

## ***PERSONNEL COMMITTEE***

***2.00 PM - MONDAY, 25 SEPTEMBER 2023***

***MULTI LOCATION MICROSOFT TEAMS/COUNCIL CHAMBER***

### **Webcasting/Hybrid Meetings:**

**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.**

1. Chairs Announcements
2. Declarations of Interest
3. Minutes of the previous meeting (*Pages 3 - 6*)
4. Forward Work Programme 2023 2024 (*Pages 7 - 10*)

### **For Decision**

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

5. Revised Special Leave Scheme (*Pages 11 - 34*)
6. Menopause Workplace Pledge (*Pages 35 - 44*)
7. Anti-Racism Charter (*Pages 45 - 56*)
8. Financial Well-Being Strategy (*Pages 57 - 74*)

### **For Information**

9. Salary Finance Portal (*Pages 75 - 78*)
10. Workforce Information Report 23/24 Quarter 1 (*Pages 79 - 96*)

11. Employee Assistance Programme (*Pages 97 - 102*)
12. 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).

**K.Jones**  
**Chief Executive**

**Civic Centre**  
**Port Talbot**

**Tuesday, 19 September 2023**

**Committee Membership:**

**Chairperson:**      **Councillor S.A.Knoyle**

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

**Members:**      Councillors T.Bowen, C.Clement-Williams,  
S.Grimshaw, J.Hale, J.Henton, D.Keogh,  
C.Lewis, K.Morris, S.Pursey and P.D.Richards

**Non-Voting  
Members:**      Councillors S.Hunt ( Leader), A.Llewellyn  
(Deputy Leader), S.Jones, W.F.Griffiths,  
J.Hurley, C.Phillips, N.Jenkins and S.Harris.

## PERSONNEL COMMITTEE

(Multi Location Microsoft Teams/Council Chamber)

**Members Present:**

**22 May 2023**

**Chairperson:** Councillor S.A.Knoyle

**Councillors:** A.J.Richards (Vice Chair), T.Bowen, C.Clement-Williams, S.Grimshaw, J.Hale, J.Henton, D.Keogh, C.Lewis, C.Phillips and S.Pursey

**Non Voting Members:** Councillors S.Hunt, W.F.Griffiths, N.Jenkins, S.Jones, D.M.Peters,

**Officers in Attendance:** S.Rees, R.Mort and S.McCluskie

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### 1. **Chairs Announcements**

The Chair welcomed everyone to the meeting.  
To start the Chair reminded the Committee of the late circulated appendix in relation to agenda item 6.

Apologies were also noted from Cllr. A. Llewellyn (Deputy Leader), Cllr. P.D. Richards and Cllr. J. Hurley.

### 2. **Declarations of Interest**

No declarations of interest were received.

### 3. **Minutes of the previous meeting**

That the minutes of the previous meeting, held on the 27<sup>th</sup> February 2023 be approved as an accurate record.

### 4. **Review of the Travel and Subsistence Policy**

Members were provided with an overview to the circulated report, by the Head of People and Organisational Development.

**Decision:**

That Members approve the revised Travel and Subsistence Payments Policy.

**Implementation:**

That the decision be implemented following three-day call-in period, which ended at 9.00am on Fridays 26<sup>th</sup> May 2023.

**Consultation:**

There is no requirement to undertake an external consultation, the policy however has been fully endorsed by Trade Unions.

5. **Workforce Information Report 2022/2023 Quarter 4**

Members of the Committee were provided with an overview to the circulated report, by the Head of People and Organisational Development.

As per the report, Members were given an update to the Councils workforce in terms of employment, work patterns, joiners, leavers, and key aspects surrounding sickness absence.

**Decision:**

That the report be noted for information.

6. **Menopause Action Plan Update Report**

Members were given an update to the recent achievement of the Innovation Award at the NPT Awards Ceremony, in terms of implementing the Menopause Action Plan, appendix 1 of the circulated report.

Members went on to congratulate Officers on the achievement.

**Decision:**

That the report be noted for information.

7. **Urgent Items**

There were none.

8. **Access to Meetings**

That pursuant to Section 100A(4) and (5) of the Local Government Act 1972, the public be excluded for the following items of business which involved the likely disclosure of exempt information as defined in Paragraph 12 and 15 of Part 4 of Schedule 12A of the above Act

9. **Gender Pay Gap Benchmarking Report**

Members were provided with an overview to the private circulated report.

**Decision:**

That the report be noted for information.

10. **National Pay Negotiations Update May 2023 - Private Report**

The Head of People and Organisational Development, went on to provide the Committee with an update to the private circulated report.

**Decision:**

That the report be noted for information, and any further updates brought back to Committee.

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# **Personnel Committee**

## **Forward Work Programme**

**2022 – 2023**

## Personnel Committee 2pm, with pre-briefing at 13.30pm

Meeting Date 2023	Agenda Item	Type
<b>27<sup>th</sup> February 2023</b>	Additional Annual Leave Day for Employees covered by the JNC	Decision
	Christmas/New Year Holiday Arrangements	Decision
	Pay Policy Statement	Information
	Workforce Information	Information
	Gender Pay Gap 2022	Information
	National Pay Negotiations and Industrial Action – Private report	Information

Meeting Date 2023	Agenda Item	Type
<b>22<sup>nd</sup> May 2023</b>	Workforce Information Report 2022 2023	Information
	Gender Pay Gap Benchmarking Report - Private	Information
	Menopause Action Plan Update Report	Information
	Review of the Travel and Subsistence Report	Decision
	National Pay Negotiations Update	Decision



Meeting Date 2023	Agenda Item	Type
<b>25<sup>th</sup> September 2023</b>	Workforce Information Report 23 / 24 Quarter 1	Information
	Employee Assistance Programme	Information
	Financial Well-being Strategy	Decision
	Revised Special Leave Scheme	Decision
	Salary Finance Portal	Information
	Menopause Workplace Pledge	Decision
	Anti-Racism Charter	Decision

Meeting Date 2023	Agenda Item	Type
<b>11<sup>th</sup> December 2023</b>	Workforce Information Report 23 / 24 Quarter 2	Information
	Review of Strategic Workforce Plan / Updated Delivery Plan for 2023 / 24	Decision
	Annual Equalities in Employment Report	Information
	Fair Play Employer Scheme Action Plan Update	Information
	Time to Change Wales Action Plan Update	Information
	Revised Acting Up / Honorarium Schemes	Decision
	Annual Employee Engagement Survey	Information

Meeting Date 2023	Agenda Item	Type
11 <sup>th</sup> March 2024	Workforce Information Report 23 / 24 Quarter 3	Information
	Pay Policy Statement 24 / 25	Information
	Carer's Pledge Action Plan Update	Information

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### PERSONNEL COMMITTEE

25<sup>TH</sup> SEPTEMBER 2023

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

##### **Matter for Decision**

**Affected: All wards**

##### **Revised Special Leave Scheme**

##### **Purpose of Report**

The purpose of this report is to seek Members approval to implement a revised special leave scheme in line with employment legislation and best practice.

##### **Executive Summary:**

Our special leave scheme allows for an appropriate response to situations where employees need to take leave to deal with personal emergencies, public duties, or personal matters such as bereavement or medical appointments.

As legislation and best practice is ever-changing, particularly post pandemic, this policy requires review on a regular basis. Reviews ensure that we are complying with employment law and doing the best we can to promote the Council as an 'employer of choice' whilst providing our staff with as much support as possible inside and outside of the workplace.

The Chartered Institute of Personnel and Development (CIPD) advise that compassion in the workplace is vital in order to remain connected, mentally healthy, and productive while we battle through the challenges we face at work and beyond. This emphasises the need for a special leave scheme that makes our staff feel supported when they need it most.

## Review

### 1. Public Duties

No change required.

### 2. Special Leave for Reservists

Through discussion between NPT CBC and the Ministry of Defence, it has been brought to our attention that the following terms need updating:

- From Territorial Army to Army Reserves
- From Royal Auxiliary Air force to RAF Reserves

### 3. Maternity Support Leave

No change required.

### 4. Ante-Natal (and Neo-Natal) Care

Our current scheme is in line with legislation by offering reasonable paid time off, during working hours, for antenatal care. The majority of responses from other local authorities in Wales showed that they also take this approach. However, our current scheme does not yet account for Neo-Natal Leave.

Legislation relating to neonatal leave and pay entitlement was announced in March 2020 for employed parents whose babies need neonatal hospital care for seven days or more (but is yet to come into effect). A maximum of 12 weeks leave will be paid at £160 a week, funded by the Government, not employers. This appears to have been delayed by the COVID-19 pandemic and presumably an implementation date will follow. It is not known if the leave will be shared between both parents.

In order to provide further support to an employee who finds themselves facing such difficulties before the law is enforced, we recommend offering up to 12 weeks unpaid leave for parents of babies who are admitted into hospital as a neonate (28 days old or less) if the admission lasts for a continuous period of 7 days or more. Entitlement to leave will be a day one employment right. This will be reviewed once the expected statutory entitlements are enforced.

## 5. IVF

Our current scheme is in line with legislation and currently allows medical appointments related to IVF to be treated the same as any other medical appointment under the terms and conditions of the contract of employment.

Many other organisations offer more, including Welsh Local Authorities.

Through liaising with the Fertility Network, it's estimated that 6-8 days leave on average is needed for a cycle of IVF. Data also provided by the Fertility Network shows that 1 in 5 employees (19%) had to reduce their work hours or quit their job because of the stresses of fertility treatment.

Based on this, we recommend that paid time off for fertility treatment is granted to both partners (including same sex partners) to attend one programme of treatment.

## 6. Time off for Medical Screening, Blood Donation & Hospital Appointments

No change required.

## 7. Adoption Leave

Necessary legislative changes have been updated in our Adoptive Parents Leave and Pay Scheme.

## 8. Parental Leave

No changes required.

## 9. Other Leave: Bereavement

Our current scheme is in line with legislation. We provide up to a maximum of 5 working days leave for the death of an immediate relative (parent, spouse, partner, or child) and one day's leave for the death of a close relative (brother, sister, grand-parents, parents-in-law).

Research conducted by the CIPD revealed that three-quarters of employer's support allowing employees experiencing any close family bereavement to take paid time off. It also found that four in five employers already provide paid bereavement leave for close family members, despite there being no statutory obligation for them to do so. The findings come as Parliament prepares for the

second reading of a Bill, which would see the limited existing statutory bereavement leave entitlement extended to more people.

Other local authorities in Wales vary in approach but best practice gives up to 5 days paid leave for both immediate and close relatives.

Based on these findings, it is recommended that stepparents, stepchildren, and siblings are categorised as immediate family and therefore eligible for up to 5 working days paid leave also.

10. Other leave: Funeral Attendance & Court Appearance, Employment Tribunals & Participation in Elections as a Candidate, Participation in Election Duties, 'Representative Sport,' Attendance at an Interview

No change required.

Based on this, no changes are necessary.

#### 11. Introduction of Special Leave for Foster Carers

Foster Wales (the national brand for the 22 local authorities in Wales) have a National Commitment / Core Offer that each Local Authority needs to work towards: one of the requirements is for the LA to become a Foster Carer Friendly Employer. The 'Foster Wales National Commitment – Good Practice Requirements' document states: - A LA Foster Carer Friendly Employer scheme is an HR policy whereby LA employers in Wales support and recognise the role of their employees who foster for Foster Wales. This can include offering all LA foster carers additional paid leave during assessment and following approval. This may extend to time off for training, meeting with social workers, CLA reviews and settling a new child into their home. The minimum requirement is to put in place a fostering friendly HR policy for all Foster Wales foster carers in their employment.

Other LAs such as Vale of Glamorgan, Merthyr and Powys offer employees hosting children under the care of the authority up to 5 days paid leave per annum.

Based on this, we recommend providing up to 5 days paid leave per annum for Foster Carers hosting children under the care of NPT CBC. This will aid recruitment and retention by promoting the Council as an 'employer of choice' whilst also supporting our Wellbeing Objective 1 as laid out in the Corporate Plan; *'to ensure all children get the best start in life'*.

## 12. Carers Leave

Our Carers Leave policy is now signposted in our Special Leave Scheme to inform employees that they are entitled to emergency leave to deal with unexpected situations involving a dependant.

## 13. Leave for Victims of Domestic Abuse and/or Sexual Violence

Our Domestic Abuse in the Workplace Policy is now signposted in our Special Leave Scheme to inform employees of the leave that they are entitled to should they need it.

### **Comprehensive List of Proposed Changes:**

- Signposting our Employer Supported Policing Scheme under Public Duties
- Changing the title of Reservists
- Introducing up to 12 weeks unpaid leave for parents of babies who are admitted into hospital as a neonate (28 days old or less) if the admission lasts for a continuous period of 7 days or more.
- Introducing paid time off for fertility treatment that is granted to both partners (including same sex partners) to attend one programme of treatment.
- Necessary legislative changes to our Adoptive Parents Leave and Pay Scheme.
- Categorising stepparents, stepchildren, and siblings as immediate family and therefore eligible for up to 5 working days paid bereavement leave also.
- Introducing 5 days paid leave per annum for Foster Carers hosting children under the care of NPT CBC.
- Signposting our Carers Policy and Domestic Abuse Policy.

### **Financial Impacts:**

The financial implications in relation to this Scheme are in relation to allowing an increased amount of paid special leave. Most of the changes to the scheme are modest in nature, however, will enhance recruitment and retention across the Council.

### **Integrated impact assessment:**

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

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

### **Valleys Communities Impacts:**

No implications

### **Workforce Impacts:**

There are positive impacts associated with the review of this Scheme As by providing our workforce with leave assigned for personal matters, we are supporting them in taking care of their own wellbeing.

### **Legal Impacts:**

No implications.

### **Risk Management Impacts:**

No impact.

### **Consultation:**

There is no requirement under the Constitution for external consultation on this item. The proposed strategy has been fully endorsed by the Trade Unions as they have been involved in revision of this policy.



**Recommendations:**

It is RECOMMENDED that Members APPROVE the proposed amendments to Neath Port Talbot Council's Special Leave Scheme.

**Appendices:**

Appendix 1 – Revised Special Leave Scheme

**Officer contact**

Sheenagh Rees, Head of People & Organisational Development, Email: [s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk)

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# Special Leave Scheme

<b>Version</b>	<b>Date</b>	<b>Action</b>
Version 7	July 2021	Amended Policy
Version 8	August 2023	Amended Policy

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## 1. Introduction

Neath Port Talbot County Borough Council is committed to helping its employees balance the demands of domestic and work responsibilities at times of urgent and/or unforeseen circumstances by the provision of paid or unpaid leave according to the circumstances.

The Special Leave Scheme endeavours to support employees to deal with emergency and unexpected situations by avoiding the need for unauthorised absence or inappropriate Sickness Absence. It also includes Maternity and Paternity Leave and other planned leave to assist employees with managing their work life balance.

## 2. Aim

The aim of this scheme is to provide a fair and compassionate response to immediate short-term needs. Leave granted under this policy is not intended for long-term domestic and family needs.

## 3. Scope

This scheme procedure applies to all employees of the County Borough Council other than those directly employed by the schools and those employed on Chief Officer's Conditions of Service.

The following scheme of Special Leave is to apply:-

## 4. Public Duties

Paid time off work will be granted for public duties. The full classification of public duties can be found on [DirectGov](#)

Up to 18 contractual days per annum with pay will be granted unless otherwise stated.

Examples of public duties include:-

- (i) Member of a Unitary Authority
- (ii) Magistrates
- (iii) School Governors – paid leave of up to 5 working days per annum to attend School Governing Body meetings.

[Note - The maximum individual entitlement for paid time off for public duties will be 30 contractual days per annum. Where an allowance is claimable for loss of earnings the employee must claim and pay the allowance to the Authority].

- (iv) Member of Community Council - leave without pay, to be determined by the Accountable Manager;

- (v) Jury Service - leave with pay, subject to the employee reimbursing to the Authority the employee's claim for loss of earnings;

[Note: Employees will receive a loss of earnings form from the Court and must forward this to payroll BEFORE they attend jury service. Payroll will complete and return to the employee to take to the Court with them. The Court will then give them a Remittance Advice Note which they must copy and send to Payroll.]

Managers must report jury service on the staff return for the relevant days attended.]

- (vi) Service in the non-regular Reserve Forces\* and Cadets Associations (RFCAs) - 2 weeks unpaid leave to attend summer camp.

Where it is confirmed by the relevant Volunteer Reserve Force that the amount of pay, allowances and bounty claimable for the 2 week period is less than the employee's normal pay for that period, the difference shall be reimbursed by the Authority.

\*comprising the Royal Naval Reserve (RNR), the Royal Marines Reserve (RMR), the Army Reserves (AR) and the RAF Reserves (RAFR).

- (vii) Special Constables - Up to 18 contractual days per annum with pay will be granted for Special Constables in line with the Council's [Employer Supported Policing Scheme](#).

## 5. Maternity Support Leave

Maternity support leave of 5 days with pay shall be granted to the child's father or the partner or nominated carer of an expectant mother at or around the time of birth, **or during the ante-natal period if considered by the employee to be more appropriate**. A nominated carer is the person nominated by the mother to assist in the care of the child and to provide support to the mother at or around the time of the birth. For full details on this please see the Council's [Maternity Leave Scheme](#).

## 6. Ante Natal Care

Any pregnant employee, regardless of length of service or number of hours worked, has the right to reasonable paid time off, during working hours, for antenatal care. Antenatal care covers not just medical examinations but also relaxation and parent-craft classes. An appointment card must be produced, when requested. This entitlement ends once the maternity leave has commenced.

From 1 October 2014, an expectant father or the partner (including same sex) of a pregnant woman will be entitled to take unpaid time off work to accompany the woman to up to 2 of her ante-natal appointments. Employees accompanying the expectant mother to her ante-natal appointments are entitled to unpaid leave for 1 or 2 appointments. The time off is capped at six and a half hours for each appointment. For full details on this please see the Council's [Maternity Leave Scheme](#).

## 7. Neo Natal Care

Any employee who has the main responsibility for caring for a baby who is admitted into hospital as a neonate (28 days old or less), if the admission lasts for a continuous period of 7 days or more, will be entitled to 12 weeks unpaid leave. This leave is restricted to parents whose children have spent a minimum of two weeks in neonatal care. Entitlement to leave will be a day one employment right. The leave must be taken in a continuous block of one or more weeks. Where possible, notice should be provided to accountable managers.

## 8. In Vitro Fertilisation Treatment (IVF)

There is no statutory right for employees to take time off for IVF treatment. Medical appointments related to IVF will be treated the same as any other medical appointment under the terms and conditions of the contract of employment. In cases where an employee is unable to work due to the effects of the IVF treatment and is signed off by the GP, the Council will treat this as sickness absence in the same way as sickness for other reasons in accordance with the normal Council policy and procedures.

Paid time off for the partner of the employee undergoing fertility treatment will also be granted paid leave for up to one programme of treatment. Partners wishing to take leave under this policy must produce written evidence of the appointments to their manager to show that they are attending fertility treatment appointments.

Following implantation a pregnancy may or may not occur, but the employee is regarded as being pregnant from the point of the implantation, and is protected from dismissal or adverse treatment under the Equality Act 2010 pregnancy legislation. Employees should notify their line manager they have reached this stage.

The Pregnancy test is usually taken 2 weeks after implantation. If the treatment is successful and the employee remains pregnant the employee will remain protected against discrimination on the grounds of pregnancy until the end of her maternity leave. At this point an employee should refer to the Authority's Maternity Policy. If the treatment is unsuccessful and test is negative the protected period extends for a further 2 weeks, meaning the protected period ends 2 weeks after the date the employee was informed that the implantation was not successful.

## 9. Time off for Medical Screening

Reasonable paid time off will be granted for the purpose of medical screening.

## 10. Blood Donation

Reasonable paid time-off will be granted for the purpose of donating blood.

## 11. Hospital Appointments/Medical Appointments (Including Doctor's Surgery, Opticians and Dentists)

Management approval for any appointment must be obtained in advance of any appointment, and as soon as is reasonably possible.



The amount of time that can be claimed is shown in [Flexitime Scheme](#)

## 12. Adoption Leave

Details are available in the Council's [Adoptive Parents Leave and Pay Scheme](#).

## 13. Parental Leave

Details are available in the Council's [Flexible Working Policy & Procedure](#)

## 14. Foster Carer Leave

An employee of Neath Port Talbot CBC who is applying to become an approved foster carer for the Council may be granted up to 5 days paid leave per annum (pro rata for part time employees) to attend pre approval training, home assessment visits or to attend foster panel as part of the preparation and assessment process. This leave can be taken as half days where appropriate.

Where a couple are applying to become foster carers, and both are employees of the Council, the leave entitlement will apply to each partner.

An employee who is already an approved foster carer for Neath Port Talbot CBC may be granted 5 days paid leave per annum (pro rata for part time employees) to attend meetings, training or to deal with an unexpected/emergency situation in respect of the child.

Employees wishing to take leave under this policy must produce written evidence to their manager to show that they are approved foster carers with Neath Port Talbot CBC or actively applying to become foster carers with Neath Port Talbot CBC.

## 15. Carers Leave

Employees who have caring responsibilities outside of work are entitled to emergency leave to deal with unexpected situations involving a dependant. For more information please see our [Carers Policy](#).

## 16. Leave for Victims of Domestic Abuse and/or Sexual Violence

Employees experiencing domestic abuse and/or sexual violence should contact their line manager who will keep all information provided to them confidential. The Domestic Abuse in the Workplace Policy can be found [here](#) and will signpost employees to all the available help and support that they can access.

Up to 5 days paid leave per annum (pro rata for part time employees) will be granted for appointments with support agencies or solicitors, to arrange re-housing, to change childcare arrangements and for court appearances. This leave can be taken in half days or hours where appropriate allowing employees to match the leave to the times they need it most.

Additional unpaid leave can also be agreed.

## 17. Other Leave

- (i) **Domestic** - serious illness of a close relative, i.e. spouse, partner, parent or child. Up to 5 days unpaid leave may be granted by the Accountable Manager.  
  
Any additional period of leave will be unpaid, and must be approved by the Accountable Manager.
- (ii) **Bereavement** - death of an **immediate relative**, i.e. parent/stepparent, spouse, partner or sibling. Leave with pay will be granted by the Accountable Manager from the date of death to the date of the funeral, up to a maximum of 5 working days.
- (iii) **Bereavement** – under Jack’s Law, parents who suffer the loss of a child under the age of 18 or suffer a stillbirth from 24 weeks of pregnancy will be entitled to 2 weeks statutory leave irrespective of how long they have worked for the Council. Parents will be able to take the leave as either a single block of 2 weeks or as 2 separate blocks of one week each taken at different times within 56 weeks of the child’s death.
- (iv) **Bereavement** - Death of a close relative, i.e. grand-parents, parents-in-law. One day leave with pay will be granted by the Accountable Manager to attend the funeral. If the deceased relative lives with the employee, or the employee is solely responsible for all funeral arrangements, leave with pay will be granted by the Accountable Manager from the date of death to the date of the funeral, up to a maximum of 5 working days.
- (v) **Funeral Attendance** - time off with pay to attend a funeral as a nominated staff representative may be granted by the Accountable Manager. In other cases, employees will attend in their own time.
- (vi) **Court Appearance** – attendance as an officer, as part of their paid employment - leave with pay. Attendance as a witness for the police - leave with pay subject to the reimbursement of any allowances received by the employee. Attendance in all other cases - leave without pay, unless for exceptional reasons the Accountable Manager approves the absence with pay.
- (vii) **Employment Tribunals** - paid time off will be granted to employees who are required to attend an Employment Tribunal hearing which is directly associated with this Authority, subject to the reimbursement of any attendance allowances payable.
- (viii) **Participation in Elections as a Candidate** - applicable to an employee who is a candidate for the UK or European Parliament, the Welsh Assembly or a Unitary Authority. Leave without pay may be granted by the Accountable Manager from the date of the valid nomination to the date of the poll. (The same provisions would apply to an employee who acts as an official agent of a candidate at the above elections).

- (viii) **Participation in Election duties** – paid special leave will be granted to those staff who need to be away from their job during normal working hours to undertake election work. This includes Polling day duties, postal vote duties etc., and any consequential training/briefing sessions. Staff will **not** be entitled to be paid for any additional hours worked over their normal contracted hours. Similarly, if polling day falls on an employee's non-working day, then **no paid special leave** is applicable because the employee was not scheduled to be in work.
- (ix) **“Representative” Sport** - the employee's Accountable Manager may grant reasonable time off with and/or without pay to employees who are representing their country at national, regional or county level as an amateur either in a “playing” or administrative capacity.
- (x) **Attendance at an Interview** – Employees will be allowed paid time off for any internal (within NPTCBC) interviews. Employees who are considered at risk of redundancy with the Council have a statutory entitlement to reasonable paid time off to attend an interview on production of appropriate evidence.

## 18. Deduction of Pay

Deduction for any unpaid Special Leave will be deducted from salary in the month the leave is taken.

Salary will be reduced by the value of the number of hours taken as Special Leave multiplied by the hourly rate at the time of absence. If the Special Leave is taken on a contracted weekend, 30% weekend enhancement will also be deducted.

Pensionable pay will be reduced by the value as set out above. Should employees wish to, they can purchase Additional Pension Contributions in respect of this in accordance with Local Government Pension Scheme rules, i.e. if the purchase of Additional Pension Contributions is made within 30 days of the first deduction, the Council will pay the employer's contribution. Employees should contact the Pensions Section on telephone number: 01792 636655 or email: [pensions@swansea.gov.uk](mailto:pensions@swansea.gov.uk) to arrange this, and should do so as soon as the Special Leave arrangement has been agreed to ensure that pensionable pay and service records are correct. Further guidance can be obtained from the Swansea Pension Fund website [www.swanseapensionfund.org.uk](http://www.swanseapensionfund.org.uk).

Line managers must inform Payroll Section of any unpaid absence.

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## Impact Assessment - First Stage

### 1. Details of the initiative

<b>Initiative description and summary: Special Leave Scheme</b>
<b>Service Area:</b> All employees covered by the JNC for Local Government Services
<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					This initiative will have a positive impact on those expecting children or going through fertility treatment by allowing time off for IVF and neonatal leave.
Race		X				
Religion/Belief		X				

Sex		X				
Sexual orientation		X				

**4. Does the initiative impact on:**

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

**5. Does the initiative impact on biodiversity:**

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

such as air quality, flood alleviation, etc.						
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**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		This initiative will ensure that employees are granted substantial leave to deal with personal emergencies, public duties or personal matters such as bereavement or medical appointments.
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives	X		This initiative impacts positively on wellbeing objective 1 and 4.
<b>Involvement</b> - how people have been involved in developing the initiative	X		Contact has been made with other Welsh Local Authorities in order for us to benchmark our existing policy against. The trade unions have been consulted on their views regarding this revised policy and these were fully considered.
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions	X		We have spoken to external organisations such as The Fertility Network to develop this initiative to benefit the employees of the Council.
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse		X	N/A – internal policy

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

A full impact assessment (second stage) <b>is not</b> required	<input checked="" type="checkbox"/>
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	<input type="checkbox"/>
Reasons for this conclusion	



	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
Completed by	<b>Robyn Mort</b>	<b>HR Policy &amp; Practice Development Officer</b>	<i>R. Mort</i>	<b>11/08/2023</b>
Signed off by	Sheenagh Rees	Head of People & OD	Sheenagh Rees	13 <sup>th</sup> September 2023

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### PERSONNEL COMMITTEE

25<sup>TH</sup> SEPTEMBER 2023

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

##### **Matter for Decision**

**Wards Affected: All wards.**

##### **Menopause Workplace Pledge**

##### **1. Purpose of Report:**

The purpose of this report is to seek Member approval to sign the Menopause Workplace Pledge. This is an initiative which demonstrates an organisation's support and commitment to supporting those affected by the menopause in the workplace.

##### **2. Executive Summary:**

By signing the Menopause Workplace Pledge, we will be demonstrating our commitment to supporting our employees who are peri-menopausal, menopausal as well as those who are providing support to individuals going through the perimenopause and menopause. It will enhance our reputation as an 'Employer of Choice' which in turn will aid recruitment and retention. It will strengthen our work on raising awareness of the menopause in the workplace as outlined within our Menopause Awareness in the Workplace Action Plan.

##### **3. Background**

Menopausal women are the fastest growing demographic in the workforce (data taken from the Government Report on Menopause) and according to the Faculty of Occupational Medicine almost eight out of ten menopausal women are in work. It is especially important to consider within the Council, as our workforce is 70% female and out of these, 1301 women (nearly 30%)

are within the age range of 45 – 54. It is imperative for us as an employer to recognise how we can support our colleagues during this period of their lives.

Wellbeing of Women is the organisation that governs the Menopause Workplace Pledge. This organisation states that many menopausal women either leave their jobs, reduce their hours, or pass up promotions due to symptoms associated with the menopause.

#### **4. Menopause Workplace Pledge**

By Neath Port Talbot Council signing the pledge we are committing to making our organisation a supportive and understanding place for employees either going through the menopause, or those who are affected by it. Further research by Wellbeing of Women shows that if people affected by menopause feel supported at work it can help to increase staff retention, reduce recruitment costs, improve productivity, happiness, and wellbeing, and ensure a more diverse workforce.

In signing the pledge Neath Port Talbot Council commits to:

- Recognising that the menopause can be an issue in the workplace and that our employees need support.
- Talking openly, positively, and respectfully about the menopause
- Actively supporting and informing our employees affected by the menopause.

#### **5. Financial Impacts:**

There are no financial impacts associated with this report.

#### **6. Integrated impact assessment:**

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

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

## **7. Valleys Communities Impacts:**

No Impacts.

## **8. Workforce Impacts:**

Signing the Menopause Workplace Pledge will have a positive impact on our employees across our workforce who are either affected by the menopause or are supporting someone affected and will support recruitment and retention across the Council.

## **9. Legal Impacts:**

No impact.

## **10. Risk Management Impacts:**

No impact.

## **11. Crime and Disorder Impacts**

No impact.

## **12. Counter Terrorism Impacts**

No impact.

## **13. Consultation:**

There is no requirement under the Constitution for external consultation on this item. The National Education Union requested that the Council consider signing the Pledge at Staff Council and in addition to this, the 'Green Book' Trade Unions, at the Local Government Services Forum were fully supportive of signing the Menopause Workplace Pledge.

#### **14. Recommendations:**

It is **RECOMMENDED** that Members **APPROVE** signing the Menopause Workplace Pledge.

#### **15. Officer Contact**

Sheenagh Rees, Head of People & Organisational Development, Email: [s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk) or tel. 01639 763315.

Diane Hopkins, Principal HR Manager, email [d.b.hopkins@npt.gov.uk](mailto:d.b.hopkins@npt.gov.uk) or Tel 01639 763012.

## Impact Assessment - First Stage

### 1. Details of the initiative

<b>Initiative description and summary: Menopause Workplace Pledge</b>
<b>Service Area:</b> All employees covered by the JNC for Local Government Services
<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					This initiative will have a positive impact on women of menopausal age by providing them with support that ensures they are still able to confidently carry out their job role and take care of their personal wellbeing.
Disability		X				
Gender Reassignment		X				
Marriage/Civil Partnership		X				
Pregnancy/Maternity		X				

Race		X				
Religion/Belief		X				
Sex	X					This initiative will have a positive impact on female employees by providing them with support in the workplace should they be affected by symptoms of the menopause.
Sexual orientation		X				

#### 4. Does the initiative impact on:

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

#### 5. Does the initiative impact on biodiversity:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		X				



To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.		X				
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**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	This initiative will ensure that employees affected by the menopause are supported in the workplace. It will make it easier for us as a Council to support them in their role.
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives		x	This initiative impacts positively on wellbeing objective 4.
<b>Involvement</b> - how people have been involved in developing the initiative	x		Supporting and raising awareness of the menopause was an action included within our Strategic Workforce Delivery Plan in which all stakeholders were consulted.
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions		x	We have spoken to external organisations such as The Menopause Team to develop this initiative to benefit the employees of the Council.
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse		x	N/A – internal policy

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

A full impact assessment (second stage) <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	

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	Name	Position	Signature	Date
Completed by	Robyn Mort	HR Policy & Practice Development Officer	<i>R. Mort</i>	13/07/2023
Signed off by	Sheenagh Rees	Head of People & Organisational Development	Sheenagh Rees	13 <sup>th</sup> September 2023

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

### **PERSONNEL COMMITTEE**

**25<sup>TH</sup> SEPTEMBER 2023**

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

##### **Matter for Decision**

**Wards Affected: All wards.**

##### **Anti-Racism Charter**

##### **1. Purpose of Report:**

The purpose of this report is to seek Member approval for the Council to pledge its commitment to Unison's Anti-Racism Charter. The charter is an initiative that commits organisations and its leaders to take Anti-Racism seriously.

##### **2. Executive Summary:**

In signing, the Council pledges that it will introduce the commitments outlined in the Anti-Racism Charter within 12 months. Doing so will demonstrate our commitment to addressing any racial disparities in recruitment, in promotions, in training opportunities, in employment relations procedures such as disciplinary and in pay.

The charter aligns with our Future of Work Strategy ambition to become a proud Anti-Racist Council.

##### **3. Background**

The Welsh Government Race Equality Action Plan sets out to tackle structural racial inequalities in Wales in order to make 'meaningful and measurable changes to the lives of Black, Asian and Minority Ethnic people by tackling racism' and achieve 'a Wales that is anti-racist by 2030. In

response, the Council has created an Anti-Racism Action Plan. Some of the actions already delivered include:

- **Successful creation of the Ethnic Minority Employee Network.** The network's aim is to provide a safe, confidential environment to network, socialise, question, challenge, raise issues and receive support and advice in relation to race equality. The network's main goal is to turn discussions into tangible actions to improve the ethnic minority employee experience and to create cultural change, accountability, and anti-racism within the Council.
- **Remove barriers to employment and promotion opportunities.** To promote Neath Port Talbot as an employer of choice the following actions have been taken:
  - Partnership with Neath Port Talbot Community BME Association which includes holding collaborative recruitment events with the BME Community and distribute regular vacancy details for the association to share within the BME Community.
  - Trial anonymised application forms
  - Clear Anti-Racism Statement added to Jobs website.
  - Employee Network and Anti-Racism Action Plan information included in Corporate Induction sessions.
- **Provide employees with the opportunity to influence the council's policies and practices via the Ethnic Minority Employee Network.** Actions include the delivery of a trial session of Anti-Racism Training to the Employee Network with their feedback on the relevance of its content influencing the roll out, and the opportunity to contribute to the Council's revised Dignity at Work Procedure.
- **Draft Equalities Training Programme includes an Introduction Anti-Racism, Hate Crime and Modern Slavery Awareness and Multicultural Awareness Training delivery.**

#### 4. Unison Anti-Racism Charter

In making the pledge, the Council will introduce the ongoing commitments outlined below, within 12 months of signing:

##### **Our Leaders will:**

- Recognise the need and benefit in championing a racially diverse workforce.
- Challenge racism internally and externally wherever it arises in relation to the organisation.
- Recognise the impact of racism upon staff members' wellbeing.

- Set and regularly review strategy to improve racial equality, diversity, and inclusion so that the organisation reflects the communities it serves.

### **Our organisation will:**

- Have a clear and visible race equality policy championed by leadership.
- Have a clear and visible anti-racism programme of initiatives and actions.
- Undertake equality impact assessments for all strategic-level decisions.
- Undertake ethnicity pay gap recording and publicly publish results.
- Undertake workforce ethnicity recording and publicly publish results.
- Provide unconscious bias and anti-racism training for all staff members.
- Provide a racism reporting process for notifying, investigating, and recording outcomes.
- Provide robust equality training for managers involved in recruiting, promotions and investigating allegations.
- Provide a wellbeing support facility for staff experiencing racism in the workplace.
- Will be anti-racist, not just non-racist in all we do.

### **Our equality auditing process will review:**

- Recruitment processes to identify and address race disparities in equality of opportunity.
- Exit interview results to identify and address race disparities in retention of staff members.
- Promotional processes to identify and address race disparities in equality of opportunity.
- Discipline and grievance to identify and address race disparity in outcomes of comparable cases.
- Policies and research under a duty or commitment to promote solidarity and tackle racism.
- Our mission, values, and support to removing racial discrimination in all its forms.

Neath Port Talbot Council committing to the charter in partnership with the recognised Trade Unions shows we are committed to becoming a proud Anti-Racist Council and sets clear requirements for us as an organisation

that aligns with our ongoing work within the Anti-Racism Action Plan and The Welsh Government Race Equality Action Plan.

## **5. Financial Impacts:**

There are no financial impacts associated with this report.

## **6. Integrated impact assessment:**

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

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

## **7. Valleys Communities Impacts:**

No Impacts.

## **8. Workforce Impacts:**

Committing to the Unison Anti-Racism Charter will have a positive impact on our employees across our workforce. Supporting us in addressing any racial disparities in recruitment, in promotions, in training opportunities, in employment relations procedures such as disciplinary and in pay.

## **9. Legal Impacts:**

No impact.

## **10. Risk Management Impacts:**



No impact.

#### **11. Crime and Disorder Impacts**

No impact.

#### **12. Counter Terrorism Impacts**

No impact.

#### **13. Consultation:**

There is no requirement under the Constitution for external consultation on this item. Unison requested on behalf of the Joint Trade Unions that the Council consider committing to the Charter.

#### **14. Recommendations:**

It is **RECOMMENDED** that Members **APPROVE** signing the Unison Anti-Racism Charter.

#### **15. Officer Contact**

Sheenagh Rees, Head of People & Organisational Development, Email: [s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk) or tel. 01639 763315.

Diane Hopkins, Principal HR Manager, email [d.b.hopkins@npt.gov.uk](mailto:d.b.hopkins@npt.gov.uk) or Tel 01639 763012.

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## Impact Assessment - First Stage

### 1. Details of the initiative

<b>Initiative description and summary: Unison Anti-Racism Charter</b>
<b>Service Area:</b> All employees covered by the JNC for Local Government Services
<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					This initiative will have a positive impact on individuals by supporting the Council to remove any racial disparities for individuals from an ethnic minority background in recruitment, in promotions, in training

						opportunities, in employment relations procedures such as disciplinary and in pay.
Religion/Belief	X					This initiative will have a positive impact on individuals by supporting the Council to remove any racial disparities for individuals from an ethnic minority background in recruitment, in promotions, in training opportunities, in employment relations procedures such as disciplinary and in pay.
Sex		X				
Sexual orientation		X				

**4. Does the initiative impact on:**

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

**5. Does the initiative impact on biodiversity:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
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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	N/A
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives	x		This initiative impacts positively on wellbeing objective 4 by providing improved access to employment, promotion and training opportunities for individuals from an Ethnic Minority Background.
<b>Involvement</b> - how people have been involved in developing the initiative	x		Becoming a proud Anti-Racist Council is part of the Council's Future of Work Strategy. The initiative has been raised formally via the Trade Unions in the Council and discussed with the Council's Ethnic Minority Employee Network
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions		x	We have worked with external organisations such as Neath Port Talbot Community BME Association, Race Council Cymru and Race Equality First on our Anti-Racism Actions as well as in Partnership with Unison in

			developing our commitment to this initiative to benefit the employees and potential employees from ethnic minority backgrounds in the Council.
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse		x	N/A – internal policy

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

A full impact assessment (second stage) <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	

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	Name	Position	Signature	Date
Completed by	Tom Owen	HR Manager		12/09/2023
Signed off by	Sheenagh Rees	Head of People & OD	Sheenagh Rees	14 <sup>th</sup> September 2023

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### PERSONNEL COMMITTEE

25<sup>TH</sup> SEPTEMBER 2023

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

##### **Matter for Decision**

**Wards Affected:** All wards.

##### **Employee Financial Wellbeing Strategy**

##### **Purpose of Report**

The purpose of this report is to seek Member approval to implement the proposed Employee Financial Wellbeing Strategy attached as an appendix to this report.

##### **Executive Summary:**

According to the Chartered Institute of Personnel & Development (CIPD) one in four employees say money worries affect their ability to do their job – and even those on the highest incomes are not immune.

The CIPD advise that as income providers, employers have a responsibility to support their workers' financial wellbeing. This includes paying a fair and liveable wage, supporting people to progress into higher-paid roles, and providing access to information and guidance to help staff manage their finances.

With the cost of living in the UK soaring, the moral and business case for supporting employee financial wellbeing have never been stronger.

##### **Background**

Neath Port Talbot County Borough Council aims to develop a co-ordinated and coherent strategic response to the increased risk of financial adversity faced by Neath Port Talbot employees due to the extensive economic and social implications that were already being experienced and in addition, the increased cost of living.

The strategy sets out the long-term vision for our workforce, working with partners to improve the lives of all those working for Neath Port Talbot and is

centred on improving financial wellbeing, supporting employees to be more confident and self-sufficient in managing their finances.

### **Analysis of Neath Port Talbot Council's Current Rewards & Benefits**

On conducting an analysis of how we currently support employee financial wellbeing, it has been identified that we need to focus our attention on the way in which we communicate what rewards and benefits are on offer to NPT staff, how we integrate financial wellbeing into our values and vision as an organisation and how we can equip NPT staff with the skills they need to manage their finances efficiently.

### **Employee Financial Wellbeing Strategy**

The Employee Financial Wellbeing Strategy (Appendix 1) explores what we already offer to our employees to support their financial wellbeing and what we are working towards to improve this support in light of the cost-of-living crisis. It looks at employment security, our terms, and conditions, being an employer of choice, reward and recognition, learning, training, development and promotion, wellbeing support, partnerships, and communications.

The Action Plan outlined as an appendix to the strategy will require a joint effort across all directorates and will include regular communication with our recognised trade unions who will play an important role in signposting their members to the proposed initiatives. Regular updates on the delivery of the action plan will be provided to this Committee.

### **Financial Impacts:**

Any financial implications in relation to the delivery of this strategy will relate to the funding of any new initiatives that may be introduced and where funding is required. When introduced these will be reported to Personnel Committee.

### **Integrated impact assessment:**

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016. The first stage

assessment, attached at appendix 1 has indicated that a more in-depth assessment is not required. A summary is included below:

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

### **Valleys Communities Impacts:**

No implications

### **Workforce Impacts:**

The intention behind the strategy is to have a positive impact on the workforce by providing employees with services and advice to support them in taking care of their own finances.

### **Legal Impacts:**

No implications.

### **Risk Management Impacts:**

No impact.

### **Consultation:**

There is no requirement under the Constitution for external consultation on this item. The proposed strategy has been fully endorsed by the Trade Unions as they have been involved in the construction of this initiative.

### **Recommendations:**

It is RECOMMENDED that Members APPROVE the proposed Employee Financial Wellbeing Strategy.

### **Appendices:**

Appendix 1 – Employee Financial Wellbeing Strategy

**Officer contact**

Sheenagh Rees, Head of People & Organisational Development, email: [s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk)

Diane Hopkins, Principal HR Manager, email: [d.b.hopkins@npt.gov.uk](mailto:d.b.hopkins@npt.gov.uk)



# **Employee Financial Wellbeing Strategy 2023- 2025**

## **Tackling the Cost of Living Crisis**

## **1. Introduction**

Neath Port Talbot Council aspires to be an organisation where every employee feels financially supported and rewarded fairly. However, with the increase in cost of living, some employees may be struggling to meet their needs due to financial hardship. Financial hardship can be experienced through means of struggling to pay your rent or buy household essentials for example. This often leaves people feeling insecure, uncertain and unable to make clear decisions about money. The stress money worries can cause often overwhelm people, affecting them emotionally within their personal lives and at work.

The Council, as an employer, understands that employee's pay needs to be improved, however, we are unable to enter into pay negotiations locally, as we are subject to national pay bargaining, therefore our salary scale is determined nationally. However, what we can do is implement this Strategy and Action Plan to ensure our employees are fully informed about financial matters that are important to them.

The key part of this strategy is the Action Plan which will encourage and support action within Neath Port Talbot Council. While every employee will have a different set of challenges, we hope that the Action Plan provides a basis for new solutions and real change. If we do not all rise to this challenge, we risk missing an opportunity to support our employees to build a brighter future in which they can thrive.

This Action Plan will aim to develop a co-ordinated and coherent strategic response to the increased risk of hardship faced by Neath Port Talbot Council employees due to the far-reaching economic and social implications that were already being experienced and in addition, the increased cost of living. The strategy sets out the long-term vision for our Council, working across the Council and with partners to improve the lives of all our employees and is centred on improving financial wellbeing.

## **2. Aims of the Strategy**

To achieve a financially inclusive Council, where employees have access to a comprehensive range of appropriate financial and money advice services, as well as the knowledge, skills and confidence to maximise their own financial wellbeing.

To be a council that enables and empowers partners and stakeholders to work together to deliver a range of relevant and supportive financial inclusion services that meets the needs of all employees.

To offer a council-wide service and use key messages to promote awareness and improve access, signposting to existing and any new services.

To utilise matrix working across the council and with external partners to align to key strategies and policies.

### **3. How will the Strategy and Action Plan be supported?**

The delivery of this Strategy and Action Plan will need to be a joint effort across all Directorates across the Council and should include our recognised trade unions, who will play an important role in not only offering assistance, but in signposting their members to the initiatives identified. Utilising the connections available to us to maximise opportunities for matrix working, ensuring that support is received by those that need it most, at the time they need, preventing escalation into crisis. The actions proposed within this Action Plan will strengthen the shared commitment our council has to the employees of Neath Port Talbot Council.

Communicating with our employees through surveys and focus groups will give confidence that employees are being heard and listened to as we do our very best to curb the impact of the cost of living crisis on their livelihoods.

We will take an outwards looking attitude to help unlock the diverse range of skills and knowledge already evident within our employees and building on the strengths that people have to help themselves.

We will also adopt a restorative approach to working with people, supporting them to tackle issues early and support them on their journey from reliance to resilience. Although initiated and ultimately accountable to the council, this Action Plan aims to be meaningfully owned by all those who engage, to truly drive it forward.

### **4. How will we know if we've made a difference?**

Some of the ways in which we will see the impact of the strategy and evidence change include:

- Increase in internal promotions
- Reduction in our gender pay gap
- Increased uptake of the Cycle2Work / Shared AVCs /Low CO2/Hybrid/Electric Cars and other salary sacrifice schemes
- Increased discussion across the Council surrounding finances
- More targeted communications around financial wellbeing
- Uptake of initiatives introduced as part of this Strategy and Action Plan

The implementation of the Action Plan will not be quick or easy, but with vision, commitment and collaboration, we can all play a part in supporting Neath Port Talbot Council employees to be more in control of their finances.

We anticipate that those who can make change happen, will start to see they are part of a wider movement by supporting Neath Port Talbot Council to create and implement locally led solutions and build capacity for bigger change.

## FINANCIAL WELLBEING STRATEGY 2023 – 2025 - ACTION PLAN

Category of Action	Working Towards	Action
<b>Employment Security</b>	Becoming a real living wage employer.	400 people out of approximately 6,500 employees don't earn the real living wage. These individuals are all on scale point 1, 2 or 3. Further research is due to be carried out in relation to this.
<b>Terms and Conditions</b>	Establishment of a Travel Working Group	<p>A working group has been established since May 2022 where discussions have taken place between council employees and the Trade Unions regarding what our current policy offers and what recommendations need to be considered:-</p> <ul style="list-style-type: none"> <li>• Introduction of a community worker category (this category of worker will deduct the first five miles and last five miles of business travel each working day to reflect that they rarely attend their fixed centre.</li> <li>• Review our Travel and Subsistence Payments Policy</li> <li>• Introduction of a salary sacrifice car purchase scheme to improve the Council's green credentials and also allow all employees to have the option to purchase either an electric, hybrid or low CO2 emission car.</li> </ul>
	Reviewing our Special Leave Scheme in line with best practice.	<ul style="list-style-type: none"> <li>▪ The review has been conducted and a report is due to be taken to CDG to discuss suggested recommendations.</li> </ul>
<b>Employer of Choice</b>	Introducing an Employee Assistance Programme	<ul style="list-style-type: none"> <li>▪ A report recommending the introduction of an Employee Assistance Programme was taken to CDG in June 2022. Further research is being undertaken in relation to this and a report is being submitted to CDG.</li> </ul>
	Carrying out an equal pay audit to ensure our pay and grading structure continues to be 'equality proofed'.	<ul style="list-style-type: none"> <li>▪ Continue to ensure that employees doing 'equal work' (work that equal pay law classes as the same, similar, equivalent or of equal value) are being fairly remunerated.</li> <li>▪ Equal Pay Audit to commence following implementation of incremental progression at the end of April 2023.</li> </ul>



		<ul style="list-style-type: none"> <li>Continue to educate employees on our job evaluation scheme and ensure that it is utilised to assess the value of jobs in a fair, transparent and consistent way.</li> </ul>
	Review the take-up of existing benefits	<ul style="list-style-type: none"> <li>Conduct an employee survey about existing benefit offering and any desired change.</li> <li>Establish the amount of employees utilising the Cycle2Work scheme/ discounted gym memberships / Shared salary sacrifice AVCs/Car Purchase Salary Sacrifice Scheme.</li> </ul>
<b>Reward and Recognition</b>	Introduce a Staff Recognition Scheme	<ul style="list-style-type: none"> <li>Further research is being undertaken in relation to this.</li> </ul>
	Enable employees to access an advance on their pay before pay day, including a financial wellbeing platform.	<p>Initial meetings have taken place with two companies who provide this service:-</p> <ul style="list-style-type: none"> <li>Wagestream</li> <li>Salary Finance</li> </ul> <p>Payroll and Information Governance colleagues are researching the best fit for the Council.</p>
	Expanding the concept of the reward package and total rewards	<ul style="list-style-type: none"> <li>Research to be undertaken into what rewards other local authorities are offering to their staff members.</li> <li>Research to be undertaken into the cost of providing discount at attractions and venues in the NPT area to support Wellbeing Objective 4 as well as financially supporting our employees.</li> </ul>
<b>Learning, Training and Development and Promotion</b>	Review opportunities for staff to develop and progress in their careers	<ul style="list-style-type: none"> <li>Workshops on succession planning were carried out throughout the latter half of 2022 with all accountable managers in order to help them understand which of their posts are business critical and how to create a plan for staff members to develop and progress within their teams.</li> <li>Proposals to implement a Leadership and Management Programme are being considered.</li> <li>NPT Ment2Be initiative to provide mentoring opportunities to low paid women and other employees who require mentoring support</li> </ul>

		<ul style="list-style-type: none"> <li>▪ A proposal to introduce Career Coaching Capacity into the HR team will be brought forward to CDG early in the 23 / 24 financial year. This resource, working alongside recruitment specialists, will seek to ensure that our employees know and understand how to access internal career development opportunities.</li> <li>▪ Introduce a financial awareness programme within learning and development options.</li> </ul>
	Training for line managers on NPT's pay and benefits	<ul style="list-style-type: none"> <li>▪ Include information on pay and benefits and advice on communicating this with staff when necessary within the Leadership and Management Programme and corporate induction.</li> <li>▪ Provide resources for managers on how to have these conversations and ensure they are included in all 1:1s and supervision meetings, if relevant</li> <li>▪ Introduce financial wellbeing champions to guide employees in the right direction when they look for support.</li> </ul>
<b>Partnership Working</b>	Maintaining our relationships with our partners	<ul style="list-style-type: none"> <li>▪ Ensure open, consistent lines of communication are established and maintained with partners.</li> <li>▪ Be active in researching and creating potential new partnerships that could help support employee financial wellbeing.</li> </ul>
<b>Communications</b>	Improving our communication methods with staff	<ul style="list-style-type: none"> <li>▪ Improve induction material on rewards.</li> <li>▪ Send regular alerts/reminders to employees on policy changes that will affect their financial well-being, for example increase in automatic enrolment contributions etc</li> <li>▪ Refresh communications on existing benefits and send regular reminder emails.</li> <li>▪ Introduce total reward statements.</li> <li>▪ Include information about benefits and the importance of making long-term financial provisions in induction or mandatory training.</li> <li>▪ Set metrics for objectives of financial well-being communications.</li> <li>▪ Package financial well-being guidance/information within overall health and well-being strategy.</li> <li>▪ Harness ideas from the workforce within communications – avoid ‘top-down’ corporate messages in newsletters/briefings.</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Deliver targeted webinars run by external providers.</li> <li>▪ Run regular financial education days, during which employees are exposed to information or can attend presentations or workshops on particular financial topics or offered access to independent financial advisers.</li> <li>▪ Link financial well-being messages to HR systems in order to harness significant life events in employee lifecycles, for example maternity returners.</li> <li>▪ Enable and promote private employee forums for knowledge sharing linked to financial topics/products/services.</li> <li>▪ Consider communicating financial 'app of the week' initiatives for financial planning, with 'user ratings' e.g., apps like Emma.</li> <li>▪ Target information based on the income level and 'generation' segmentation of the workforce.</li> <li>▪ Train and support line managers in providing/signposting to financial guidance at times of significant employee life events, for example promotion, marriage, birth of child.</li> <li>▪ Provide links to information that gets 'back to basics' on financial topics, for example how to budget, credit scores, interest rates, and so on.</li> </ul>
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## Impact Assessment - First Stage

### 1. Details of the initiative

<b>Initiative description and summary: Employee Financial Wellbeing Strategy</b>
<b>Service Area:</b> All employees covered by the JNC for Local Government Services
<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				
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#### 4. Does the initiative impact on:

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

#### 5. Does the initiative impact on biodiversity:

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

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

**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		This initiative will ensure that employees have the necessary support in place to manage their personal finances as well as the awareness to utilise our current rewards and benefits to their full potential.
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives	X		This initiative impacts positively on wellbeing objective 4.
<b>Involvement</b> - how people have been involved in developing the initiative	X		The trade unions were consulted on their views regarding this proposal and these were fully considered.
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions	X		We have spoken to external organisations such as Salary Finance and attended relevant conferences hosted by the CIPD to develop this initiative to benefit the employees of the Council.
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse		X	N/A – internal policy

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

A full impact assessment (second stage) <b>is not</b> required	<input checked="" type="checkbox"/>
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	<input type="checkbox"/>
Reasons for this conclusion	



	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
Completed by	<b>Robyn Mort</b>	<b>HR Policy &amp; Practice Development Officer</b>	<i>R. Mort</i>	<b>11/08/2023</b>
Signed off by	Sheenagh Rees	Head of People & OD	Sheenagh Rees	13/09/2023

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### PERSONNEL COMMITTEE

25<sup>TH</sup> SEPTEMBER 2023

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

##### **Matter for Information**

**Wards Affected: All wards.**

##### **Salary Finance Portal**

##### **1. Purpose of Report:**

The purpose of this report is to update Members on a new initiative to support employees of the Council with their financial wellbeing, a free online portal called Salary Finance.

##### **2. Executive Summary:**

In order to provide support to all of our employees during the ongoing cost of living crisis, the Council has developed a Financial Wellbeing Strategy. A key aim of this strategy is to provide our employees with access to robust financial wellbeing advice. The Salary Finance Portal is one of the initiatives we will use to achieve this.

##### **3. Background:**

Salary Finance provide an online portal to organisations to help them support their employees to take control of their money. The portal consists of five modules, all of which can be implemented separately, there is no requirement on organisations to implement all five modules.

##### **The five modules are: -**

1. Financial advice
2. Affordable borrowing
3. Savings
4. Help to Save (HMRC initiative for individuals on Universal Credit)

## 5. Salary Advance

### 4. Salary Finance

Salary Finance are the largest financial wellbeing providing in the UK and support 180+ public sector employers including Councils such as Carmarthenshire, Rhondda Cynon Taf, Newport and Powys.

There is no cost to the Council in implementing this product which can be used on a smartphone, tablet, app, or on a PC. The company is financed from the sales of the products they offer.

Further information can be found on <https://www.salaryfinance.com/uk/for-employers/>

Payroll and Information Governance colleagues have been involved in the discussions with the company in relation to the salary advance aspect and are content that the arrangements are satisfactory to protect the Council's interests.

### 5. Financial Advice

The online portal will contain comprehensive information in relation to financial advice which our employees can access.

### 6. Affordable Borrowing

The Council is not implementing the affordable borrowing at this time. We will monitor the take up of the salary finance portal and make a decision on whether to implement this module at a later date. We will also seek feedback from employees and the trade unions on implementing this module.

### 7. Savings

If employees choose to save via the portal, an amount of their choice will be deducted directly from their salary to a Yorkshire Building Society instant access savings account.

### 8. Help to Save

The Help to Save Government scheme helps those receiving Working Tax Credits, Universal Credit and Child Tax Credit to save. By saving just £50 a month, these employees can earn up to £1,200 in tax-free bonuses from

the Government over four years. That works out at an extra 50p for every £1 saved.

## **9. Salary Advance**

Employees can request to advance up to 50% of the salary they have earned, before payday, to help them spread their salary across the month and/or help with any unplanned bills or expenditure. It is up to each organisation to determine the amount employees can advance (up to a maximum of 50%) and the number of advances per year. The HR and payroll teams will work with trade unions to develop initial parameters for this, keeping under review and making adjustment if necessary.

## **10. Financial Impacts:**

As the salary finance portal is free, there is no financial impact to the Council in relation to this initiative.

## **11. Integrated impact assessment:**

A full impact is not required as this report is for information only.

## **12. Valleys Communities Impacts:**

No Impacts.

## **13. Workforce Impacts:**

By providing our employees with comprehensive financial advice and the opportunity to save directly from their salary, then it is hoped that this will have a positive impact on their financial wellbeing. In addition, the provision of this salary finance portal can improve recruitment and retention across the Council.

## **14. Legal Impacts:**

No impact.

## **15. Risk Management Impacts:**

No impact.

## **16. Crime and Disorder Impacts**

No impact.

## **17. Counter Terrorism Impacts**

No impact

## **18. Consultation:**

There is no requirement under the Constitution for external consultation on this item. However, the trade unions have been informed of our implementation of the Salary Finance Portal and fully support the initiative.

## **19. Recommendations:**

It is **RECOMMENDED** that this report be NOTED.

## **20. Appendices:**

None.

## **21. List of background papers:**

None.

## **22. Officer Contact**

Sheenagh Rees, Head of People & Organisational Development, Email: [s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk).

Diane Hopkins, Principal HR Manager, email [d.b.hopkins@npt.gov.uk](mailto:d.b.hopkins@npt.gov.uk).



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## **NEATH PORT TALBOT COUNCIL**

### **PERSONNEL COMMITTEE**

**25TH SEPTEMBER 2023**

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

#### **Matter for information**

**Wards Affected: All wards.**

#### **Workforce Information Report**

#### **Purpose of Report**

The purpose of this report is to provide Members with the 2023/24 Quarter 1 Workforce Information report. The report is attached at Appendix 1.

#### **Executive Summary:**

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

#### **Workforce Information:**

This data set has been developed to provide Members with:

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

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

### **Joiners / Leavers**

118 new employees started work for the council between the periods of 1<sup>st</sup> April 2023 – 30<sup>th</sup> of June 2023, compared with 144 leavers. 40% of leavers are within the school's service area where temporary contracts are prevalent.

The top leaving reason in Quarter 1 was "Resignation – no reason provided". Leaving reasons which are provided by line managers into the iTrent employment database are currently under review, particularly around resignations. "No reason provided" will cease to be a leaving reason and an alternative resignation reason will need to be recorded going forward. This will increase our reporting and analytical capabilities; to become more aware of why an employee has decided to leave the organisation.

### **Sickness absence data**

The sickness absence data presented in this report includes the distribution of sickness levels across the council, the top ten reasons for sickness absences and, specifically focuses on the distribution of



Covid-19 related absences. This data enables trends and areas to be further analysed and scrutinised.

The average number of days absent due to sickness absence has decreased from 3.18 days (Q1 22/23) to 2.9 days in this Quarter.

In Quarter 1 of this year, the number of days lost to short-term sickness absences increased by 36% when compared to the same Quarter in 2022/2023, whereas days lost to long-term sickness absence decreased by 51%. However, long-term absences represent almost three quarters of the entire FTE days lost for 2023/2024 Q1.

The report sets out the 'Top 10 Reasons for Sickness Absence', and we can see that stress, bereavement and post op represent the top three reasons for sickness absence for this quarter. Post op is a new introduction as a top 10 reason compared to the last Quarter.

Covid is no longer one of the top ten reasons for absence as it has decreased significantly when compared to the same quarter last year. However, you will see that stress has increased slightly and bereavement has increased by 30% compared to the same time last year.

Anxiety shows the greatest increase in the number of sickness days in comparison to the same period last year, an increase of 53%.

The highest average FTE days absent were in Streetcare Services (4.2 days) Adult Services (3.9 days) and Support Services and Transformation (3.7 days).

Streetcare Services does show a decrease in the number of days lost per FTE compared to Quarter 1 last year. Although Adult Services and Support Services and Transformation show a slight increase, Leisure Tourism Heritage & Culture have the biggest increase overall.

**Financial Impacts:**

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

**Integrated impact assessment:**

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

**Valleys Communities Impacts:**

No implications

**Workforce Impacts:**

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

**Legal Impacts:**

No implications.

**Risk Management Impacts:**

No implications.

**Consultation:**

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

**Appendices**

Appendix 1 – Workforce Information Report

**Recommendations:**

It is recommended that Members note the workforce information report.

**Officer contact**

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



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

# WORKFORCE INFORMATION REPORT

Data set out in this report relates to Quarter 1 2023/24

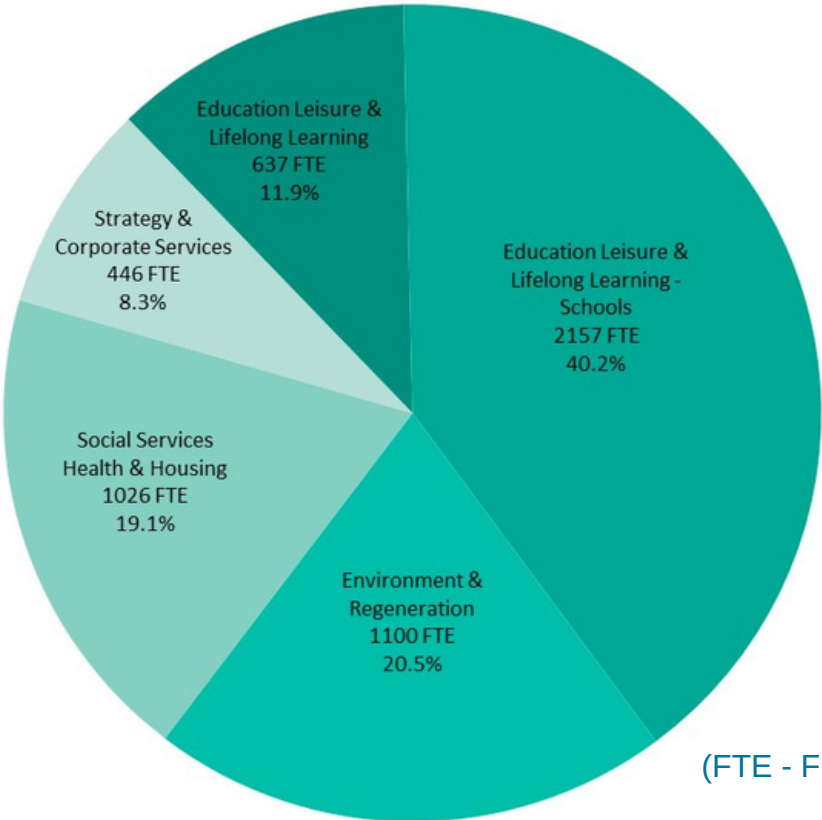
## Overview of the Council's Workforce

6,468 Headcount

Staffing costs account for  
48.6 % or £61 million YTD  
of gross expenditure\*



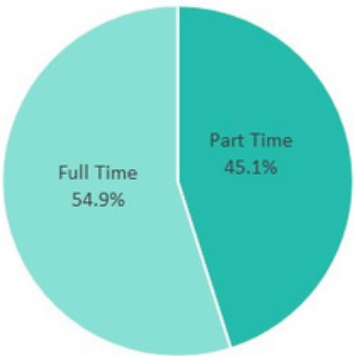
# Employees - FTE by Directorate



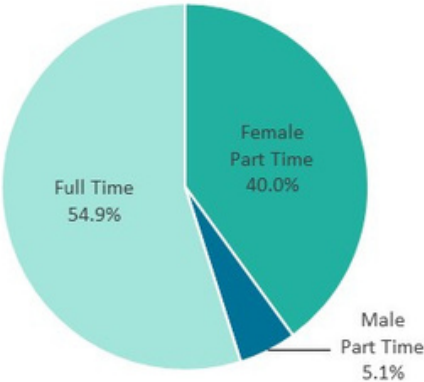
(FTE - Full-time equivalent)

## Working Patterns

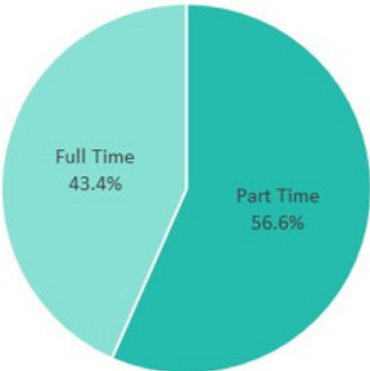
Total Workforce



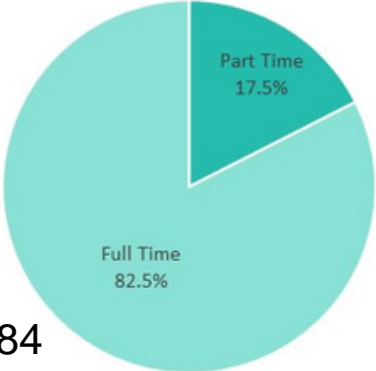
Total Workforce



Female Employees

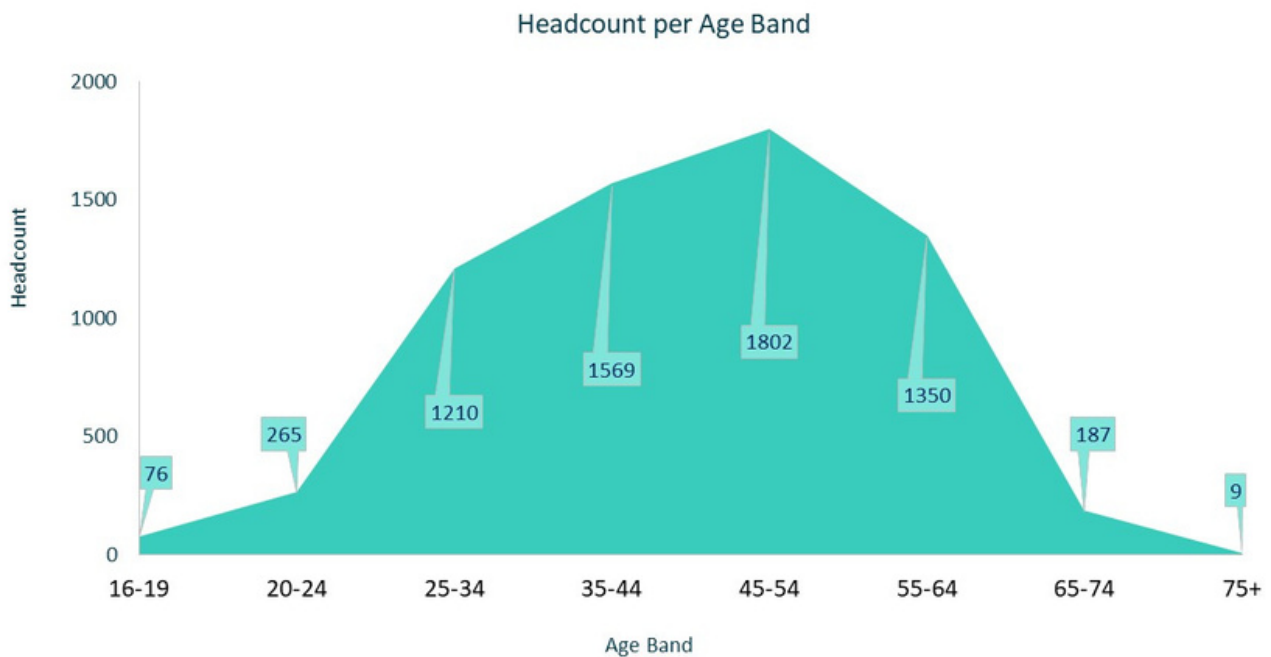


Male Employees



# Protected Characteristics - Employees

## Sex



3%

of employees have identified themselves as having a Disability

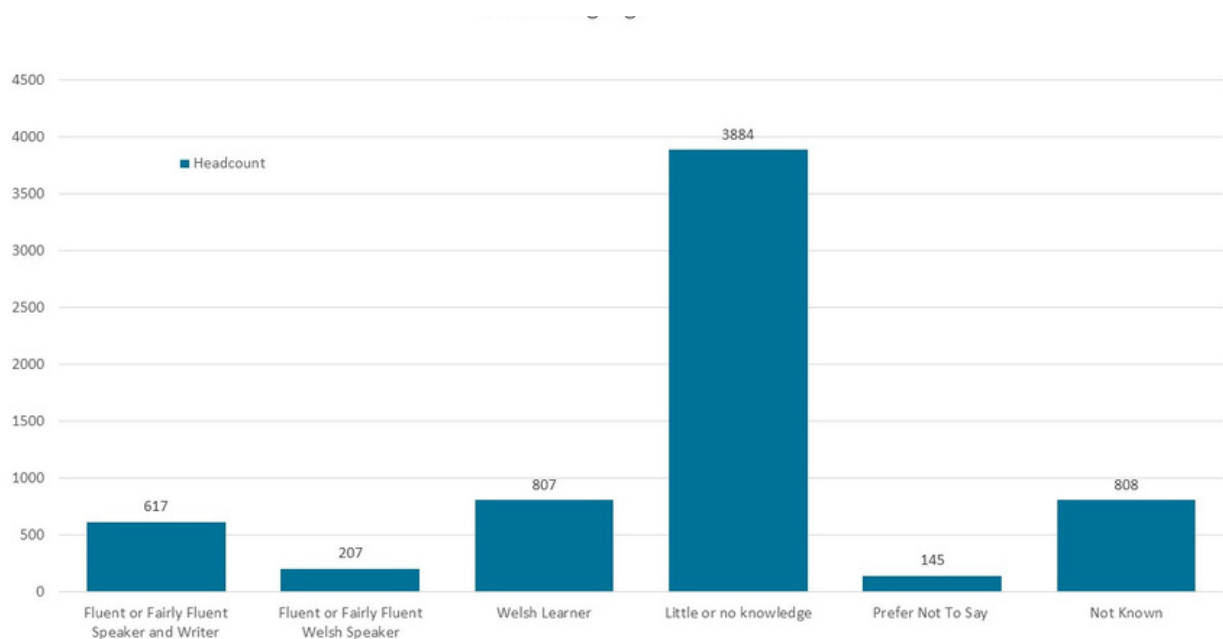
The overall proportion of Black, Asian & Minority Ethnic employees is

1.6%

2%

of employees identify as being Lesbian, Gay, Bisexual, Transgender or other

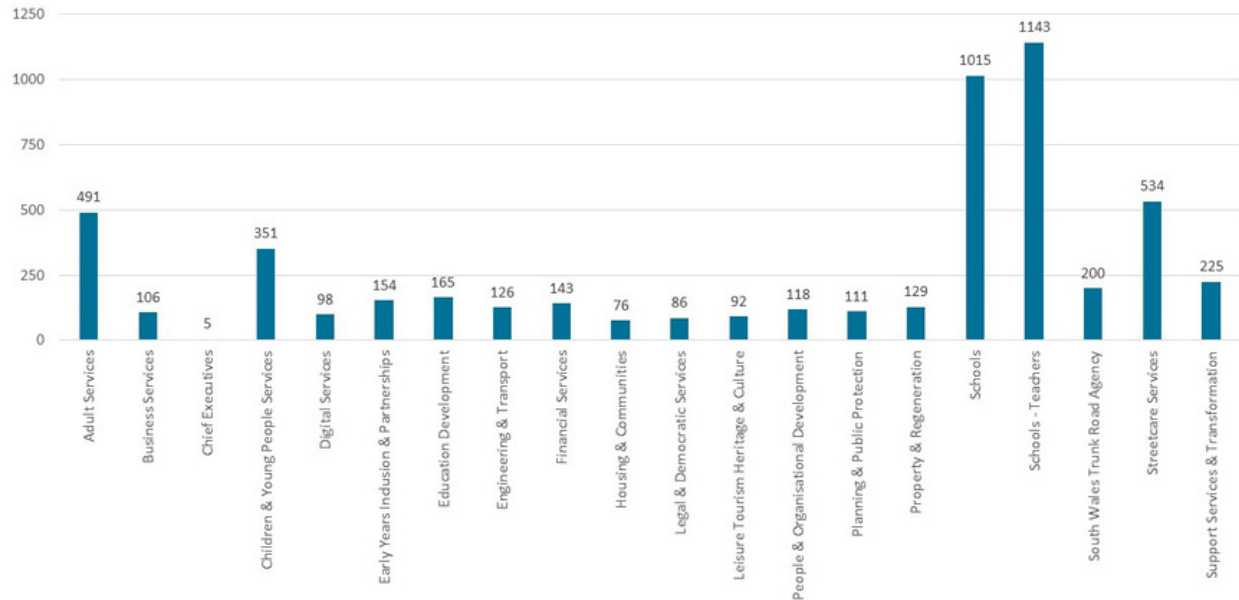
## Employees' Welsh Language Ability



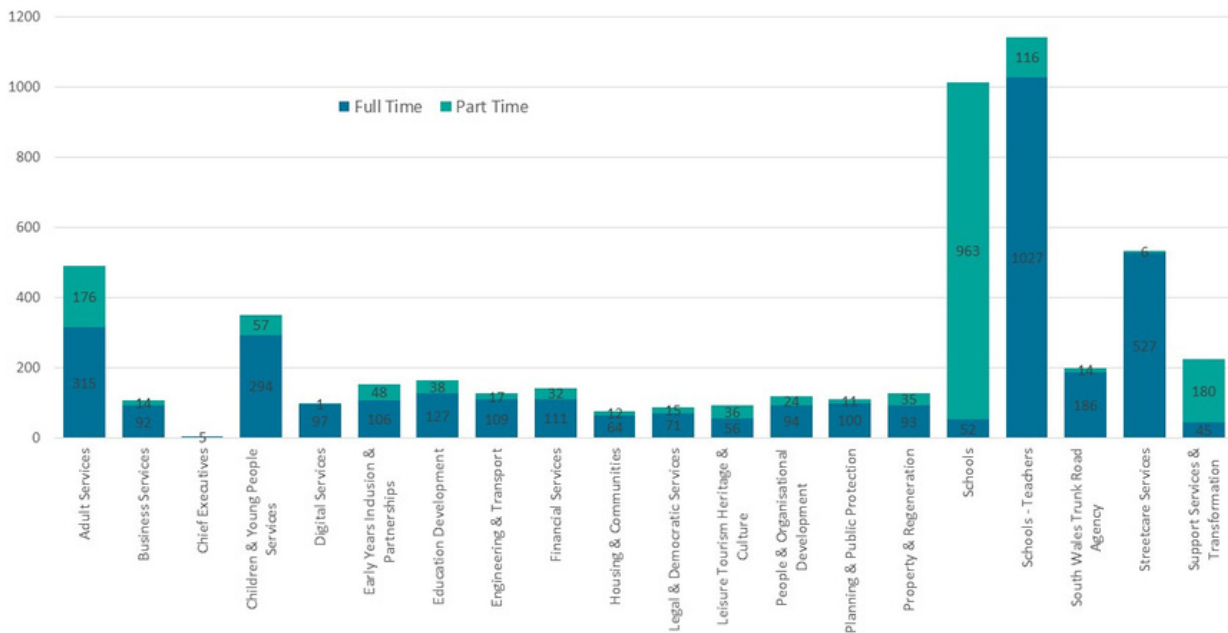
- These figures are self-reported by employees

# Employees by Service Area

Full Time Equivalent Per Service Area



Full Time/Part Time FTE Per Service Area



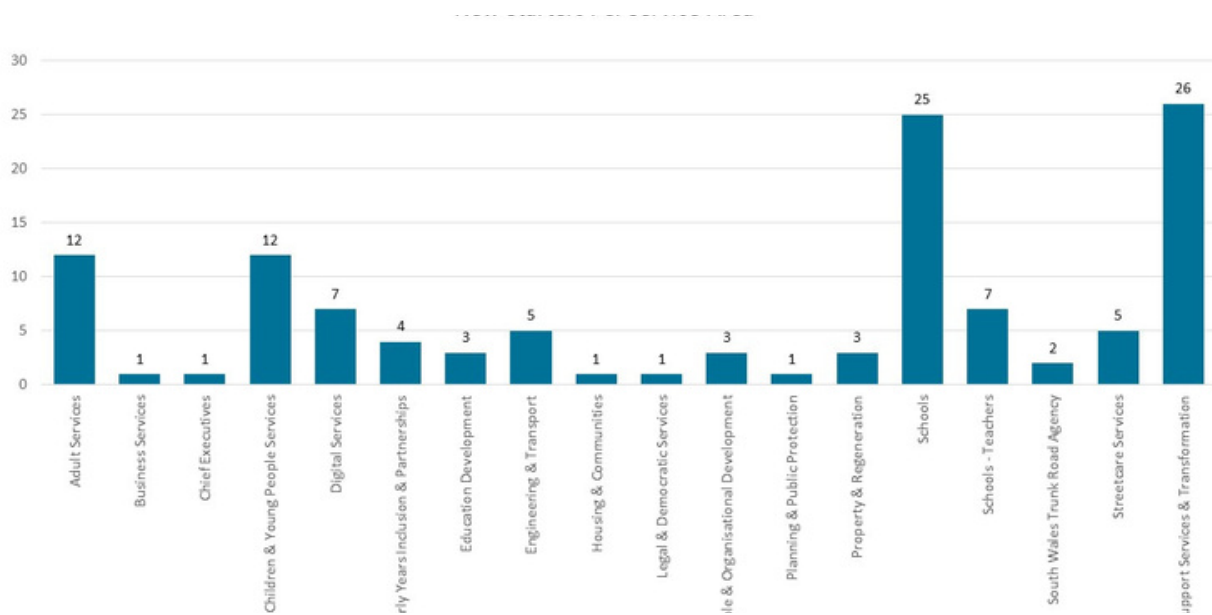
# Joiners

118 employees have joined the Council between  
1st April 2023 and 30th June 2023

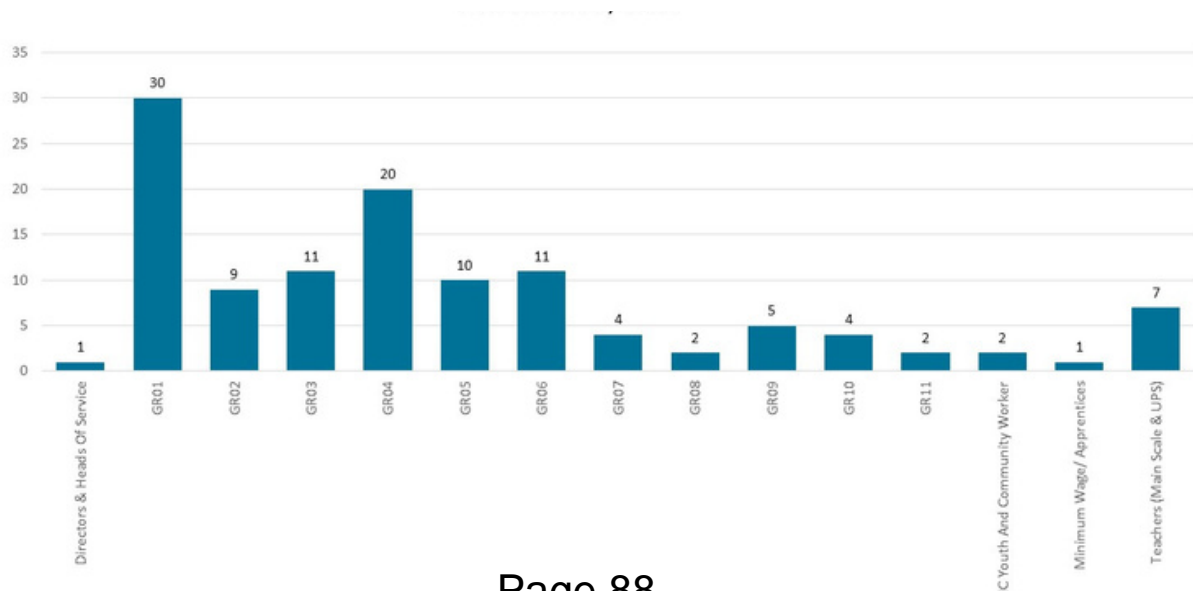
Joiners - these are employees new to the Authority

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

## Joiners per Service Area



## Joiners by Grade





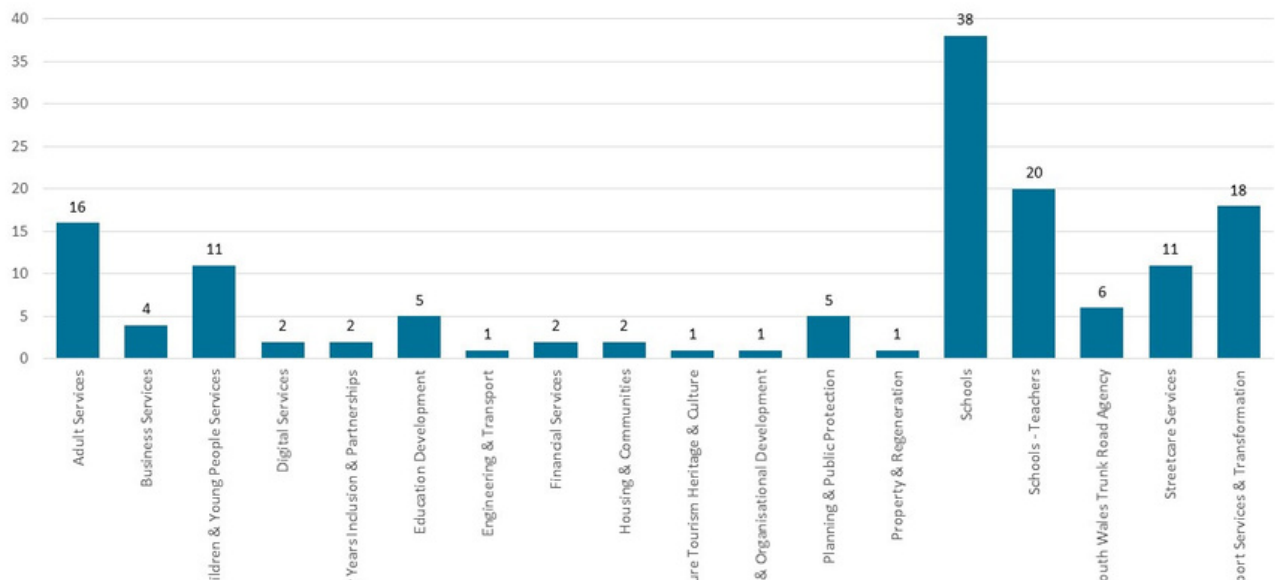
# Leavers

144 employees have left the Council between  
1st April 2023 and 30th June 2023

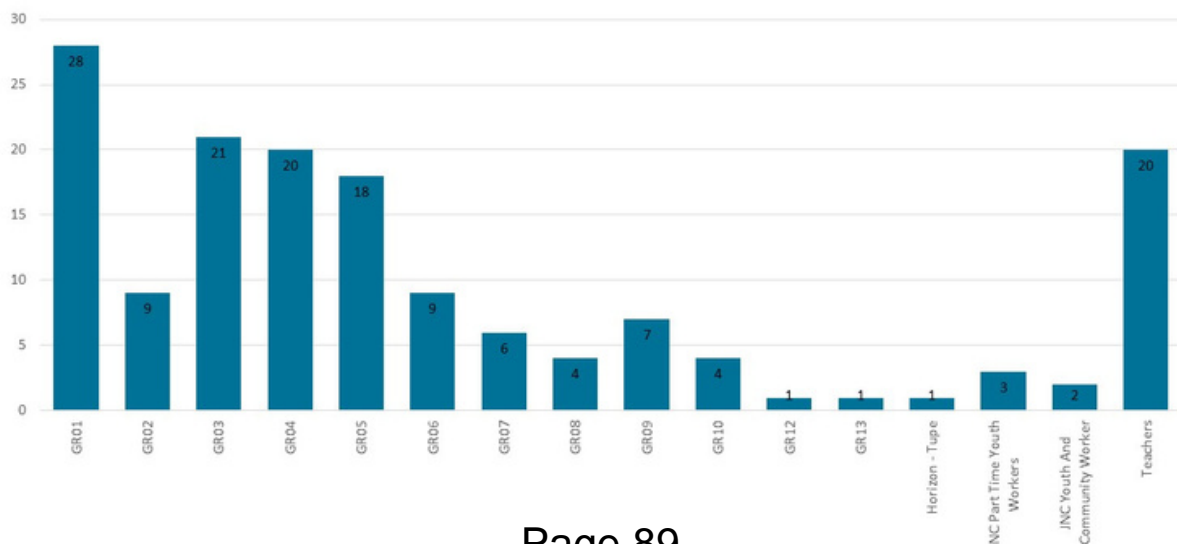
Leavers - these are people who have left all jobs with the Authority

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

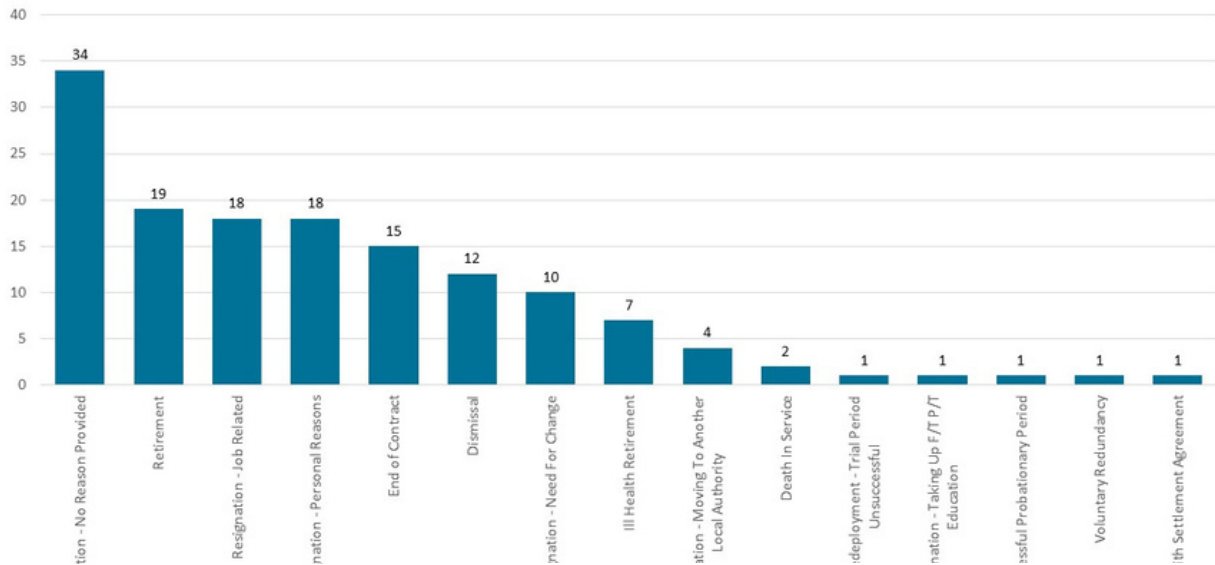
## Leavers per Service Area



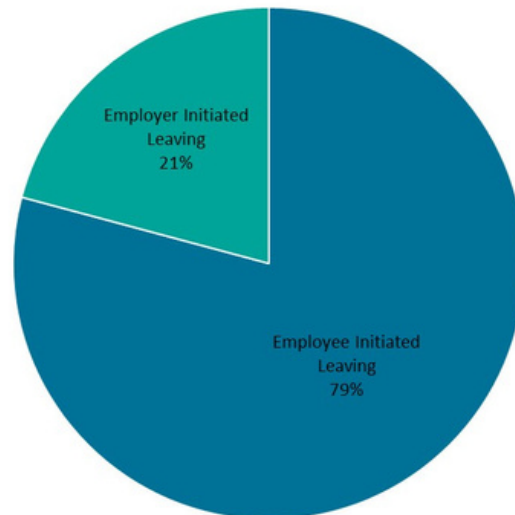
## Leavers per Grade



## Leavers by top 10 Leaving Reasons



## Employer / Employee initiated Leaving Reasons



Between 1st April 2023 and 30th June 2023

## 2 Voluntary Redundancies (Schools)

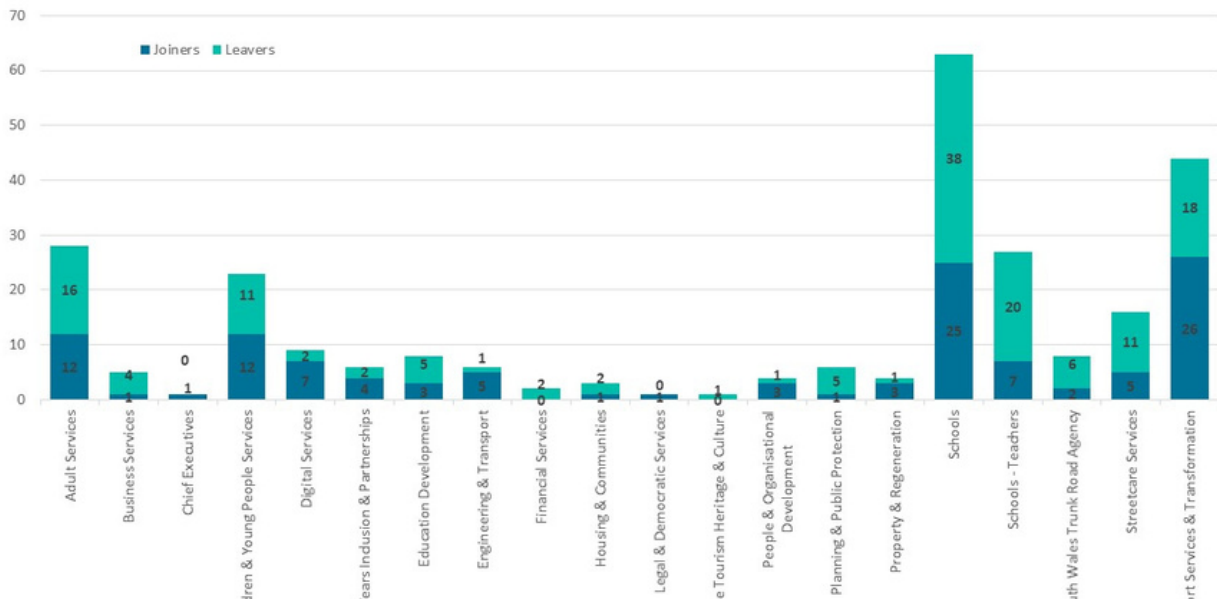
# Joiners/Leavers

Joiners - employees who are new to the authority \*

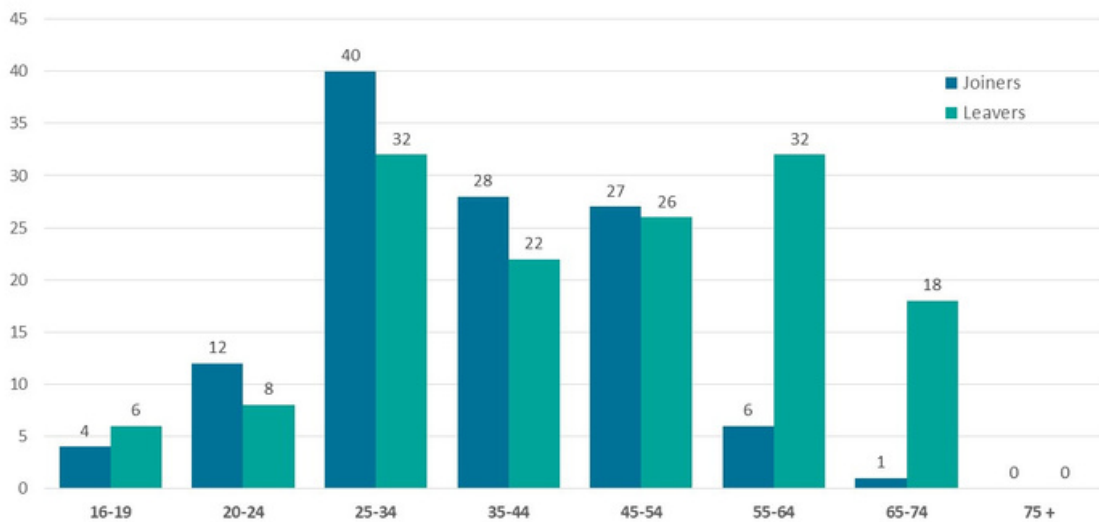
Leavers - employees who have left all jobs with the authority

*\*employees with multiple roles will be counted per role*

## Joiners/Leavers per Service Area



## Joiners / Leavers per Age Band





## Sickness Absence Quarter 1 2023/24

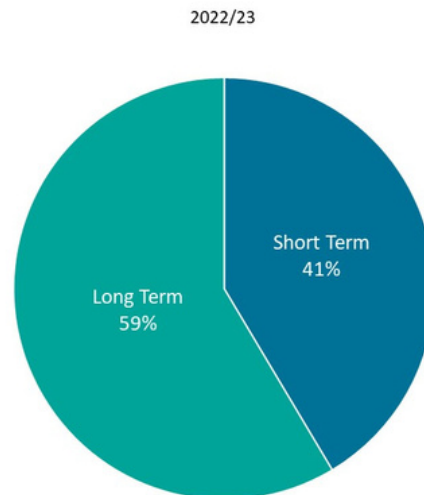
Number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence during the year

ID	Measure	Data Item(s)	Staff (exc teachers)	Teachers	All staff Q1 2022/23	All staff Q1 2021/22
PAM/001	Number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence during the year	Number of working days/shifts lost to short-term sickness absence during the year	9572.9	1279.64	10852.54	6957.33
		Number of working days/shifts lost to long-term sickness absence during the year	3783.67	944.56	4728.23	9836.32
		Number of working days/shifts lost to sickness absence during the year	13356.57	2224.2	15580.77	16793.65
		Average number of full-time equivalent (FTE) employees	4197.93	1148.16	5346.09	5289.14
		PI Value			2.9	3.18

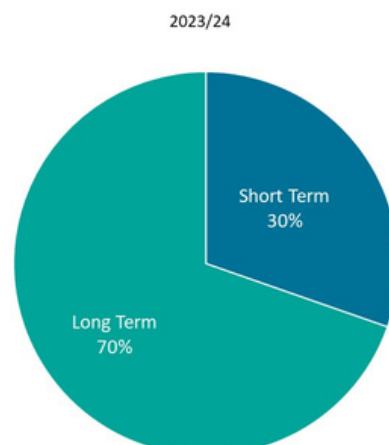
## Ratio of short and long term sickness - number of FTE days lost (Including teachers)

### Quarter 1 Comparisons

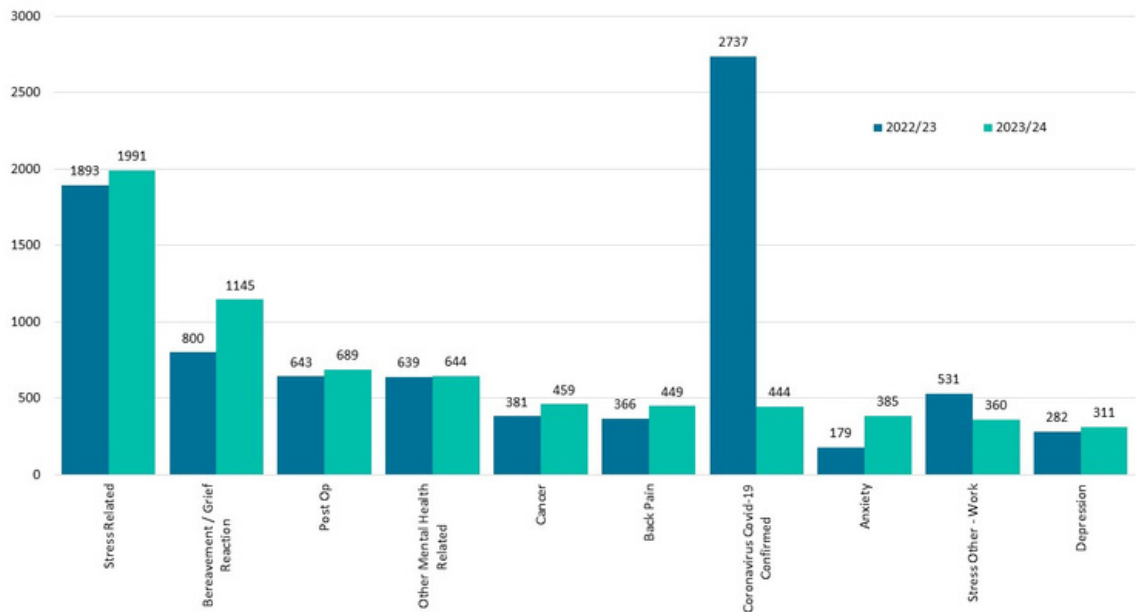
1st April 2022  
to  
30th June 2022



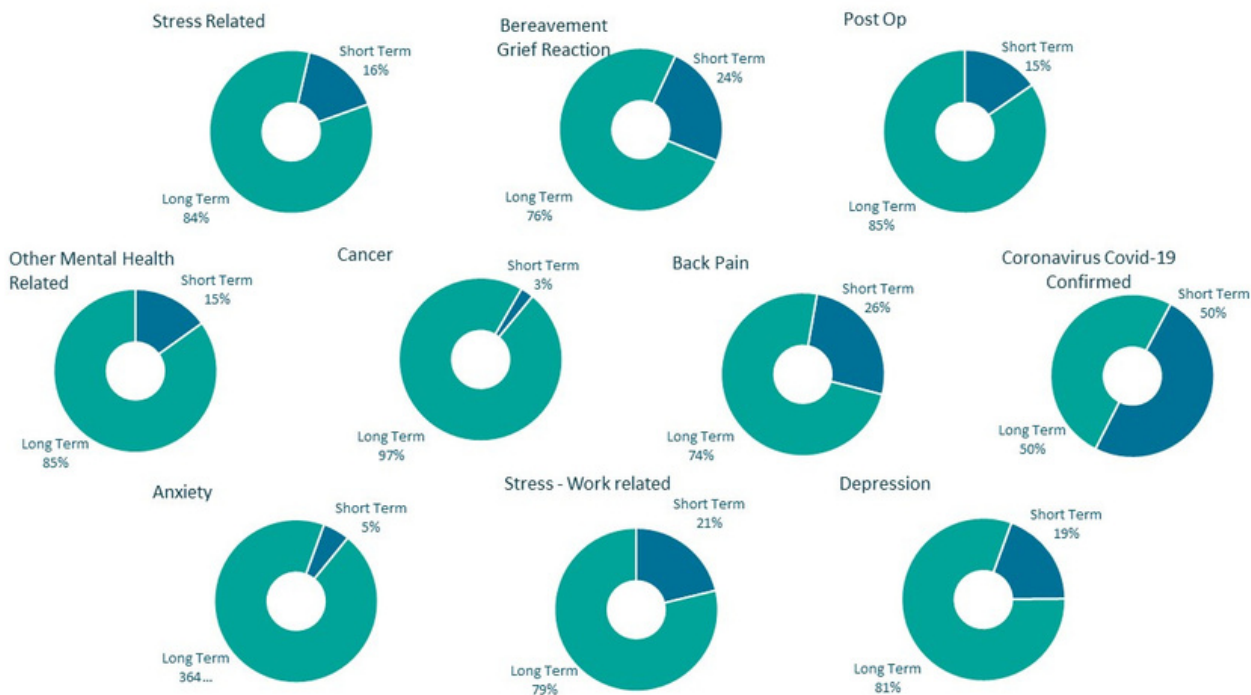
1st April 2023  
to  
30th June 2023



# Sickness Absence Reasons - Top Ten

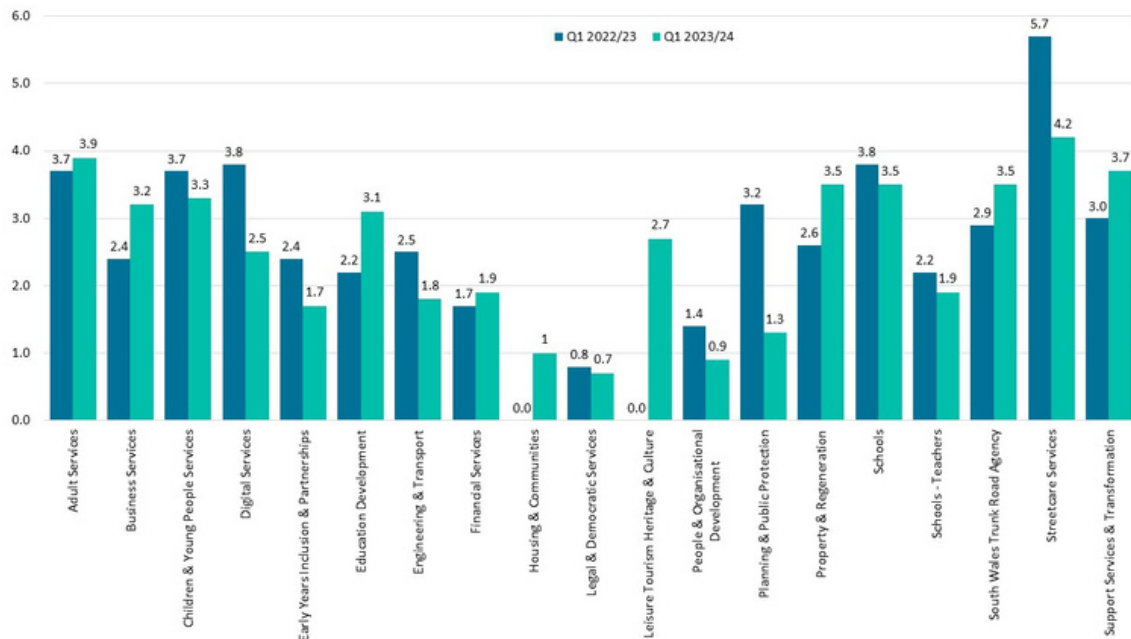


## Long Term / Short Term Comparison (Top 10 reasons)

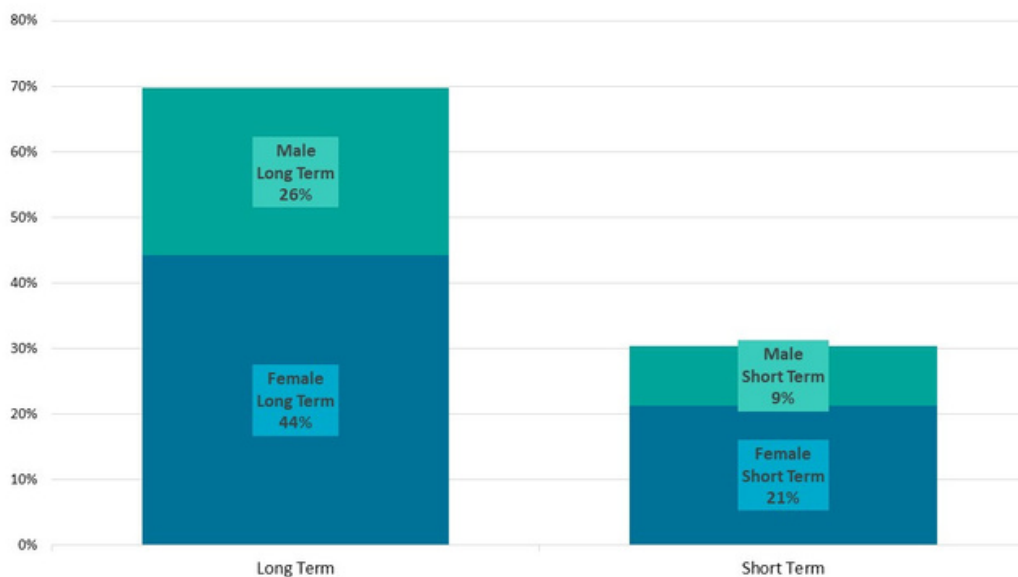


## Overview of Sickness per Service Area

Average number of Sick days per Full Time Equivalent Employee  
Quarter 1 2022/23 and 2023/24 comparison

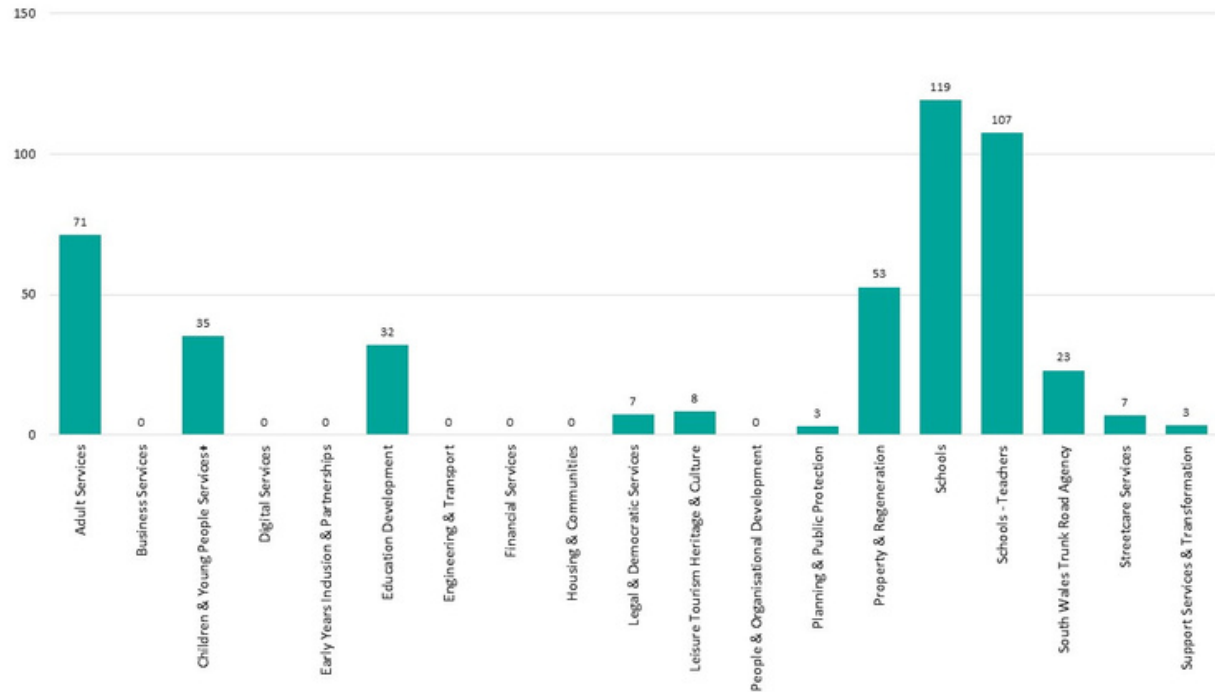


## Long Term / Short Term Sickness per Gender Quarter 1 2023/24

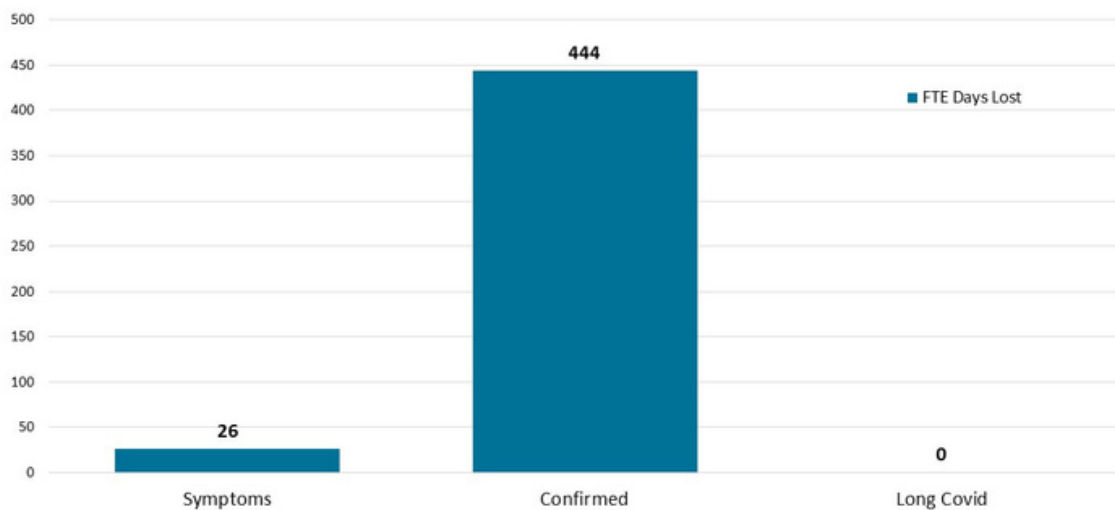


## COVID - 19 Sickness Absence

### Total number of FTE Working Days Lost for Quarter 1 Per Service



### Total number of FTE Working Days Lost for Quarter 1



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

### **PERSONNEL COMMITTEE**

**25<sup>TH</sup> SEPTEMBER 2023**

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

##### **Matter for Information**

**Wards Affected: All wards.**

##### **Employee Assistance Programme**

###### **1. Purpose of Report:**

The purpose of this report is to update Members on the introduction of an Employee Assistance Programme (EAP) accessible to all employees across the Council.

###### **2. Executive Summary:**

Having prompt access to mental health and other support services is an invaluable wellbeing measure for employees, and an integral component towards embedding a healthy and safe working culture.

Life events most often occur outside the working hours of Occupational Health and GP services and so for employees to be able to access timely support would help to reduce matters reaching a crisis point for that individual.

Accessing an EAP directly provides discretion and confidentiality to an individual who may not wish to share personal matters with their line manager or work colleagues.

###### **3. What is an Employee Assistance Programme (AEP)**

EAPs are designed to assist employees with personal, or work-related, concerns and matters that may impact their job performance or well-being, such as difficulties with mental health. The service operates as a separate

body to the employer, offering free and confidential assessments, short-term counselling, referrals and follow-up services for employees.

Their primary aim is to help guide employees through situations in a way that provides the individual with the necessary support to avoid a negative impact on their work life and health.

An EAP service is widely regarded as one of the most popular core employee benefits that organisations can provide.

Research has shown that organisations that use EAPs realise the following benefits: -

- a decrease in absence levels
- a decrease in staff turnover
- overall increase in productivity
- identification of areas that are affecting employee performance, such as personal matters or bullying.
- an increase in employee engagement
- improved recruitment and retention

#### 4. Vivup Employee Assistance Programme

The [Vivup](#) Employee Assistance Programme is part of the Welsh Government Commercial Delivery Framework. It provides a comprehensive set of services designed to help employers provide a balanced and healthy working environment.

The Vivup offer includes: -

- Telephone counselling (6 x 60-minute sessions)
- Face to Face and Virtual Counselling Support enabling employees to talk confidentially with a sympathetic professional (6 x 60-minute sessions)
- **Your Care** – a leading health management platform that delivers effective, evidence-based interventions to help people live happier, healthier lives.
- A personalised portal offering further help and information to enable employees to find everything in one place.
- 24/7 access to telephone support with qualified counsellors and support specialists to discuss any emotional, personal or work-related issue in confidence.

- Triage and assessment at initial phone call enabling the right support to be offered for the issue at hand.
- Self-help Cognitive Behavioural Therapy (CBT) workbooks offering advice and guidance on a number of topics including anxiety, bereavement, depression and more.
- Domestic Abuse App and resources offered via Bright Sky for anyone who may be in an abusive relationship or concerned about someone they know.
- A wide range of online resources including podcasts, blogs, debt advice and more.

For employers they provide: -

- Full and dedicated EAP marketing resources both printed and digital, including regular health and wellbeing articles and webinars.
- A dedicated Account Manager
- Management Information reports each quarter (or monthly if required) on EAP usage.
- An Implementation Team to help launch the EAP.

## **5. Financial Impacts:**

The cost of providing an EAP to all Council employees is shown below: -

£2.01 per employees x 6,500 employees = £13,065 per annum

The above price is the maximum amount the Council would pay as Vivup is part of the Welsh Government Commercial Services Framework Agreement, and as such, when other organisations join Vivup's Employee Assistance Programme through the Framework, the price reduces based on the total number of employees utilising the Framework.

Funding for the first year of operation is provided from the Organisational Development Reserve. This will enable us to monitor and review the take up of the EAP platform. If, as a result of this monitoring, there is evidence that the EAP is a valued employee benefit supporting well-being, recruitment and retention, a business case will be developed to fund on a more permanent basis.

## **6. Integrated impact assessment:**

A full impact is not required as this report is for information only.

## **7. Valleys Communities Impacts:**

No Impacts.

## **8. Workforce Impacts:**

By introducing an EAP for all of our employees the Council is providing a service to help guide employees through situations in a way that provides the individual with the necessary support and guidance in order to avoid a negative impact on their work life and health. This in turn can improve recruitment and retention across the Council as well as reduce sickness absence levels.

## **9. Legal Impacts:**

No impact.

## **10. Risk Management Impacts:**

No impact.

## **11. Crime and Disorder Impacts**

No impact.

## **12. Counter Terrorism Impacts**

No impact

## **13. Consultation:**

There is no requirement under the Constitution for external consultation on this item. However, the trade unions have been informed of our implementation of an EAP and fully support the initiative.

## **14. Recommendations:**

It is **RECOMMENDED** that this report is NOTED.

**15. Appendices:**

None.

**16. List of background papers:**

None.

**17. Officer Contact**

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