



## **C O U N C I L   S U M M O N S**

**To all Members of Council**

**You are hereby summoned to attend a**

**MEETING OF THE COUNCIL**

**to be held at 2.00 pm on**

**20 March 2024**

**in the**

**COUNCIL CHAMBER AND VIA MICROSOFT TEAMS**

**ALL MOBILE TELEPHONES TO BE SWITCHED TO SILENT FOR THE  
DURATION OF THE MEETING**

**Webcasting:** This meeting may be filmed for live or subsequent broadcast via the Council's Internet Site. By participating you are consenting to be filmed and the possible use of those images and sound recordings for webcasting and/or training purposes.

**--- A G E N D A ---**

### **PART A**

1. Mayor's Announcements
2. Leader's Announcements
3. Declarations of Interest
4. Public Question Time.  
*Questions must be submitted in writing to Democratic Services*

[democratic.services@npt.gov.uk](mailto:democratic.services@npt.gov.uk) no later than noon on the working day prior to the meeting. Questions must relate to items on the agenda. Questions will be dealt with in a 10 minute period.

## **PART B**

5. Presentation by the outgoing Police and Crime Commissioner- Mr Alun Michael
6. Scrutiny Audit- Proposals to Changes to the Council's Model of Scrutiny (Pages 5 - 14)
7. Mayoral Arrangements (Pages 15 - 18)
8. Proposal to Introduce a Council Tax Premium on Second Homes and Long Term Empty Properties (Pages 19 - 50)
9. School Improvement Team - Constitution of Neath Port Talbot Standing Advisor Council for Religion values and Ethics (SACforRVE) (Pages 51 - 58)
10. Pay Policy Statement (Pages 59 - 116)
11. Permission to advertise position of Chief Executive (Pages 117 - 136)

## **PART C**

12. Notice of Motion under Section 10 of Part 4 (Rules of Procedure) the Council's Constitution
13. Questions from Members, with Notice, under Rule 9.2 of the Council's Procedure Rules
14. Urgent Items  
*Any urgent items at the discretion of the Chairperson pursuant to Section 100BA(6)(b) of the Local Government Act 1972 (as amended).*

*Karen Jones*

**Chief Executive**

**Civic Centre  
Port Talbot**

**Thursday, 14 March 2024**

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Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## **NEATH PORT TALBOT COUNCIL**

### **COUNCIL**

**20<sup>th</sup> March 2024**

#### **Report of the Chairs and Vice Chairs of the Council's Scrutiny Committees**

#### **SECTION A – MATTER FOR DECISION**

#### **WARDS AFFECTED: ALL**

#### **SCRUTINY REVIEW**

#### **Purpose of Report**

The purpose of this report is to summarise the work undertaken by the Scrutiny Review Task & Finish Group in response to the report issued by Audit Wales following their audit of scrutiny arrangements at Neath Port Talbot CBC. The report will outline proposals and seek endorsement from members on proposed amendments to the current scrutiny model used in Neath Port Talbot CBC to take effect from the Annual General Meeting in May 2024.

#### **Background**

During summer 2023, Audit Wales were asked to carry out a review of the scrutiny arrangements at Neath Port Talbot CBC. The results of this review were produced in a report published in October 2023.

The outcomes from the review indicated that:

- The Council is missing opportunities for scrutiny to maximise its impact, influence and effectiveness in holding Cabinet to account, shaping Council policies and reviewing performance;
- The Council's current scrutiny model is not fulfilling many important aspects of its role, which increases the risk that members do not make informed decisions in a timely manner;
- The scrutiny model is not citizen focused and does not provide easy opportunities for public involvement and participation in scrutiny;

- Scrutiny's current model is compromising its ability to use its time effectively to independently plan and strategically prioritise its own work;
- The Council's scrutiny support arrangements are focused on maintaining the current scrutiny model and ways of working and do not encourage scrutiny to explore its wider role and potential; and
- While the Council has put in place some arrangements to evaluate scrutiny activity, these arrangements are limited.

Having considered the conclusions of the review undertaken by Audit Wales, the Chairs and Vice Chairs of of the Council's scrutiny committees formed a Task & Finish Group to consider how the audit findings could be responded to. All members were invited to attend contribute to the task and finish group work, The work undertaken has included research into other models of scrutiny practiced across Wales.

### Research Undertaken

A summary of the research undertaken is as follows:

- Models of scrutiny – the authorities reviewed mostly offered a hybrid approach to scrutiny, offering both pre and post decision scrutiny. However, the majority focused on pre-decision scrutiny.
- Pre-briefings – these varied from being held an hour before the meeting to two days before a meeting. The task and finish group established that in other authorities officers were invited to some pre-briefings where reports were technical. Generally, officers and cabinet members were not told what questions were going to be asked prior to the scrutiny meeting.
- Forward Work Programmes (FWP) – generally, other authorities align the forward work programmes of their scrutiny committees to the Cabinet Forward Work Programme but are selective in the number of items identified for pre-scrutiny. Authorities use various ways to set their FWP i.e. annual planning conference. Both members and officers are involved in setting the FWP of the scrutiny committees.
- Cabinet Members – other authorities issue reports in a Cabinet Member name (even pre-decision reports). Cabinet Members were questioned about reports and officers only answered technical questions when required. Cabinet Members were held to account in reference to both decisions already taken and those items considered at pre-decision scrutiny.

- Task & Finish Groups - all councils have some form of task & finish groups and these varied in number from one per year to three to four per year. All groups reported back to the main scrutiny committee.

Some unique approaches were also identified from the research undertaken. These included:

- Virtual scrutiny – whereby scrutiny took place via completion of a proforma submitted to the chair of the scrutiny committee.
- Non-submission of reports by officers – whereby officers were invited to attend scrutiny meetings to explain to members why a report had not been produced in the timeframe required by scrutiny.
- Cabinet member bi-annual engagement- a Cabinet Member is invited to attend a scrutiny meeting to be asked questions on any decision taken in relation to their portfolio within the previous six months.
- Ongoing consultations – a standing item on the scrutiny agenda to advise members of consultations in relation to their area.
- Scrutiny Research Officer – some authorities have an officer dedicated to carrying out research in relation to items to determine if there is any value in further consideration by the scrutiny committee before a member raises it formally.

### Conclusion of Research

From the research undertaken, members of the Task & Finish group identified several themes which they considered important and were keen to see reflected in any amended model of scrutiny that they were going to bring forward. These themes included:

- Cabinet Members to be held to account;
- Public engagement being very important;
- Members need to have option to be involved in decisions at an earlier stage;
- There process needs to be more accessible and transparent so it is clear to the public what is going to be scrutinised;
- The Council need to consider a system which operates consistently both pre and post decision scrutiny; and
- Ongoing performance monitoring is very important

From these themes members were able to set out a model which took into consideration the aspects of scrutiny that members felt took priority, whilst also being sympathetic to the requirement to not lose the role of scrutiny in putting a proposal forward which would likely cause complete disruption to the scrutiny process.

**The Proposed Model of Scrutiny**

Overview and scrutiny is an essential element of the political and general governance of the council. Therefore, it is appropriate to note that any changes are only to the model of scrutiny and not the terms of reference and powers of scrutiny committees. In other words how scrutiny is undertaken in practice.

Any changes proposed would take effect from the Annual General Meeting in May 2024.

**Proposal 1**

All decision making now be vested in the Cabinet and the Cabinet Boards be removed, with Cabinet meeting on a three-weekly cycle.

This will enable one detailed Forward Work Programme for the Cabinet to be available, so that members of Scrutiny Committees and the general public can see all matters for consideration in one document. This will enable scrutiny members to identify areas for scrutiny.

There will be an onus on officers to ensure that the Forward Work Programme is continuously updated to assist members in their scrutiny preparations.

**Proposal 2**

It would be proposed that four scrutiny committees be in place:

<b>Scrutiny Committee</b>	<b>Terms of Reference</b>
Community, Finance and Strategic Leadership	<ul style="list-style-type: none"> <li>• 15 Members</li> <li>• To scrutinise               <ul style="list-style-type: none"> <li>– Cabinet Portfolio 1 – Community and Strategic Leadership</li> <li>– Cabinet Portfolio 2 – Finance, Performance Social Justice</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>– Designated to scrutinise the work of the Neath Port Talbot Public Services Board in accordance with Section 35 of the Well-being of Future Generations (Wales) Act 2015</li> <li>– Major plans, policies, service change and budgets, including Climate Change, Decarbonisation and Renewable Energy Policy and strategic response to the nature emergency)</li> </ul>
<p>Environment, Regeneration and Streetscene:</p>	<ul style="list-style-type: none"> <li>• 12 Members</li> <li>• To Scrutinise <ul style="list-style-type: none"> <li>– Cabinet Portfolio 4 – Economic and Community Regeneration (functions not covered by Education, Skills and Wellbeing Scrutiny Committee)</li> <li>– Cabinet Portfolio 9 – Strategic Planning, Transport and Connectivity</li> <li>– Cabinet Portfolio 10 – Streetscene</li> </ul> </li> </ul> <p>(Excluding decarbonisation and renewable energy policy and the strategic response to the nature emergency)</p>

<p>Education, Skills and Wellbeing</p>	<ul style="list-style-type: none"> <li>• 13 Members (plus co-opted members)</li> <li>• To scrutinise <ul style="list-style-type: none"> <li>– Cabinet Portfolio 3 – Education, Skills and Training</li> <li>– Cabinet Portfolio 4 ( in respect of regional education, skills and training arrangements, lifelong learning, adult education and post-16 provision and employability_</li> <li>– Cabinet Portfolio 5 – Climate Change and Wellbeing (save that responsibilities relating to Climate Change, will be considered by the Community, Finance and Strategic Leadership Scrutiny Committee)</li> </ul> </li> </ul>
<p>Social Services, Housing and Community Safety</p>	<ul style="list-style-type: none"> <li>• 12 Members</li> <li>• To Scrutinise: <ul style="list-style-type: none"> <li>– Cabinet Portfolio 6 – Children and Family Services</li> <li>– Cabinet Portfolio 7 – Adult Social Services and Health</li> <li>– Cabinet Portfolio 8 – Housing and Community Safety</li> <li>– Crime and Disorder matters (including those matters within Section 19 of the Police and Justice Act 2006)</li> </ul> </li> </ul>

It is proposed that each scrutiny committee will subsequently have four parts to it:

- Part 1 – Pre Scrutiny Items (i.e. items that the Cabinet will consider)
- Part 2 – Scrutiny Committee Work Programme (i.e. items that the Scrutiny Committee wish to consider outside of the Cabinet Forward Work Programme)
- Part 3 – Performance Monitoring
- Part 4 – Ongoing consultations, selection of future items for scrutiny and opportunities for public participation.

#### Proposal 3

A Forward Work Programme Session to be arranged for each committee three times a year comprising officers and members.

#### Proposal 4

A pre-briefing for scrutiny committee members to be held 48 hours before the actual meeting to ensure better planning for scrutiny meetings and to ensure an orderly structure to the meeting.

#### Proposal 5

Cabinet members to have an increased role in scrutiny – presenting reports and answering questions where appropriate with support from officers.

#### Proposal 6

Increased publication of scrutiny programme to enable greater public participation with calls for evidence where applicable.

#### Proposal 7

Each scrutiny committee to continue to produce an Annual Report to be noted at Full Council highlighting work programme.

#### Proposal 8

Regular training to scrutiny committee members on how to effectively scrutinise and develop skills to include training on Council Constitution matters such as Council Procedure Rules and Scrutiny Procedure Rules.

### Proposal 9

That any of the changes to the model of scrutiny suggested are reviewed on a six-monthly basis by the Chairs and Vice Chairs of Scrutiny with any suggested amendments be reported back to Full Council before the Annual General Meeting each year.

### **Financial Impact**

Not applicable.

### **Integrated Impact Assessment**

There is no requirement to undertake an Integrated Impact Assessment.

### **Valleys Communities Impacts**

No implications.

### **Workforce Impacts**

There are no immediate workforce impacts. The structure of the Democratic Services Team will be considered to enable these changes to be implemented and this will be considered in a report to Democratic Services Committee which has the statutory responsibility for overseeing sufficient support is available to support elected members.

### **Legal Impacts**

Section 21 of the Local Government Act 2000 requires authorities operating executive arrangements to set up overview and scrutiny committees in order to hold the executive to account; members of the executive are not able to be members of an overview and scrutiny committee. Section 21 also gives power to overview and scrutiny committees to make reports and recommendations, either to the executive or to the authority, on any aspect of council business. They also have the power to make reports and recommendations on other matters which affect the authority's area or the area's inhabitants.

There will no requirement to the Scrutiny Committee Terms of Reference or the Scrutiny Procedure Rules. The only part of the Constitution that will require amendment will be to remove reference to the Cabinet Boards and vest all decision making in the Cabinet. A revised constitution will be presented at the Annual General Meeting to implement this change.

### **Risk Management Impacts**

The Council must respond to Audit Wales to explain how we propose to address their findings. A failure to consider and implement any proposals for change may leave the Council open to further scrutiny and/or challenge by Audit Wales.

### **Crime and Disorder Impacts**

No impact.

### **Violence Against Women, Domestic Abuse and Sexual Violence Impacts**

No Impact.

### **Consultation**

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

### **Recommendations**

It is recommended that having due regard to the work of the Chairs and Vice Chairs of Scrutiny, members endorse the proposals 1 to 9 of this report and for them to take effect from the Annual General Meeting in May 2024.

### **Reasons for Proposed Decision**

To ensure Neath Port Talbot Council is able to maintain effective scrutiny arrangements, taking into account the recommendations of the recent Audit Wales report.

### **Implementation of Decision**

The decision is proposed for implementation immediately (noting that it will not commence until after the Annual General Meeting in May 2024)

### **Appendices**

None

**List of Background Papers**

No additional papers required.

**Officer Contract**

Cllr.P.Rogers – Chair of Chairs and Vice-Chairs Scrutiny Forum  
[Cllr.p.rogers@npt.gov.uk](mailto:Cllr.p.rogers@npt.gov.uk)

Craig Griffiths – Head of Legal & Democratic Services.  
[c.griffiths2@npt.gov.uk](mailto:c.griffiths2@npt.gov.uk)

Stacy Curran – Democratic Services Manager  
[s.curran@npt.gov.uk](mailto:s.curran@npt.gov.uk)

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Council

20<sup>th</sup> March 2024

### Report of the Head of Legal and Democratic Services – Mr Craig Griffiths

#### **Matter for Decision**

#### **Wards Affected:**

All wards

#### **Mayoral Arrangements**

#### **Purpose of the Report:**

To nominate a Mayor elect and Deputy Mayor elect for the civic year 2024/2025

#### **Background:**

The Council elects a mayor and deputy mayor to preside over Council proceedings and discharge the duties of the First Citizen each year.

At its annual meeting in May 2024, formal appointment will take place pursuant to the Council's Constitution.

However, to assist in preparation and following discussions between political group leaders, Full Council are asked to approve that Cllr Matthew Crowley be nominated as Mayor and that Cllr Wayne Carpenter be nominated as Deputy Mayor for the 2024/2025 civic year:

#### **Financial Impacts:**

There are no financial impacts associated with this report

#### **Integrated Impact Assessment:**

There is no requirement for an Integrated Impact Assessment as this is a report in respect of governance arrangements only

**Valleys Communities Impacts:**

There are no valley community impacts

**Workforce Impacts:**

There are no workforce impacts associated with this report

**Legal Impacts:**

The report discharges duties placed on the Council pursuant to the Local Government Act 1972

**Risk Management Impacts:**

Failure to ensure that the appropriate appointments are made could render the Council in breach of its statutory duties.

**Consultation:**

There will be no requirement for any consultation.

**Recommendations:**

It is recommended that:

- (a) Councillor Matthew Crowley be nominated Mayor for the civic year 2024/25 pursuant to Section 23(1) of the Local Government Act 1972
- (b) Councillor Wayne Carpenter be nominated Deputy Mayor for the civic year 2024/25 pursuant to Section 23(1) of the Local Government Act 1972.

**Reasons for Proposed Decision:**

To identify and agree the mayoral and deputy mayoral appointments for the civic year 2024/25

**Implementation of Decision:**



The decision is proposed for implementation immediately

**Appendices:**

None

**List of Background Papers:**

Constitution of Neath Port Talbot County Borough Council

**Officer Contact:**

Craig Griffiths

Head of Legal and Democratic Services

Tel: 01639 763767 or E-mail: [c.griffiths2@npt.gov.uk](mailto:c.griffiths2@npt.gov.uk)

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## Neath Port Talbot County Borough Council

### Council

### Report of the Chief Finance Officer

20<sup>th</sup> March 2024

### Proposal to introduce a council tax premium on second homes and long term empty properties.

#### **Matter for decision**

#### **Wards affected – All**

#### **Purpose of the report**

This report has been prepared and published on the basis that the proposals are approved by Cabinet on 18th March 2024. Any changes proposed at Cabinet will be dealt with verbally at Council.

On the 28<sup>th</sup> June 2023 Cabinet resolved to undertake a consultation exercise on the application of a council tax premium on long term empty (LTE) dwellings and second homes (SH).

The consultation exercise closed on the 31<sup>st</sup> October 2023. The purpose of this report is to inform Cabinet and Council of the outcome of the consultation and seek a decision as to whether a council tax premium of 200% should be introduced from the 1<sup>st</sup> April 2025, i.e. a further 100% on top of the existing 100% charge.

#### **Background**

Since the 1<sup>st</sup> of April 2020 long term empty dwellings are charged 100% council tax for specified categories of dwellings which have been empty for more than 6 months. With regards to second homes, these are charged council tax at 100% immediately they fall into that category of dwelling.

A report was presented to Cabinet outlining the discretionary powers that Councils have had since April 2017, under the Housing (Wales) Act 2014,

to be able to charge higher amounts (a premium) of up to 100% on top of the standard rate of council tax on long term empty homes and second homes. From April 2023, under The Council Tax (Long term Empty Dwellings and Dwellings Occupied Periodically) (Wales) Regulations 2022, up to 300% premium can be charged.

A LTE dwelling is defined as a dwelling, which is both **unoccupied** and substantially **unfurnished** for a continuous period of at least **one year**.

A second home is defined as a dwelling that is not a person’s sole or main residence and is substantially furnished

The discretion given to local authorities to charge a premium is intended to be a tool to help local authorities to –

- Bring long-term empty dwellings back into use to provide safe, secure and affordable homes; and
- Support local authorities in increasing the supply for affordable housing and enhancing the sustainability of local communities.

The Welsh Government guidance outlines a number of exceptions where premiums cannot be charged on empty homes and second homes which are detailed below –

<b>Classes of Dwelling</b>	<b>Definition</b>	<b>Application</b>
Class 1	Dwellings being marketed for sale – time limited for one year	Long Term Empty Homes and Second Homes
Class 2	Dwellings being marketed for let – time limited for one year	
Class 3	Annexes forming part of, or being treated as part of, the main dwelling	
Class 4	Dwellings which would be someone’s sole or main residence if they were not residing in armed forces accommodation	
Class 5	Occupied caravan pitches and boat moorings	Second Homes
Class 6	Seasonal homes where year-round occupation is prohibited	
Class 7	Job-related dwellings	

### **Premiums for Long Term Empty dwellings (Wales data)**

The report to Cabinet in June 2023 included a table which showed the position across Wales (2022-23) in terms of those authorities that charge an empty property premium, plus the percentage premium applied and the number of properties affected. This is replicated below –

	<b>Long Term Empty Homes Premium</b>				
	<b>25%</b>	<b>50%</b>	<b>75%</b>	<b>100%</b>	<b>Total</b>
Isle of Anglesey	0	0	0	324	<b>324</b>
Blaenau Gwent	0	0	0	0	<b>0</b>
Bridgend	0	0	0	0	<b>0</b>
Caerphilly	0	0	0	0	<b>0</b>
Cardiff	0	826	0	0	<b>826</b>
Carmarthenshire	0	0	0	0	<b>0</b>
Ceredigion	579	0	0	0	<b>579</b>
Conwy	0	398	0	0	<b>398</b>
Denbighshire	0	516	0	0	<b>516</b>
Flintshire	0	588	0	0	<b>588</b>
Gwynedd	0	0	0	1019	<b>1,019</b>
Merthyr Tydfil	0	0	0	0	<b>0</b>
Monmouthshire	0	0	0	0	<b>0</b>
Neath Port Talbot	0	0	0	0	<b>0</b>
Newport	0	0	0	0	<b>0</b>
Pembrokeshire	129	89	0	246	<b>464</b>
Powys	0	665	0	0	<b>665</b>
Rhondda Cynon Taf	0	0	0	0	<b>0</b>
Swansea	0	0	0	1,079	<b>1,079</b>
Torfaen	0	0	0	0	<b>0</b>
Vale of Glamorgan	0	0	0	0	<b>0</b>
Wrexham	0	260	0	0	<b>260</b>
<b>Total Wales</b>	<b>708</b>	<b>3,342</b>	<b>0</b>	<b>2,668</b>	<b>6,718</b>

Neath Port Talbot's latest data (1<sup>st</sup> January 2024) shows that there are 1,153 LTE homes in the borough. The table below provides additional information in relation to these properties by length of time empty:

Period	Number of LTE
--------	---------------

Less than 12 months	241
1 – 5 years	610
5 – 10 years	187
Over 10 years	115
<b>Total</b>	<b>1,153</b>

The table below provides a breakdown by Council Tax Band:

Band	Number of LTE
A	355
B	456
C	192
D	96
E	30
F	11
G	6
H	6
I	1
<b>Total</b>	<b>1,153</b>

The decision to charge a council tax premium on long term empty properties is part of a wider strategy to try to encourage home owners to return their properties to good use. As part of the strategy homeowners will be signposted to Welsh Government’s ‘Houses into Homes’ loan scheme which is designed to provide financial assistance to bring long term empty properties back into residential use.

The Head of Planning and Public Protection is supportive of this proposal as it will help the broader work bringing long term empty properties back into positive use

### **Second Home Premiums (Wales data)**

The Welsh Government Stats Wales website also shows the following position across Wales (2022-23) in terms of those authorities that charge a council tax premium on second homes, plus the percentage premium applied and the number of properties affected:

	<b>Second Homes Premium</b>				
	<b>25%</b>	<b>50%</b>	<b>75%</b>	<b>100%</b>	<b>Total</b>
Blaenau Gwent	0	0	0	0	<b>0</b>

Bridgend	0	0	0	0	<b>0</b>
Caerphilly	0	0	0	0	<b>0</b>
Cardiff	0	0	0	0	<b>0</b>
Carmarthenshire	0	0	0	0	<b>0</b>
Ceredigion	1,642	0	0	0	<b>1,642</b>
Conwy	1,050	0	0	0	<b>1,050</b>
Denbighshire	0	384	0	0	<b>384</b>
Flintshire	0	177	0	0	<b>177</b>
Gwynedd	0	0	0	3,746	<b>3,746</b>
Isle of Anglesey	0	2,149	0	0	<b>2,149</b>
Merthyr Tydfil	0	0	0	0	<b>0</b>
Monmouthshire	0	0	0	0	<b>0</b>
Neath Port Talbot	0	0	0	0	<b>0</b>
Newport	0	0	0	0	<b>0</b>
Pembrokeshire	0	0	0	3,794	<b>3,794</b>
Powys	0	1,074	0	0	<b>1,074</b>
Rhondda Cynon Taf	0	0	0	0	<b>0</b>
Swansea	0	0	0	1,284	<b>1,284</b>
Torfaen	0	0	0	0	<b>0</b>
Vale of Glamorgan	0	0	0	0	<b>0</b>
Wrexham	0	0	0	0	<b>0</b>
<b>Total Wales</b>	<b>2,692</b>	<b>3,784</b>	<b>0</b>	<b>8,824</b>	<b>15,300</b>

Currently Neath Port Talbot Council has 555 properties which are classed as second homes that currently pay 100% charge.

The table below provides additional information in relation to these properties by band:

Band	Number of 2 <sup>nd</sup> Homes
A	114
B	207
C	121
D	73
E	27
F	9

G	3
H	0
I	1
Total	555

## **Communication and consultation methodology**

The methodology used for consultation was coordinated by the Communications Team, in partnership with colleagues from Revenues and Benefits.

An online survey was designed using Snap Survey questionnaire software.

Residents were directed to this survey via:

- The Council's dedicated Consultation page.
- The Council's corporate social media pages, namely Facebook and Twitter
- A direct mail out to all owners of empty properties and second homes. These includes private and social landlords.
- 

Updates reminding residents of the consultation were shared periodically to our social media pages via posts.

Staff were made aware of the consultation via SWAY to increase engagement.

The consultation ran for a period of 13 weeks from the 1<sup>st</sup> August 2023 to the 31<sup>st</sup> October 2023.

## **Outcome of consultation**

A copy of the full consultation report responses is attached at Appendix 1.

The headlines from the consultation are as follows -

1. There were 433 responses to the consultation. 76% of respondents live in Neath Port Talbot. 66% of respondents did not own a long-term empty property in the borough and 69% of respondents did not own a 2<sup>nd</sup> home in the borough.



2. 27% of respondents stated they strongly agree with the proposal to introduce a premium on long term empty properties, 13% agreed with the proposal.
3. 44% of respondents stated they strongly disagreed with the proposal to introduce a premium on long term empty properties, 8% disagreed with the proposal.
4. 24% of respondents stated they strongly agreed with the proposal to introduce a premium on 2<sup>nd</sup> homes, 10% agreed with the proposal.
5. 48% of respondents strongly disagreed with the proposal to introduce a premium on 2<sup>nd</sup> homes and 10% disagreed with the proposal.

## Financial impact

The charging of a 100% premium on long-term empty dwellings and second homes would raise additional revenue through council tax collection. This is estimated at a maximum of £2,389,858.21 (based on the full year impact of a 100% premium, once both premiums are implemented (April 2025), and based on the current 98% collection rate at average Band D council tax rates £1,734.72 (the current 2023/24 level), see calculation below.

Additional Revenue Calculation					
Band	LTE	SH	Total	Ratio to Band	Total
A	355	114	469	6/9	313
B	456	207	663	7/9	516
C	192	121	313	8/9	278
D	96	73	169	9/9	169
E	30	27	57	11/9	70
F	11	9	20	13/9	29
G	6	3	9	15/9	15
H	6	0	6	18/9	12
I	1	1	2	21/9	5
Total Band D properties					1,406
Potential maximum additional revenue					£2,438,630.83
Current collection rate for the Council Tax Bas					98%
Maximum additional revenue					£2,389,858.21

However, taking into account the information detailed below, it is estimated that the additional revenue may be circa £1.5m.

- It is likely that that a much lower collection rate is achieved for these types of properties
- Many properties will fall into the exempt categories.
- It is likely that the Council will also receive notification from a potentially large group of these owners informing the Council that the property has become occupied prior to the premium being introduced. Where this is the case, there is also the possibility of a single occupier and a 25% Single Persons Discount being claimed against the current 100% charge.
- It is likely that some prescribed class of dwellings (namely second homes) may become substantially unfurnished to attract a 6 month exemption prior to the introduction of a premium.

Should the Council determine to charge a premium on these types of property then notice of the decision must be published at the minimum in a local newspaper, but it is recommended that this is published more widely, within 21 days of that decision but there is no requirement for the Council to provide a prescribed period of notice before charging a premium. The Council would write to each homeowner, once a decision is made, to advise them of the forthcoming change thereby providing as much advance notice as possible.

In line with the WG guidance, the local authority is permitted to retain any additional funds generated by implementing the premium. Authorities are encouraged to use any additional revenue generated to help meet local housing needs, in line with the policy intentions of the premiums.

It is proposed that the extra funding generated would support the Council's Empty Property Strategy and Homelessness Strategy and will be used to support budget pressures in these areas through the Medium-Term Financial Strategy.

### **Integrated impact assessment**

A full integrated assessment is attached in Appendix 2

### **Valley communities impacts**

The proposals have potential to generate positive outcomes for people in all communities who are struggling to secure suitable sustainable accommodation.

### **Workforce impacts**

All LTE accounts will need to be reviewed to determine if any exemption from the premium is applicable. Staff will need to deal with the associated workload in dealing with reviews, appeals and monitoring the status of the accounts. Additional resources will be required to inspect properties where suspicions arise of bogus tenants are deemed to have occupied a property to avoid the premium applied. The cost of the employee could be funded from the additional revenue raised.

### **Legal impact**

There are no legal impacts arising from this report. These actions are permissible pursuant to the legislation detailed above.

### **Risk management**

Risks will be managed and mitigated as noted below –

**Risk:** The main risk associated with the implication of premiums will be the increase in non-compliance, with some taxpayers actively trying to avoid the new charges by providing incorrect information to the Council.

**Mitigation:** The Council already has processes and procedures in place in order to ensure that all charges are applied correctly. Further compliance procedures will be established to ensure that the new long term empty and second home premiums are applied in accordance with the legislation and the Council's requirement.

**Risk:** That a premium is incorrectly applied.

**Mitigation:** All affected owners will be contacted in advance of the implementation of a premium to ensure their property does not fall into the “exempt” category and that application of the premium is appropriate.

### **Consultation**

There is no requirement for further consultation.

## **Recommendations**

It is recommended that having due regard to the Full Integrated Impact Assessment that members agree to implementing a Council Tax Premium at 100% on Long Term Empty dwellings and Second Homes from the 1<sup>st</sup> April 2025.

In line with feedback from the consultation and the experiences of other Welsh Councils that have already introduced premium, it is also recommended that no premium will be charged in the following cases –

1. Where an empty property can only be accessed through a business premises and does not have a separate entrance. This category will not apply if the building is altered to remove an existing separate entrance.

2. Where a premium would be payable on a long-term empty property that is sold, the new owner will not be charged a premium for up to 6 months from the date of the sale while major building work is being carried out.

## **Reason for Proposed Decision**

To allow council tax premiums to be charged on long term empty properties and second homes with effect from 1<sup>st</sup> April 2025.

To encourage home owners to return their properties to good use.

## **Implementation of Decision**

The decision is proposed for implementation after consideration and approval by Council.

## **Appendices**

Appendix 1 – Consultation responses

Appendix 2 – Full Integrated Impact Assessment

## **List of background papers**

The Housing (Wales) Act 2014.

Council Tax (Exceptions from Higher Amount Regulations) 2015

WG Guidance on the Implementation of the Council Tax Premiums on long Term Empty homes and Second Homes in Wales.

The Council Tax (Long-term Empty Dwellings and Dwellings Occupied Periodically) (Wales) Regulations 2022.

**Officer contact**

Mrs Ann Hinder- Principal Council Tax Officer E-mail: [a.hinder@npt.gov.uk](mailto:a.hinder@npt.gov.uk)

Mr Huw Jones – Chief Finance Officer E-mail: [h.jones@npt.gov.uk](mailto:h.jones@npt.gov.uk)

## Appendix 1 – Consultation Responses

In total 433 responses were received to the consultation.

### Who Responded?

Residents of the borough	309
Non-residents	124

Own a long term empty property	144
Do not own a long term empty property	283
Did not answer	6

Own a second home	132
Do not own a second home	296
Did not answer	5

### Results

Question	Options	No. of responses	%
For long-term empty homes, we are proposing to raise the premium to 100% over the standard charge from 1st April 2025 (i.e. double the standard charge) Please tell us how you feel about this proposal.	Strongly Disagree	189	44%
	Disagree	35	8%
	Strongly agree	116	27%
	Agree	54	13%
	Neither agree nor disagree	22	5%
	Not sure	11	3%
For second homes, we are proposing to raise the premium to 100% over the standard charge from 1st April 2025 (i.e. double the standard charge) Please tell us how you feel about this proposal	Strongly Disagree	204	48%
	Disagree	41	10%
	Strongly agree	104	24%
	Agree	42	10%
	Neither agree nor disagree	27	6%
	Not sure	10	2%

## Appendix 1 – Consultation Responses

Question	Options	No. of responses	%
What impact do you think that an additional council tax premium on long term empty homes and second homes could have on the supply of affordable housing in Neath Port Talbot?	No impact on the supply	193	45%
	An increase in the supply	119	28%
	A decrease in the supply	62	15%
	I'm not sure / No opinion	51	12%
What impact do you think that an additional council tax premium on long term empty homes and second homes could have on the supply of property available for private rent in Neath Port Talbot?	No impact on the supply	164	38%
	An increase in the supply	114	27%
	A decrease in the supply	92	22%
	I'm not sure / No opinion	57	13%
Do you think that an additional council tax premium on long-term empty homes and second homes could have an impact on the local economy in Neath Port Talbot? This could include: <ul style="list-style-type: none"> <li>• People visiting places or attractions in Neath Port Talbot for day visits</li> <li>• People visiting shops and retail outlets in Neath Port Talbot</li> <li>• People staying in Neath Port Talbot overnight in serviced accommodation such as hotels or bed and breakfast, self-catering properties, and caravan/camp sites</li> </ul>	Negative impact	176	41%
	No impact	146	34%
	Positive impact	64	15%
	I'm not sure / No opinion	44	10%
Would our Council Tax Proposals for 'second homes' and 'long-term empty properties' have an impact on you and/or your family because of your and/or their: (Age)	No	211	56%
	Yes	122	33%
	Don't know	42	11%
Would our Council Tax Proposals for 'second homes' and 'long-term empty properties' have an impact on you and/or your family because of your and/or their: (Disability)	No	252	70%
	Yes	67	19%
	Don't know	43	11%
Would our Council Tax Proposals for 'second homes' and 'long-term empty properties' have an impact on you and/or your family because of your and/or their: (Gender Reassignment)	No	298	86%
	Yes	7	2%
	Don't know	40	12%

## Appendix 1 – Consultation Responses

Question	Options	No. of responses	%
Would our Council Tax Proposals for 'second homes' and 'long-term empty properties' have an impact on you and/or your family because of your and/or their: (Marriage or Civil Partnership)	No	275	78%
	Yes	34	10%
	Don't know	42	12%
Would our Council Tax Proposals for 'second homes' and 'long-term empty properties' have an impact on you and/or your family because of your and/or their: (Pregnancy or maternity)	No	298	86%
	Yes	12	4%
	Don't know	37	11%
Would our Council Tax Proposals for 'second homes' and 'long-term empty properties' have an impact on you and/or your family because of your and/or their: (Race)	No	299	87%
	Yes	13	4%
	Don't know	33	9%
Would our Council Tax Proposals for 'second homes' and 'long-term empty properties' have an impact on you and/or your family because of your and/or their: (Religion or belief)	No	300	87%
	Yes	13	4%
	Don't know	34	9%
Would our Council Tax Proposals for 'second homes' and 'long-term empty properties' have an impact on you and/or your family because of your and/or their: (Sex)	No	297	86%
	Yes	11	3%
	Don't know	33	11%
Would our Council Tax Proposals for 'second homes' and 'long-term empty properties' have an impact on you and/or your family because of your and/or their: (Sexual orientation)	No	300	88%
	Yes	6	2%
	Don't know	36	10%
What effect do you think our Council Tax Proposals for 'second homes' and 'long-term empty properties' will have on: (People's opportunities to use the Welsh Language)	No effect	268	69%
	Negative effect	45	12%
	Positive effect	32	8%
	Don't know	43	11%
What effect do you think our Council Tax Proposals for 'second homes' and 'long-term empty properties' will have on: (Treating the Welsh language no less favorably than the English language)	No effect	267	70%
	Negative effect	37	10%
	Positive effect	30	8%



## Appendix 1 – Consultation Responses

	Don't know	50	12%
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### Age Profile of respondents

Age	No. in age group	%
16-24	2	1%
25-29	13	3%
30-39	35	9%
40-49	57	14%
50-59	117	29%
60-69	103	26%
70 +	59	14%
Prefer not to say	17	4%

### Welsh language data on respondents

Little or no knowledge	199	51%
Learner	105	27%
Fluent speaker and writer	36	9%
Fairly fluent speaker	25	6%
Fairly fluent speaker and writer	18	5%
Fluent speaker	9	2%

### Ethnic Origin

White British	345	86%
Other	39	10%
Prefer not to say	17	4%

### Sex

Male	192	48%
Female	179	45%
Prefer not to say	24	6%
Non- binary	2	1%

### Sexual Orientation

Heterosexual	316	82%
Gay	11	3%
Lesbian	6	2%
Bisexual	3	1%
Prefer not to say	48	12%

### Religion/belief

Christian	214	54%
No religion	124	31%

## Appendix 1 – Consultation Responses

Other	11	3%
Prefer not to say	48	12%

### Nationality

Welsh	273	68%
British	75	19%
English	26	7%
Prefer not to say	17	3%
Scottish	3	1%
Irish	2	1%
Other	2	1%

### Other data

Question	Options	No. of responses	%
Are you pregnant or on maternity leave?	No	367	94%
	Yes	1	0%
	Prefer not to say	23	6%
Do you consider yourself to have a disability?	No	281	70%
	Yes	76	19%
	Prefer not to say	44	11%
Is your gender the same as the sex you were registered at birth?	No	1	0%
	Yes	369	94%
	Prefer not to say	24	6%

In relation to second homes premiums there was a common theme relating to properties being used as “holiday homes / Air BnB’s”. The concern is that higher council tax charges would be passed on to the holiday maker which would make holidays in the area less affordable. This in turn would have a negative impact on local tourism and the economy.

Example for comments –

*“The current level of costs to keep a holiday letting is very high and in order to encourage tourism to Wales we should be competitive to attract them to come over all year around instead. An increase of premium tax will impact negatively on stay rates and consequently less affordable rates to tourists. When a tourist come over they spend a part of the stay in many things to help out local shops and they pay tax on that.”*

*“Any increase would be passed on to the holiday maker, which would make them less likely to visit the NPT If the houses are furnished and lived in some of the time then they provide income in the form of tourism and support local businesses and raising the council*

## Appendix 1 – Consultation Responses

*tax would affect tourism and trade, if they are unfurnished and just sitting there not being used then I think raising the council tax would help would help focus the owners minds on whether to renovate, to live in, rent out or sell.”*

*“Landlords are selling up already and now holiday lets will be sold to so less rentals for people and less holiday makers coming to Wales has already seen a 20% drop your plans are utterly mad.”*

*“Second homes, rented as self-catering holiday let's would be forced to increase rental prices, no-one would want to rent if high priced, this would lead to empty property, no income for local businesses.”*

*“We visit our second home in the Afan Valley frequently, and also let friends and family regularly use the house to visit the area as tourists, spending money in the local economy.”*

*“I have lived in Glynneath for 60 years. I recently renovated the derelict house next door and now let as Airbnb. This house went up for auction and nobody wanted to buy it. The people who come and stay spend a lot of money locally. They frequent the 3 pub/ restaurants in Pontneathvaughan. They shop in Glynneath and buy food at the local takeaways. This allows local people to secure local jobs and directly links back into our economy. The money I make is also spent locally. If the council tax is increased I will be forced to sell the property. Very few local people, with the mortgage interest payments at a 25 year high will be able to afford this property. Property in the Glynneath area is not being sold as it is. Tourism has made a real difference in the last few years to our local area. This will dwindle if there is nowhere to stay. We will once again have people staying in Cardiff and travelling here for the day as they previously did. Therefore, we would, as previous, have the negative impact of people coming into the area, more traffic, and rubbish left, without having the positive benefit of this tourism.”*

*“Lots of people who visit this area use short term holiday let's due to cost and convenience of location, to add this 100% levy would simply make these unaffordable for the customer or non-profitable for the owner resulting in less choice and availability. We have a shortage of good quality hotels and accommodation in the area so to consider penalising these small businesses is absurd.”*

*“By penalising holiday homeowners, you will make it harder and less likely for us to continue - in this area We currently have a moderately busy tourism industry - why would you want to impose unnecessary difficulties on it?”*

*“Our second home in Neath Port Talbot is our family home (lived in by 4 generations of our family). It is occupied for approximately 5 months of the year during which time we contribute to the local economy through shopping in Neath town centre and Port Talbot, eating out and attending events eg in the Gwyn Hall and Gnoll Park. If the Council Tax is increased, we would have less disposal income to contribute to the local economy. One member of the family is disabled and therefore we would be unable to Neath Port Talbot if we did not have the second home.”*

In relation to premiums on long term empty properties, a common concern expressed was that introducing premiums would unfairly impact people with individual circumstances beyond their control. Circumstances described included;

- increased costs of renovation work,

## Appendix 1 – Consultation Responses

- collapsed sales or longer than expected time spent on the sales or letting markets; • inherited property.
- being unable to meet the costs of selling or letting a property.
- having ties to the local area but being unable to live here permanently at present.
- and several other individual situations.

Example of comments –

*“I fully agree with the idea of charging a premium on council tax for second homes which stand empty for long periods of time and/or are let out to provide a second income for the owners, thus reducing the number of properties available for purchase or rent by local people and pushing up prices, pricing locals out of the housing market. BUT, as someone who has an inherited property on the market, awaiting sale, I do not agree that this type of empty property should be subject to a premium rate. The council should differentiate between the different categories of "empty" homes and have different "bands" of council tax appropriate for each. My "empty" home has now been on the market for over 6 months and is now subject to full council tax, although the council supply no services to it such as bin collections etc. Why should I have to pay even more when I am trying to sell and put a property back into the housing stock? With the current state of the economy, it and many other properties remain unsold for increasingly long periods of time. It is unfair that their owners be penalised for this. It's bad enough having to pay the full 100% when it is no one's fault that the property hasn't sold within 6 months.”*

*“I have a 'long-term empty property'. This is not from choice but due to the state of the housing market and difficulty for buyers to obtain realistic mortgages. It has been up for sale for almost a year. I am presently paying full council tax on this property, mortgage, insurance etc. If the council tax would increase to the levels proposed I would be in financial ruin and likely have the property repossessed by the lender. I am sure others are in the same boat regarding empty properties. This is not a one size fits all. I have another property in the area which I live in.”*

*“I do not fall under any category you listed. Mine is down to affordability and what I can afford. I have bought a house to get on the property ladder, I had to buy a house to do up over time as I couldn't afford a house to move straight into. I have been doing this up slowly so it's affordable for me to live in permanent as my only residence as I live with my parents until I can get it completed.”*

*“Yes, I believe the imposing of premiums on second homes or long terms empty properties could have a detrimental effect on people's livelihoods. Myself for instance, I kept a house in lived in when I met my partner and rented it out to family originally then later to other tenants. I am now in a position where I need to sell it to cover my own mortgage ready for retirement and am currently covering the cost of the council tax and other associated house costs from my employment earnings and have no access to other funds. I do not have any other income. Therefore, the point I'd like to make is that increasing the charge made by 100 percent would have a severe detrimental effect on my ability to pay and lead to mental anxiety or possibly psychiatric difficulties. When someone is in my position making every effort to sell the property even if on the market for over a year then I feel they shouldn't be penalised by having to pay double council tax. It's not my fault the*

## Appendix 1 – Consultation Responses

*economy and housing market has nosedived and therefore I don't agree I should pay for the situation. I am happy to pay the actual cost."*

*"I think introducing a premium will stop people buying empty homes to do them up as they get charged double council tax. Young people trying to get on the ladder need help not a huge bill."*

*"I have a 'second home' (a converted stable which has never been anything other than a holiday let) and so would be affected by the proposal. I don't have a pension, it was a family property and is therefore a supplement my state pension. I work hard to provide visitors with a positive experience and recommend innumerable local businesses to my visitors. In addition to my 'second home', my sister and I are currently selling my mother's house which has been empty since her death in May 2020. Probate took two years to be granted and since then the property has been on the market. We are using the services of two estate agents, have reduced the asking price of the property substantially but are being told by our agents that the market is currently completely stagnant for larger properties with land. We are doing all that we can to sell the property and are extremely worried by the proposals to double the current council tax."*

*"It is my understanding that council tax bands are going to be changed in April 2025 so why do this the same time. I own an empty property and could afford to pay the premium as I want to keep the house (which was my mother's) for my daughter who is only 16 at present. But if the band goes up in April of 2025 then I won't be able to afford to keep paying it. I cannot make an informed decision whether to sell or not until I know if the Band will change and this is coming in the same year as you propose to charge a premium. Can't it be delayed so we know what our Band will be and how it affects my ability to pay? why do it all the same year, doesn't make sense to me"*

There were limited comments that supported the introduction of council tax premiums.

### *Examples of comments -*

*"Targeting empty homes will improve communities by upgrading buildings that are, frequently, unsightly & unkempt. Additionally, being available for purchase or rent will improve community cohesion & lead to a more vibrant community & helps to address homelessness."*

*"Long overdue, many properties are sitting empty in the area. In long term let properties the council tax is paid by the tenant so this shouldn't impact the supply of housing, it should free up houses to be sold or let."*

*"People need affordable homes and I fully support additional Council Tax for empty properties and genuine second homes. However, for the sake of your tourism industry and all those people who rely upon it for work, please find a more sophisticated way of differentiating between genuine holiday lets and second homes. The ongoing uncertainty and stress among holiday let owners is already impacting on investment and will likely drive many from the country altogether."*

*"I believe that the 100% increase is a good start but it should be the maximum of 300/500% that the CBC is allowed to increase it by. Further maximising the economic benefits for the communities."*

Appendix 2

**Integrated Impact Assessment (IIA)**

This Integrated Impact Assessment considers the duties and requirements of the following legislation in order to inform and ensure effective decision making and compliance:

- Equality Act 2010
- Welsh Language Standards (No.1) Regulations 2015
- Well-being of Future Generations (Wales) Act 2015
- Environment (Wales) Act 2016

**Version Control**

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Version	Author	Job title	Date
e.g. Version 1			

**1. Details of the initiative**

	<b>Title of the Initiative:</b> Council Tax Premiums
<b>1a</b>	<b>Service Area:</b> Council Tax
<b>1b</b>	<b>Directorate:</b> Strategy and Corporate Services
<b>1c</b>	<b>Summary of the initiative:</b> To consider the introduction of a Council Tax Premium of 100% on long term empty properties and second homes as provided for by the Housing (Wales) Act 2014.

<p><b>1d</b></p>	<p><b>Is this a ‘strategic decision’?</b> The decision will support the Council’s strategic housing policy by returning long term properties back into beneficial use</p>
<p><b>1e</b></p>	<p><b>Who will be directly affected by this initiative?</b> Taxpayers liable for Council Tax on long term empty properties and second homes.</p>
<p><b>1f</b></p>	<p><b>When and how were people consulted?</b> The methodology used for consultation was coordinated by the Communications Team, in partnership with colleagues from Revenues and Benefits. An online survey was designed using Snap Survey questionnaire software. Residents were directed to this survey via:</p> <ul style="list-style-type: none"> <li>• The Council’s dedicated Consultation page.</li> <li>• The Council’s corporate social media pages, namely Facebook and Twitter</li> <li>• A direct mail out to all owners of empty properties and second homes. These includes private and social landlords.</li> </ul> <p>Updates reminding residents of the consultation were shared periodically to our social media pages via posts. Staff were made aware of the consultation via SWAY to increase engagement. The consultation ran for a period of 13 weeks from the 1<sup>st</sup> August 2023 to the 31<sup>st</sup> October 2023. A paper version of the consultation was also available for those who required it.</p>
<p><b>1g</b></p>	<p><b>What were the outcomes of the consultation?</b> The majority of responders disagreed that a 100% council tax premium should be imposed on long term empty properties and second homes.</p>

**2. Evidence**

What evidence was used in assessing the initiative?
The proposal has been subject to public consultation.

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**3. Equalities**

a) How does the initiative impact on people who share a **protected characteristic**?

Protected Characteristic	+	-	+/-	Why will it have this impact?
Age				Liability to council tax is assessed in accordance with existing statute and this will not change on the grounds of age.
Disability				Liability to council tax is assessed in accordance with existing statute and this will not change on the grounds of disability.
Gender reassignment				Liability to council tax is assessed in accordance with existing statute and this will not change on the grounds of gender reassignment.
Marriage & civil partnership				Liability to council tax is assessed in accordance with existing statute and this will not change on the grounds of marital status.



Pregnancy and maternity				Liability to council tax is assessed in accordance with existing statute and this will not change on the grounds of pregnancy/maternity.
Race				Liability to council tax is assessed in accordance with existing statute and this will not change on the grounds of race.
Religion or belief				Liability to council tax is assessed in accordance with existing statute and this will not change on the grounds of religion or beliefs.
Sex				Liability to council tax is assessed in accordance with existing statute and this will not change on the grounds of sex
Sexual orientation				Liability to council tax is assessed in accordance with existing statute and this will not change on the grounds of sexual orientation.

<b>What action will be taken to improve positive or mitigate negative impacts?</b>
Officers work proactively to incentivise owners in bringing back their properties back into use and this proposal will aid in reducing the number of empty homes and associated problems.

b) How will the initiative assist or inhibit the ability to meet the **Public Sector Equality Duty**?

<b>Public Sector Equality Duty (PSED)</b>	+	-	+/-	<b>Why will it have this impact?</b>
---	---	---	-----	--------------------------------------

To eliminate discrimination, harassment and victimisation				N/A
To advance equality of opportunity between different groups				N/A
To foster good relations between different groups				N/A

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<b>What action will be taken to improve positive or mitigate negative impacts?</b>

**4. Socio Economic Duty**

Impact	Details of the impact/advantage/disadvantage
Positive/Advantage	No impact
Negative/Disadvantage	No impact

Neutral	No impact
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<b>What action will be taken to reduce inequality of outcome</b>
N/A

**5. Community Cohesion/Social Exclusion/Poverty**

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	+	-	+/-	Why will it have this impact?
Community Cohesion				No impact
Social Exclusion				No impact
Poverty				No impact

<b>What action will be taken to improve positive or mitigate negative impacts?</b>
--

N/A

**6. Welsh**

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	+	-	+/-	Why will it have this effect?
What effect does the initiative have on: - people's opportunities to use the Welsh language	Y			The scheme allows Welsh speaking communities to stay together thus providing opportunities for people to continue to use the Welsh Language on a day-to-day basis
- treating the Welsh and English languages equally		Y		

What action will be taken to improve positive or mitigate negative impacts?
N/A

**7. Biodiversity**

How will the initiative assist or inhibit the ability to meet the **Biodiversity Duty**?

Biodiversity Duty	+	-	+/-	Why will it have this impact?
To maintain and enhance biodiversity			Y	<p>There is no direct impact of this initiative on maintaining and enhancing biodiversity. However there could be a low, indirect impact if the initiative brings empty properties back into use as it could impact on biodiversity which may be using empty properties e.g. bats / nesting birds. It is the homeowner’s responsibility to ensure that biodiversity is not negatively impacted.</p> <p>Bringing empty homes back into use will provide refurbished buildings which meet higher energy efficiency standards and could possibly support wildlife and biodiversity.</p>
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.			Y	<p>By reducing the number of empty properties, it is expected that there will be less need to build new properties, thus utilising less green space and the associated carbon footprint of the building effort itself.</p> <p>Bringing empty homes back into use will provide refurbished buildings which meet higher energy efficiency standards and contribute to a transition of lower carbon operations and communities.</p>

What action will be taken to improve positive or mitigate negative impacts?
N/A

**8. Well-being of Future Generations**

How have the five ways of working been applied in the development of the initiative?

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Ways of Working	Details
i. <b>Long term</b> – looking at least 10 years (and up to 25 years) ahead	The proposals should help with the long term provision of housing in the County Borough
ii. <b>Prevention</b> – preventing problems occurring or getting worse	The proposals should prevent some of the problems associated with long term empty properties
iii. <b>Collaboration</b> – working with other services internal or external	N/A

iv. <b>Involvement</b> – involving people, ensuring they reflect the diversity of the population	The proposals have been subject to public consultation
v. <b>Integration</b> – making connections to maximise contribution to:	The proposal will assist the Council’s housing and homelessness team and Environmental Health team
<b>Council’s well-being objectives</b>	The proposal will help contribute towards the Council well being objective of ensuring that All communities are thriving and sustainable
<b>Other public bodies objectives</b>	

**9. Monitoring Arrangements**

Provide information on the monitoring arrangements to:

Monitor the impact of the initiative on Equalities, Community Cohesion, the Welsh Measure, Biodiversity Duty and the Wellbeing Objectives.

N/A

**10. Assessment Conclusions**

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Please provide details of the conclusions reached in relation to each element of the assessment:

	<b>Conclusion</b>
<b>Equalities</b>	No impact as council tax will be administered in line with existing statute
<b>Socio Economic Disadvantage</b>	No impact as council tax will be administered in line with existing statute
<b>Community Cohesion/ Social Exclusion/Poverty</b>	No impact as council tax will be administered in line with existing statute
<b>Welsh</b>	No impact as council tax will be administered in line with existing statute
<b>Biodiversity</b>	No impact as council tax will be administered in line with existing statute
<b>Well-being of Future Generations</b>	No impact as council tax will be administered in line with existing statute



**Overall Conclusion**

Please indicate the conclusion reached:

- **Continue** - as planned as no problems and all opportunities have been maximised
- **Make adjustments** - as potential problems/missed opportunities/negative impacts have been identified along with mitigating actions
- **Justification** - for continuing with the initiative even though there is a potential for negative impacts or missed opportunities
- **STOP** - redraft the initiative as actual or potential unlawful discrimination has been identified

No impact as council tax will be administered in line with existing statute

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Please provide details of the overall conclusion reached in relation to the initiative

**11. Actions**

What actions are required in relation to obtaining further data/information, to reduce or remove negative impacts or improve positive impacts?

Action	Who will be responsible for seeing it is done?	When will it be done by?	How will we know we have achieved our objective?
N/A			

**12. Sign off**

	<b>Name</b>	<b>Position</b>	<b>Date</b>
<b>Completed by</b>	Ann Hinder	Principal Council Tax Officer	8 <sup>th</sup> March 2024
<b>Signed off by</b>	Huw Jones	Chief Finance Officer	8 <sup>th</sup> March 2024



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

**Council**  
**20<sup>th</sup> March 2024**

### **Report of the Head of Education Development – Christopher Millis**

#### **Matter for Decision**

#### **Wards Affected:**

All Wards

**Report Title.** School Improvement Team – Constitution of Neath Port Talbot Standing Advisory Council for Religion, Values and Ethics (SACforRVE)

#### **Purpose of the Report:**

To ask Council to commend the constitution for Neath Port Talbot Standing Advisory Council for Religion, Values and Ethics. (SACforRVE)

#### **Executive Summary:**

Religion, Values and Ethics remains locally determined within the Curriculum for Wales and the legislation around the curriculum. As such Neath Port Talbot Local Authority is required by law to constitute a SACforRVE in line with legislative requirement and develop a constitution to ensure that the SACforRVE functions in line with legislation and supports the LA.

#### **Background:**

Religion, Values and Ethics remains locally determined within the Curriculum for Wales and the legislation around the curriculum.

As such Neath Port Talbot Local Authority is required to constitute a SACforRVE in line with legislative requirements and develop a constitution to ensure that the SACforRVE functions in line with legislation and supports the LA.

The constitution complies with the legislative changes for the formation of a SAC through ensuring the name change and the correct membership for the council (SAC) which includes full membership to individuals of non-religious philosophical convictions such as Humanism and Atheism, consistency of language and compatibility with other relevant NPT documentation.

The content within the constitution refers to the function of the council (SAC) and its role in advising the LA on matters connected with the provision of the teaching and learning of Religion, Values and Ethics (RVE) within the Curriculum for Wales and the Legacy Curriculum. Also, to advise the LEA on other matters that are within the scope of RVE including any complaints. Collective Worship also comes under the remit of SAC. There is a duty for SAC to produce an annual report in line with the guidance supplied by Welsh Government. Additionally, it contains terms of reference which includes detail on the composition and membership for the council (SAC) alongside explanations on the procedures of the

council (SAC). Within the Annex there is a code of conduct guidance that all members are expected to adhere to.

Six elected members are to be nominated to SACforRVE and this will be undertaken at the Annual General Meeting in May 2024.

**Financial Impacts:**

No implications

**Integrated Impact Assessment:**

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

**Valleys Communities Impacts:**

No implications

**Workforce Impacts:**

No implications

**Legal Impacts:**

There shall be constituted by Neath Port Talbot County Borough Council a SACforRVE for its local area. The function is to advise Neath Port Talbot County Borough Council (the Local Education Authority (LEA/LA)) on such matters connected with the provision of teaching and learning, under the Curriculum and Assessment (Wales) Act 2021 and Education Act 1996, either in respect of the mandatory elements of RVE, or the post-compulsory education in maintained schools of optional RVE which includes:

- methods of teaching
- the choice of teaching materials
- the provision of teacher training.

**Consultation:**

There is no requirement for external consultation on this item

**Recommendations:**

It is recommended that the Council commends the adoption of the constitution for the Neath Port Talbot Standing Advisor Council for Religion Values and Ethics. (SACforRVE).

**Reason for Proposed Decision:**

To allow the SACforRVE to operate with a constitution that is aligned with the legislation within the Curriculum for Wales.

**Implementation of Decision:**

This decision will be implemented immediately.

**Appendices:**

Appendix 1 - Neath Port Talbot SACforRVE Constitution

**Officer Contact:**

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## **Appendix 1**

### **Constitution of Neath Port Talbot Standing Advisory Council (SAC) for Religion, Values and ethics:**

There shall be constituted by Neath Port Talbot County Borough Council a Standing Advisory Council (SAC) for Religion, Values and Ethics (RVE) (the Council) for its local area.

The function of the Council is to advise Neath Port Talbot County Borough Council (the Local Education Authority (LEA/LA)) on such matters connected with the provision of teaching and learning, under the Curriculum and Assessment (Wales) Act 2021 and Education Act 1996, either in respect of the mandatory elements of RVE, or the post-compulsory education in maintained schools of optional RVE which includes:

- methods of teaching
- the choice of teaching materials
- the provision of teacher training.

In addition, the Council may advise on any other matter the LEA may refer to the Council or as the Council may see fit within the scope of its RVE functions and pursuant to its Terms of Reference below.

The LEA must provide local arrangements for dealing with complaints regarding the provision of RVE. The Council will therefore consider complaints, on the request of the LEA, about the provision of or lack of provision of RVE. The arrangement will give parents and others the opportunity to ensure the proper provision of RVE across all schools in Neath Port Talbot (NPT).

### **Terms of Reference:**

1. To advise the LEA upon matters connected with collective worship in community schools, and county schools.
2. To advise the LEA upon matters connected with the provision of teaching and learning, under the Curriculum and Assessment (Wales) Act 2021, either in respect of the mandatory element of Religion, Values and Ethics (within the meaning of the Act), or under section 60 of that Act (post-compulsory education in maintained schools: Religion, Values and Ethics) as the authority may refer to SAC or as SAC may see fit.
3. To provide particular advice in respect of the above matters around methods of teaching, the choice of materials and the provision of training for teachers (section 391(2), Education Act 1996).
4. To carry out, in accordance with section 391(1A) (b) of the Education Act 1996, the functions conferred on SAC by section 394 of the same Act (determination of cases in which requirement for Christian Collective worship is not to apply).
5. Where the representative groups so demand (other than the group consisting of persons appointed to represent the local authority), to require the local authority, in accordance with section 391(3) of the Education Act 1996, to review and establish the RVE agreed syllabus via an agreed syllabus conference in accordance with paragraph 3 of Schedule 31 to the same Act. In accordance with Welsh Government guidance, SAC should request a review of the RVE agreed syllabus at least once every 5 years.
6. To publish in each year a report as to the exercise of its functions and any action taken by its representative groups in terms of requesting a review of the RVE agreed syllabus during the last preceding year (section 391(6)-(7), Education Act 1996). A copy of that report must be sent to the Department for Education and Skills, Welsh Government.
7. At the request of the LEA, participate in the LEA's statutory complaints procedures in those instances where the complaints relate to RVE.
8. To handle legacy advisory functions formerly the responsibility of the Neath Port Talbot Standing Advisory Council on Religious Education ("SACRE"), relating to the RE syllabus for those school years in which the RVE agreed syllabus has not yet been implemented.

### **Composition and Membership:**

9. The Council shall comprise persons appointed by the LEA to represent the following 3 groups respectively:
- a. Such Christian denominations, and other religions and denominations of such religious and non-religious philosophical convictions as, in the opinion of the LEA, will appropriately reflect the principal religious and non-religious traditions in the area.
  - b. Such associations representing teachers as, in the opinion of the LEA, ought to be represented having regard to the circumstances of the area.
  - c. The LEA.
10. The Council may also include co-opted members, that is, persons co-opted as members of the Council by members of the Council who have not themselves been so co-opted.
11. The Council has agreed the following membership:
- a. **Representatives from religious denominations and non-religious philosophical convictions.** This should not exceed two members from each group.  
To optimise the efficiency of the Council, membership is sought from a wide range of religious traditions and non-religious philosophical convictions, which could include but is **not restricted** to:
    - i. The Church in Wales
    - ii. The Roman Catholic Church
    - iii. Free Churches
    - iv. Bah'ai
    - v. Buddhism
    - vi. Hinduism
    - vii. Islam
    - viii. Judaism
    - ix. Sikhism
    - x. Humanism
    - xi. Atheism
  - b. **Teacher representatives.** This should not exceed two members from each group.
    - The relevant statutory provision gives discretion to the authority to determine which associations are to represent teachers and will therefore include.
    - Places from a range of teacher associations could include but is **not restricted** to members of:
      - i. UCAC
      - ii. NEU
      - iii. NASUWT
      - iv. NAHT
      - v. ASCL
      - vi. Chair of LLAN
  - c. **The Local Authority**  
A total of 6 members representing the local authority, and also the:
    - i. Director of Education
    - ii. RVE Support Officer
    - iii. Clerk to the Council (the SAC Admin and Org Officer)
12. **Co-opted members (with no voting rights)**
- Individuals who have an interest in RVE and collective worship and can assist the Council in its functions. Council members will vote as to whether accept the individuals' request to become a Co-opted member.
13. Membership of the Council is subject to the condition that the LEA has taken all reasonable steps to assure itself that the persons appointed are representative, as the case may be, of the denominations

or associations in question. The LEA on the advice of the RVE Support Officer will have the final decision as to membership of the Council.

14. Members representing associations of teachers must include teachers or teachers in charge of RVE.
15. Individuals may be removed from the Council if they cease to be representative of the denomination, association or of the Authority they were appointed to represent.
16. Any member of the Council may at any time resign his or her office.
17. Members of the Council will remain on the Council until they are no longer representatives of their organisations on the Council or in the event of failure to attend three consecutive meetings. An individual's membership of the Council will be reviewed by the LA every three years or in the event of the LA determining that a Member has breached the Code of Conduct (and the LA's decision regarding membership of the Council shall be final).
18. The RVE Support Officer will be able to claim travelling expenses when completing work for the Council, this can include traveling for WASACRE and NAPfRVE meeting as well as delivering training to community schools and county schools.
19. Teacher members of the Council will be entitled to claim teaching cover costs for attending meetings or representing the council at WASACRE meetings.
20. Members shall adhere to the Member's Code of Conduct (found at Annex A) (for the avoidance of doubt, Members who are elected members of the LA shall continue to comply with their LA Code of Conduct).

### **Procedures:**

21. The Council shall meet not less than once in each academic term. Meetings will be called by the RVE Support Officer and the Chairperson of the Council. The schedule of meetings will be set in the first meeting of the academic year or in a year when there is an ordinary election of the LA councillors, the first meeting held after the election (the Annual General Meeting). Public notice of the time and date of meetings shall be given not less than two weeks prior to the date of the meeting. The minutes of the previous meeting, agenda and papers will be distributed electronically prior to the meetings.
22. Meetings and meeting papers are open to members of the public unless confidential or other sensitive information is to be disclosed.
23. The Council shall annually elect from its membership a chairperson and vice chairperson at the Annual General Meeting. The chairperson and vice chairperson in any one year shall not be drawn from the same representative group. An outgoing chairperson may be re-appointed.
24. On any matter to be decided by the Council only the representative groups on the Council shall be entitled to vote, and each member group will have a single vote. Prior to any voting procedures each member group will be permitted time to discuss and decide their agreed decision on the matter under consideration. Matters to be decided by the Council will be determined by a unanimous vote.
25. Co-opted members are not entitled to vote.
26. The agenda for each meeting shall be determined by the chairperson and vice chairperson in consultation with the Clerk to the Council, Director of Education Representative and the RVE Support Officer. Any voting member of the Council shall be entitled to propose items for an agenda. Proposed agenda items shall be shared with the Clerk to Council not less than 7 working days prior to the meeting.
27. In the case of any member not being able to attend a Council meeting, a substitute may be nominated by the body which that person represents, provided that the substitute meets the eligibility criteria and the Education Directorate of the LEA and the Clerk to the Council is notified not less than 7 working days in advance of the meeting.
28. A meeting of the Council will be deemed to be quorate if at least one member of each of the three representative groups is present.
29. The validity of proceedings of the Council shall not be affected by a vacancy in the office of any member of the Council or on the ground that a member of the Council appointed to represent any religion, denomination, philosophical conviction or associated does not at the time of the proceedings represent the religion, denomination, philosophical conviction or associations in question.



30. The representative groups on the Council, other than that representing the Local Authority, may call at any time, for a review of the agreed syllabus current in the Authority. At such time, an Agreed Syllabus Conference shall be constituted and convened.
31. The Council shall consider its annual report at the first meeting to be held in each academic year. Upon the Council's ratification of the report, it shall proceed to publication.
32. The Clerk to the Council shall arrange for copies of the annual report to be sent to all community schools and county schools within the Authority, to WASACRE, to Welsh Government, the National Library and to such other individuals and institutions as the LEA sees fit.
33. The Council is a member of WASACRE (the Welsh Association of SACREs). It shall nominate up to four members, including the RVE Support Officer, to represent the Council at WASACRE meetings.
34. The RVE Support Officer is also a member of NAPfRVE (National advisor panel for RVE) and is expected to attend these meetings.
35. The Council shall review this constitution on a four yearly basis. The review will be undertaken in partnership with the LA's Legal Services and the three member groups of the Council. All changes will need to be agreed to by the three member groups of the Council.
36. Complaints regarding the Council or its Members will be handled in accordance with the LA's complaints policy and procedures.

## **Annex A**

### **Members Code of Conduct**

Members must:

- Regularly attend the meetings of the Council and take part in the deliberations and work of the Council.
- Where attendance is difficult, endeavour to ensure a substitute member is nominated who can attend.
- Ensure apologies are submitted when attendance is not possible.
- Carry out their duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion.
- Participate in and review the work of the Council for the benefit of the whole community.
- Show respect and consideration for others and not use bullying behaviour or harass any person.
- State views and opinions honestly, whilst respecting and listening to each other's contributions.
- Respect the rights of other members to disagree with your point of view.
- Be nominated from a recognised professional body and / or faith and belief community and have the support of their nominating body behind them.
- Must not disclose confidential information or information which should reasonably be regarded as being of a confidential nature, without the express consent of a person authorised to give such consent, or unless required is entitled by law to do so; or prevent any person from gaining access to information to which that person is entitled by law.
- Must not in your official capacity, or otherwise, use or attempt to use your position improperly to confer on or secure for yourself, or any other person, an advantage or create or avoid for yourself, or any other person, a disadvantage.

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**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL  
COUNCIL**

**20<sup>th</sup> March 2024**

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

**Matter for decision**

**Wards affected: all wards**

**Pay Policy Statement 2024 / 2025**

**Purpose of the Report:**

To approval of the Pay Policy Statement for 2024 / 2025 for publication on the Council's website. 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 2024 / 2025, 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 31<sup>st</sup> March each subsequent year.

The Pay Policy Statement for 2024 / 2025 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 1<sup>st</sup> April 2023, and Youth & Community Workers and Soulbury Officers applying from 1<sup>st</sup> September 2023.

### **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:

<b>Basis</b>	<b>Pay Multiple</b>
Lowest paid employee earnings: Chief Executive’s earnings	1 : 6.81
Median employee FTE* earnings: Chief Executive	1 : 5.29
Lowest paid employee earnings: average Chief Officer earnings	1 : 4.39
Median employee FTE* earnings: average Chief Officer earnings	1 : 3.41

\* FTE= Full Time Equivalent

### **Financial impacts:**

The Council spends 48.6% of gross expenditure on its workforce (NB this figure will fluctuate throughout the year).

### **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 2024 / 2025 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 2024 / 2025 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 consider and approve the Pay Policy Statement for 2024 / 2025 for publication on the Council's website.

**FOR DECISION**

**Reason for proposed decision:**

To ensure that the Council complies with the requirements of the Localism Act 2011.

**Implementation of Decision:**

The decision is proposed for implementation after the three day call in period.

**Appendices:**

Appendix 1 – Pay Policy Statement 2024 / 2025

**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

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Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

# Pay Policy Statement 2024 / 2025

<b>Version</b>	<b>Date</b>	<b>Action</b>
Version 1	March 2011	Approved by Council
Version 13	March 2024	Approved by Council
Version 14	March 2025	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) thirteenth annual Pay Policy Statement. This Statement covers the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025.

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 20<sup>th</sup> March 2024.

## 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 payscales 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 1<sup>st</sup> 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 1<sup>st</sup> 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, which apply to LGS employees only, have been reviewed, and revised versions approved by Personnel Committee in December 2023. The Schemes are 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 1<sup>st</sup> April 2023 was 22.1% 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 1<sup>st</sup> April 2023, the Chief Executive's salary falls within the pay band £141,811 to £155,792 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 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 1<sup>st</sup> April 2023, Corporate Director posts attract a salary within the pay band £117,379 to £126,424 per annum (please see **Appendix B** for more details).

From 1<sup>st</sup> April 2023, the Chief Finance Officer post attracts a salary within the pay band of £95,609 to £105,213 per annum (please see **Appendix B** for more details).

From 1<sup>st</sup> April 2023, Heads of Service posts attract a salary within the pay band of £81,966 to £89,958 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 1<sup>st</sup> April 2023):

£100,000 - £105,000 – one post

£105,000 - £110,000 – N/A

£110,000 - £115,000 – N/A

£115,000 - £120,000 – one post

£120,000 - £125,000 – one posts

£125,000 - £130,000 – two posts

£135,000 - £140,000 – N/A

£140,000 - £145,000 – N/A

£145,000 - £150,000 – N/A

£150,000 - £155,000 – N/A

£155,000 - £160,000 – 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, including:

- Aspiring Corporate Directors (SOLACE)
- Aspiring Heads of Services (SOLACE)
- Managing and Motivating Hybrid Teams
- The Springboard Programme for women aspiring to management or in their first management role (Academi Wales)
- The NPT Leadership and Management Development Pathway
- My First Year as a Manager
- Managers Forum
- ILM Qualifications
- Coaching Network
- Mentoring Programme
- Managing and Leading in Disruptive Times (Cranfield Institute)
- Women in Local Government Leadership
- The Learning, Training & Development Programme for 2024/25 (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 2, currently equates to £11,59 per hour which is just below the Real Living Wage Foundation's national living wage rate of £12.00 per hour.

In 2019 the council 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. Whilst Chwarae Teg have now sadly closed due to lack of funding, the council continues to deliver the Action Plan which includes specific actions to reduce the Council's Gender Pay Gap as well as actions to support low paid women. This is 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 2023 / 24 we 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 was delighted to be the recipient of the Women Inspire Fair Play Employer Award for this work in the final ever Chwarae Teg Awards in October 2023.

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 2023 / 2024 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 £22,366 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 £141,811 rising to the pay band maximum of £155,792.** The current post holder earns £155,792.

**The median salary in the council is £28,770.**

The pay multiple between the lowest paid (full time equivalent) employee and the Chief Executive is a ratio of 1:6.81 and the pay multiple between the lowest paid employee and average Chief Officer is a ratio of 1:4.39.

The pay multiple between the median full time equivalent earnings and the council’s Chief Executive is a ratio of 1:5.29 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 1:3.41 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 1<sup>st</sup> April 2023**

Grade 1 scale point 1 deleted with effect from 1/4/2023

Grade	Point	Annual £	Monthly £	Hourly £
1	2	22,366	1,863.83	11.5929
2	2	22,366	1,863.83	11.5929
	3	22,737	1,894.75	11.7852
3	3	22,737	1,894.75	11.7852
	4	23,114	1,926.17	11.9806
	5	23,500	1,958.33	12.1807
4	5	23,500	1,958.33	12.1807
	6	23,893	1,991.08	12.3844
	7	24,294	2,024.50	12.5922
	8	24,702	2,058.50	12.8037
	9	25,119	2,093.25	13.0198
5	10	25,545	2,128.75	13.2407
	11	25,979	2,164.92	13.4656
	12	26,421	2,201.75	13.6947
	14	27,334	2,277.83	14.1679
	15	27,803	2,316.92	14.4110
	17	28,770	2,397.50	14.9123
6	17	28,770	2,397.50	14.9123
	18	29,269	2,439.08	15.1709

Grade	Point	Annual £	Monthly £	Hourly £
	19	29,777	2,481.42	15.4342
	20	30,296	2,524.67	15.7032
	21	30,825	2,568.75	15.9774
	22	31,364	2,613.67	16.2568
7	22	31,364	2,613.67	16.2568
	23	32,076	2,673.00	16.6258
	24	33,024	2,752.00	17.1172
	25	33,945	2,828.75	17.5946
	26	34,834	2,902.83	18.0554
8	26	34,834	2,902.83	18.0554
	27	35,745	2,978.75	18.5276
	28	36,648	3,054.00	18.9956
	29	37,336	3,111.33	19.3522
	30	38,223	3,185.25	19.8120
9	30	38,223	3,185.25	19.8120
	31	39,186	3,265.50	20.3111
	32	40,221	3,351.75	20.8476
	33	41,418	3,451.50	21.4680
	34	42,403	3,533.58	21.9786
10	34	42,403	3,533.58	21.9786
	35	43,421	3,618.42	22.5063

Grade	Point	Annual £	Monthly £	Hourly £
	36	44,428	3,702.33	23.0282
	37	45,441	3,786.75	23.5533
	38	46,464	3,872.00	24.0835
11	38	46,464	3,872.00	24.0835
	39	47,420	3,951.67	24.5790
	40	48,474	4,039.50	25.1254
	41	49,498	4,124.83	25.6561
12	41	49,464	4,124.83	25.6561
	42	50,512	4,209.33	26.1817
	43	51,515	4,292.92	26.7016
13	44	52,619	4,384.92	27.2738
	45	53,765	4,480.42	27.8678
	46	54,932	4,577.67	28.4727

**JNC Chief Executive and Chief Officers Pay Grades**Effective 1<sup>st</sup> April 2023

<b>CHIEF EXECUTIVE</b>				
<b>Point 1</b>	<b>Point 2</b>	<b>Point 3</b>	<b>Point 4</b>	<b>Point 5*</b>
£141,811	£145,306	£148,802	£152,296	£155,792

\* subject to performance

<b>CORPORATE DIRECTOR</b>				
<b>Point 1</b>	<b>Point 2</b>	<b>Point 3</b>	<b>Point 4</b>	<b>Point 5*</b>
£117,379	£117,942,	£120,768	£123,596	£126,424

\* subject to performance

<b>CHIEF FINANCE OFFICER</b>				
<b>Point 1</b>	<b>Point 2</b>	<b>Point 3</b>	<b>Point 4</b>	<b>Point 5</b>
£95,609	£98,010	£100,412	£102,820	£105,213

<b>HEAD OF SERVICE</b>				
<b>Point 1</b>	<b>Point 2</b>	<b>Point 3</b>	<b>Point 4</b>	<b>Point 5</b>
£81,966	£83,964	£85,959	£87,960	£89,958

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

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

<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.23</b>
1.	42,422
2.	44,474
3.	46,525
4.	48,575
5.	50,627
6.	52,678
7.	54,609
8.	56,540
9.	58,348
10.	60,160
11.	61,848
12.	62,540*
13.	63,836*
14.	65,120*

**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**

<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.23</b>
1.	52,678
2.	54,609
3.	56,540
4.	58,348
5.	60,160
6.	61,848*
7.	62,540



<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.23</b>
8.	63,836
9.	65,120
10.	66,425
11.	67,706
12.	69,010
13.	70,337
14.	71,621
15.	72,966
16.	74,297
17.	75,637**
18.	76,976**
19.	80,055**
20.	83,257**
21.	86,587**

**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 retain and motivate staff.

\*Normal minimum point for the principal educational psychologist undertaking the full range of duties at this level.

\*\*Extension to range to accommodate discretionary scale points and structured professional assessments

**TRAINEE EDUCATIONAL PSYCHOLOGISTS**

<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.23</b>
1	
2	29,872
3	31,770
4	33,673
5	35,572
6	37,473

### ASSISTANT EDUCATIONAL PSYCHOLOGISTS

SPINE POINT	Pay – with effect from 01.09.23
1	
2	35,228
3	36,531
4	37,828
	39,341

### YOUNG PEOPLE'S / COMMUNITY SERVICE MANAGERS

SPINE POINT	Pay – with effect from 01.09.23
1	41,972
2	43,281
3	44,587
4	45,922*
5	47,278
6	48,601
7	49,953**
8	51,490
9	52,338
10	53,648
11	54,950
12	56,255
13	57,550
14	58,858
15	60,157
16	61,481
17	62,800
18	64,113
19	65,417
20	66,749***
21	68,106***
22	69,496***
23	70,912***

24	72,356***
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**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 01.09.23
1	40,540
2	41,920
3	43,224
4	44,545
5	45,857
6	47,170
7	48,550
8	49,878*
9	51,425
10	52,805
11	54,166
12	55,484
13	56,976**
14	58,308
15	59,777
16	61,106
17	62,440
18	63,748
19	65,097
20	65,794***
21	67,133

<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.23</b>
22	68,301
23	69,586
24	70,739
25	71,971
26	73,173
27	74,403
28	75,650
29	76,899
30	78,146
31	79,382
32	80,637
33	81,894
34	83,180
35	84,465
36	85,784
37	87,083
38	88,396
39	89,691
40	90,985
41	92,285
42	93,585
43	94,883
44	96,189
45	97,490
46	98,794
47	100,102
48	101,399
49	102,700
50	104,004
51	108,164****
52	112,491****

**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**

<b>YOUTH AND COMMUNITY SUPPORT WORKER RANGE</b>	
<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.23</b>
5	£23,496
6	£23,825
7	£24,121
8	£24,799
9	£25,664
10	£26,341
11	£27,434
12	£28,501
13	£29,606
14	£20,750
15	£31,528
16	£32,341
17	£33,141

<b>PROFESSIONAL RANGE</b>	
<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.23</b>
13	£29,606
14	£30,750
15	£31,528
16	£32,341
17	£33,141
18	£33,946
19	£34,745
20	£35,547
21	£36,447
22	£37,467
23	£38,461
24	£39,459
25	£40,465
26	£41,470
27	£42,475
28	£43,493
29	£44,502
30	£45,513
31	£46,195
32	£47,316

## All Employee Groups - Main Conditions of Service

<b>ANNUAL LEAVE</b> (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)
<b>HOURS OF WORK</b>	
❖ 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
<b>OVERTIME PAYMENTS</b>	
❖ 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
<b>WEEKEND WORKING PAYMENTS</b>	
❖ Chief Executive	
❖ Chief Officers	
❖ Soulbury	None payable
❖ Youth & Community Workers	
❖ Local Government Services	Time plus 30%
<b>SICK PAY SCHEME</b>	
❖ 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 6<sup>th</sup> 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 6<sup>th</sup> 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

<b>BUSINESS CASE – VOLUNTARY REDUNDANCY</b>	
<b>Part A – Introduction</b>	
<p><b>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.</b></p> <p><b>2. Once Parts B-E have been completed, this form should be forwarded to your designated HR Officer.</b></p> <p><b>3. All requests for Pensions estimates must be sent to the City &amp; County of Swansea Pension Section by HR/Payroll, not by the individual or his/her line manager</b></p>	
<b>Part B – Employee Details</b>	
<b>Full Name</b>	
<b>Job Title and Workplace</b>	
<b>Directorate</b>	
<b>National Insurance Number</b>	
<b>Post Reference Number</b>	
<b>Payroll Number</b>	
<b>Date of Birth</b>	
<b>Proposed Leaving Date</b>	
<b>Part C – Further Required Information</b>	
<p><b>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.</b></p>	

<b>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)</b>	<b>Yes</b>		<b>No</b>	
<b>Leaving Reason</b> Please tick the relevant box below to confirm which Leaving Reason this employee's employment will be terminated on:-				
<b>VOLUNTARY REDUNDANCY</b>	<b>Yes</b>		<b>No</b>	
<b>VR – WITH SETTLEMENT AGREEMENT</b>	<b>Yes</b>		<b>No</b>	
<b>VR – BUMPED REDUNDANCY</b> (Please state which post/grade on structure is being deleted):	<b>Yes</b>		<b>No</b>	
<b>VR – BUMPED REDUNDANCY WITH SETTLEMENT AGREEMENT</b> (Please state which post/grade on structure is being deleted)	<b>Yes</b>		<b>No</b>	
<b>Part D - Declaration</b>				
<ol style="list-style-type: none"> <li>1. I have not made, and will not make, an agreement with this employee concerning re-employment by the Council in any paid capacity.</li> <li>2. My support for this application is not as a result of any capability or disciplinary issues or concerns in relation to this employee</li> <li>3. There are no outstanding concerns or formal processes regarding this employee's ability to attend work on a regular basis;</li> <li>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;</li> <li>5. This business case is supported by the relevant Directorate Management Team, as appropriate, and has been recorded accordingly.</li> </ol>				
<b>Signed</b>  <b>Head of Service</b>		<b>Date</b>		
<b>If you cannot give this declaration, please state the reason below:</b>				

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	

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

## Impact Assessment - First Stage

### 1. Details of the initiative

<b>Initiative description and summary:</b> Approval of the Council's Pay Policy Statement for 2024 / 2025
<b>Service Area:</b> All Council Employees.
<b>Directorate:</b> 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. The Statement for 2024 / 2025 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
<b>Long term</b> - how the initiative supports the long term well-being of people			N/A
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives			N/A
<b>Involvement</b> - how people have been involved in developing the initiative			N/A
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions			N/A
<b>Prevention</b> - 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) <b>is not</b> 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) <b>is</b> required	
Reasons for this conclusion	

--

	Name	Position	Signature	Date
Completed by				
Signed off by	Sheenagh Rees	Head of People & OD		31 <sup>st</sup> January 2024

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Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

### **Council**

**20<sup>th</sup> March 2024**

### **Report of the Head of People & Organisational Development**

#### **Matter for Decision**

**Wards Affected: All Wards**

#### **Appointment of Chief Executive**

#### **Purpose of the Report:**

To approve arrangements to recruit a Chief Executive.

#### **Executive Summary:**

This report seeks approval to implement arrangements to appoint a new Chief Executive, following the announcement of the current Chief Executive of her intention to retire. The Council's Constitution sets out that the appointment of a Chief Executive is the responsibility of full Council and that the Special Appointments Committee (SAC) has responsibility for preparing a short-list of qualified applicants. The final appointment decision will be determined at a Special Council in July 2024. Specialist external support will be provided to Members by Gatenby Sanderson. The job description and person specification for the job is attached as an appendix to the report.

#### **Background:**

The Council's Chief Executive, Mrs Karen Jones, has recently advised the Council of her intention to retire in October 2024 or following the next general election, whichever is the later. This timescale provides the opportunity to make an appointment in the summer of 2024, accommodating the notice period that the

successful candidate may need to give to his or her current employer and allowing for a smooth transition to a new Chief Executive.

The Council's Constitution sets out that the appointment of a Chief Executive, is the responsibility of full Council. The Special Appointments Committee (SAC) has responsibility for preparing a short-list of qualified applicants.

The salary that currently applies to the post of Chief Executive is £141,811 - £155,792 per annum (subject to any national pay award that may be agreed and applied w.e.f. 1<sup>st</sup> April 2024).

### **Advertisement**

It is proposed to advertise the position via national advertising and on-line media. In view of the nature of this post, specialist external assistance from Gatenby Sanderson will be provided to support Members throughout the appointment process. This support will include executive search, in order to secure high calibre candidates with an appropriate match to Neath Port Talbot's requirements.

### **Job description and person specification**

The job description and person specification for this post are set out in Appendix 1.

### **Selection process**

The key dates and milestones are set out below:

<b>Date</b>	<b>Milestone</b>
25 <sup>th</sup> March 2024	Launch recruitment campaign
26 <sup>th</sup> April 2024	Closing date for applications
8 <sup>th</sup> May 2024	SAC Long-Listing Meeting
TBC	Technical Interviews
3 <sup>rd</sup> June 2024	SAC Short-Listing Meeting
3 <sup>rd</sup> / 4 <sup>th</sup> July 2024	Assessment Centre
17 <sup>th</sup> July 2024	SAC Final Short-Listing Meeting
31 <sup>st</sup> July 2024	SPECIAL COUNCIL for appointment decision

Whilst for the most recent appointment at Chief Officer level, the Special Appointments Committee carried out longlisting using anonymised application

forms, this is not recommended by Gatenby Sanderson for this appointment. Due to the nature of this post and the candidates that may apply for it, their advice, based on significant experience recruiting at this level in local government and other sectors, is it would effectively be impossible to anonymise application information without losing information necessary for longlisting for this particular post (e.g. current position and employer); including that information will most likely negate any other attempts to anonymise (e.g. removing the name).

**Financial Impacts:**

Recruitment costs, which include the costs of advertising, specialist support, for example, psychometric testing, candidate travel costs, etc., are expected to be in the region of £30k, which will be met by existing budgets.

**Integrated Impact Assessment:**

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, 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 2, has indicated that a more in-depth assessment is not required.

**Valleys Communities Impacts:**

No implications

**Workforce Impacts:**

This appointment process will be conducted in line with the Council's Officer Employment Procedure Rules.

**Legal Impacts:**

The proposal complies with relevant employment legislation and council employment policy and procedure.

The appointment to a Chief Officer post where the salary is £100,000 or more, is governed by the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2014. This is reflected in the Council's Pay Policy for 2023/24. Under the 2014 Regulations, where an Council proposes to appoint a chief officer and it is proposed to pay the chief officer annual remuneration of £100,000 or more, the

post must be publicly advertised. The only exception to this requirement is where annual remuneration for a chief officer role is £100,000 or more and the proposed appointment is to be made for a period of no longer than 12 months. This exception will be useful in emergencies or if there were unforeseen departures. The requirement for public advertisement is intended to ensure that able candidates from outside the organisation have the opportunity to gain the position if found to be the most suitable.

The Regulations require that a “relevant body” i.e. the Council: (a) “draw up a statement specifying— (i) the duties of the officer concerned, and (ii) any qualifications or qualities to be sought in the person to be appointed. (b) make arrangements for the post to be publicly advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and (c) make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person on request.”

**Risk Management Impacts:**

The timescale set out in this report and the use of specialist support, aims to mitigate against the risk of not being able to appoint in a timely manner.

**Consultation:**

There is no requirement for external consultation on this item.

**Recommendation:**

It is recommended that having due regard to the integrated impact screening assessment that members:

- Approve the enclosed Job Description and Person Specification
- Approve arrangements to recruit a Chief Executive on the basis set out in this report.

**Reasons for Proposed Decision:**

To comply with the Council’s Constitution, and to comply with the revisions to the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2014, as set out in the enclosed summary report. This report will ensure that the Council has a Chief Executive in place to cover the statutory and constitutional roles as set



out in the Council's Constitution, whilst ensuring a timely transition to a new Chief Executive.

**Implementation of Decision:**

The decision is proposed for implementation immediately

**Appendices:**

Appendix 1 – Job description / person specification

**List of Background Papers:**

- The Constitution of Neath Port Talbot County Borough Council
- The Local Authorities (Standing Orders) (Wales) Amendment Regulations 2014

**Officer Contact:**

Sheenagh Rees, Head of People & OD, email: [s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk), telephone: 01639 763315

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### Job Purpose

The Chief Executive is appointed in line with S56 of the Local Government and Elections (Wales) Act 2021 and leads the council's workforce through the Corporate Leadership Team. The Chief Executive's principal responsibility is to ensure the good governance of the council and to ensure that the council is capable of delivering its objectives and statutory functions, in a way which is lawful and fiscally appropriate.

### Principal Accountabilities and Responsibilities:

#### Strategic

- To support the Leader, Cabinet and Elected Members by working with them to develop and implement strategies that will achieve the council's vision and ambitions, providing them with clear, impartial and unambiguous advice.
- To deliver the council's strategic aims and objectives as set out by the Leader, Cabinet and Elected Members, ensuring that the people of Neath Port Talbot are at the centre of service delivery and future development, and that the diverse needs of our community are considered.
- To provide clear and visionary leadership and direction to the workforce and wider partners to secure the implementation of the strategic aims of the council.
- To act as an ambassador, representing and promoting the interests of Neath Port Talbot Council, its residents and businesses, at an international, national, regional and local level, with key stakeholders including the Welsh Government, the UK Government and other statutory, public and private sector bodies.

#### Leadership

- To provide clear and visible leadership and direction to the council's Corporate Leadership Team, driving service improvements and co-ordinating strategies to deliver results and the council's priorities.

- Build strong and positive relationships with Elected Members and ensure effective corporate governance, probity and integrity in decision making and compliance with legal requirements.
- Lead by example in advocating and furthering fairness, equality, inclusion and diversity within the council's workplaces and in the delivery of services.
- Personally role-model and embed a culture that encourages organisational transformation whilst reflecting the council's values and the Nolan Principles.
- To actively participate in the civic and social life of the County Borough, including providing support to the council's mayoralty, the West Glamorgan Lord Lieutenancy and Shrievalty.

### Resource Management

- To ensure cost effective, higher quality services by effective challenge and on-going support.
- To ensure the development, implementation and delivery of robust financial planning, income generation and resource management to deliver council priorities.
- To manage the annual budget setting process and delivery of the financial strategy.
- To take a leading role in supporting the regeneration and economic prosperity of Neath Port Talbot, in particular supporting the strategic regeneration programme that seeks to secure significant new employment in the local economy whilst enabling local people and businesses to maximise the benefit of those opportunities. This involves working at many different levels including local economic and community regeneration activities, regional and pan-regional programmes and engaging on nationally significant agendas such as the Floating Offshore Wind and Freeport policy agendas.

### Partnership Working

- To promote the community leadership role of elected members and the Council, working with external partners to implement strategies that will improve the quality of life of communities, citizens and services.
- To provide support to the democratic decision making process and promote the active participation of local people and communities in the council's

design and delivery of services including co-design and co-production where relevant.

- Ensure the council engages with and listens to the views of the local community with the aim of securing the economic, social and environmental wellbeing of all of our residents and businesses.
- To continue to develop the effectiveness of the Public Services Board and regional working, to improve the quality of life of citizens and communities.
- To sustain by personal example the ethos of partnership working that characterises the Council's relationships with stakeholders including businesses, the voluntary sector, Welsh Government, the UK Government and other statutory, public and private sector bodies.
- To advance the social, economic, environmental and cultural wellbeing of the people of Neath Port Talbot by working effectively with the Local Health Board, the police and fire service, the voluntary sector and other partners.
- To sustain an effective social partnership with recognised local, regional and national trade unions.

### **Communications**

- To promote effective communication of the council's vision and values at all levels within and outside the council.
- To promote effective consultation, participation and engagement with communities, local stakeholders and partners on service planning and delivery issues.
- To actively promote and safeguard the Council's reputation and recognise and celebrate its successes.
- Build, lead and maintain strong and productive working relationships with key external stakeholders, including residents, Welsh and UK Government, other councils, public bodies, regulators and the private sector.

### **Democratic Responsibilities**

- To manage the interface between elected members and officers and to support the democratic process.
- To ensure effective scrutiny arrangements are in place in accordance with statutory requirements.
- To act as Registration Officer, with responsibility for electoral registration and the proper conduct of elections.

- To act as the Returning Officer in all elections and encourage resident participation in the democratic process.
- Role Model exceptional governance, ensuring that the highest standards of governance and ethics are maintained throughout the council.

### **Governance and Risk Management**

- To ensure the effective governance of the Council and the legality, probity, integrity, proper public accountability and scrutiny of its decision making processes.
- Contribute to the overall management of risk within the Council, ensuring that lines of accountability are clear and well understood and systems are in place for monitoring, evaluating and managing risk to secure the reputation and physical, virtual and intellectual resources of the Council.
- To ensure that all of the Council's services have robust business continuity plans and that the Council's obligations are met under the Civic Contingencies Act.
- To support the Council's response to a major incident, acting as Gold Commander in both Council and multi-agency settings.
- To work collaboratively with the council's statutory officers, including the S 151 Officer and the Monitoring Officer, to ensure the Council is effectively governed.



## Chief Executive – Person Specification

### Qualifications

- Graduate level of education or equivalent. (E)
- An appropriate professional qualification. (e.g. MBA) (E)
- Evidence of a commitment to continuing professional development. (E)

### Experience

- A successful background of substantial experience and achievement at chief officer / senior management level within a local authority or a similar complex and politically sensitive organisation. (E)
- Evidence of significant achievement in leading and managing successful organisational and cultural change. (E)
- Visible and inspirational leadership that motivates people within and outside the organisation. (E)
- A track record of successfully managing conflicting corporate and service priorities, and effectively building consensus. (E)
- Experience of developing and enabling effective partnerships and external relationships, for both strategic development and service delivery. (E)
- Experience of developing and delivering successful regeneration projects to improve social and economic impacts. (E)

### Knowledge, Skills and Abilities

- The ability to operate effectively and openly within a democratic environment, creating effective connections and enabling appropriate working across the boundary of politics and management. (E)
- The political acumen, emotional intelligence and skills to build strategy and develop productive and effective working relationships with elected members, and Government. (E)
- The ability to maintain consistency with the underlying values of the council whilst working with uncertainty, ambiguity and the inevitability of change (E).
- The ability to establish a strong performance culture, innovation and customer service including effective individual and corporate performance and to evaluate individual and service quality, so as to deliver best value and service improvements linked to the Council's priorities. (E)

- Sensitivity to the needs of the media and sustaining the reputation of the Council. (E)
- Exceptional listening, communication and negotiation skills, including the ability to relate to people in an open and persuasive manner, both inside and outside the Council and to build trusting relationships. (E)
- To be able to communicate a sense of collective purpose and priority. (E)
- The ability to work collaboratively and support others to achieve success. (E)
- The ability to work corporately in a complex changing environment and prioritise and manage current and future resources effectively, in accordance with elected members priorities and in the context of the Council's forward financial plan. (E)
- The ability to think strategically and creatively to develop and recommend strategic initiatives and policies to benefit services, people and communities in a practical way. (E)
- The ability to form and maintain a complex and effective network of relationships both internally and externally. (E)
- The capacity for maintaining focus on strategic and long term issues, scanning the horizon to generate an awareness of potential scenarios, developing, holding and promoting a strategic view for the council and county borough. (E)
- The ability to take a personal role in leading and sustaining effective partnerships, working with a wide range of people and organisations. (E)
- The capacity to be a champion of the local authority, local government and democracy. (E)
- The ability to speak Welsh. (D)

### **Personal Attributes and Behaviours**

- A commitment to local democracy and good governance. (E)
- A high degree of political awareness and sensitivity. (E)
- An ability to command respect, trust and confidence with elected members, employees, partner organisations, other bodies and communities. (E)
- A commitment to equality of opportunity for the citizen and employee, championing diversity and creating a culture of inclusivity. (E)
- Resilient and resourceful with the ability to cope with setbacks and continue to deliver against priorities in challenging circumstances. (E)



- A high degree of personal probity, honesty, integrity and commitment to the values of public services. (E)

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## Impact Assessment - First Stage

### 1. Details of the initiative

<b>Initiative description and summary:</b> Recruitment and Appointment of Chief Executive
<b>Service Area:</b> Workforce Matter
<b>Directorate:</b> 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				The post will be advertised bilingually in Welsh and English; Welsh is 'desirable' in the person specification.
Treating the Welsh language no less favourably than English		X				As above.

**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
<b>Long term</b> - how the initiative supports the long term well-being of people	x		The timely appointment of a Chief Executive will ensure a smooth transition to a new post holder, and ensure that leadership of the Council's workforce, its key asset, is secured.
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives	x		As above. The appointment of a Chief Executive will provide the necessary leadership to ensure wellbeing objectives are met.
<b>Involvement</b> - how people have been involved in developing the initiative	x		The appointment process will the involvement of include key stakeholders and partners of the council.
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions		x	N/A – this is a Neath Port Talbot Council appointment.
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse	x		A timely appointment will ensure a smooth transition to a new Chief Executive.

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

A full impact assessment (second stage) <b>is not</b> required	X
Reasons for this conclusion	
<p>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.</p>	

A full impact assessment (second stage) <b>is</b> required	
Reasons for this conclusion	

	Name	Position	Signature	Date
Completed by				

Signed off by	Sheenagh Rees	Head of Service/Director		29/02/2024
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