Working Time Regulations 1998*) are set out below.

Please note that in addition to these entitlements, one day of additional leave will be allocated at Christmas time (see Section 6).

LGS Green Book	
Less than 5 years completed service	24 days (pro-rata part time)
5 years completed service or more	31 days (pro-rata part time)
Chief Officers	33 days per annum
Chief Executive	33 days per annum
Soulbury Officers	
Less than 5 years completed service	24 days (pro-rata part time)
5 years completed service or more	31 days (pro-rata part time)
Youth & Community	
Less than 5 years completed service	30 days (pro-rata part time)
5 years completed service or more	35 days (pro-rata part time)

5. ADDITIONAL ANNUAL LEAVE PURCHASE SCHEME

A maximum of one week's additional annual leave (*up to a maximum of weekly contracted hours*) can be purchased, in accordance with the additional [Annual Leave Purchase Scheme](#).

6. OTHER LEAVE

Allocated Day of Annual Leave – Christmas Holiday Period

Employees are entitled to one day of annual leave which is to be allocated during the Christmas period by Council Members on an annual basis. This entitlement is pro rata for part-time/compressed hours employees. Where an employee is required to work on the designated day, the day should be added to the employee's leave entitlement to be taken on another date.

Bank Holidays

Employees are annually entitled to eight Bank Holidays. This entitlement is pro rata

for part-time/compressed hours employees.

Extra Statutory Leave

Employees are entitled to 1 extra statutory day annual leave. This entitlement is pro rata for part-time/compressed hours employees. The date of this extra statutory holiday, usually taken during the Christmas / New Year holiday period will be agreed by Council Members on an annual basis.

Christmas Eve Afternoon

Where Members approve Special Leave to be granted in respect of the afternoon of Christmas Eve, all employees will be granted special leave which equates to 1/10th of their weekly contracted hours. Where an employee is required to work on this afternoon, or is not rostered to attend work the time should be added to the employee's leave entitlement to be taken on another date.

7. LEAVE CALCULATION

The leave period shall be from the first day of the month following the employee's birthday to the last day of the month of the employee's birthday. New employees will be entitled to a pro rata allowance of their annual leave entitlement calculated for the period between the date of appointment and the last day of the month of the employee's birthday. Where an employee increases/decreases their weekly contracted hours, their leave entitlement will be amended to reflect this.

Where an employee undertakes multiple posts within the Authority, their annual leave entitlement will be calculated on the employment start date for each individual post and not their date of continuous service.

Employees starting or leaving employment during the leave year are entitled to annual leave proportionate to the number of completed weeks of employment during that year.

Management and employees have a shared responsibility to ensure that accrued leave is taken during the leave year. If an employee is unable to take their leave entitlement during their leave year, in exceptional cases only and **at the discretion of the employee's Line Manager**, up to 5 days (*pro-rata for part time employees*) leave may be carried forward to the new leave year.

On termination of your employment any leave entitlement exceeded will be recovered and any leave accrued but not taken will normally be paid up, **unless there are exceptional circumstances which merit the non-payment of the accrued leave.**

8. TEMPORARY/FIXED TERM/CASUAL EMPLOYEES

Temporary/Fixed Term employees will accrue annual leave in accordance with their

contract of employment, i.e. date of commencement to end date of their contract.

Casual employees have a legal entitlement to holiday entitlement, which will be accrued at the UK statutory minimum of 5.6 weeks (28 days) per annum (*Inclusive of Bank Holidays*). Due to the irregular nature of casual work, holiday entitlement will need to be calculated regularly, this should be no less frequent than on a monthly basis, and should be applied at 12.07% of all time worked (*see example below*).

Annual leave for casual employees should be paid frequently. For a one off job, payment can be made during or on cessation of employment; where employment is on an **as and when** basis over a longer period of time, payment should be made regularly at no less than 12 week intervals. Please remember that annual leave is paid at times of rest, and therefore should be paid when the casual employee is not in work.

Example

Month	Hours Worked	Calculation	Holiday Entitlement
January	30	$30 \times 12.07 \div 100$	*3.6 hrs or 3hrs36mins
February	15	$15 \times 12.07 \div 100$	*1.8 hrs or 1:48
March	45	$45 \times 12.07 \div 100$	*5.4 hrs or 5:24

**The calculation is decimalized, and each 10th of an hour equals 6 minutes.*

Please note – casual employees are **not** entitled to payment for Bank Holiday hours unless they are hours which have been worked.

9. EMPLOYEES WHO WORK COMPRESSED HOURS FLEXIBLE WORKING

Compressed hours employees working a standard week of 37 hours, over less than the standard 5 day working week, will receive an annual leave entitlement expressed in hours instead of days as follows:

24 Day Annual Leave entitlement = 177 hours 36 minutes per annum
(i.e. standard working day - 7 hours 24 minutes x 24 days);

31 Day Annual Leave entitlement = 229 hours 24 minutes per annum
(i.e. standard working day 7 hours 24mins x 31 days).

Calculations for employees working part time hours/compressed hours on bank holidays/extra statutory day / additional Christmas leave day:

Where the day falls on an employee's normal contracted day of work: The time to be credited to the flexitime balance on these days will be on a pro rata basis i.e. one fifth of the weekly contracted hours.

Where the day falls on an employee's non-working day: One fifth of the contracted hours will be credited to the flexi time balance for that day, or, as agreed with the line

manager, alternatively recorded as time off in lieu (TOIL) and the time accrued taken at a later date, subject to approval.

An accumulation of TOIL equivalent to more than one normal / average working day for the employee concerned will not be permissible

10. TERMINATION OF EMPLOYMENT

On termination of employment employees will be entitled to an accrued allowance for their final leave year based on the following calculation:

$$A/52 \times B - C$$

A = annual amount of leave to which the employee is entitled.

B = number of weeks completed in current leave year to termination date.

C = number of days annual leave taken during the current leave year.

Where appropriate, employees should be encouraged to take their leave entitlement before the termination of their contract of employment. Where outstanding leave is paid, the payment is subject to normal payroll deductions.

Where the annual leave taken at the date of termination has exceeded the number of days accrued, the Council will deduct the appropriate sum from the employee's final salary, or invoice the employee accordingly; any leave accrued but not taken will normally be paid up, **unless there are exceptional circumstances which merit the non-payment of the accrued leave.**

11. SICKNESS ABSENCE

Employees who are taken ill whilst on annual leave and wish to reclaim such leave must follow the normal sickness notification procedure as per the Maximising Attendance at Work Policy including the requirement to make contact with their Line Manager on the first day of absence. In addition a Statement of Fitness for Work (*previously known as a medical certificate*) must be provided in line with the [Maximising Attendance at Work Policy](#)].

Employees will continue to accrue annual leave during all periods of sickness absence.

During long term sickness (*both paid and unpaid*), an employee may take annual leave, subject to approval from their line manager. Employees taking annual leave whilst on sick are permitted to do so, provided that they consult their line manager for approval and do not do something inconsistent with their stated reasons for sickness or something that worsens their illness. The annual leave taken will be deducted from the employees annual leave entitlement. Where an employee contravenes this provision, the Council reserves the right to stop sick pay and may take disciplinary action where appropriate.

On an employee's return to work after sickness absence, all accrued holidays should normally be taken within the current leave year.

However, if an employee has been absent due to sickness for an entire annual leave year, they are entitled to carry forward accrued statutory holidays into the next leave year, up to a maximum of four weeks (20 days) (*pro rata for part-time employees*).

In the case of an employee who has been absent due to sick leave for part of an annual leave year, their manager should calculate how much leave they have taken and how much leave remains in the leave year. If the employee has not taken the statutory 4 weeks (20 days) (*pro rata for part-time employees*) if there is insufficient time to take the unexpired part of the 4 weeks leave, or if the needs of the service prevent it being taken, it will carry over into the next leave year.

Any Annual Leave or Bank Holidays already taken will be deducted from the amount of leave to be carried forward.

See Appendices – for examples

12. MATERNITY LEAVE

During Maternity Leave, the employee will accrue annual leave and bank holidays in the normal way. An employee must attempt to use outstanding annual leave prior to commencing maternity leave, where it is not possible, the employee may use leave and bank holiday accrual prior to returning to work.

If a full time employee returns to duty on a reduced hour's basis any holiday accrued under her full time contract during maternity leave will be at the full rate. Annual leave/bank holiday entitlement, and various other terms and conditions of employment will be pro-rata to the number of hours worked with effect from the date reduced hours are commenced .

13. CAREER BREAK/UNPAID LEAVE

An employee will not accrue annual leave during periods of unpaid leave or whilst on a career break.

14. DISCIPLINARY SUSPENSION

Employees will continue to accrue leave during periods of disciplinary suspension. On an employee's return to work after a period of suspension, all accrued holidays must be taken within that current leave year. Up to a maximum of 5 days (*pro-rata part time*) may be approved to carry over at the Line Manager discretion.

ANNUAL LEAVE ENTITLEMENTS (DAYS) BASED ON 37 HOURS A WEEK

Number of Full Weeks Annual Leave Accrued

Entitlement	1	2	3	4	5	6	7	8	9	10	11	12	13
24 Days	0.46	0.92	1.38	1.85	2.31	2.77	3.23	3.69	4.15	4.62	5.08	5.54	6.00
31 Days	0.60	1.19	1.79	2.38	2.98	3.58	4.17	4.77	5.37	5.96	6.56	7.15	7.75
33 Days	0.6	1.27	1.90	1.2	1.5	1.8	2.1	2.3	2.6	2.9	3.2	3.5	3.8

Number of Full Weeks Annual Leave Accrued

Entitlement	14	15	16	17	18	19	20	21	22	23	24	25	26
24 Days	6.46	6.92	7.38	7.85	8.31	8.77	9.23	9.69	10.15	10.62	11.08	11.54	12.00
31 Days	8.35	8.94	9.54	10.13	10.73	11.33	11.92	12.52	13.12	13.71	14.31	14.90	15.50
33 Days	8.9	9.5	10.2	10.8	11.4	12.1	12.7	13.3	14.0	14.6	15.2	15.9	16.5

Number of Full Weeks Annual Leave Accrued

Entitlement	27	28	29	30	31	32	33	34	35	36	37	38	39
24 Days	12.46	12.92	13.65	13.85	14.31	14.77	15.23	15.69	16.15	16.62	17.08	17.54	18.00
31 Days	16.10	16.69	17.29	17.88	18.48	19.08	19.6	20.27	20.87	21.46	22.06	22.65	23.25
33 Days	17.1	17.8	18.4	19.0	19.7	20.3	20.9	21.6	22.2	22.8	23.5	24.1	24.8

Number of Full Weeks Annual Leave Accrued

Entitlement	40	41	42	43	44	45	46	47	48	49	50	51	52
24 Days	18.46	18.92	19.38	19.85	20.31	20.77	21.23	21.69	22.15	22.62	23.08	23.54	24.00
31 Days	23.85	24.44	25.04	25.63	26.23	26.83	27.42	28.02	28.62	29.21	29.80	30.40	31.00
33 Days	25.4	26.0	26.7	27.3	27.9	28.6	29.2	29.8	30.5	31.1	31.7	32.4	33.0

Formula = Annual Entitlement/52 x No of completed weeks

ANNUAL LEAVE ENTITLEMENT – PART TIMERS (HRS/MINS)

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		Weekly Contracted Hours												
Entitlement		7.24	14.48	15.00	15.30	16.00	16.30	17.00	17.30	18.00	18.30	19.00	19.30	20.00
Days	Hours													
24	177.36	35.31	71.02	72.00	74.24	76.48	79.12	81.36	84.00	86.24	88.48	91.12	93.36	96.00
31	229.24	45.52	91.45	93.00	96.06	99.12	102.18	105.24	108.30	111.36	114.42	117.48	120.54	124.00
		Weekly Contracted Hours												
Entitlement		20.30	21.00	21.30	22.00	22.30	23.00	23.30	24.00	24.30	25.00	25.30	26.00	26.30
Days	Hours													
24	177.36	98.24	100.48	103.12	105.36	108.00	110.24	112.48	115.12	117.36	120.00	122.24	124.48	127.12
31	229.24	127.06	130.12	133.18	136.24	139.30	142.36	145.42	148.48	151.54	155.00	158.06	161.12	164.18
		Weekly Contracted Hours												
Entitlement		27.00	27.30	28.00	28.30	29.00	29.30	30.00	30.30	31.00	31.30	32.00	32.30	33.00
Days	Hours													
24	177.36	129.36	132.00	134.24	136.48	139.12	141.36	144.00	146.24	148.48	151.12	153.36	156.00	158.24
31	229.24	167.24	170.30	172.36	176.42	179.48	182.54	186.00	189.06	192.12	195.18	198.24	201.30	204.36
		Weekly Contracted Hours												
Entitlement		33.30	34.00	34.30	35.00	35.30	36.00	36.30	37.00					
Days	Hours													
24	177.36	160.48	163.12	165.36	168.00	174.24	172.48	175.12	177.36					
31	229.24	207.42	210.48	213.54	217.00	220.06	223.12	226.18	229.24					

Formula = Annual Entitlement x 7hrs 24mins (7.4hrs)/37 x Contracted Hours

BANK HOLIDAY ENTITLEMENT – PART TIMERS (HRS/MINS)

Weekly Contracted Hours

B/H FTE	7.24	14.48	15.00	15.30	16.00	16.30	17.00	17.30	18.00	18.30	19.00	19.30	20.00
7.24	1.24	2.54	3.00	3.06	3.12	3.26	3.24	3.30	3.36	3.42	3.48	3.54	4.00
3.42	0.42	1.28	1.30	1.33	1.36	1.39	1.42	1.45	1.48	1.51	1.54	1.57	2.00

Weekly Contracted Hours

B/H FTE	20.30	21.00	21.30	22.00	22.30	23.00	23.30	24.00	24.30	25.00	25.30	26.00	26.30
7.24	4.06	4.12	4.18	4.24	4.30	4.36	4.42	4.48	4.54	5.00	5.06	5.12	5.18
3.42	2.03	2.06	2.09	2.12	2.15	2.18	2.21	2.24	2.27	2.30	2.33	2.36	2.39

Weekly Contracted Hours

B/H FTE	27.00	27.30	28.00	28.30	29.00	29.30	30.00	30.30	31.00	31.30	32.00	32.30	33.00
7.24	5.24	5.30	5.36	5.42	5.48	5.54	6.00	6.06	6.12	6.18	6.24	6.30	6.36
3.42	2.42	2.45	2.48	2.51	2.54	2.57	3.00	3.03	3.06	3.09	3.12	3.15	3.18

Weekly Contracted Hours

B/H FTE	33.30	34.00	34.30	35.00	35.30	36.00	36.30	37.00
7.24	6.42	6.48	6.54	7.00	7.06	7.12	7.18	7.24
3.42	3.21	3.24	3.27	3.30	3.33	3.36	3.39	3.42

WORKING EXAMPLES FOR THE CARRY OVER OF ANNUAL LEAVE FOLLOWING LONG TERM SICKNESS ABSENCE

Employee A

Leave year 1st May 2012 – 30th April 2013 with an annual leave entitlement of 24 days.

Employee A is off sick for the period of 1st January 2013 to 30th June 2013, during the leave year they have taken 15 days annual leave and had 8 bank holidays (7th May 2012, 4th & 5th June 2012, 27th August 2012, 25th, 26th, 27th 31st December 2012). A total of 23 days.

On their return on 1st July 2013 the employee would carry over 0 days annual leave as he/she had already received the statutory entitlement of 20 days.

Employee B

Leave year 1st January 2012 – 31st December 2012 with an annual leave entitlement of 31 days.

Employee B has been off for the full year, but requested 15 days annual leave whilst on long term sick which their Line Manager approved. (Please note the employee has been absent for the whole leave year so has not taken any bank holidays).

On return to work on 2nd January 2013, employee B carries over 5 day's annual leave. This ensures the employee has received their statutory entitlement of 20 days.

Employee C

Leave Year 1st February 2012 – 31st January 2013 with an annual leave entitlement of 31 days.

Employee C is off on sick leave from 1st December 2012 to 31st March 2013. Prior to being off the employee had taken 10 days annual leave and had 6 bank holidays (a total of 16 days), therefore, employee C carries over 4 day's annual leave. This ensures the employee has received their statutory entitlement of 20 days.

Impact Assessment - First Stage

It is essential that all initiatives undergo a first stage impact assessment to identify relevance to equalities and the Welsh language as well as an evaluation of how the proposal has taken into account the sustainable development principle (the five ways of working); an incorrect assessment could ultimately be open to legal challenge.

The first stage is to carry out a short assessment to help determine the need to undertake a more in-depth analysis (the second stage).

Relevance will depend not only on the number of people/service users affected, but also the significance of the effect on them.

When completing the first step you must have regard to the following:

- Does the initiative relate to an area where important equality issues have been, or are likely to be, raised? (For example, funding for services to assist people who are victims of rape/sexual violence or individuals with particular care need; disabled people's access to public transport; the gender pay gap; racist or homophobic bullying in schools)
- Is there a significant potential for reducing inequalities, or improving outcomes? (For example, increasing recruitment opportunities for disabled people).
- Does the initiative relate to instances where opportunities to use the Welsh language are likely to be affected or where the language is likely to be treated less favourably? (For example, increase the number of Welsh speakers moving from/to a certain area; closing specific Welsh language services or put those services at risk services;
- Does the initiative relate to the improvement of economic, social, environmental and cultural well-being? To what extent does the initiative prevent things getting worse? (For example, funding for services to assist in cultural well-being; changes in policies that promote independence and/or assist carers)

1. Provide a description and summary of the initiative.

Identify which service area and directorate has responsibility for the initiative.

2. Identify who will be affected by the initiative.

If you answer **Yes** to service users, staff or wider community continue with the first stage of the assessment

If you answer **No** to service users, staff or wider community or **Yes** to 'Internal administrative process only', go to **Question 5 – sustainable development principle**.

3. Using relevant and appropriate information and data that is available to you think about what impact there could be on people who share protected characteristics; whether they are service users, staff or the wider community.

Some things to consider include:

- transport issues
- accessibility
- customer service
- cultural sensitivity
- financial implications
- loss of jobs

Definitions of impacts (either positive or negative):

- High – likely to be highly affected by the initiative
- Medium - likely to be affected in some way
- Low - likely to be affected by the initiative in a small way
- Don't know - the potential impact is unknown

You **must** provide reasons, and indicate what evidence you used, in coming to your decision.

4. Using relevant and appropriate information and data that is available, think about what impact there could be on opportunities to use the Welsh language and in treating the language no less favourably than English.

Definitions of impacts are the same as in **Question 3**.

The classification 'Don't Know' should be categorised as 'High Impact' in both questions 3 & 4.

5. Consider how the initiative has embraced the sustainable development principle in accordance with the Section 7c of the Well-being of Future Generations Act 2015.

Give details of the initiative in relation to the 5 ways of working:

- **Long term** - how the initiative supports the long term well-being of people
- **Integration** - how the initiative impacts upon our wellbeing objectives
- **Involvement** - how people have been involved in developing the initiative
- **Collaboration** - how we have worked with other services/organisations to find shared sustainable solutions;
- **Prevention** - how the initiative will prevent problems occurring or getting worse

6. The most appropriate statement must be selected (and the relevant box ticked) based on the first stage of the assessment and an explanation of how you have arrived at this decision must be given.

In addition a summary of the how the initiative has embraced the sustainable development principle must also be included.

Where the first stage of the assessment indicates that a more in-depth analysis is required the second stage of the assessment will need to be completed and this will need to be started immediately.

A first stage assessment must be included as a background paper for all Cabinet/Cabinet Board/ Scrutiny Committee Reports.

Where the first stage assessment is completed by an accountable manager it must be signed off by a Head of Service/Director.

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Proposal to amend the Establishment Change Process
Service Area: All employees covered by the JNC for Chief Executives, JNC Chief Officers, Soulbury Committee and JNC for Youth and Community Workers terms and conditions.
Directorate: All

2. Does the initiative affect:

	Yes	No
Service users		X
Staff	X	
Wider community		X
Internal administrative process only	X	

3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		X				
Disability		X				
Gender Reassignment		X				
Marriage/Civil Partnership		X				
Pregnancy/Maternity		X				
Race		X				
Religion/Belief		X				

Sex		X				
Sexual orientation		X				

4. Does the initiative impact on:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language		X				
Treating the Welsh language no less favourably than English		X				

5. Does the initiative impact on biodiversity:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		X				
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment,		X				

such as air quality, flood alleviation, etc.						
--	--	--	--	--	--	--

6. Does the initiative embrace the sustainable development principle (5 ways of working):

	Yes	No	Details
Long term - how the initiative supports the long term well-being of people	x		As many of our employees also live in the County Borough area, it is anticipated that this proposal will have a positive impact on their long term wellbeing as they will have an extra day for rest and recuperation.
Integration - how the initiative impacts upon our wellbeing objectives	x		As many of our employees also live in the County Borough area, it is anticipated that this proposal will have a positive impact on their long term wellbeing as they will have an extra day for rest and recuperation.
Involvement - how people have been involved in developing the initiative	x		The proposal was developed following the pay award for the Local Government Services employees awarded an extra annual leave day (pro-rata for part time workers) with effect from 1 April 2023. In order to be an inclusive employer, it is proposed to award this to all of our employees (excluding teachers).
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions	x		N/A – internal policy
Prevention - how the initiative will prevent problems occurring or getting worse		x	N/A – internal policy

7. Declaration - based on above assessment (tick as appropriate):

A full impact assessment (second stage) is not required	<input checked="" type="checkbox"/>
Reasons for this conclusion	
A full impact is not required as there is no impact on any protected group. It also has no negative impact on bio-diversity or the Welsh Language.	

A full impact assessment (second stage) is required	<input type="checkbox"/>
Reasons for this conclusion	

--

	Name	Position	Signature	Date
Completed by	Diane Hopkins	Principal HR Manager	<i>D B Hopkins</i>	15/2/2023
Signed off by	Sheenagh Rees	Head of People and Organisational Development		

Agenda Item 5

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

27th February 2023

Head of People and Organisational Development – Sheenagh Rees

Matter for Decision

Wards Affected: all wards

Christmas and New Year Holiday Arrangements 2023/24 and 2024/25

1. Purpose of Report

- 1.1 The purpose of this report is to seek Member approval for the opening/closing arrangements for the main Civic Offices during the Christmas and New Year Holiday period 2023/2024 and 2024/2025.
- 1.2 An early decision is requested as a result of the implementation of the new HR/Payroll system which requires all holidays to be built into the system for each calendar year. As such, it is necessary, ahead of the implementation, to have in place the Christmas and New Year holiday arrangements for 2023/2024 and 2024/2025.

2. Background information

The prescribed bank holidays for the **2023 / 2024** festive period are as follows:

Monday 25th December 2023 - Christmas Day
Tuesday 26th December 2023 - Boxing Day
Monday 1st January 2024 - New Year's Day

The prescribed bank holidays for the **2024 / 2025** festive period are as follows:

Wednesday 25th December 2024 – Christmas Day
Thursday 26th December 2024 – Boxing Day
Monday 1st January 2025 – New Year's Day

- In addition to the above, Local Government Services employees are awarded an **Extra Statutory Holiday** during this period, the timing of which is to be determined by the Authority.

- Employees are also entitled to an **additional day of annual leave** which is allocated over the Christmas Holiday Period.
- It has also been past practice since the inception of the Authority in 1996 to award a **½ day special leave** to employees on the afternoon of the last working day before Christmas.

3. Proposed Holiday Arrangements

- 3.1 Managers of all business critical services across the Council will ensure that all such services continue to be available on a 24 / 7 basis, where necessary, and that standby / callout arrangements are in place so that appropriate responses can be made to emergencies arising during the holiday period.
- 3.2 The proposals below is primarily concerned with working arrangements over the holiday period.
- 3.3 This proposals require employees to use one day annual leave / flexi leave / time off in lieu for one day over each of the prescribed Christmas and New Year Holiday periods.
- 3.4 The following allocation of days for each year is proposed:

2023/2024

Friday	22 nd December 2023	AM – Normal working day PM - Half day special leave granted
Monday	25 th December 2023	Christmas Day Bank Holiday
Tuesday	26 th December 2023	Boxing Day Bank Holiday
Wednesday	27 th December 2023	Extra Statutory Day
Thursday	28 th December 2023	Additional Annual Leave Day (*)
Friday	29 th December 2023	Council Closure – all employees required to use one day of annual leave/flexi leave/TOIL
Monday	1st January 2024	New Year's Day Bank Holiday

2024/2025

Monday	23 rd December 2024	Normal Working Day
Tuesday	24 th December 2024	AM – Normal working day PM - Half day special leave granted
Wednesday	25 th December 2024	Christmas Day Bank Holiday
Thursday	26 th December 2024	Boxing Day Bank Holiday
Friday	27 th December 2024	Extra Statutory Day
Monday	30 th December 2024	Additional Annual Leave Day (*)
Tuesday	31 st December 2024	Council Closure – all employees required to use one day of annual leave/flexi leave/TOIL
Wednesday	1 st January 2025	New Year's Day Bank Holiday

3.5 (*) During these dates, some services will require employees to work and employees will be able to take their annual leave on alternative dates, so that service delivery is not detrimentally affected. Where employees are required to work, the relevant Head of Service will notify employees as soon as possible and will ensure that necessary welfare facilities and management support is available.

3.6 The proposal was developed in consultation with Heads of Service, Corporate Directors and senior managers. The Trade unions consulted with their members and the arrangements above were supported by the majority of their members.

4. Implementation

In order to ensure that employees are aware of these arrangements, details will be placed on the HR Intranet, on employee news, an article will be placed in the weekly sway on a monthly basis and on Yammer. Heads of Service will be requested to cascade the information to managers and employees within their respective service areas.

5. Financial Impact

The decision has been made taking into account the impact on our citizens and employees during a time when there is a reduced requirement for our services and the majority of employees want to take their annual leave to spend time with family and friends.

6. Integrated impact assessment:

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act, the Welsh Language

Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016. The first stage assessment, attached at appendix 1 has indicated that a more in-depth assessment is not required. A summary is included below:

“A full impact is not required as there is no impact on any protected group. It also has no negative impact on bio-diversity or the Welsh Language”.

7. Valleys Communities Impacts:

No Implications

8. Workforce Impacts

This proposal will impact on all employees and arrangements will be made to ensure that employees are aware of their particular service arrangements.

9. Legal Impacts

There are no legal impacts associated with this proposal.

10. Risk Management

There are no risks associated with this report.

11. Consultation

There is no requirement under the Constitution for external consultation on this item.

12. Recommendation

It is **RECOMMENDED** that members approve the proposal in relation to Christmas / New Year holiday arrangements for 2023/2024 and 2024/2025.

12. Officer contact

Sheenagh Rees – Head of People and Organisational Development - s.rees5@npt.gov.uk

Diane Hopkins, Principal HR Manager – d.b.hopkins@npt.gov.uk

13. List of Background Papers

None.

Impact Assessment - First Stage

It is essential that all initiatives undergo a first stage impact assessment to identify relevance to equalities and the Welsh language as well as an evaluation of how the proposal has taken into account the sustainable development principle (the five ways of working); an incorrect assessment could ultimately be open to legal challenge.

The first stage is to carry out a short assessment to help determine the need to undertake a more in-depth analysis (the second stage).

Relevance will depend not only on the number of people/service users affected, but also the significance of the effect on them.

When completing the first step you must have regard to the following:

- Does the initiative relate to an area where important equality issues have been, or are likely to be, raised? (For example, funding for services to assist people who are victims of rape/sexual violence or individuals with particular care need; disabled people's access to public transport; the gender pay gap; racist or homophobic bullying in schools)
- Is there a significant potential for reducing inequalities, or improving outcomes? (For example, increasing recruitment opportunities for disabled people).
- Does the initiative relate to instances where opportunities to use the Welsh language are likely to be affected or where the language is likely to be treated less favourably? (For example, increase the number of Welsh speakers moving from/to a certain area; closing specific Welsh language services or put those services at risk services;
- Does the initiative relate to the improvement of economic, social, environmental and cultural well-being? To what extent does the initiative prevent things getting worse? (For example, funding for services to assist in cultural well-being; changes in policies that promote independence and/or assist carers)

1. Provide a description and summary of the initiative.

Identify which service area and directorate has responsibility for the initiative.

2. Identify who will be affected by the initiative.

If you answer **Yes** to service users, staff or wider community continue with the first stage of the assessment

If you answer **No** to service users, staff or wider community or **Yes** to 'Internal administrative process only', go to **Question 5 – sustainable development principle**.

3. Using relevant and appropriate information and data that is available to you think about what impact there could be on people who share protected characteristics; whether they are service users, staff or the wider community.

Some things to consider include:

- transport issues
- accessibility
- customer service
- cultural sensitivity
- financial implications
- loss of jobs

Definitions of impacts (either positive or negative):

- High – likely to be highly affected by the initiative
- Medium - likely to be affected in some way
- Low - likely to be affected by the initiative in a small way
- Don't know - the potential impact is unknown

You **must** provide reasons, and indicate what evidence you used, in coming to your decision.

4. Using relevant and appropriate information and data that is available, think about what impact there could be on opportunities to use the Welsh language and in treating the language no less favourably than English.

Definitions of impacts are the same as in **Question 3**.

The classification 'Don't Know' should be categorised as 'High Impact' in both questions 3 & 4.

5. Consider how the initiative has embraced the sustainable development principle in accordance with the Section 7c of the Well-being of Future Generations Act 2015.

Give details of the initiative in relation to the 5 ways of working:

- **Long term** - how the initiative supports the long term well-being of people
- **Integration** - how the initiative impacts upon our wellbeing objectives
- **Involvement** - how people have been involved in developing the initiative
- **Collaboration** - how we have worked with other services/organisations to find shared sustainable solutions;
- **Prevention** - how the initiative will prevent problems occurring or getting worse

6. The most appropriate statement must be selected (and the relevant box ticked) based on the first stage of the assessment and an explanation of how you have arrived at this decision must be given.

In addition a summary of the how the initiative has embraced the sustainable development principle must also be included.

Where the first stage of the assessment indicates that a more in-depth analysis is required the second stage of the assessment will need to be completed and this will need to be started immediately.

A first stage assessment must be included as a background paper for all Cabinet/Cabinet Board/ Scrutiny Committee Reports.

Where the first stage assessment is completed by an accountable manager it must be signed off by a Head of Service/Director.

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Christmas and New Year Holiday Arrangements 2023/2024 and 2024/2025
Service Area: All Council Employees other than those employed directly by School's operating under fully delegated powers
Directorate: All

2. Does the initiative affect:

	Yes	No
Service users		X
Staff	X	
Wider community		X
Internal administrative process only	X	

3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		X				
Disability		X				
Gender Reassignment		X				
Marriage/Civil Partnership		X				
Pregnancy/Maternity		X				
Race		X				
Religion/Belief		X				
Sex		X				

Sexual orientation		X				
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4. Does the initiative impact on:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language		X				
Treating the Welsh language no less favourably than English		X				

5. Does the initiative impact on biodiversity:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		X				
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment,		X				

such as air quality, flood alleviation, etc.						
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6. Does the initiative embrace the sustainable development principle (5 ways of working):

	Yes	No	Details
Long term - how the initiative supports the long term well-being of people		x	N/A – internal policy
Integration - how the initiative impacts upon our wellbeing objectives		x	As above.
Involvement - how people have been involved in developing the initiative	x		Heads of Service and the trade unions were consulted on their views regarding this proposal and these were fully considered.
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions		x	N/A – this is specific to Neath Port Talbot Council.
Prevention - how the initiative will prevent problems occurring or getting worse		x	N/A – internal policy

7. Declaration - based on above assessment (tick as appropriate):

A full impact assessment (second stage) is not required	<input checked="" type="checkbox"/>
Reasons for this conclusion	
A full impact is not required as there is no impact on any protected group. It also has no negative impact on bio-diversity or the Welsh Language.	

A full impact assessment (second stage) is required	<input type="checkbox"/>
Reasons for this conclusion	

	Name	Position	Signature	Date
Completed by	Diane Hopkins	Principal HR Manager	<i>D B Hopkins</i>	15/2/2023
Signed off by	Sheenagh Rees	Head of People and Organisational Development		15/2/2023

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

27th February 2022

Report of the Head of People and Organisational Development – Sheenagh Rees

Matter for information

Wards affected: all wards

Pay Policy Statement 2023 / 2024

Purpose of the Report:

To provide Members of the Committee with the Pay Policy Statement for 2023 / 2024 prior to presentation for approval at Council on 15th March 2023. The Statement is attached as Appendix 1.

Executive Summary:

It is a requirement of the Localism Act 2011 that the Council produces a Pay Policy Statement for each financial year, setting out specific information in relation to the pay of the Council's workforce. The Statement that has been prepared for 2023 / 2024, and attached at Appendix 1, has been developed in line with guidance produced by the Welsh Government "Pay Accountability within Local Government" published in November 2021 and to reflect national and local developments in pay.

Background:

The Localism Act 2011 requires local authorities to produce a Pay Policy Statement for each financial year articulating its policy towards a range of issues relating to the pay of its workforce, particularly in relation to senior staff and the lowest paid within the workforce. This is with the aim of increasing accountability, transparency and fairness in the setting of local pay.

The statement must be prepared annually, considered and approved by full Council and published on the Council's website.

An initial Pay Policy statement was developed and approved by this Council in March 2012. As required by legislation, the Pay Policy Statement must be reviewed at least annually, and then approved and published by 31st March each subsequent year.

The Pay Policy Statement for 2023 / 2024 is attached at Appendix 1. The format of the document has been developed with reference to the guidance produced by the Welsh Government “Pay Accountability within Local Government” published in November 2021 and the content has been updated to take account of national and local pay related developments, outlined in this report.

Pay related developments

It is the Council’s policy that any nationally agreed pay awards, negotiated at a national level by the local government employers in conjunction with the recognised Trade Unions will be applied, unless full Council determines otherwise.

The attached statement reflects pay awards agreed for Chief Executive, Chief Officers, and Local Government Services applying from 1st April 2022, and Youth & Community Workers, applying from 1st September 2022. At the time of writing this report, negotiations in respect of a pay award for Soulbury Officers to apply from 1st September 2022 have not yet concluded. The Council will apply any pay award subsequently agreed and the Pay Policy Statement will be updated to reflect this.

Pay Multiples

Whilst the Localism Act excludes schools from the scope of local authority Pay Policy Statements, the Pay Policy Statement for this Council sets out details of pay multiples both including and excluding employees who are appointed and managed by schools:

Basis	Pay Multiple
Lowest paid employee earnings: Chief Executive’s earnings	1 : 7.10
Median employee FTE* earnings: Chief Executive	1 : 5.36
Lowest paid employee earnings: average Chief Officer earnings	1 : 4.41

Median employee FTE* earnings: average Chief Officer earnings	1 : 3.33
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* FTE= Full Time Equivalent

Financial impacts:

The Council spends 46% of gross expenditure on its workforce.

Integrated impact assessment:

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016. The first stage assessment, attached at appendix 1 has indicated that a more in-depth assessment is not required. A summary is included below:

“A full impact is not required as there is no impact on any protected group as a result of this report – the Pay Policy Statement reflects pay decision already taken, and is simply a statement summarising those decisions. It also has no negative impact on bio-diversity or the Welsh Language. However, it should be noted that, in determining pay and remuneration, the Council complies with relevant employment legislation, including the Equality Act 2010, the Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. The Council has sought to ensure that there is no pay discrimination within its pay structures and that pay differentials can be objectively justified primarily through the use of an equality proofed job evaluation mechanism which directly relates basic pay to the requirements, demands and responsibilities of each job role”.

Valleys Communities Impacts:

No implications

Workforce impacts:

The Pay Policy Statement sets out the impact of the Council's pay strategy on pay relativities within the workforce, and particularly the relationship between the highest and the lowest paid within the organisation.

Legal impacts:

It is a requirement under the Localism Act 2011 that the Council produces a Pay Policy Statement for the financial year 2023 / 2024 and that it is considered and approved by full Council, and subsequently published on the Council's website.

Risk Management Impacts:

Failure to consider and approve a Pay Policy Statement for the financial year 2023 / 2024 will place the Council in breach of the Localism Act 2011.

Consultation:

There is no requirement under the Constitution for external consultation on this item.

Recommendation:

It is recommended that Members note the Pay Policy Statement for 2023 / 2024 for presentation to Council on 15th March 2023.

FOR INFORMATION**Appendices:**

Appendix 1 – Pay Policy Statement 2023 / 2024

Appendix 2 - IIA

List of Background Papers:

Localism Act 2011

Officer contact:

Sheenagh Rees, Head of People and Organisational Development, telephone number: 01639 763315, email: s.rees5@npt.gov.uk



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Pay Policy Statement

2023 / 2024

Version	Date	Action
Version 1	March 2011	Approved by Council
Version 12	March 2023	Approved by Council
Version 13	March 2024	For approval by Council

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This Council is committed to being open and transparent and as Leader I want to ensure that the Council tax payers of Neath Port Talbot County Borough Council have access to information about how we pay people.

Council services are delivered by people, and most of the people we employ live and work in this County Borough. I want to ensure that Council services are the best they can be, so our pay policy seeks to ensure we can attract, retain and motivate the best employees with the right skills to deliver our services.

This, of course, has to be balanced against the need to ensure value for money for the local Council taxpayer.

The Council is one of the main employers in this area and it is important that the Council can offer good quality employment on reasonable terms and conditions and fair rates of pay. This will have a beneficial impact on the quality of life within the community as well as on the local economy.

Cllr S Hunt
Leader of Council

Introduction

This is Neath Port Talbot County Borough Council's (NPT) twelfth annual Pay Policy Statement. This Statement covers the period 1st April 2023 to 31st March 2024.

This Pay Policy Statement provides the framework for decision making on pay and in particular decision making on senior pay. Preparing and publishing this statement is a requirement under the Localism Act 2011. The provisions in the Act do not apply to the staff of local authority schools and therefore teaching staff are not included in the scope of this document.

This Pay Policy Statement has been approved by council on 15th March 2023.

Legislative Framework

The council has the power to appoint staff under Section 112 of the Local Government Act 1972 and complies with all relevant employment legislation in determining the pay and remuneration of its staff.

Terms and Conditions of Employment

The council employs approximately 6, 400 employees. The posts they are employed within are covered by a range of terms and conditions drawn from either:

- National Joint Council for Local Government Services
- Joint National Council for Chief Executives
- Joint National Council for Chief Officers
- Soulbury Committee
- The Joint National Council for Youth and Community Workers
- Teachers (not within the scope of this statement)

The following pay scales are provided as Appendices to this policy:

- **Appendix A** Local Government Services Employee
- **Appendix B** JNC Chief Executive and Chief Officers
- **Appendix C** Soulbury Officers
- **Appendix D** JNC Youth & Community Workers

We publish a breakdown of staff numbers by pay band and gender in the **Annual Equalities in Employment Report**, published separately. Linked to this is the **Gender Pay Gap Report**.

National Pay Awards

For all employee groups, any nationally agreed pay awards, negotiated at a national level by the local government employers in conjunction with the recognised Trade Unions will be applied. The council will pay these nationally agreed pay awards as and when determined unless full council decides otherwise.

Job Evaluation

In 2008 the council completed a Job Evaluation exercise in relation to jobs which are governed by the NJC for LGS' terms and conditions of employment. A new pay and grading structure, based on the outcome of the Job Evaluation exercise, was developed in partnership with, and agreed with, our trade unions via a Collective Agreement and introduced in 2008. The pay and grading structure is based on the NJC for LGS' nationally negotiated pay spine as the basis for its pay and grading structure. In order to implement the new LGS pay spine to apply from 1st April 2019, revisions to the pay and grading structure were again agreed via Collective Agreement reached with our trade unions in January 2019 to both implement the new pay spine, and at the same time ensure that arrangements remain equality proofed. These arrangements applied with effect from 1st April 2019.

The council seeks to maintain the equality proofed pay and grading structure by subjecting any newly established job or jobs which have significantly changed to a job evaluation assessment. A Joint Job Evaluation Panel, comprising of trained management and trade union representatives continues to meet on a regular basis to consider and determine Grading Appeals.

Starting salaries

It is the council's policy that all appointments to jobs with the council are made at the minimum of the relevant pay grade, although this can be varied where necessary, e.g. to secure the services of the best available candidate/s.

Heads of Service can authorise a variation of starting salary for all jobs below Head of Service level. . The Special Appointments Committee, a committee with delegated authority from Personnel Committee, will determine the starting salary of Heads of Service.

The Welsh Government recommends that in addition to agreeing the parameters for setting the pay of chief officers, full council should be offered the opportunity to vote on large salary packages which are to be offered in respect

of new appointments in accordance with their agreed pay policy statements. The Welsh Ministers consider £100,000 is the right level for that threshold.

For this purpose, salary packages should be consistent with the categories defined for remuneration in the Accounts and Audit (Wales) Regulations 2014. This will include salary, bonuses, fees, allowances routinely payable, any expenses allowance chargeable to UK income tax, the relevant authorities' contribution to the officer's pension and any other benefits in kind to which the officer is entitled as a result of their employment.

In accordance with this:

- Full Council will approve the commencement of the appointment process for all Chief Officer posts which exceed this threshold.
- Council will confirm the maximum salary that would be offered and delegate responsibility for the final determination to the Special Appointments Committee.
- The process then continues with the Special Appointments Committee for all Chief Officer posts above the Strategic Manager pay grade (with the exception of Directors and Chief Executive which remain with Full Council).

Other pay-related allowances

All other pay-related allowances, e.g. overtime payments, are the subject of national and/or locally negotiated arrangements and subject to Member approval at personnel committee or full council, as appropriate (refer to Decision Making for more information).

The terms and conditions of employment relating to annual leave, hours of work, overtime payment, weekend working arrangements and sick pay for all employee groups (with the exception of teaching staff) are set out in **Appendix E**.

Travel and Subsistence Payments

The Council's Travel and Subsistence Payment Scheme requires employees to use the most cost effective method of transport for all journeys at all times. To ensure that all business journeys are absolutely necessary, whether inside or outside the County Borough area and that the most cost effective method of travel is used by all employees, the scheme provides a checklist to be completed by employees before the line manager authorises the use of the employees own vehicle. Rates payable are in line with HMRC mileage allowances. The Scheme is available online or on request from the HR Team.

Acting Up and Honoraria Payments

There may be occasions when an employee is asked to carry out duties which are additional to those of their substantive post, for a period of time, or to 'act up' into a more senior job within the council, covering the full range of duties of the higher job. In such circumstances an additional payment may be made in line with the council's policy on payment of acting up or honoraria. The schemes apply to LGS employees only. The Scheme is available online or on request from the HR Team.

Personnel committee must approve any acting up or honoraria payments proposed for officers who are not within the scope of the scheme. Where the acting up or honoraria payment would result in the total pay package exceeding £100,000 approval must be sought from full council.

Market Pay Scheme

Job evaluation has enabled the council to set appropriate pay levels based on internal job size relativities within the council. However, in exceptional circumstances, it may be necessary to take account of the external pay market in order to attract and retain employees with the necessary specific knowledge, skills and experience.

The council has a Market Pay Scheme to ensure that the requirement for any market pay supplements is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources. The Scheme is available online or on request from the HR Team. It is the council's policy that any such additional payments are kept to a minimum and reviewed on a regular basis so that they can be withdrawn where no longer considered necessary.

The principles underpinning the Market Pay Scheme are applied to all employee groups within the council. Heads of Service can authorise market pay supplements following a recommendation from the Head of People and Organisational Development. Where it is proposed to apply a market supplement to a Chief Officer post within the council, approval is sought from the council's personnel committee. Should the market supplement result in the total pay package exceeding £100,000 approval must be sought from full council.

Local Government Pension Scheme (LGPS)

To help people save more for their retirement, the government now requires employers to automatically enrol their workers into a workplace pension scheme. Neath Port Talbot Council participates in the Local Government Pension Scheme. If an employee has a contract of employment for at least 3 months (and is under 75 years of age), they will be automatically enrolled into the LGPS, from the date employment commenced. Opt out provisions apply.

The employee contribution rates, which are defined by statute, currently range between 5.5 per cent and 12.5 per cent of pensionable pay depending on full time equivalent salary levels. The Employer contribution rate is set by Actuaries advising the City and County of Swansea LGPS Pension fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded.

The employer contribution rate effective from 1st April 2022 was 26.9% and will decrease to 22.1% on 1st April 2023 following the latest triennial valuation.

Other employee benefits

The council believes that it has a responsibility to help support the health, wellbeing and welfare of its employees in order to ensure that they are able to perform at their best. As part of this approach and in common with other large employers the council provides a small number of non-pay benefits such as eye test vouchers for users of display screen equipment at work, childcare vouchers via a salary sacrifice scheme (following the Government's closure of such schemes, this benefit is now only available for those who joined the scheme prior to October 2018) and participation in the Cycle to Work scheme.

Employees who are members of the LGPS (see above) have the opportunity to join the Salary Sacrifice Shared Costs Additional Voluntary Contributions (AVC) Scheme, assisting employees who wish to increase pension benefits at retirement by paying additional voluntary contributions into the Local Government AVC Scheme.

Decision making

In accordance with the constitution of the council, the council's personnel committee has delegated authority for decision-making in relation to staff pensions, staff terms and conditions, i.e. related matters such as job evaluation strategies, national / local pay negotiations, operational conditions of service policies e.g. sickness, Directorate structural / staffing changes, including early retirement / redundancy policies, and industrial disputes.

Under the Local Authorities (Standing Order) (Wales) (Amendment) Regulations 2014 any decision to determine or vary the remuneration of chief officers, or those to be appointed as chief officers, must be made by full council (please see page 6 [Starting Salaries](#)).

Collective bargaining arrangements with trade unions

The council recognises the following trade unions:

NJC for Local Government Services

UNISON

GMB

UNITE

JNC for Chief Officers

UNISON

GMB

Soulbury Committee

AEP

PROSPECT

JNC for Youth & Community Workers

UNISON

GMB

Teachers

NAHT

NASUWT

NEU

UCAC

ASCL

Recognition is for the purposes of consultation and negotiation on a collective basis in relation to relevant matters, which are not determined by National Negotiating bodies, which both parties agree are appropriate / beneficial to be determined by agreement. Negotiations are conducted with the aim of reaching agreement and avoiding disputes. Recognition also relates to representation on an individual trade union member basis.

Senior Pay

The Chief Executive

The Chief Executive is the senior officer who leads and takes responsibility of the council. The Chief Executive is the statutory appointed Chief Executive Officer pursuant to S56 of the Local Government and Elections (Wales) Act 2021. The Council is a large and complex organisation with a multi-million pound budget. It has a very wide range of functions and has responsibility for the provision of a wide range of essential services, employing some 6,400 staff.

The role of Chief Executive is a full time and permanent position. The post holder is selected on merit, against objective criteria, following public advertisement. The Chief Executive is appointed by full council.

The Chief Executive works closely with Elected Members to deliver the strategic aims of the council, including the well-being objectives:

- All children get the best start in life
- All communities are thriving and sustainable
- Our local environment, culture and heritage can be enjoyed by future generations
- Local people are skilled and can access high quality, green jobs

The Chief Executive routinely works in the evenings and on weekends as well as the standard Monday to Friday business week. The Chief Executive also heads the 'on call' arrangements particularly to cover emergency planning arrangements.

The current Chief Executive, Mrs Karen Jones, has been in post since January 2021. Mrs. Jones has over 20 years' experience with the council, working in a number of senior positions; prior to her appointment Mrs. Jones was the council's Assistant Chief Executive and Chief Digital Officer.

With effect from 1st April 2022, the Chief Executive's salary falls within the pay band £137,015 to £150,524 per annum (please see **Appendix B** for more details).

The council has a statutory duty to appoint a Returning Officer for specified Elections and Referenda and has appointed the Council's Chief Executive to this role. The Returning Officer is personally responsible for a wide range of functions in relation to the conduct of Elections and Referenda and is paid for discharging these functions in accordance with prescribed fees.

Details of the Chief Executive's pay, including any additional payments are published in the Statement of Accounts. This document is published separately.

Expenses such as for train, car mileage, overnight accommodation and parking are claimed back in accordance with the council's **Travel and Subsistence Payments Policy**.

The Chief Executive is not currently a member of the Local Government Pension Scheme.

The notice period for the role is 6 months.

Senior Staff

The current definition for senior posts is classed as:

Statutory Chief Officers:

- The Director of Education, Leisure and Lifelong Learning
- The Director of Social Services, Health and Housing
- The Chief Finance Officer who undertakes the role of Section 151 Officer
- The Head of Legal and Democratic Services who undertakes the role of Monitoring Officer
- The Democratic Services Manager* who undertakes the role of Head of Democratic Services

** NB: whilst this post has the status in law as a statutory Chief Officer, pay and conditions are in line with the NJC for Local Government Services pay and conditions of employment.*

Non-statutory Chief Officers - non-statutory posts that report directly to the Chief Executive Officer:

- The Director of Environment and Regeneration
- The Director of Strategy and Corporate Services

Deputy Chief Officers - officers that report directly to statutory or non-statutory Chief Officers:

- The Chief Digital Officer
- The Head of Adult Services
- The Head of Children and Young People Services
- The Head of Early Years, Inclusion and Partnerships
- The Head of Education Development
- The Head of Engineering and Transport
- The Head of Housing and Communities
- The Head of Leisure, Tourism, Heritage and Culture
- The Head of People and Organisational Development
- The Head of Planning and Public Protection
- The Head of Property and Regeneration
- The Head of Streetcare
- The Head of South Wales Trunk Road Agency
- The Head of Support Services and Transformation

Pay

From 1st April 2022, Corporate Director posts attract a salary within the pay band £113,410 to £122,149 per annum (please see **Appendix B** for more details).

From 1st April 2022, the Chief Finance Officer post attracts a salary within the pay band of £92,376 to £101,655 per annum (please see **Appendix B** for more details).

From 1st April 2022, Heads of Service posts attract a salary within the pay band of £79,194 to £86,916 per annum (please see **Appendix B** for more details).

Details of senior staff pay are published in the Statement of Accounts.

Number of senior posts remunerated over £100,000

Four posts attract a remuneration package over £100,000. Remuneration in relation to chief officers for the purposes of pay policy statements (as defined in section 43(3) of the Act) includes:

- salary (for chief officers who are employees) or payment under a contract for services (for chief officers who are self-employed)
- bonuses
- charges, fees and allowances
- benefits in kind
- any increase or enhancement of the chief officer's pension entitlement where that increase is a result of a resolution of the authority
- any amounts payable on the chief officer ceasing to hold office or to be employed by the authority (future severance payments)

In line with the Welsh Government guidance, the council is required to set out this information in bands of £5,000, as follows (effective from 1st April 2023):

£100,000 - £105,000 – N/A

£105,000 - £110,000 – N/A

£110,000 - £115,000 – N/A

£115,000 - £120,000 – one post

£120,000 - £125,000 – two posts

£125,000 - £130,000 – N/A

£135,000 - £140,000 – N/A

£140,000 - £145,000 – N/A

£145,000 - £150,000 – one post

Recruitment of Senior Officers

The council's Policy and Procedures with regard to the recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in the council's constitution available online.

The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant Council policies in place at the time of recruitment. Any salary package that exceeds the threshold of £100,000 must be approved beforehand by full council.

Additions to Chief Officers' Pay

The council pays a standard mileage rate of 45 pence per mile to Chief Officers (and all other employees) where the Chief Officer uses his or her private vehicle on Council business. The council also reimburses any other reasonable expenses, incurred by the Chief Officer on behalf of the council whilst on council business, on production of receipts and in accordance with JNC conditions and other local conditions.

The cost of membership by the Chief Executive and Corporate Directors of one professional body is met by the council.

Independent Remuneration Panel

Section 143A of the Local Government (Wales) Measure 2011 refers to the Independent Remuneration Panel in Wales ("the IRP") and sets out their functions in relation to salaries of heads of paid service. The IRP may make recommendations about any policy in this Pay Policy Statement which relates to the salary of the council's Chief Executive and any proposed change to the salary of the council's Chief Executive. The council, will, as required, consult the IRP in relation to any change to the salary of the Chief Executive which is not commensurate with a change of the salaries of the council's other staff, and will have regard to any recommendation received from the IRP when deciding whether or not to proceed with making the change.

The council is required to identify in this pay policy statement whether any such referral has been made to the IRP, and if so, the nature of the referral, the IRP's decision and the council's response.

An authority which chooses not to follow the advice of the Panel may become subject to a Ministerial direction to reconsider their position. The Act also provides that authorities will be able to reduce (but not increase) the salary payable to their Chief Executive in advance of a recommendation from the IRP, so long as the contract under which the salary is payable does not prevent the authority from changing the salary after receiving a recommendation.

The council has not made a referral to the IRP relating to the salary payable to the Chief Executive.

Talent management

The council's key tool for talent management and succession planning is through the Succession Planning Toolkit which requires each management team to set out their planned arrangements to develop the workforce of the future. The Performance Appraisal process, as well as placing an emphasis on performance, seeks to put in place individual learning plans, developing the skills necessary not only for current roles, but with a future focus to support career development and succession planning.

The Learning, Training and Development team provide a very wide range of in-house and externally provided training and development options, to support the development of employees at every level in the organisation. A range of corporate events support succession planning:

- Coaching support for newly appointed Chief Officers
- Aspiring Corporate Directors (SOLACE)
- Aspiring Heads of Services (SOLACE)
- Action Learning Set for Aspiring Directors (SOLACE)
- Managing and Motivating Hybrid Teams
- The Senior Leadership Experience with Academi Wales
- The Learning, Training & Development Programme for 2023/24 (suite of leadership and management training)

Performance related pay

The council expects high levels of performance from all employees and has implemented a Performance Appraisal Scheme to monitor, evaluate and manage employee performance on an ongoing basis.

No bonus or performance-related pay mechanism applies, although the maximum incremental pay point of the pay grades for the Chief Executive and Corporate Directors are only payable if there is a satisfactory outcome to their respective annual performance appraisal.

The Performance Management Policy and Procedure is available online or on request from the HR Team.

Support for lower paid staff

The council has committed to continuing discussions with Trade Unions with the objective of introducing the Living Wage on an affordable and sustainable basis when circumstances allow. The lowest spinal column point on the LGS pay spine, SCP 1, currently equates to £10.50 per hour which is below the Real Living Wage Foundation's national living wage rate of £10.90 per hour.

The council has committed to working with Chwarae Teg as part of the Chwarae Teg Fair Play Employer Scheme. Chwarae Teg initially supported

the Council by carrying out a Gender Equality Audit of the council's policy and practices, and this has been used to inform the development of a Gender Equality Action Plan. This Plan includes specific actions to reduce the Council's Gender Pay Gap as well as actions to support low paid women, particularly important, as whilst the Council's overall gender profile is 71% female, 97% of those employed in the Council's lowest pay band, Grade 1, are female. In 2020 / 21 through the Fair Play Employer Scheme we were able to provide career development sessions for low paid employees, to gain skills and confidence, and in 2021 / 2022 we ran reward and recognition workshops for managers to help them engage and motivate employees.

In 2022 / 23 we have worked with Chwarae Teg to launch a mentoring scheme, 'NPT Ment2Be' aimed at supporting low paid women in the workplace. The aim of this programme is to offer opportunities to staff who are interested in career progression in areas of the Council that they are not necessarily currently working in – and want to know more, or areas that they are working within, but they are unsure where to go next in their careers. Whilst the scheme aims to support low paid women, access to the scheme will not be limited to low paid women, and will be an inclusive opportunity available to all employees to access.

The Council's Learning Training & Development Team provide confidential support to employees who want to improve their '**Essential Skills**', and can design a bespoke programme for employees which can include 'Calculating with Confidence', Literacy, 'Improve your Spelling', Report Writing, Form Filling, 'Develop your IT Skills', 'Internet and Email' and Communication Skills. Whilst not exclusively aimed at lower paid employees, this support is aimed at supporting employees to gain new confidence in their skills and abilities and in order to help them progress in their careers.

In a similar vein, the internal network of **Digital Partners (DPs)** aims to help employees gain digital confidence and overcome any barriers to getting digitally active in both the workplace and their personal lives. DPs complete the following training package:

- 'Digital Champions Essentials',
- 'Helping your colleagues with digital skills',
- 'Using your role to help customers get online',
- 'Working with people with learning difficulties and / or disabilities'
- 'Visual impairment and technology'
- 'Working with learners who are deaf or hard of hearing'
- 'Working with people with memory loss'
- 'Using the internet to help people love later life'

Exit Policy

Early Retirement, Voluntary Redundancy and Compulsory Redundancy

The council's Exit Policy for employees prior to reaching normal retirement age, is set out within its Early Retirement, Voluntary Redundancy and Compulsory Redundancy (ER / VR / CR) Scheme, in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. Please refer to **Appendix F**.

Please note that a separate scheme operates for those employed on Teacher terms and conditions of employment.

Under the ER / VR / CR Scheme, all Early Retirement and Voluntary Redundancy expressions of interest are subject to a robust business case, seeking to limit discretionary compensation to an affordable limit, as well as considering the costs of any consequential organisational / pay grade changes.

When calculating the value of a severance package, the following payments should be included:

- salary paid in lieu of notice
- lump sum redundancy / severance payment
- cost to the council of the strain on the pension fund arising from providing early access to an unreduced pension.

Any severance package in respect of early termination of employment that exceeds a threshold of £100,000 must be approved beforehand by full council.

The council has operated a Voluntary Redundancy Scheme during the financial year 2022 / 2023 and details of all employees who exited the council's employment under this Scheme can be found in the annual Statement of Accounts.

Recovery Provisions

The UK Government intends to introduce Regulations that will enable the recovery of exit payments made to employees who leave the public sector and return within 12 months, although the timetable for these regulations is not as clear. The minimum salary to which the recovery provisions will apply is £80,000 per annum. If the UK Government introduces these Regulations, council policies will be updated, as appropriate, to take this into account.

Re-employment

Employees who leave the council's employment on the grounds of early retirement (ER) or voluntary redundancy (VR) who are employed on LGS Grades 11, 12 and 13 or equivalent, will not normally be permitted to return to any paid temporary or permanent NPT council employment (which includes schools) or be re-engaged as an agency worker or on a consultancy basis. However, in exceptional circumstances, re-employment may be permitted if the "employing" Head of Service is able to provide a robust business case for doing so which is acceptable to the Chief Finance Officer and Head of People and Organisational Development, in consultation with the relevant trade union/s.

All other employees who leave the council's employment on the grounds of early retirement (ER) or voluntary redundancy (VR) will not be permitted to return to employment with the council for a period of 12 months following their leaving date. However, again, and in exceptional circumstances, earlier re-employment may be permitted if the "employing" Head of Service is able to provide a robust business case for doing so which is acceptable to the Chief Finance Officer and Head of People and Organisational Development, in consultation with the relevant trade union/s.

Flexible retirement

Employees are permitted to take flexible retirement in accordance with the provisions of the Local Government Pension Scheme and the council's Flexible Retirement Scheme.

Off Payroll arrangements

Where the council is unable to recruit to a job under a contract of service, or where there is a need for specialist support for a specific project, the council will, where necessary, consider engaging individuals under a contract for service. These will be sourced through the relevant procurement process under the council's Contract Procedure Rules, ensuring the council is able to demonstrate value for money from competition in securing the relevant service.

Where the contract for service is to provide cover for a vacant post, in addition to ensuring adherence to Contract Procedure Rules, decision making in relation to the appointment will be in line with the council's rules in relation to appointments i.e. council will determine appointments at Director level, Special Appointments Committee will determine appointments at Head of Service level, and Heads of Service or those acting under their authority will determine appointments at Strategic Manager level and below.

With effect from April 2017, the UK Government introduced "Intermediaries Legislation", known as IR35, reforming tax rules for off-payroll working in the public sector and the council has implemented the new rules in line with the legislation.

Pay relativities in the council

The lowest paid employee is on £20,258 per annum, in accordance with the minimum spinal column point (SCP 1) of the NJC pay spine for Local Government Services employees. This excludes apprentices who are engaged on different arrangements with training being the main feature of the arrangement and it also excludes agency staff.

The highest paid employee is the Chief Executive and the pay band minimum is £137,015 rising to the pay band maximum of £150,524. The current post holder earns £147,146.

The median salary in the council is £26,845.

The pay multiple between the lowest paid (full time equivalent) employee and the Chief Executive is a ratio of 1:7.10 and the pay multiple between the lowest paid employee and average Chief Officer is a ratio of 1:4.41.

The pay multiple between the median full time equivalent earnings and the council's Chief Executive is a ratio of 1:5.36 where all council employees are taken into account and the same where employees appointed and managed by head teachers/Governing Bodies are excluded from the calculation, as required by the provisions of the Localism Act 2011.

The multiple between the median full time equivalent earnings and the average council Chief Officer is 1:3.33 where all council employees are taken into account and the same where employees appointed and managed by head teachers/Governing Bodies are excluded from the calculation, as required by the provisions of the Localism Act 2011.

APPENDIX A**Local Government Services Employees Pay Grades Effective 1st April 2022**

Grade	Point	Annual £	Monthly £	Hourly £
1	1	20,258	1,688.17	10.5003
	2	20,441	1,703.42	10.5951
2	2	20,441	1,703.42	10.5951
	3	20,812	1,734.33	10.7874
3	3	20,812	1,734.33	10.7874
	4	21,189	1,765.75	10.9828
	5	21,575	1,797.92	11.1829
4	5	21,575	1,797.92	11.1829
	6	21,968	1,830.67	11.3866
	7	22,369	1,864.08	11.5944
	8	22,777	1,898.08	11.8059
	9	23,194	1,932.83	12.0221
5	10	23,620	1,968.33	12.2429
	11	24,054	2,004.50	12.4678
	12	24,496	2,041.33	12.6969
	14	25,409	2,117.42	13.1702
	15	25,878	2,156.50	13.4133
	17	26,485	2,237.08	13.9145
6	17	26,485	2,237.08	13.9145
	18	27,344	2,278.67	14.1731
	19	27,852	2,321.00	14.4364
	20	28,371	2,364.25	14.7054
	21	28,900	2,408.33	14.9796
	22	29,439	2,453.25	15.2590
7	22	29,439	2,453.25	15.2590

	23	30,151	2,512.58	15.6281
	24	31,099	2,591.58	16.1194
	25	32,020	2,668.33	16.5968
	26	32,909	2,742.42	17.0576
8	26	32,909	2,742.42	17.0576
	27	33,820	2,818.33	17.5298
	28	34,723	2,893.58	17.9979
	29	35,411	2,950.92	18.3545
	30	36,298	3,024.83	18.8142
9	30	36,298	3,024.83	18.8142
	31	37,261	3,105.08	19.3134
	32	38,296	3,191.33	19.8498
	33	39,493	3,291.08	20.4703
	34	40,478	3,373.17	20.9808
10	34	40,478	3,373.17	20.9808
	35	41,496	3,458.00	21.5085
	36	42,503	3,541.92	22.0304
	37	43,516	3,626.33	22.5555
	38	44,539	3,711.58	23.0857
11	38	44,539	3,711.58	23.0857
	39	45,495	3,791.25	23.5813
	40	46,549	3,879.08	24.1276
	41	47,573	3,964.42	24.6583
12	41	47,573	3,964.42	24.6583
	42	48,587	4,048.92	25.1839
	43	49,590	4,132.50	25.7038
13	44	50,654	4,221.17	26.2553
	45	51,757	4,313.08	26.8270
	46	52,880	4,406.67	27.4091

JNC Chief Executive and Chief Officers Pay GradesEffective 1st April 2022

CHIEF EXECUTIVE				
Point 1	Point 2	Point 3	Point 4	Point 5*
£137,105	£140,392	£143,770	£147,146	£150,524

* subject to performance

CORPORATE DIRECTOR				
Point 1	Point 2	Point 3	Point 4	Point 5*
£113,410	£113,954	£116,684	£119,416	£122,149

* subject to performance

CHIEF FINANCE OFFICER				
Point 1	Point 2	Point 3	Point 4	Point 5
£92,376	£94,696	£97,016	£99,343	£101,655

HEAD OF SERVICE				
Point 1	Point 2	Point 3	Point 4	Point 5
£79,194	£81,124	£83,052	£84,985	£86,916

STRATEGIC MANAGER				
Point 1	Point 2	Point 3	Point 4	Point 5
£58,771	£60,241	£61,711	£63,179	£64,649

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL
NATIONAL PAY GRADES – SOULBURY
EDUCATIONAL PSYCHOLOGISTS - SCALE A**

SPINE POINT	Pay – with effect from 01.09.21
1.	38,865
2.	40,838
3.	42,811
4.	44,762
5.	45,755
6.	48,727
7.	50,584
8.	52,440
9.	54,179*
10.	55,921*
11.	57,544*

Notes:

1. Pay scales to consist of 6 consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. *Extension to scale to accommodate structured professional assessment points.

SENIOR & PRINCIPAL EDUCATIONAL PSYCHOLOGISTS – SCALE B

SPINE POINT	Pay – with effect from 01.09.21
1.	48,727
2.	50,584
3.	52,440*
4.	54,179
5.	55,921
6.	57544
7.	58210

SPINE POINT	Pay – with effect from 01.09.21
8.	59,456
9.	60,690
10.	61,945
11.	63,177
12.	64,431
13.	65,707
14.	66,941**
15.	68,235**
16.	69,514**
17.	70,803**
18.	72,090**

Notes:

1. Pay scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. * Normal minimum point for the Principal Educational Psychologist undertaking the full range of duties at this level.
3. ** Extension to range to accommodate discretionary scale points and structured professional assessments
4. Principals are paid on a 4 point scale 8 - 14 (this includes 3 spa points)

TRAINEE EDUCATIONAL PSYCHOLOGISTS

SPINE POINT	Pay – with effect from 01.09.21
1	24,970
2	26,798
3	28,623
4	30,453
5	32,279
6	34,107

ASSISTANT EDUCATIONAL PSYCHOLOGISTS

SPINE POINT	Pay – with effect from 01.09.21
1	30,694
2	31,948
3	33,201
4	34,448

YOUNG PEOPLE'S / COMMUNITY SERVICE MANAGERS

SPINE POINT	Pay – with effect from 01.09.21
1	38,433
2	39,691
3	40,947
4	42,231*
5	43,535
6	44,807
7	46,107**
8	47,585
9	48,400
10	49,660
11	50,912
12	52,166
13	53,412
14	54,669
15	55,928
16	57,191
17	58,460
18	59,722
19	60,976
20	62,257**
21	63,562***
22	64,898***
23	66,260***
24	67,650***

Notes:

The minimum Youth and Community Service Officers' scale is 4 points. Other salary scales to consist of not more than four consecutive points based on duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.

* normal minimum point for senior youth and community officers undertaking the full range of duties at this level

** normal minimum point for principal youth and community service officer undertaking the full range of duties at this level

*** extension to range to accommodate discretionary scale points and structured professional assessments.

EDUCATIONAL IMPROVEMENT PROFESSIONALS (EIPs)

SPINE POINT	Pay – with effect from 01.09.21
1	37,056
2	38,383
3	39,637
4	40,907
5	42,168
6	43,431
7	44,758
8	46,035*
9	47,522
10	48,849
11	50,158
12	51,425
13	52,860**
14	54,140
15	55,553
16	56,831
17	58,113
18	59,371
19	60,668
20	61,338***
21	62,626
22	63,749
23	64,985

SPINE POINT	Pay – with effect from 01.09.21
24	66,093
25	67,278
26	68,434
27	69,616
28	70,815
29	72,016
30	73,215
31	74,404
32	75,611
33	76,819
34	78,056
35	79,291
36	80,560
37	81,809
38	83,071
39	84,316
40	85,561
41	86,811
42	88,061
43	89,309
44	90,564
45	91,815
46	93,069
47	94,327
48	95,574****
49	96,825****
50	98,079****

Notes: Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit and motivate staff.

- * normal minimum point for EIP undertaking the full range of duties at this level
- ** normal minimum point for senior EIP undertaking the full range of duties at this level
- *** normal minimum point for leading EIP undertaking the full range of duties at this level
- **** extension to range to accommodate structured professional assessments.

NATIONAL PAY GRADES – JNC YOUTH AND COMMUNITY WORKERS

YOUTH AND COMMUNITY SUPPORT WORKER RANGE	
SPINE POINT	Pay – with effect from 01.09.20
5	£212571
6	£21,900
7	£22,196
8	£22,874
9	£23,739
10	£24,416
11	£25,509
12	£26,576
13	£27,681
14	£28,825
15	£29,603
16	£30,416
17	£31,216

PROFESSIONAL RANGE	
SPINE POINT	Pay – with effect from 01.09.20
13	£27,681
14	£28,825
15	£29,603
16	£30,416
17	£31,216
18	£32,021
19	£32,820
20	£33,622
21	£34,522
22	£35,542
23	£36,536
24	£37,534
25	£38,540
26	£39,545
27	£40,550
28	£41,568
29	£42,577
30	£43,588
31	£44,270
32	£45,391

All Employee Groups - Main Conditions of Service

ANNUAL LEAVE (pro rata for part time employees)	
❖ Chief Executive ❖ Chief Officers	34 days pa (includes one day allocated at Christmas)
❖ Local Government Services	33 days after 5 years service; 26 days pa initially (includes one day allocated at Christmas)
❖ Soulbury	32 days after 5 years service; 25 days pa initially (includes one day allocated at Christmas)
❖ Youth & Community Workers	35 days after 5 years service; 30 days pa initially (includes one day allocated at Christmas)
HOURS OF WORK	
❖ Chief Executive ❖ Chief Officers	Minimum of 37 hours per week, together with additional evening, weekend and bank holiday working as required
❖ Local Government Services ❖ Soulbury ❖ Youth & Community Workers	Standard working week is 37 hours
OVERTIME PAYMENTS	
❖ Chief Executive	

❖ Chief Officers	None payable
❖ Soulbury	
❖ Local Government Services	Time plus 30% for weekdays and weekends; double time on Bank Holidays, except Christmas Day which is triple time
❖ Youth and Community Workers	Time plus 30% for weekdays and weekends; double time on Bank Holidays
WEEKEND WORKING PAYMENTS	
❖ Chief Executive	
❖ Chief Officers	
❖ Soulbury	None payable
❖ Youth & Community Workers	
❖ Local Government Services	Time plus 30%
SICK PAY SCHEME	
❖ Chief Executive	
❖ Chief Officers	
❖ Local Government Services	
❖ Soulbury	
❖ Youth & Community Workers	1 month's full pay at commencement of employment, increasing year on year, after 5 years service, to up to 6 months at full pay, followed by up to 6 months at half pay

ER/VR/CR Scheme



Human Resources

APPROVED BY

Personnel
Committee

DATE

15/10/2018

EDITION/VERSION

3

REVIEW DATE

31/03/2024

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1. SCOPE

This Scheme is applicable to all NPT Council employees, excluding Teachers.

2. VOLUNTARY REDUNDANCY (VR)

The Council may, from time to time, in accordance with the needs of the service and within a specified period, invite expressions of interest in voluntary redundancy (VR) as part of its Workforce Strategy to reduce employee costs. It is unlikely that all volunteers will be allowed to leave the Council's employment under this Scheme as the Council will have an ongoing need to retain employees with the necessary skills and competencies to both deliver and transform a range of services.

The Council will consider "bumped" redundancies, where appropriate. In these circumstances, employees may apply for voluntary redundancy, thereby making available their post for employees with transferable skills whose job has or will become redundant and who do not wish to leave the employment of the Council. Such "bumping" of a redundancy will be considered across service areas, with appropriate funding arrangements being agreed by the Heads of Service or Head teachers involved.

All VR expressions of interest will be considered at management's sole discretion, based on a robust business case (including the cost of any consequential organisational/pay grade changes). All VR expressions of interest will need to be authorised by the relevant Head of Service and Directorate Management Team.

The Council's grievance procedure will not apply in the case of VR, but the Head of People and Organisational Development has an advisory and monitoring role in this respect.

3. EARLY RETIREMENT (ER)

Applications for Early Retirement (ER), where a job loss does not take place, will be granted in exceptional circumstances only, and on the basis of "in the interests of efficiency of the service" (due to the range of alternative, and usually more cost-effective, measures available to manage capability issues). All such ER decisions will be subject to a robust business case (including the cost of any consequential organisational/pay grade changes) being approved by the relevant Head of Service and Directorate Management Team, or Head teacher and School Governing Body, as appropriate.

The Council's grievance procedure will not apply in the case of ER, but the Head of People and Organisational Development has an advisory and monitoring role in this respect.

4. FLEXIBLE RETIREMENT

The Council's Flexible Retirement Policy will remain available to eligible employees alongside this ER/VR/CR Scheme.

5. COMPULSORY REDUNDANCY (CR)

It is the Council's policy to prevent compulsory redundancies from arising to the greatest extent possible. However, where unavoidable, selection for compulsory redundancy (CR) will take place in accordance with relevant management of change and associated employment policies.

6. SCHEME PAYMENTS, COSTS AND FUNDING (ER/VR/CR)

VR and CR Payments

Subject to **the total cost to the Council of early release of pension and/or severance payment being limited to the equivalent of 52 weeks' pay** for the employee concerned (see Note 1), the following provisions will apply in cases of Voluntary Redundancy (VR) and Compulsory Redundancy (CR):

early release of pension for "qualifying" employees (see Note 2);

lump sum **statutory redundancy payment** (see Note 3), using the 30 week Statutory Redundancy table (Appendix A);

Lump sum **discretionary compensation payment**, using the Council's 45 week table (Appendix B), (reduced by the statutory redundancy payment referred to above).

Where the total cost of early access to pension and the cost of statutory redundancy payments equates to more than 52 weeks' pay, the payback period may be extended "up to 104 weeks", **but subject to only early access to pension plus statutory redundancy pay being applicable (i.e. no discretionary severance payment)**

ER Payments

Subject to **the total cost to the Council of early release of pension being limited to the equivalent of 52 weeks' pay** (see Note 1), the following will apply in cases of Early Retirement (ER): Early release of pension for "qualifying" employees (see Note 2).

ER, VR and CR Funding

Early retirement, statutory redundancy and discretionary compensation payment costs will all be met by the employing Directorate, with the exception of school Governing Bodies where the costs will be met from a separately identified element of schools' delegated budgets.

Any severance package in respect of early termination of employment that exceeds a threshold of £100,000 must be approved beforehand by Full Council.

7. POST EMPLOYMENT NOTICE PAY (PENP)

With effect from 6th April 2018, the HMRC has changed the way employers must deal with termination payments.

The changes introduce the concept of post–employment notice pay (PENP), which represents the amount of basic pay the employee will not receive because their employment was terminated without full notice being given. PENP is calculated by applying a formula for the total amount of the payment, or benefits paid in connection with the termination of employment. This element of the payment will be subject to tax and National Insurance Contributions (NICs). Any remaining balance of the termination payment, which is not a PENP may be included within the overall £30,000 exemption for tax purposes and is free from NICs.

What this means for employees considering taking VR is if the contractual notice is worked, then no tax and national insurance would be deducted from the VR payment. However, if the contractual notice period is not worked then tax and national insurance would be deducted from the VR payment, at an amount depending on the termination date and the date the VR acceptance is signed.

This change applies to payments, or benefits received on, or after, 6 April 2018 in circumstances where the employment also ended on, or after, 6 April 2018.

Further guidance is available by visiting:-

<https://www.gov.uk/government/news/new-rules-for-taxation-of-termination-payments>

7. OTHER ER/VR/CR PROVISIONS

In cases of **compulsory redundancy (CR)**, there will be a presumption that employees will continue to be employed during the statutory notice period, particularly as this will maximise the prospects of potential redeployment. Employees in this situation must arrange to take any outstanding annual leave during the notice period but, if not practicable and certified accordingly by the relevant Head of Service, an employee will be paid for any untaken annual leave which remains outstanding on expiry of the notice period. Any annual leave entitlement exceeded will be recovered from pay. Exceptionally, pay in lieu of notice, which is subject to tax and National Insurance, may be granted.

Employees leaving the Council's employment on the grounds of **ER or VR** will do so on the basis of a **mutually agreed termination date, with no notice period being applicable on either side** and with **no extra payment being made** for any outstanding holidays, time off in lieu or flexi leave.

Employees who leave the Council's employment on the grounds of early retirement (ER) or voluntary redundancy (VR) who are employed on LGS Grades 11, 12 and 13 or equivalent, will not normally not be permitted to return to any paid temporary or permanent NPT Council employment (which includes schools) or be re-engaged as an agency worker or on a consultancy basis. However, in exceptional circumstances, re-employment may be permitted if the "employing" Head of Service is able to provide a robust business case for doing so which is acceptable to the Chief Finance Officer and Head of People and Organisational Development, in consultation with the relevant trade union/s.

All other employees who leave the Council's employment on the grounds of early retirement (ER) or voluntary redundancy (VR) will not be permitted to return to employment with the Council for a period of 12 months following their leaving date. However, in exceptional circumstances, earlier re-employment may be permitted if the "employing" Head of Service is able to provide a robust business case for doing so which is acceptable to the Chief Finance Officer and Head of People and Organisational Development, in consultation with the relevant trade union/s.

8. NOTES

Note 1: All employees who are made redundant are entitled to a statutory redundancy payment (see Note 3 below).

"Qualifying" employees are also entitled to early release of pension if their employment is terminated on the grounds of redundancy (or in the interest of efficiency of the service). Statutory redundancy payments may be enhanced through the payment of discretionary compensation payments and will be calculated having regard to the total cost of:

- (a) early release of pension,
- (b) statutory redundancy payments and
- (c) discretionary compensation payments not exceeding - in total – the equivalent of 52 weeks' pay for the employee concerned.

For example, where an employee's entitlement under the 45 week table takes the total cost above the value of his/her annual pay, the number of weeks of redundancy and/or discretionary compensation payments and/or the weekly pay calculator rate will be adjusted downwards as necessary.

The definition of a "week's pay" will be in accordance with statutory provisions for redundancy pay calculation purposes.

In summary, this will be the gross amount payable for a week's work in accordance with the employee's contract of employment as applicable on the "calculation date", which will be the pay period immediately preceding the first day of his/her notice period. If an employee's remuneration is variable, a 12 weekly average will be calculated. Sections 220 to 229 and Section 234 of ERA 1996 further define the calculation of a "week's pay".

Note 2: "Qualifying" generally means aged 55 years, or over, with 3 months' membership of the Local Government Pension Scheme (LGPS). The definition of "qualifying" is covered by LGPS Regulations and may change as a result of future legislative changes.

Note 3: To use the statutory redundancy table in Appendix A, firstly look up the employee's age and number of years' continuous service with the Council (& its predecessor authorities). Where the two intersect on the table, this is the number of weeks' pay which becomes payable. The "week's pay" to be used to calculate the lump sum statutory redundancy payment will be in accordance with statutory provisions (maximum of £508 per week with effect from 6th April 2018).

STATUTORY REDUNDANCY TABLE

Age	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	1	1½	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
19	1	1½	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
20	1	1½	2	2½	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21	1	1½	2	2½	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
22	1	1½	2	2½	3	3½	-	-	-	-	-	-	-	-	-	-	-	-	-
23	1½	2	2½	3	3½	4	4½	-	-	-	-	-	-	-	-	-	-	-	-
24	2	2½	3	3½	4	4½	5	5½	-	-	-	-	-	-	-	-	-	-	-
25	2	3	3½	4	4½	5	5½	6	6½	-	-	-	-	-	-	-	-	-	-
26	2	3	4	4½	5	5½	6	6½	7	7½	-	-	-	-	-	-	-	-	-
27	2	3	4	5	5½	6	6½	7	7½	8	8½	-	-	-	-	-	-	-	-
28	2	3	4	5	6	6½	7	7½	8	8½	9	9½	-	-	-	-	-	-	-
29	2	3	4	5	6	7	7½	8	8½	9	9½	10	10½	-	-	-	-	-	-
30	2	3	4	5	6	7	8	8½	9	9½	10	10½	11	11½	-	-	-	-	-
31	2	3	4	5	6	7	8	9	9½	10	10½	11	11½	12	12½	-	-	-	-
32	2	3	4	5	6	7	8	9	10	10½	11	11½	12	12½	13	13½	-	-	-
33	2	3	4	5	6	7	8	9	10	11	11½	12	12½	13	13½	14	14½	-	-
34	2	3	4	5	6	7	8	9	10	11	12	12½	13	13½	14	14½	15	15½	-
35	2	3	4	5	6	7	8	9	10	11	12	13	13½	14	14½	15	15½	16	16½
36	2	3	4	5	6	7	8	9	10	11	12	13	14	14½	15	15½	16	16½	17
37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15½	16	16½	17	17½
38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16½	17	17½	18
39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17½	18	18½
40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18½	19
41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19½
42	2½	3½	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
44	3	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½
45	3	4½	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
46	3	4½	6	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½
47	3	4½	6	7½	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
48	3	4½	6	7½	9	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½
49	3	4½	6	7½	9	10½	12	13	14	15	16	17	18	19	20	21	22	23	24
50	3	4½	6	7½	9	10½	12	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	24½
51	3	4½	6	7½	9	10½	12	13½	15	16	17	18	19	20	21	22	23	24	25
52	3	4½	6	7½	9	10½	12	13½	15	16½	17½	18½	19½	20½	21½	22½	23½	24½	25½
53	3	4½	6	7½	9	10½	12	13½	15	16½	18	19	20	21	22	23	24	25	26
54	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	20½	21½	22½	23½	24½	25½	26½
55	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22	23	24	25	26	27
56	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	23½	24½	25½	26½	27½
57	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25	26	27	28
58	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	26½	27½	28½
59	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28	29
60	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	29½
61+	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	30

Department for Business, Innovation and Skills URN 09/1371

45 WEEK DISCRETIONARY COMPENSATION PAYMENTS TABLE

	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17	1.50																		
18	1.50	2.25																	
19	1.50	2.25	3.00																
20	1.50	2.25	3.00	3.75															
21	1.50	2.25	3.00	3.75	4.50														
22	1.50	2.25	3.00	3.75	4.50	5.25													
23	2.25	3.00	3.75	4.50	5.25	6.00	6.75												
24	3.00	3.75	4.50	5.25	6.00	6.75	7.50	8.25											
25	3.00	4.50	5.25	6.00	6.75	7.50	8.25	9.00	9.75										
26	3.00	4.50	6.00	6.75	7.50	8.25	9.00	9.75	10.50	11.25									
27	3.00	4.50	6.00	7.50	8.25	9.00	9.75	10.50	11.25	12.00	12.75								
28	3.00	4.50	6.00	7.50	9.00	9.75	10.50	11.25	12.00	12.75	13.50	14.25							
29	3.00	4.50	6.00	7.50	9.00	10.50	11.25	12.00	12.75	13.50	14.25	15.00	15.75						
30	3.00	4.50	6.00	7.50	9.00	10.50	12.00	12.75	13.50	14.25	15.00	15.75	16.50	17.25					
31	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	14.25	15.00	15.75	16.50	17.25	18.00	18.75				
32	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	15.75	16.50	17.25	18.00	18.75	19.50	20.25			
33	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	17.25	18.00	18.75	19.50	20.25	21.00	21.75		
34	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	18.75	19.50	20.25	21.00	21.75	22.50	23.25	
35	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	20.25	21.00	21.75	22.50	23.25	24.00	24.75
36	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	21.00	21.75	22.50	23.25	24.00	24.75	25.50
37	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	21.00	22.50	23.25	24.00	24.75	25.50	26.25
38	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	21.00	22.50	24.00	24.75	25.50	26.25	27.00
39	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	21.00	22.50	24.00	25.50	26.25	27.00	27.75
40	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	21.00	22.50	24.00	25.50	27.00	27.75	28.50
41	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	21.00	22.50	24.00	25.50	27.00	28.50	29.25
42	3.75	5.25	6.75	8.25	9.75	11.25	12.75	14.25	15.75	17.25	18.75	20.25	21.75	23.25	24.75	26.25	27.75	29.25	30.75
43	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	21.00	22.50	24.00	25.50	27.00	28.50	30.00	31.50
44	4.50	6.75	8.25	9.75	11.25	12.75	14.25	15.75	17.25	18.75	20.25	21.75	23.25	24.75	26.25	27.75	29.25	30.75	32.25
45	4.50	6.75	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	21.00	22.50	24.00	25.50	27.00	28.50	30.00	31.50	33.00
46	4.50	6.75	9.00	11.25	12.75	14.25	15.75	17.25	18.75	20.25	21.75	23.25	24.75	26.25	27.75	29.25	30.75	32.25	33.75
47	4.50	6.75	9.00	11.25	13.50	15.00	16.50	18.00	19.50	21.00	22.50	24.00	25.50	27.00	28.50	30.00	31.50	33.00	34.50
48	4.50	6.75	9.00	11.25	13.50	15.75	17.25	18.75	20.25	21.75	23.25	24.75	26.25	27.75	29.25	30.75	32.25	33.75	35.25
49	4.50	6.75	9.00	11.25	13.50	15.75	18.00	19.50	21.00	22.50	24.00	25.50	27.00	28.50	30.00	31.50	33.00	34.50	36.00
50	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	21.75	23.25	24.75	26.25	27.75	29.25	30.75	32.25	33.75	35.25	36.75
51	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.00	25.50	27.00	28.50	30.00	31.50	33.00	34.50	36.00	37.50
52	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	26.25	27.75	29.25	30.75	32.25	33.75	35.25	36.75	38.25
53	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	28.50	30.00	31.50	33.00	34.50	36.00	37.50	39.00
54	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	30.75	32.25	33.75	35.25	36.75	38.25	39.75
55	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.00	34.50	36.00	37.50	39.00	40.50
56	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	35.25	36.75	38.25	39.75	41.25
57	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	36.00	37.50	39.00	40.50	42.00
58	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	36.00	38.25	39.75	41.25	42.75
59	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	36.00	38.25	40.50	42.00	43.50
60	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	36.00	38.25	40.50	42.75	44.25
61	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	36.00	38.25	40.50	42.75	45.00
62	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	36.00	38.25	40.50	42.75	45.00
63	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	36.00	38.25	40.50	42.75	45.00
64	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	36.00	38.25	40.50	42.75	45.00

Business Case – Voluntary Redundancy

Human Resources



APPENDIX C

TO BE COMPLETED BY MANAGEMENT

BUSINESS CASE – VOLUNTARY REDUNDANCY

Part A – Introduction

1. All decisions concerning voluntary redundancy are subject to a business case being approved by the “employing” Head of Service. The Head of People and Organisational Development has an advisory and monitoring role.
2. Once Parts B-E have been completed, this form should be forwarded to your designated HR Officer.
3. All requests for Pensions estimates must be sent to the City & County of Swansea Pension Section by HR/Payroll, not by the individual or his/her line manager

Part B – Employee Details

Full Name	
Job Title and Workplace	
Directorate	
National Insurance Number	
Post Reference Number	
Payroll Number	
Date of Birth	
Proposed Leaving Date	

Part C – Further Required Information

Please explain how it is proposed that the service area concerned will operate in future if this employee (and any other(s)) leaves the Council’s employment in accordance with this Scheme.
Full supporting details to be attached.

If this business case is supported, will the person qualify for the early payment of their pension benefits? (see Note 2 of Transitional VR Scheme)	Yes		No	
Leaving Reason Please tick the relevant box below to confirm which Leaving Reason this employee's employment will be terminated on:-				
VOLUNTARY REDUNDANCY	Yes		No	
VR – WITH SETTLEMENT AGREEMENT	Yes		No	
VR – BUMPED REDUNDANCY (Please state which post/grade on structure is being deleted):	Yes		No	
VR – BUMPED REDUNDANCY WITH SETTLEMENT AGREEMENT (Please state which post/grade on structure is being deleted)	Yes		No	
Part D - Declaration				
<ol style="list-style-type: none"> 1. I have not made, and will not make, an agreement with this employee concerning re-employment by the Council in any paid capacity. 2. My support for this application is not as a result of any capability or disciplinary issues or concerns in relation to this employee 3. There are no outstanding concerns or formal processes regarding this employee's ability to attend work on a regular basis; 4. The savings which will accrue from implementation of this business case cannot be achieved in a different way through the non-filling of vacancies, or known leavers, and no suitable alternative employment is available within the Council for this employee; 5. This business case is supported by the relevant Directorate Management Team, as appropriate, and has been recorded accordingly. 				
Signed Head of Service		Date		
If you cannot give this declaration, please state the reason below:				

Part E – Fixed Term or Temporary Employees			
Is the employee engaged on a temporary or fixed term contract?	Yes		No
If yes, please give start and end dates and state whether grant-funded.	Start Date:		End Date:
Part F - Value of 52 weeks' pay – HR to complete from database			
Value of 52 weeks' pay is	£		
Part G – Costs for Voluntary Redundancy – HR to complete from database			
Cost Centre Code			
Cost of Early Release of Pension	£		
Statutory Redundancy Payment	£		
Discretionary Compensation payment (reduced by (2) above)	£		
Total Cost	£		
<p>The total cost under (G) must not exceed the cost under (F).</p> <p>If (G) exceeds (F) the Discretionary Compensation payment must be reduced.</p>			
<p>****where the total cost of early access to pension and the cost of statutory redundancy payments equates to more than 52 weeks' pay, the payback period may be extended "up to 104 weeks", but subject to only early access to pension plus statutory redundancy pay being applicable (i.e. no discretionary severance payment) If the lump sum Discretionary Compensation payment becomes zero, and (G) is still larger than (F), the weekly rate will be reduced until (G) = (F) subject to the £508 per week provision not being contravened.</p> <p>If this condition still cannot be met, the application for voluntary redundancy will be refused.</p>			
Part I – Business Case Approval			
Head of Service (or Director, where a Head of Service is the subject of this approval)			
Approved			Not Approved
Signed		Date	

ADMINISTRATIVE CHECKLIST FOR HR	
Employee expresses an interest in voluntary redundancy	
Head of Service has agreed that the post can be “lost”	
HR Officer updates VR database and sends request to Payroll	
Payroll Officer emails request/s for estimates of benefits to Pension Section (if over 55)	
Estimate of Benefits received from Pension Section	
Copy of Estimate given to employee (and Line Manager if necessary). Retain one copy on file.	
Outcome discussed with employee and he/she confirms they wish to leave on grounds of VR	
Business Case to be completed by HR and Head of Service, for signature	
Head of Service returns Business Case signed and HR Officer issues letter offering VR	
HR Officer to remind Line Manager to make suitable arrangements about the employee’s leaving date, outstanding annual leave etc.	
HR Officer to “terminate” employee on Vision	
HR Officer to send memo to Pensions and Payroll regarding termination. Include a copy of the offer letter. Pensions to process termination.	
Copy of all documents retained on iDocs	
HR Officer to complete Post Details Form with Post Reference, Number of Hours and JEID and discuss with Workforce Information Team to ensure correct post is being disestablished/bumped redundancy/restructure	

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Approval of the Council's Pay Policy Statement for 2023 / 2024
Service Area: All Council Employees.
Directorate: All

2. Does the initiative affect:

	Yes	No
Service users		X
Staff	X	
Wider community		X
Internal administrative process only	X	

3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		X				The approval of the Statement does not have an impact on protected characteristics, as it simply reflects pay decisions already made, and which will have been subject to a full impact assessment (for example, a full Equality Impact Assessment was carried out last year in relation to the introduction of the Council's revised LGS pay spine, and this was shared and scrutinised by the trade unions (at a National level). The Statement for 2023 / 2024 does not introduce any changes to pay or conditions of service.
Disability		X				
Gender Reassignment		X				
Marriage/Civil Partnership		X				
Pregnancy/Maternity		X				
Race		X				
Religion/Belief		X				
Sex		X				
Sexual orientation		X				

4. Does the initiative impact on:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language		X				
Treating the Welsh language no less favourably than English		X				The Statement, once approved by Members, will be translated into Welsh and made publicly available in Welsh.

5. Does the initiative impact on biodiversity:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		X				
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.		X				

6. Does the initiative embrace the sustainable development principle (5 ways of working):


	Yes	No	Details
Long term - how the initiative supports the long term well-being of people			N/A
Integration - how the initiative impacts upon our wellbeing objectives			N/A
Involvement - how people have been involved in developing the initiative			N/A
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions			N/A
Prevention - how the initiative will prevent problems occurring or getting worse			N/A

7. Declaration - based on above assessment (tick as appropriate):

A full impact assessment (second stage) is not required	X
Reasons for this conclusion	
<p>A full impact is not required as there is no impact on any protected group as a result of this report – the Pay Policy Statement reflects pay decision already taken, and is simply a statement summarising those decisions. It also has no negative impact on bio-diversity or the Welsh Language. However, it should be noted that, in determining pay and remuneration, the Council complies with relevant employment legislation, including the Equality Act 2010, the Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. The Council has sought to ensure that there is no pay discrimination within its pay structures and that pay differentials can be objectively justified primarily through the use of an equality proofed job evaluation mechanism which directly relates basic pay to the requirements, demands and responsibilities of each job role.</p>	

A full impact assessment (second stage) is required	
Reasons for this conclusion	

--

	Name	Position	Signature	Date
Completed by				
Signed off by	Sheenagh Rees	Head of People & OD		9 th January 2023

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Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNCIL

PERSONNEL COMMITTEE

27TH FEBRUARY 2023

REPORT OF THE HEAD OF PEOPLE AND ORGANISATIONAL DEVELOPMENT – SHEENAGH REES

Matter for information

Wards Affected: All wards

Workforce Information Report

Purpose of Report

The purpose of this report is to provide Members with the 2022/23 Quarter 2 Workforce Information report. The report is attached at Appendix 1.

Executive Summary:

This report provides Members with a range of data and information in relation to the workforce of the Council.

Workforce Information:

This data set has been developed to provide Members with:

- an overview of the Council's workforce, including how many people we employ, where we employ them, how we employ them (work patterns), their protected characteristics and Welsh language ability.
- data on starters and leavers by service area, age and grade and includes the top ten reasons for leaving the Council
- information on key aspects of sickness absence.

Understanding how our workforce is distributed across the Council and analysing trends in workforce activity helps inform workforce planning, strategies and key decision making.

Starters / Leavers

455 new employees started work for the council during the 6 month period, compared with 478 leavers. However, Members should note that 108 of the leavers were people employed on fixed term contracts within the Test, Trace and Protect Team, a temporary team established to support the NHS and control the spread of Covid 19. The number of starters, 455, should really be compared with a leaver figure of 370, showing that overall, the council is ahead of the curve in maintaining capacity within the workforce, although of course, there are areas of the council where recruitment remains a challenge.

Sickness absence data

The sickness absence data presented in this report includes the distribution of sickness levels across the council, the top ten reasons for sickness absences and also, specifically focuses on the distribution of Covid-19 related absences. This data enables trends and areas to be further analysed and scrutinised.

The sickness absence figure for Quarter 2 in 2022/23 compared with the same period in 2021/22, shows an increase of 0.82 FTE days lost

per employee for sickness absence, increasing from 5.05 days to 5.87 days. This represents a 16.2% increase.

In Quarter 2 of this year, the number of days lost to short-term sickness absence dramatically increased compared to Quarter 2 last year whilst the number of days lost to long-term sickness absence shows a decrease compared to the same period last year.

The report sets out the 'Top 10 Reasons for Sickness Absence', and we can see that Covid, stress and bereavement represent the top three reasons for sickness absence in Quarter 2 2022/23.

The number of days of sickness absence due to Covid show a significant rise when compared to the same period last year whilst stress and bereavement both show a decrease in comparison to last year. In fact, of the top ten sickness absence reasons, Covid cases represent, by far, the greatest increase in days lost compared to the other reasons.

Mental health-related absence, albeit still the fifth highest reason, shows a significant increase in the number of sickness days in comparison to the same period last year.

The highest average FTE days absent were in Streetcare Services (9.6 days), Digital Services (8.8 days) and Adult Services (8.7 days).

All service areas show an increase in sickness absence levels compared to last year except for Early Years, Inclusion and Partnership, Education Development, and Children and Young People Services, with the latter showing a very slight decrease.

Digital Services shows the greatest increase in the number of days lost per FTE compared to the same period last year.

Financial Impacts:

Sickness absence has a financial impact on the council, where posts have to be covered, this will add to the council's overall paybill.

Integrated impact assessment:

There is no requirement to undertake an Integrated Impact Assessment as this report is for monitoring / information purposes.

Valleys Communities Impacts:

No implications

Workforce Impacts:

Workforce information support workforce planning activity and the development of workforce strategies.

Legal Impacts:

No implications.

Risk Management Impacts:

No implications.

Consultation:

There is no requirement under the Constitution for external consultation on this item.

Appendices

Appendix 1 – Workforce Information Report

Recommendations:

It is recommended that Members note the workforce information report.

FOR INFORMATION**Officer contact**

Sheenagh Rees, Head of People and Organisational Development,
Email: s.rees5@npt.gov.uk or tel. 01639 763315

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Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

WORKFORCE INFORMATION REPORT

Data set out in this report relates to Quarter 2 2022/23

Overview of the Council's Workforce

6,351 Headcount

Staffing costs account for
45.7% or £116 million YTD
of gross expenditure

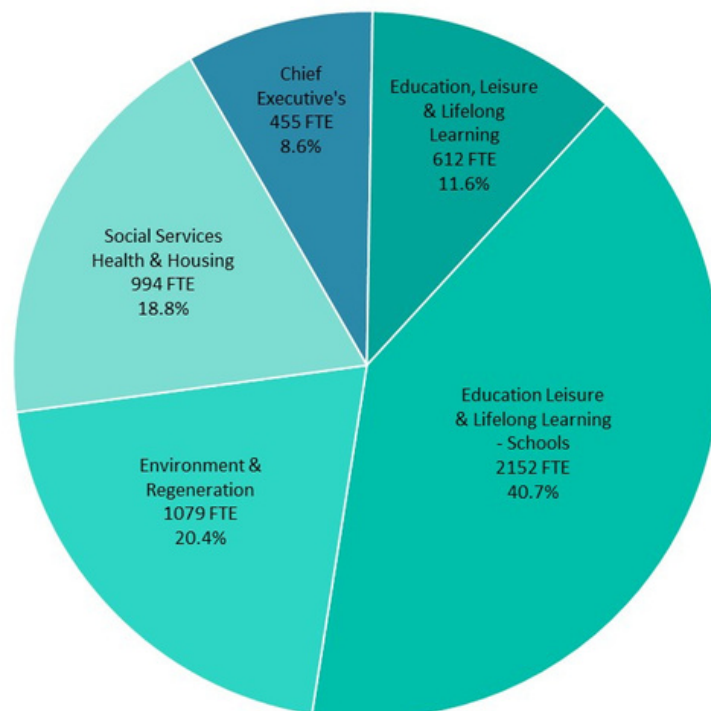


Redundancies

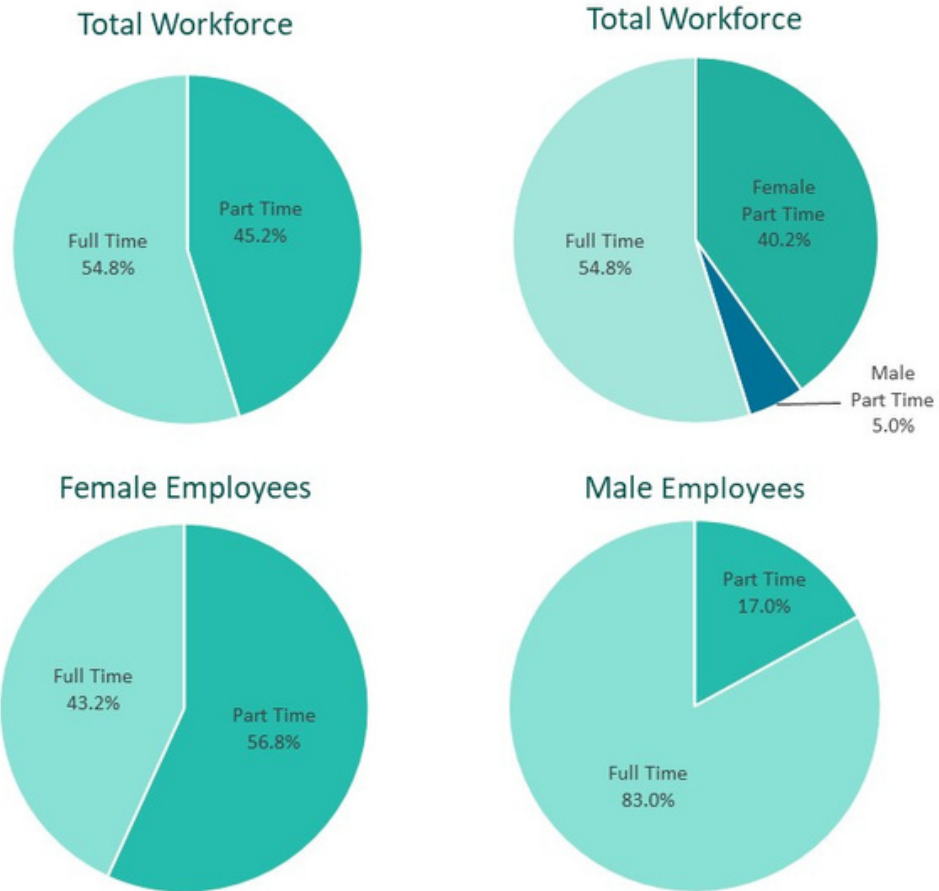
Between 1st April 2022 and
30th September 2022

- 0 Voluntary Redundancies
- 5 Voluntary Redundancies in Schools
- 2 Compulsory Redundancy

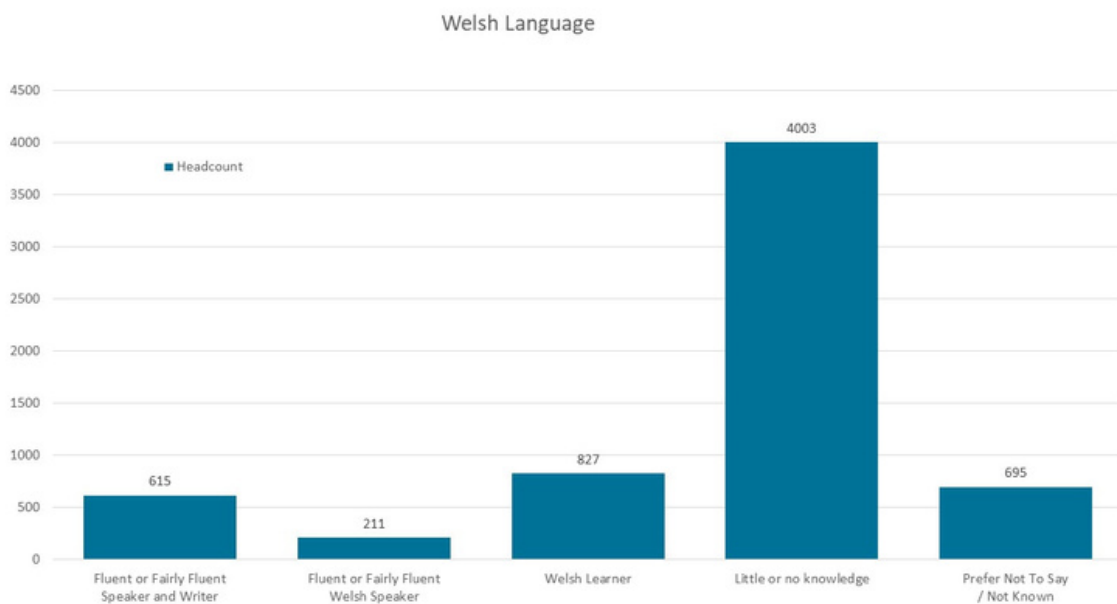
Employees - FTE by Directorate



Working Patterns



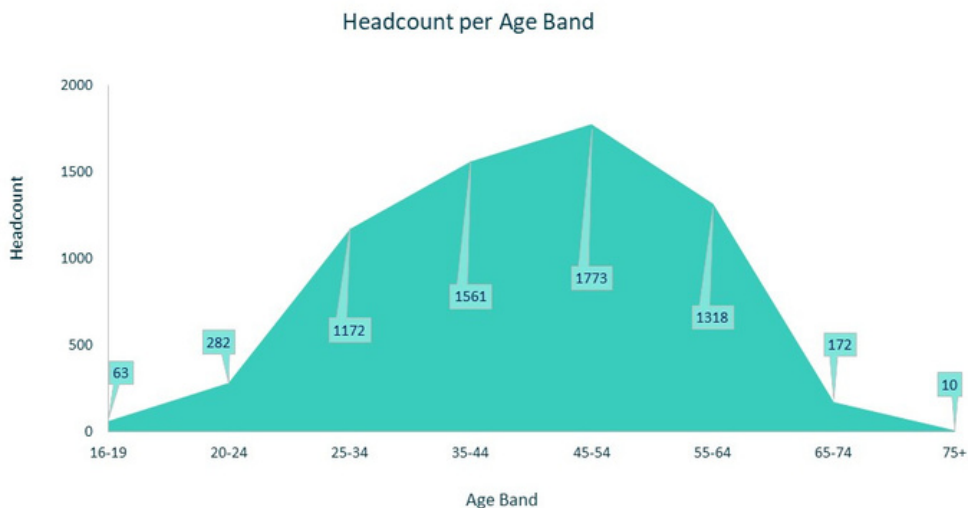
Employees' Welsh Language Ability



- These figures are self-reported by employees

Protected Characteristics - Employees

Sex



3%

of employees have identified themselves as having a Disability

The overall proportion of Black, Asian & Minority Ethnic employees is

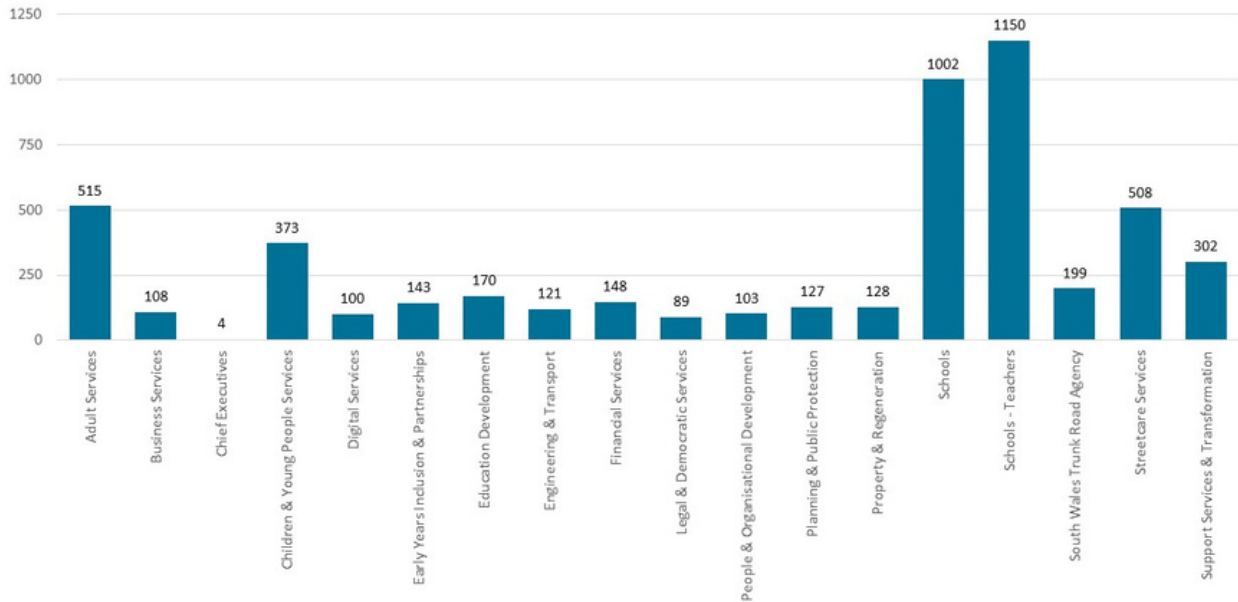
1.6%

2%

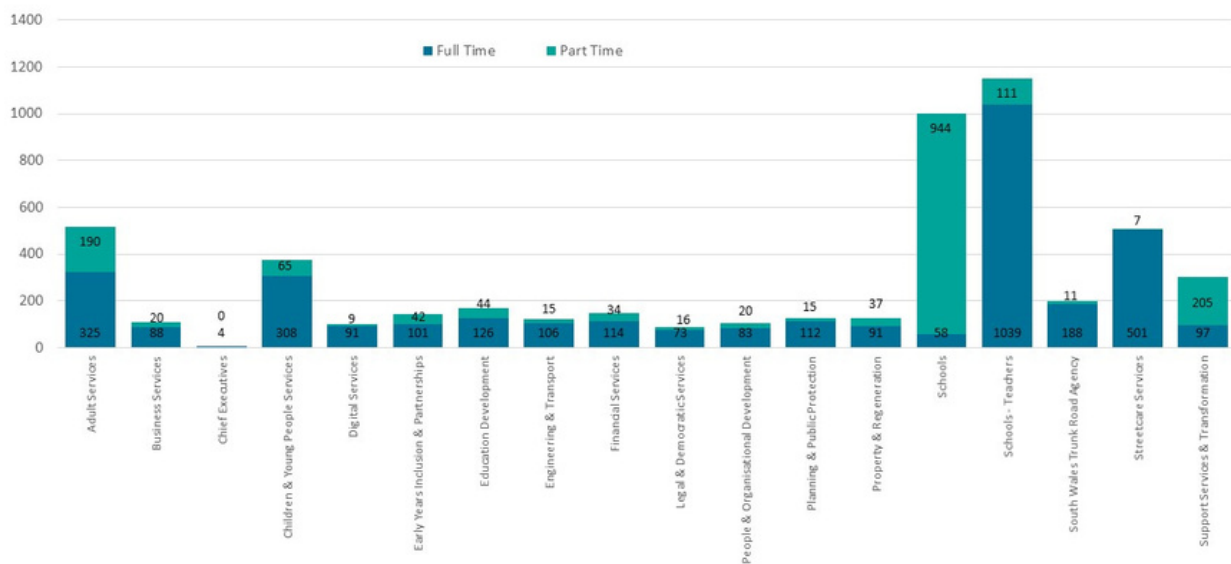
of employees have identify as being Bisexual, Gay Man/ Woman or other

Employees by Service Area

Full Time Equivalent Per Service Area



Full Time/Part Time FTE Per Service Area



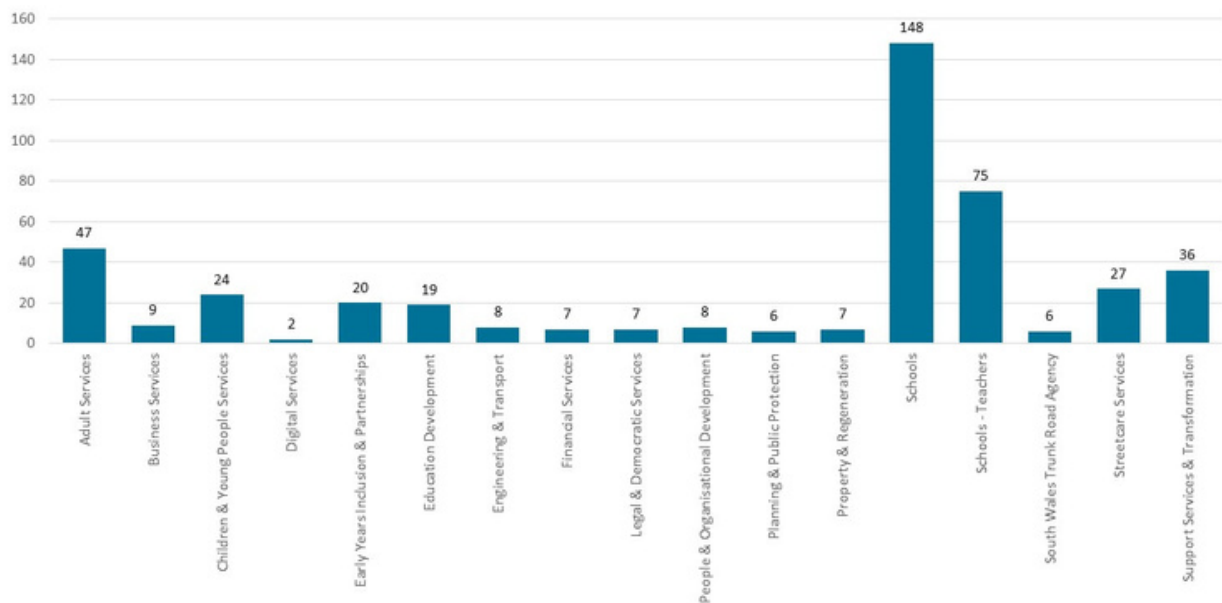
New Starters

455 employees have joined the Council between
1st April 2022 and 30th September 2022

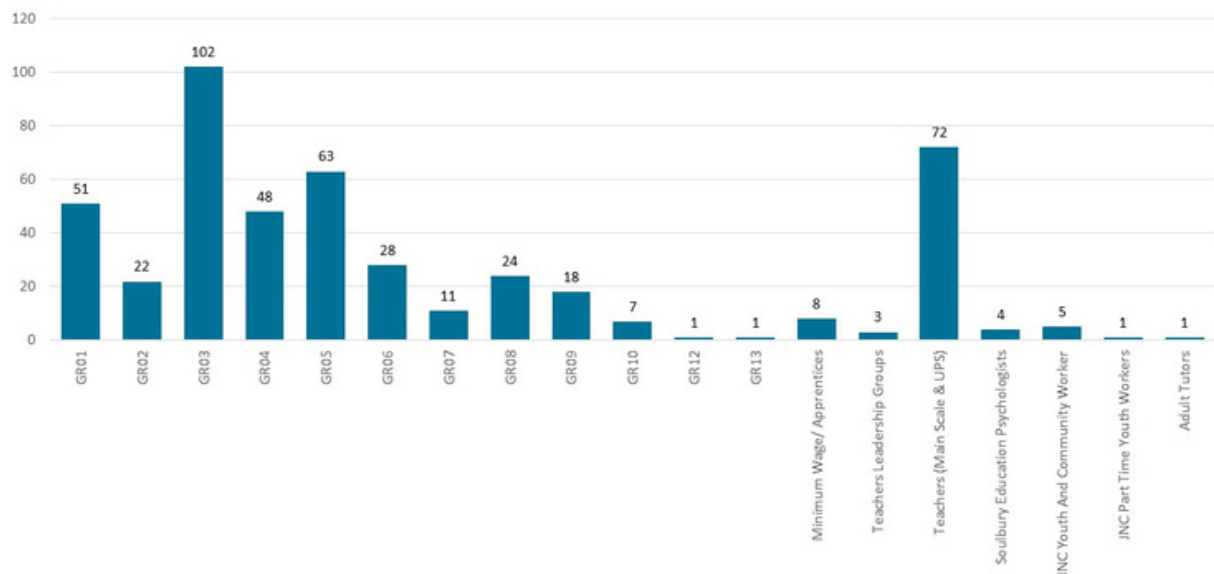
New Starters - these are employees new to the Authority

Headcount of Starters may vary from the totals shown under service area and grade
as some employees had multiple posts

New Starters per Service Area



New Starters by Grade



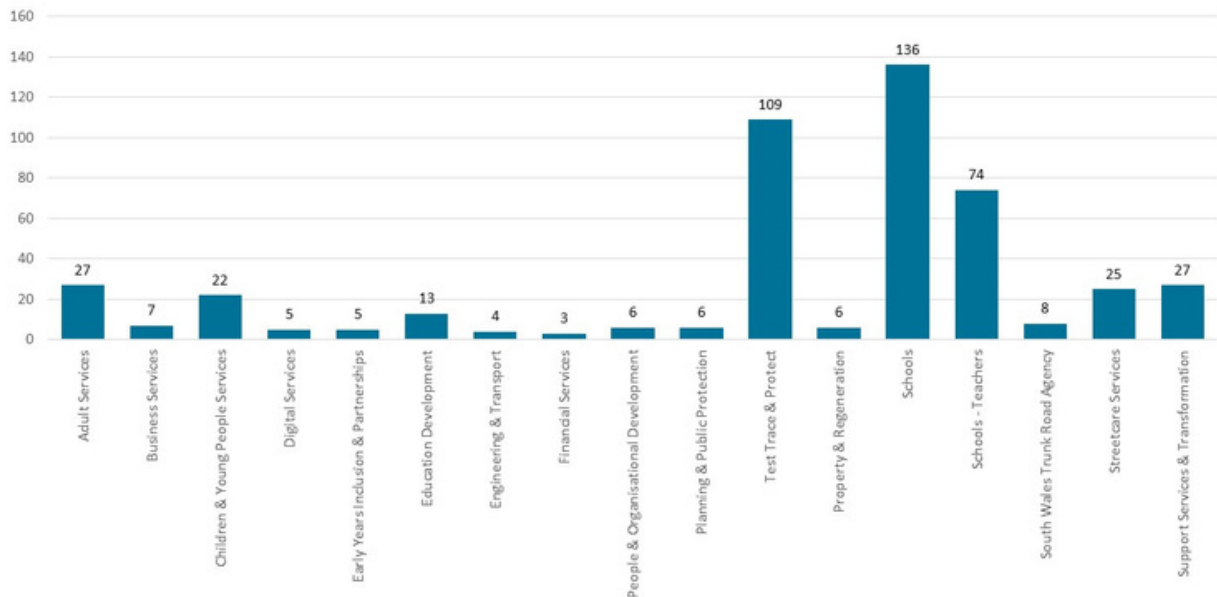
Leavers

478 employees have left the Council between
1st April 2022 and 30th September 2022

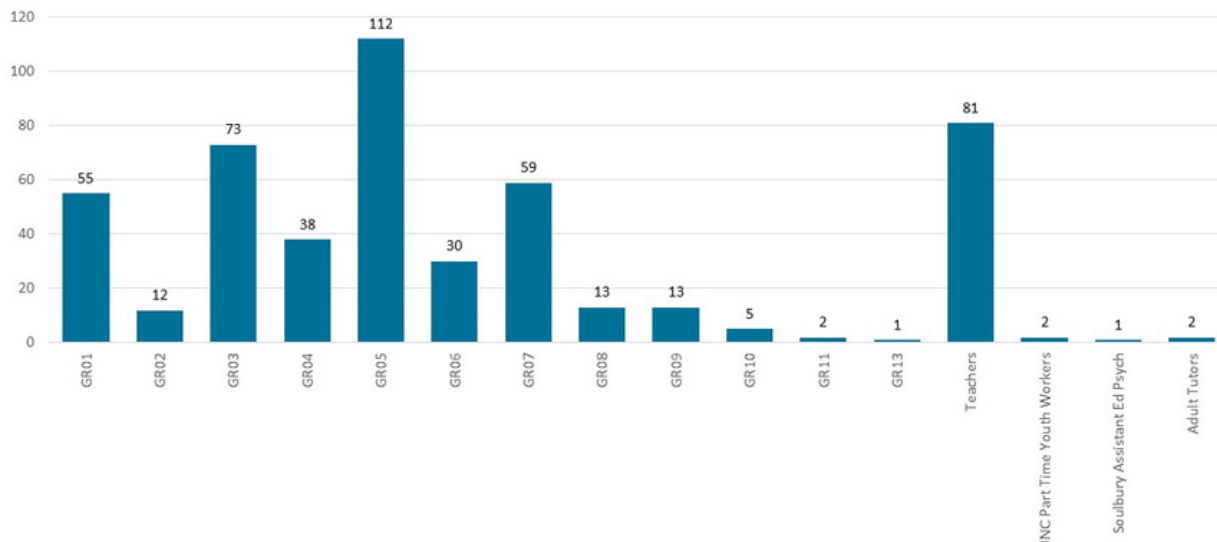
Leavers - these are people who have left all jobs with the Authority

Headcount of Leavers may vary from the totals shown under service area and grade
as some employees had multiple posts

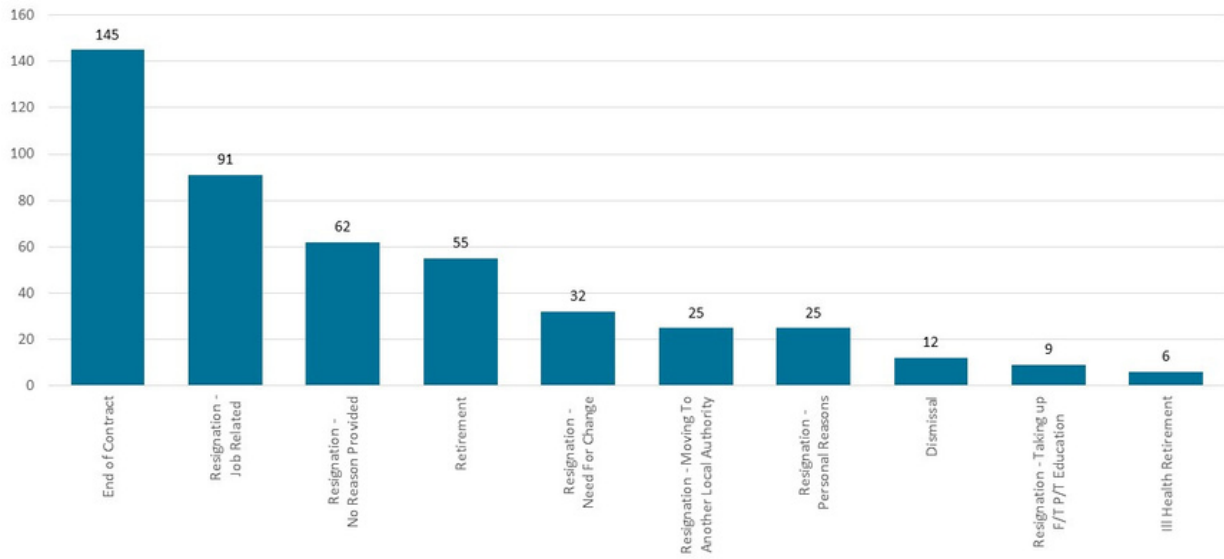
Leavers per Service Area



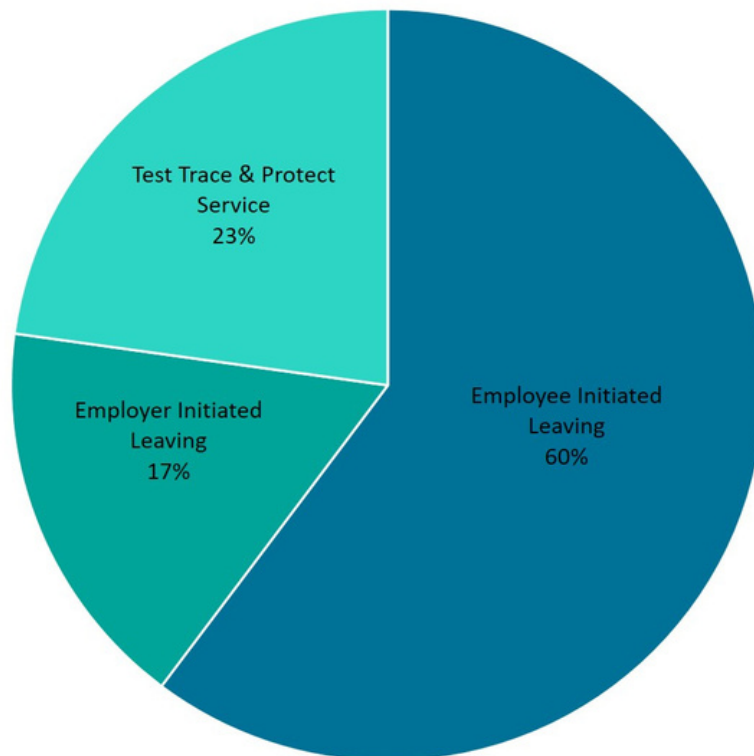
Leavers by Grade



Leavers by top 10 Leaving Reasons



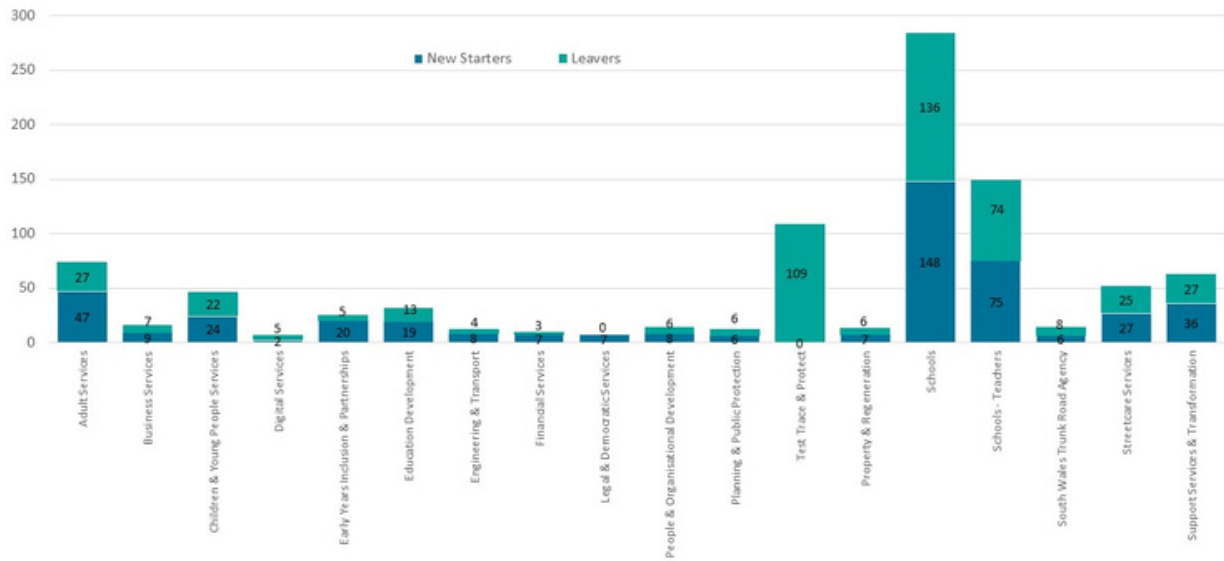
Employer / Employee initiated Leaving Reasons



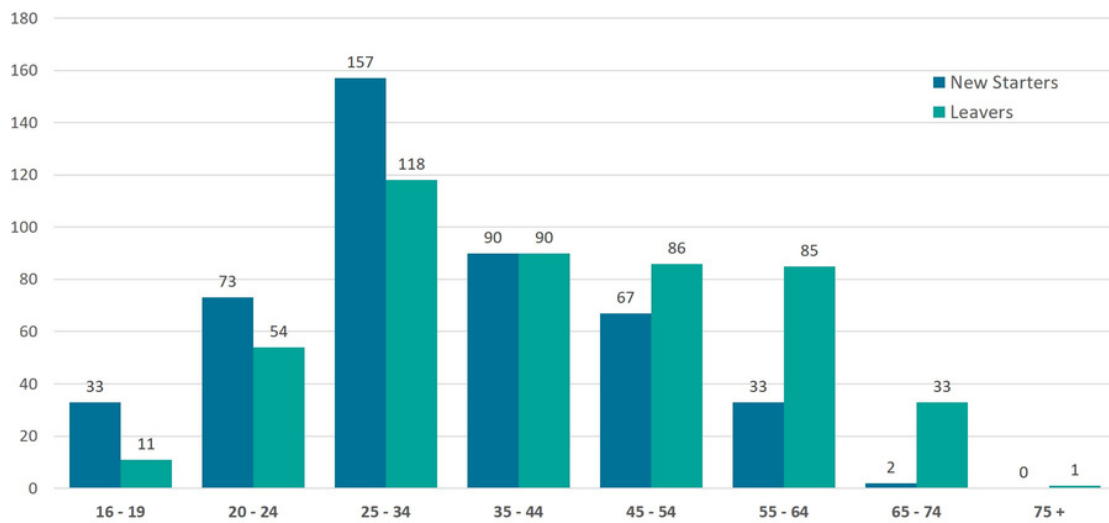
New Starters/Leavers

New Starters - employees who are new to the authority
 Leavers - employees who have left all jobs with the authority

New Starters/Leavers per Service Area



New Starters / Leavers per Age Band





Sickness Absence Quarter 2 2022/23

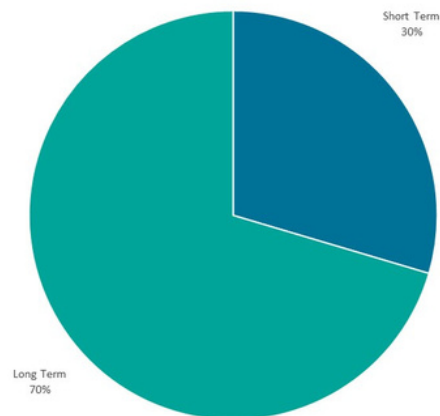
Number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence during the year

ID	Measure	Data Item(s)	Staff (exc teachers)	Teachers	All staff Q2 2022/23	All staff Q2 2021/22
PAM/001	Number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence during the year	Number of working days/shifts lost to short-term sickness absence during the year	17619.66	1532.91	19152.57	7846.56
		Number of working days/shifts lost to long-term sickness absence during the year	9254.76	2631.31	11886.06	18684.82
		Number of working days/shifts lost to sickness absence during the year	26874.41	4164.22	31038.63	25431.38
		Average number of full-time equivalent (FTE) employees	4146.74	1143.79	5290.53	5255.94
		PI Value			5.87	5.05

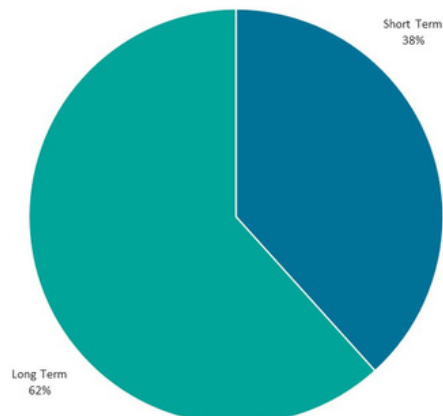
Ratio of short and long term sickness - number of FTE days lost (Including teachers)

Quarter 2 Comparisons

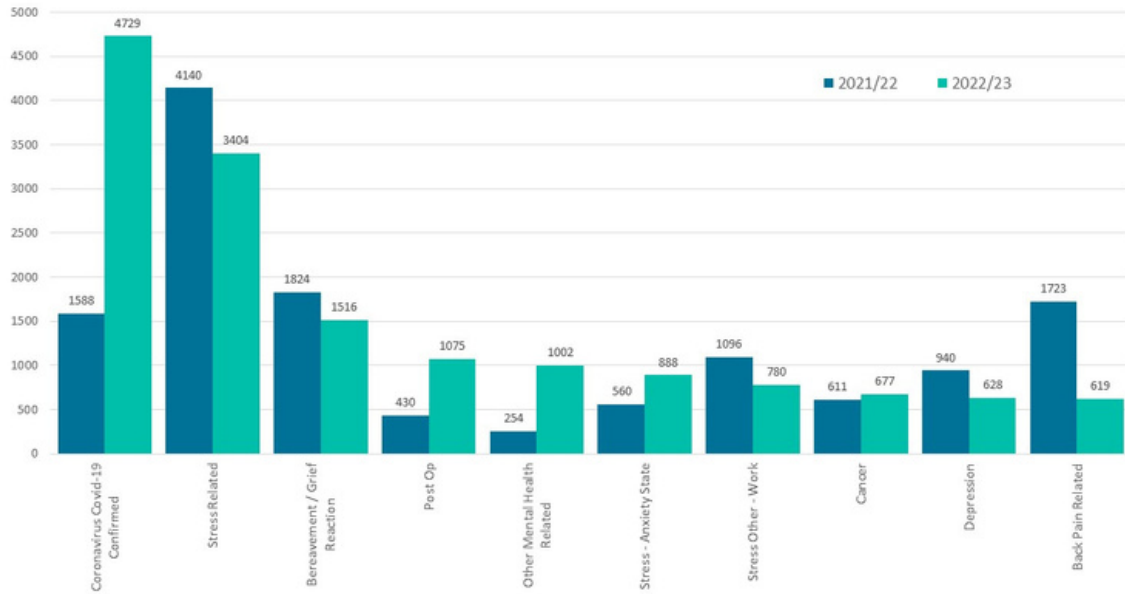
1st April 2021
to
30th September 2021



1st April 2022
to
30th September 2022



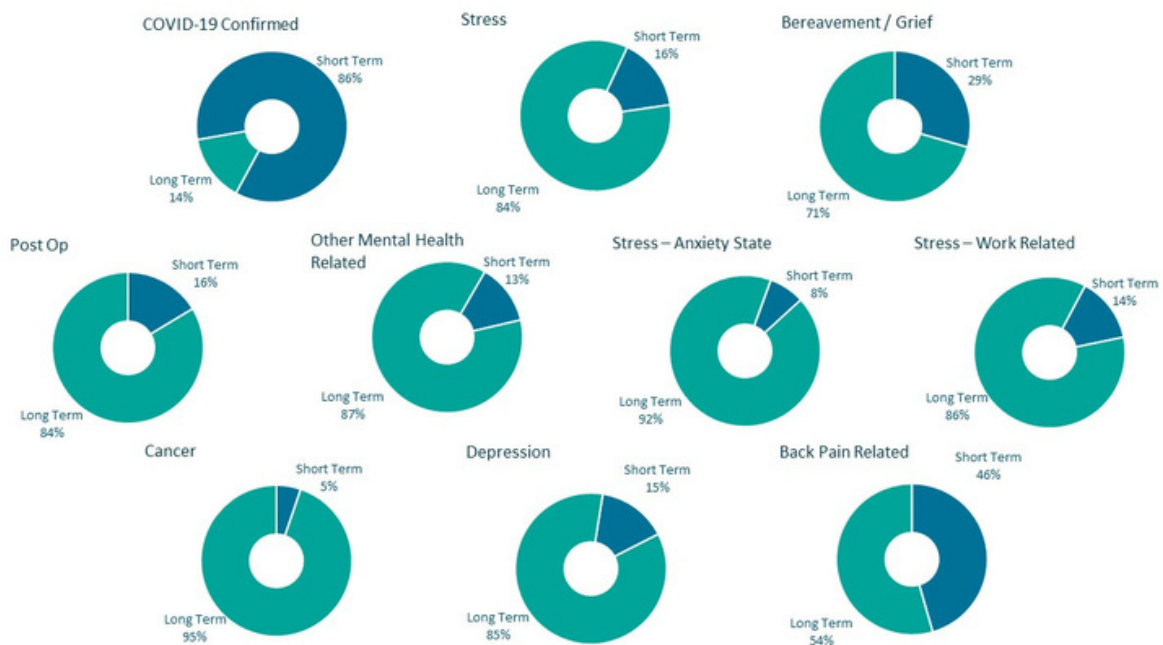
Sickness Absence Reasons - Top Ten



Covid 19, Stress & Bereavement are the top 3 reasons.
In this period last year
Stress, Bereavement & Back Pain were the top 3 reasons.

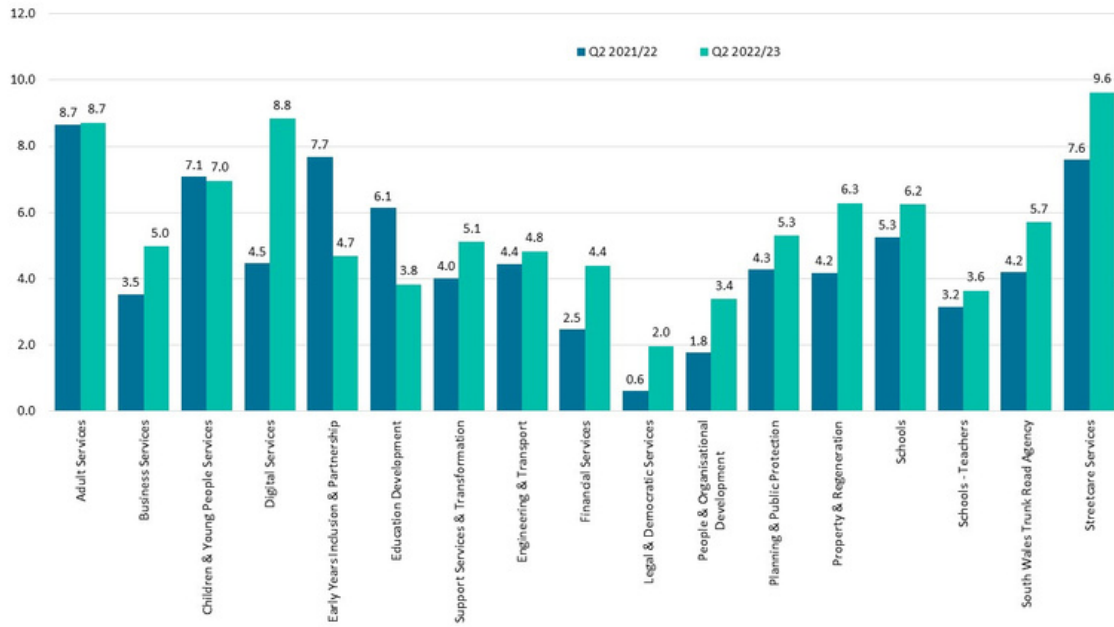
Covid 19 - 4729 FTE, 15 % of all days lost, **up** 11 % from quarter 2 2021/22
Stress - 3404 FTE, 11 % of all days lost, **down** 4.6 % from quarter 2 2021/22
Bereavement - 1516 FTE 5 % of all days lost, **down** 2 % from quarter 2 2021/22

Long Term / Short Term Comparison (Top 10 reasons)

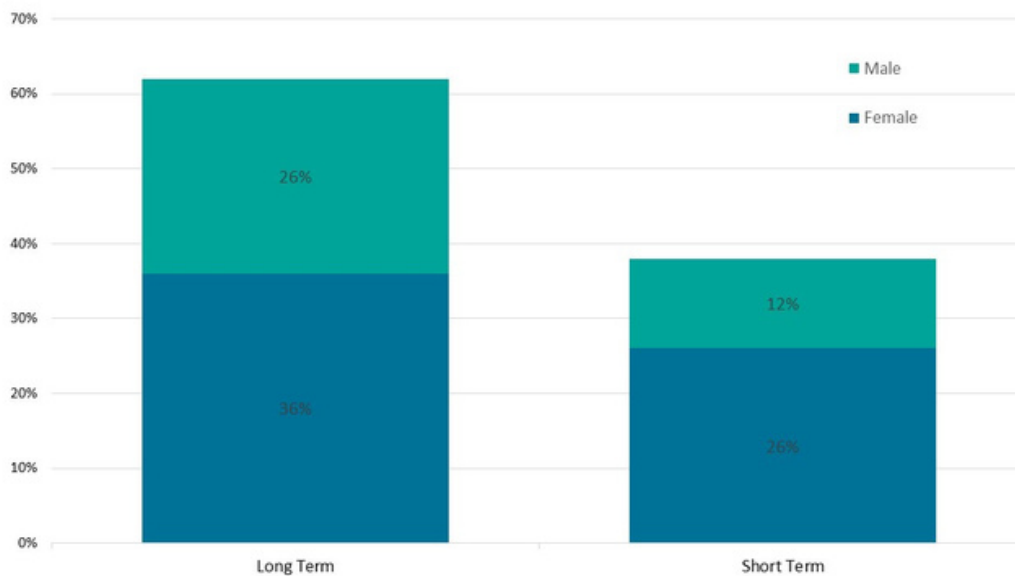


Overview of Sickness per Service Area

Average number of Sick days per Full Time Equivalent Employee Quarter 2 2021/22 and 2022/23 comparison

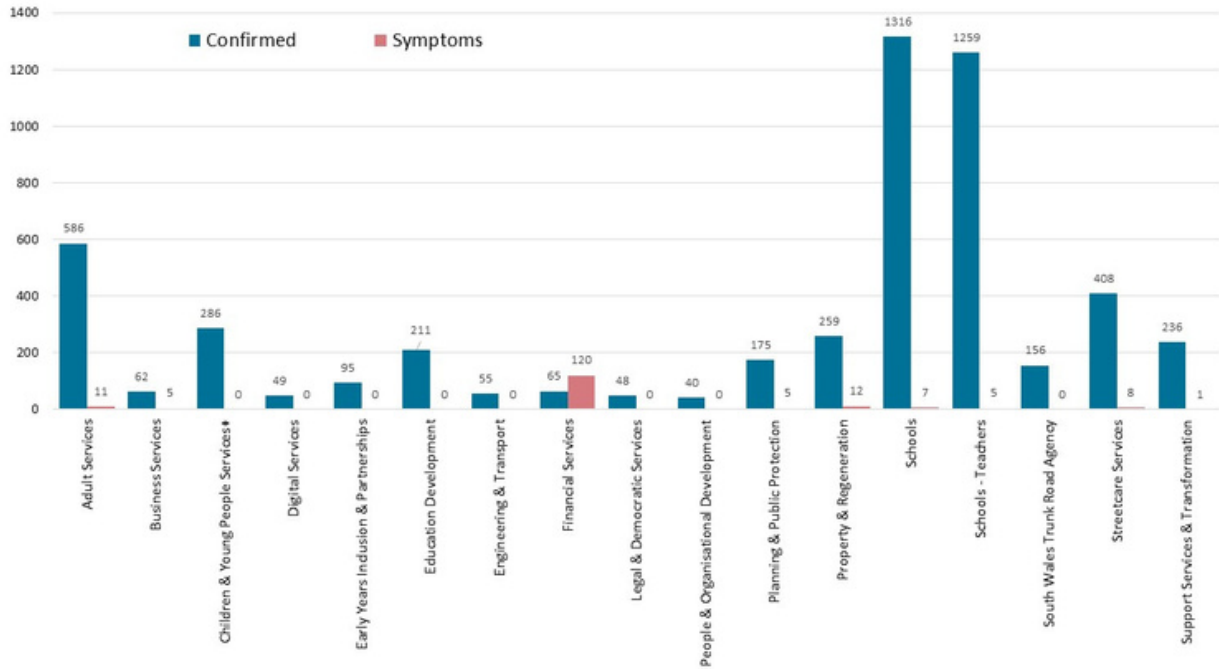


Long Term / Short Term Sickness per Gender Quarter 2 2022/23

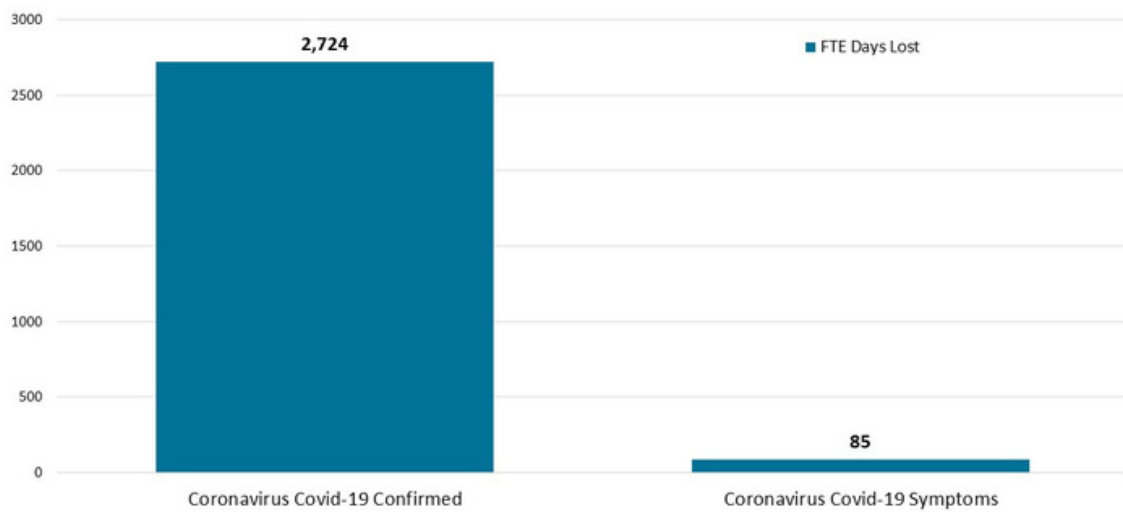


COVID - 19 Sickness Absence

Total number of FTE Working Days Lost for Quarter 2 Per Service



Total number of FTE Working Days Lost for Quarter 2



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Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

27TH FEBRUARY 2023

REPORT OF THE HEAD OF PEOPLE AND ORGANISATIONAL DEVELOPMENT – SHEENAGH REES

Matter for information

Wards Affected: All wards

Gender Pay Gap Report

Purpose of Report

The purpose of this report is to provide Members with the Council's Gender Pay Gap report for 2022.

Executive Summary:

This report provides Members with information on the gender pay balance and is measured using the mean gender pay gap, the median gender pay gap and pay quartiles. It refers to all Council employees, excluding school employees.

Background:

The general public sector equality duty under the Equality Act 2010 came into force in April 2011 and it requires public bodies to publish

specified information to demonstrate their compliance with the Public Sector Equality Duty by 31st March 2012, then at subsequent intervals, of not greater than one year. Any gaps in the specified information should be clearly identified, the reasons for the gaps, and the measures that are being to address the gaps in future.

The data published refers to all Council employees, excluding school employees as it is not a requirement to publish data including school employees; each school has responsibility for their own pay policy arrangements.

In addition to the requirements above, the legislation now requires us to include a gender pay objective within this annual report. Therefore, in order to reflect the new obligation of the legislation, we have calculated and will be reporting our gender pay gap annually.

Gender Pay Gap 2022 – headline data:

Please refer to Appendix 1 for definitions and information on how the gender pay gap is calculated.

- The mean gender pay gap in 2021 was 6.5%. In 2022 our median gender pay gap has reduced to 4.26%
- The median gender pay gap in 2021 was 3.86%. In 2022 our median gender pay gap has reduced to 3.56%
- The council's median gender pay gap is below the UK national average median gender pay gap of 14.9% in 2022.

Financial Impacts:

No implications.

Integrated impact assessment:

There is no requirement to undertake an Integrated Impact Assessment as this report is for monitoring / information purposes.

Valleys Communities Impacts:

No implications

Workforce Impacts:

Developing measures to reduce the council's gender pay gap is an objective of the council's Strategic Equality Plan. The council has worked in partnership with Chwarae Teg as a member of their Fairplay Employer Scheme since 2019, to develop and implement an action plan to reduce the gender pay gap.

Legal Impacts:

The general public sector equality duty under the Equality Act 2010 came into force in April 2011 and it requires public bodies to publish specified information to demonstrate their compliance with the Public Sector Equality Duty.

Risk Management Impacts:

No implications.

Consultation:

There is no requirement under the Constitution for external consultation on this item.

Appendices

Appendix 1 – Gender Pay Gap Data

Recommendations:

It is recommended that Members note the gender pay gap report.

Officer contact

Sheenagh Rees, Head of People and Organisational Development,
Email: s.rees5@npt.gov.uk or tel. 01639 763315

GENDER PAY GAP 2022

An organisation is required to publish its gender pay gap annually for the previous year.

This report sets out the Council's gender pay gap for 2022.

What is a Gender Pay Gap?

A gender pay gap is a measure of the difference in the average pay of men and women across an organisation.

The Council's gender pay gap is reported as:

- The **mean** gender pay gap
- The **median** gender pay gap
- The proportion of males and females in each **quartile** pay band.
-

The gender pay gap is calculated using **gross hourly** rate of pay.

It captures pay differences between men and women, irrespective of their role or seniority. It is a measure across all jobs in an organisation, not of the difference in pay between men and women for doing the same job.

For example, an organisation that is over-populated by men in higher paid/senior roles and women in lower paid roles, will have a gender pay gap in favour of men.

The gender pay gap can be positive or negative. If it is a positive figure, this means that on average, men's earnings are higher than those of women and if the pay gap is negative, on average, women's earnings are higher than those of men.

What is the Mean Gender Pay Gap and the Median Gender Pay Gap?

The mean pay gap is the difference in the **average** hourly rate between men and women.

The median pay gap is the difference between the **midpoint** in the ranges of hourly rates of men and women. The median is the middle value of pay which splits the top 50% of the workforce from the bottom 50%.

What are Pay Quartiles?

As part of gender pay gap reporting, we are required to publish pay quartiles. Pay quartiles are created by ranking each relevant employee in order of their gross hourly rates of pay, and then dividing those employees into four equal groups from the lowest paid to the highest paid. They show the proportions of men and women in each of four equal pay quartiles (lower, lower middle, upper middle and upper quartile).

How did we calculate the Gender Pay Gap?

The data is based on the pay period in which **March 31st** falls.

The elements of pay used to calculate the Gender Pay Gap is referred to as **ordinary pay**.

Ordinary Pay:

The pay elements **included**: basic pay, pay for leave and shift premium pay and allowances such as first aid, standby payments.

The pay elements **excluded**: Overtime and allowances earned during paid overtime hours, remuneration related to redundancy or termination of employment, expenses, pay in lieu of annual leave or any arrears of pay.

Who has been included in the calculations?

The pay data for 2022 has been taken from the Council's workforce (excluding schools) as a snapshot on 31st March 2022.

On March 31st 2022, there were 3773 employees which represents 1399 (37%) males and 2374 (63%) females.

The pay data excludes casual employees.

Our Gender Pay Gap

Appendix 1a sets out the Council's gender pay gap reported as the mean, median and pay quartiles.

Our Mean Gender Pay Gap

	2022	2021
All employees (excluding schools)	4.26%	6.59%

Our mean gender pay gap shows that on average, women earn 4.26% per hour less than men. In other words, on average, a female would earn 96p for every £1 earned by a male employee.

You can see that the mean gender pay gap has decreased from 6.59% since 2021 when a female earned 93p for every £1 earned by a male employee.

Our Median Gender Pay Gap

	2022	2021
All employees (excluding schools)	3.56%	3.86%

The median pay gap is the number that is the midpoint when all employees' hourly rates of pay are lined up from lowest to highest.

For example, Appendix 1a shows that our median (midpoint) hourly rate for our male employees is £13.78 and for our female employees, £13.29. This represents a median gender pay gap of 3.56%.

In comparison, there has been a slight decrease in the pay gap between males and females since 2021.

Our Pay Quartiles

The pay quartiles in Appendix 1a show the percentage of men and women that make up each equal pay quartile.

For example, the top quartile (highest paid) is made up of 59% women and 41% men and the lower quartile (lowest paid) is made up of 58% women and 42% men.

Gender Pay Gap across the UK

For comparison purposes, the Office of National Statistics has measured the UK's gender pay gap (median pay) as being 15.1% in 2021 and 14.9% in 2022, which are still below the levels of 17.4% in 2019.

Our Commitment

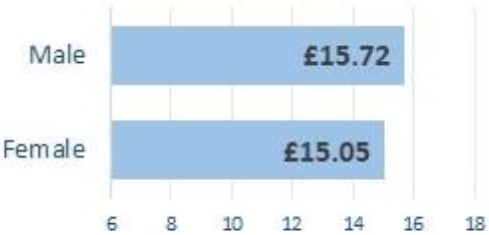
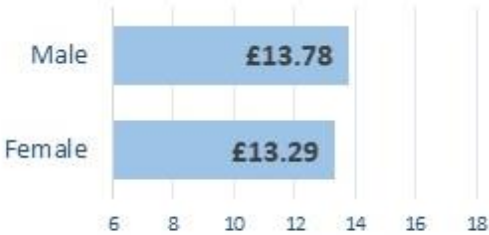
Whilst the Council's Gender Pay Gap is lower than the UK's median gender pay gap, we are committed to closing the gap.

On January 14th 2019, the Personnel Committee gave approval for the Council to subscribe to the 'Chwarae Teg Fair Player Scheme'.

The organisation, 'Chwarae Teg' is currently working alongside the Council and has helped develop a bespoke 'Gender Equality Action Plan' with evidence based actions to improve gender equality and reduce the Council's gender pay gap.

All employees (Excluding Schools)

Our Gender Pay Gap



Pay quartiles

How many men and women are in each quarter of the employer's payroll.

Upper: 75-100% of full-pay relevant employees. Hourly Rate between **£17.80 & £71.72**



Upper middle: 50-75% of full-pay relevant employees. Hourly Rate between **£13.58 & £17.80**



Lower middle: 25-50% of full-pay relevant employees. Hourly Rate between **£11.24 & £13.58**



Lower: 0-25% of full-pay relevant employees. Hourly Rate between **£4.62 & £11.24**



By virtue of paragraph(s) 15 of Part 4 of Schedule 12A of the Local Government Act 1972.

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