



PWYLLGOR PERSONÉL

2.00 PM - DYDD LLUN, 22 MAI 2023

**CYFARFOD AML-LEOLIAD - SIAMBR Y CYNGOR PORT, TALBOT A
MICROSOFT TEAMS**

Gweddarlledu/Cyfarfodydd Hybrid:

Gellir ffilmio'r cyfarfod hwn i'w ddarlledu'n fyw neu'n ddiweddarach drwy wefan y cyngor. Drwy gymryd rhan, rydych yn cytuno i gael eich ffilmio ac i'r delweddau a'r recordiadau sain hynny gael eu defnyddio at ddibenion gweddarlledu a/neu hyfforddiant o bosib.

1. Cyhoeddiad y Cadeirydd
2. Datganiadau o fuddiannau
3. Cofnodion y cyfarfod blaenorol (*Tudalennau 5 - 8*)
4. Adolygiad o'r Polisi Teithio a Chynhaliaeth (*Tudalennau 9 - 36*)
5. Adroddiad Gwybodaeth Gweithlu 2022/2023 Chwarter 4 (*Tudalennau 37 - 54*)
6. Adroddiad diweddarau Cynllun Gweithredu Menopos (*Tudalennau 55 - 58*)
7. Eitemau brys
Unrhyw eitemau brys yn ôl disgrisiwn y Cadeirydd yn unol ag Adran 100BA(6)(b) o Ddeddf Llywodraeth Leol 1972 (fel y'i diwygiwyd)
8. Mynediad i gyfarfodydd
Mae hynny'n unol ag Adran 100A(4) a (5) o Ddeddf Llywodraeth Leol 1972, ac eithrio'r cyhoedd am yr eitemau canlynol o fusnes a oedd yn ymwneud â datgelu gwybodaeth wedi'i heithrio'n debygol fel y'i diffinnir

ym Mharagraff 12 a 15 o Ran 4 o Atodlen 12A o'r Ddeddf uchod.

Adroddiad y Pennaeth Pobl a Datblygiad Sefydliadol

9. Adroddiad Meincnodi Bwlch Cyflog rhwng y Rhywiau (*Tudalennau 59 - 64*)
10. Diweddariad ar Drafodaethau Tâl Cenedlaethol Mai 2023 - Adroddiad Preifat (*Tudalennau 65 - 70*)

K.Jones
Prif Weithredwr

Canolfan Ddinesig
Port Talbot

Dydd Mawrth, 16 Mai 2023

Aelodaeth y Pwyllgor:

Cadeirydd: S.A.Knoyle

Is-gadeirydd: A.J.Richards

Aelodau: Councillors T.Bowen, C.Clement-Williams, W.F.Griffiths, S.Grimshaw, J.Hale, S.Harris, J.Henton, S.K.Hunt, J.Hurley, N.Jenkins, S.Jones, D.Keogh, C.Lewis, A.Llewelyn, D.M.Peters, C.Phillips, S.Pursey a/ac P.D.Richards

**Mae pleidleisio
aelod lleyg:**

Mae'r dudalen hon yn fwriadol wag

Document is Restricted

Mae'r dudalen hon yn fwriadol wag

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

22ND MAY 2023

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

Matter for Decision

Wards Affected: All wards

Introduction of a revised Travel and Subsistence Policy

1. Purpose of Report:

The purpose of this report is to seek Member approval to implement a revised Travel and Subsistence Policy for employees who incur travelling, accommodation and meals expenses whilst on business journeys as part of their role.

2. Executive Summary:

Employees who incur expenses in relation to travelling, accommodation and meals as part of their role are entitled to claim for these expenses. This revised Policy updates the rates in relation to some of these expenses and also updates other aspects of the Travel and Subsistence Policy in relation to introducing an additional travel expenses criteria for employees whose work is predominantly carried out in the community. This will ensure they are not in a detriment position whilst travelling as part of their role. Also, the way in which employees claim travel expenses has now changed with the introduction of the new HR/Payroll database, iTrent.

3. Background:

This policy was last reviewed in June 2018 and there is a requirement to review it regularly to ensure that the rates are up to date.

4. Reimbursement of Expenditure for Meals, Overnight Accommodation and Subsistence

Some of these rates have been increased based on what other local authorities are paying to ensure that we are reimbursing our employees accordingly:-

	Previous Rate	Revised Rate
Breakfast	Up to £5.88	Up to £7.87
Lunch	Up to £8.39	Up to £8.39 (no change)
Tea	Up to £3.35	Up to £3.49
Evening Meal	Up to £14.13	Up to £15.54
Bed & Breakfast (Outside London)	Up to 90.84	Up to £95
Bed & Breakfast (Within London)	Up to £117.18	Up to £130
Allowance for 'out of pocket' expenses	Up to £5.16 per night	Up to £5.16 per night (no change)

5. Car Allowance Payments

There has been no change to car allowance payments as current rates are in line with HMRC rates. However, in order to improve our 'green credentials', a rate for using bicycles has been added to the revised Policy (which also reflects the HMRC rate for bicycles of 20p per mile). The Policy states that employees must only use their bicycle as a method of transport if it is the most time effective way of reaching their destination.

6. Introduction of a Community Worker Criteria when claiming travel expenses

A Travel Working Group was established in 2022 with representatives from HR, Environment, Finance and the Future of Work Team including the Trade Union secondee to look at a number of matters relating to travel. The reason for this was following representations from the Trade Unions on behalf of their members in relation to the increased cost of fuel and how this is impacting on their finances and their ability to use their car for work.

The working group actively engaged with employees via focus groups to properly understand the issues, including where detriment is occurring – based on the principle that we do not want our employees to be at detriment because of costs associated with doing their job. The Group also discussed with these employees potential solutions.

The outcome of these focus groups was that participants felt that the arrangements for claiming travel expenses were unfair. The main issues were in relation to fixed centres and employees having to deduct their home to work mileage (travel claims) and when the working day starts and ends (travel time). The rules currently in operation remain unchanged since before the pandemic and are in line with the Travel and Subsistence Policy and with HMRC guidelines. Employees who attended the focus groups felt that the way in which the Community Wellbeing Team (Homecare) claimed their mileage that is that they deduct the first and last five miles from their home/county boundary from their total daily travel claim would be a fairer and more consistent way of dealing with their travel claims and would be suitable for all those who worked regularly in the community. This group of employee's reported that their working practices changed since the start of the pandemic to closely mirror the travel practices of Community Wellbeing Team.

As a result of this, a criteria was developed and agreed with the Trade Unions around these workers and, subject to Member approval of this revised Policy, this will be implemented, with Accountable Managers having the responsibility of designating employees who meet the criteria as Community Workers and therefore claiming mileage as detailed above. The criteria is detailed below:-

For employees whose work requires them to use their private vehicle for business travel, who's role requires them to spend a significant amount of their working time within the community or across other County wide settings away from the fixed work location and who travel extensively throughout the County

Borough area, Accountable Managers can determine that they are **Community Based Workers** for the purpose of claiming travel expenses. These employees deduct the first and last five miles from their home/county boundary from their total daily travel claim.

In order to be classed a Community Based Worker, **ALL** of the following criteria **MUST** apply:-

- Employee **must** spend a significant amount of their working time (over 60 percent) away from their contracted or chosen place of work (fixed centre or home if chosen)
- Employee **must** be working in various locations across the County Borough during their working day. Examples include travelling:
 - Between service users or individuals homes and or care provider establishments.
 - Between various Council buildings, sites or locations
 - To other businesses within Neath Port Talbot
 - Between Neath Port Talbot Schools or Education establishments
- The employee **is not** required to attend their fixed centre at the start of their working day. If they are then they are not eligible to be identified as a Community Worker.

Guidance on Claims

The following provides further guidance if your role is designated as a Community Based Worker for Travel purposes:

- Employee's should plan their working day appropriately with journeys to be made by using the most direct route available
- The first work journey of the day will start 5 miles from home or 5 miles inside the county boundary if you live out of county.
- The final work journey of the day will end 5 miles from home or 5 miles inside the county boundary if you live out of county.
- So all business mileage in county other than the first and last 5 miles can be claimed.
- Any private mileage which may be involved as part of a journey must be deducted from the amount claimed.

7. Financial Impacts:

Since the impact of COVID-19, the payment of travel and subsistence allowances have reduced significantly. Whilst increasing the subsistence rates will inevitably increase the cost to the Council, it is not anticipated that it will negatively impact on the Council's finances. There is a balance to be struck in fairly reimbursing our employees for any expenses incurred during their work and keeping costs down.

8. Integrated impact assessment:

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

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

9. Valleys Communities Impacts:

No Impacts.

10. Workforce Impacts:

By ensuring that our employees are reimbursed fairly for any expenses incurred during their work, this will have a positive impact on our employees and their financial wellbeing.

11. Legal Impacts:

No impact.

12. Risk Management Impacts:

No impact.

13. Crime and Disorder Impacts

No impact.

14. Counter Terrorism Impacts

No impact

15. Consultation:

There is no requirement under the Constitution for external consultation on this item. The proposed revisions to this policy have been fully endorsed by the Trade Unions as both they and their members have been involved in the revisions.

16. Recommendations:

It is **RECOMMENDED** that Members **APPROVE** the revised Travel and Subsistence Payments Policy.

FOR DECISION

17. Appendices:

Appendix 1 – Revised Travel and Subsistence Payments Policy
Appendix 2 – First Stage Integrated Impact Assessment

18. List of background papers:

None.

19. Officer Contact

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Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

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

Travel and Subsistence Payments Policy

Polisi Teithio a Chynhaliaeth

www.npt.gov.uk

Version	Date	Action
Version 3	June 2018	Review
Version 4	April 2023	Review

Contents

1.	Policy Statement	3
2.	Meals and Overnight Accommodation	5
3.	Subsistence Payment	6
4.	Travel Expenses	7
5.	Community Based Workers	8
6.	Hybrid Working	9
7.	Business Journeys Outside the Neath Port Talbot/Swansea/Bridgend Council areas	9
8.	Business Journeys Within the Neath Port Talbot/Swansea/Bridgend Council areas	9
9.	Work Outside Normal Working Hours (i.e. 'Return to Work' and Attendance on Days Not Normally Worked)	10
10.	Parking Fees	10
11.	Toll Fees	11
12.	Motor Vehicle Allowance Claims Procedure	11
13.	Training Courses, Seminars, College/Day Release	11
14.	Other Modes of Transport	12
15.	Rail Travel	12
Appendix One .	Checklist for Business Journeys	13

1. Policy Statement

It is the aim of the Authority to utilise the most cost effective and environmentally friendly method of transport for all journeys at all times. The discretionary elements contained within relevant national/local agreements will be interpreted by the Authority in the best interest of the Council and its employees, within the financial resources of the Authority.

To ensure that all business journeys are absolutely necessary, whether inside or outside the County Borough area and that the most cost effective method of travel is used by all employees. The checklist in Appendix 1 must be completed by employees before the line manager authorises the use of the employees own vehicle.

The council is committed to reducing the impact on the environment from its business travel. In order to make reductions in the council's impact on the environment there is a need to reduce miles travelled and also identifying methods of transport with lower carbon emissions per mile.

As part of our overall health and safety policy, the council is also committed to ensuring that employees are safe in the workplace which extends to the vehicles being used for council business. Managing the risks that our employees face and create when driving or riding for work is essential. Further guidance is available on NPT Connect by clicking [here](#).

The scheme of approved expenses will be applicable from 1st June 2023 and will be reviewed annually.

2. Meals and Overnight Accommodation

2.1 Eligibility

Eligible employees, which **exclude** those employed by schools with fully delegated personnel powers, are entitled to claim a **reimbursement of approved additional expenses** in accordance with the following guidelines.

Expenditure incurred on meals is only payable in each of the scenarios below in respect of any official duty/course of training. An official duty does not include the employees' normal work, overtime or additional hours. An example of an official duty is attending court on behalf of the Council.

2.2 Within the Neath Port Talbot/Swansea/Bridgend CBC Area

- Expenditure incurred on meals in respect of any official duty/ course of training within the area designated above **will not** be reimbursed.

2.3 Outside the Neath/Swansea/Bridgend CBC Area.

- Approved expense payments are only payable where an employee incurs an additional cost in purchasing a meal. The amount payable will be the additional cost over and above normal arrangements, up to the maximum level set out in Section 3 below.
- All claims in respect of overnight accommodation must be accompanied by a receipt. The cost of bed and breakfast must be approved by the employee's Head of Service in advance.
- Where main meals (i.e. breakfast, lunch or dinner) are taken on trains/buses, the reasonable cost of the meals may be reimbursed in full on the production of receipt(s).

2.4 Neath Port Talbot CBC employees with FIXED CENTRES:-

OUTSIDE of the Neath Port Talbot/Swansea/Bridgend CBC Area

- Expenditure incurred on meals in respect of any official duty/ course of training **within** a radius of 16 miles of the fixed centre will **not** be reimbursed.
- Expenditure incurred on meals in respect of any official duty/ course of training outside a radius of 16 miles of the fixed centre - payments are only payable where an employee incurs an additional cost in purchasing a meal. The amount payable will be the additional cost over and above normal arrangements, up to the maximum level set out in Section 3 below.

3. Subsistence Payment

Subject to eligibility (see Section 2.1), employees necessarily incurring **additional expense** whilst on **official duty / a course of training** in respect of meals and/or accommodation will be reimbursed the approved additional actual cost expenses up to the maximum level set out below. The approved expenses for additional expenditure incurred on meals and accommodation will normally be no more than the amounts set out below.

Breakfast (You must be away from the fixed centre or home, whichever is relevant, for more than four hours before 11.00 am)	Up to £7.87
Lunch (You must be away from the fixed centre or home, whichever is relevant, for more than four hours including the period of 12 noon to 2.00p.m)	Up to £8.39
Tea (You must be away from the fixed centre or home, whichever is relevant, for more than four hours, including the period 3.00 pm to 6.00 pm)	Up to £3.49
Evening Meal (You must be away from the fixed centre or home, whichever is relevant, for more than four hours, ending after 8.00 pm)	Up to £15.54
Bed & Breakfast (Outside London)	Up to £95
Bed & Breakfast (Within London)	Up to £130
Allowance for 'out of pocket' expenses	Up to £5.16 per night

(you must be away from home overnight)

- Reimbursement of alcoholic drinks is not permitted.
- If the absence falls between tea and evening meal only one of the approved expenses will be reimbursed, whichever is the most appropriate.
- In exceptional circumstances, expenses in excess of the prescribed maximum will be reimbursed subject to the approval of the employee's Head of Service.

4. Travel Expenses

- 4.1 All employees are eligible to be paid a motor vehicle allowance for using their private motor vehicle for authorised business journeys, **provided their vehicles are roadworthy and they have the appropriate business insurance cover**. Detailed information in relation to employee's obligations when using their personal vehicle for business journeys is contained in the [Driving at Work Policy](#).
- 4.2 Please note that employees chosen method of transport cannot be detrimental to service delivery. Therefore, if an employee chooses to use their bicycle as method of transport for example, they should ensure that this is the most time effective way of reaching their destination.
- 4.3 The shortest journey routes will be paid for all business journeys.
- 4.4 Payments in respect of authorised business journeys will be paid, as follows:

Tax – Rates per business mile		
Type of vehicle	First 10,000 miles	Over 10,000 miles
Cars and vans (including hybrid/electric vehicles)	45p	25p
Motorcycle	24p	24p
Bicycles	20p	20p

- 4.5 For most employees, ordinary commuting is the journey they make most days between their home and their permanent workplace. HMRC call this substantially ordinary commuting (SOR) and employees are responsible for the cost of these journeys (with the exception of those designated as Community Based Workers by their Accountable Manager and meet all of the criteria – see below).

5. Community Based Workers

For employees whose work requires them to use their private vehicle for business travel, who's role requires them to spend a significant amount of their working time within the community or across other County wide settings away from the fixed work location and who travel extensively throughout the County Borough area, Accountable Managers can determine that they are **Community Based Workers** for the purpose of claiming travel expenses. These employees deduct the first and last five miles from their home/county boundary from their total daily travel claim.

In order to be classed a Community Based Worker, **ALL** of the following criteria **MUST** apply:-

- Employee **must** spend a significant amount of their working time (over 60 percent) away from their contracted or chosen place of work (fixed centre or home if chosen)
- Employee **must** be working in various locations across the County Borough during their working day. Examples include travelling:
 - Between service users or individuals homes and or care provider establishments.
 - Between various Council buildings, sites or locations
 - To other businesses within Neath Port Talbot
 - Between Neath Port Talbot Schools or Education establishments
- The employee **is not** required to attend their fixed centre at the start of their working day. If they are then they are not eligible to be identified as a Community Worker.

Guidance on Claims

The following provides further guidance if your role is designated as a Community Based Worker for Travel purposes:

- Employee's should plan their working day appropriately with journeys to be made by using the most direct route available
- The first work journey of the day will start 5 miles from home or 5 miles inside the county boundary if you live out of county.
- The final work journey of the day will end 5 miles from home or 5 miles inside the county boundary if you live out of county.
- So all business mileage in county other than the first and last 5 miles can be claimed.
- Any private mileage which may be involved as part of a journey must be deducted from the amount claimed.

6. Hybrid Working

As our world of work has changed significantly in recent times many employees will find they wish to continue with flexible working arrangements including hybrid working where employees are able to work from home or the workplace or a hybrid of both depending on their role (please see Hybrid Working Framework for more information). In these circumstances it is important and expected that all employees (in conjunction with their line manager) manage their travel efficiently and limit it, and any claims, as much as possible, so as to work in the spirit of hybrid working and the increasing flexibility that this brings to the individual. If an employee chooses to travel to other locations (other than their fixed workplace or home address) as part of agile working, HMRC will consider this as personal convenience and no claims can be made.

7. Business Journeys Outside the Neath Port Talbot/Swansea/Bridgend CBC Area

- 7.1 Firstly, all employees must enquire in advance as to the availability of a Council fleet vehicle or a hire vehicle, as appropriate, for pre-planned journeys. If a vehicle is available then it must be utilised. If the use of a fleet or hire vehicle is refused by an employee and a private vehicle is used for the journey, then no payment will be made. However where no such vehicle is available and authorisation is granted by your manager in advance of undertaking the journey then reimbursement will be in line with the allowances set out in paragraph 4.
- 7.2 Secondly, the opportunity to share a vehicle with a colleague who is travelling on the same journey must always be explored. The reason for not sharing a vehicle in obvious cases of duplication will be questioned by the employee's certifying officer.
- 7.3 Where a journey starts and finishes at home without a visit being made to the fixed centre, the normal travel to work mileage must be deducted from the total mileage. **Only the excess mileage can be claimed.**
- 7.4 For employees whose fixed centre is outside of Neath Port Talbot/Swansea/Bridgend area, business journeys which have a destination **outside of a 16 mile radius of the fixed centre**, the above applies.

8. Business Journeys Within the Neath Port Talbot/Swansea/Bridgend CBC Area

- 8.1 Employees need to check the availability of a Council fleet vehicle in the first instance as detailed in paragraph 8.

- 8.2 Where use of a private motor vehicle is authorised, the appropriate mileage rate as detailed in paragraph 5 will be paid.
- 8.3 For journeys that start at the home and require an official business visit en-route to the fixed centre, or vice versa on the return journey home, the actual mileage less the home to fixed centre/fixed centre to home mileage must be claimed, i.e. the excess mileage travelled.
- 8.4 For employees whose fixed centre is outside of Neath Port Talbot/Swansea/Bridgend area, business journeys which have a destination **within of a 16 mile radius of the fixed centre**, the above applies.

9. Work Outside Normal Working Hours (i.e. 'Return to Work' and Attendance on Days Not Normally Worked).

- 9.1 Where an employee is required to attend work outside his/her normal working hours the following car allowance payment arrangements will be applicable:
- 9.2 **Additional hours worked** where an extra journey is made by an employee from home to his/her fixed centre or to another location:
- (i) If overtime is payable for the additional hours worked - only any excess mileage incurred, over and above the normal "home to work" return journey, may be claimed;
 - (ii) If no overtime is payable for the additional hours worked - the normal "home to work" journey, and return, will be eligible for payment, together with any business mileage travelled, as appropriate.
- 9.3 **Additional hours worked including "callouts" when on standby** - the actual mileage travelled will be eligible for payment in respect of journeys from home to an employee's fixed centre, or to another location, and return, irrespective of whether a payment is made for working such additional hours.

10. Parking Fees

Where parking fees are incurred for business journeys away from the vicinity of the fixed centre re-imbbursement will be made upon production of a valid receipt. This does not include parking fees incurred for commuting journeys at the fixed centre. However employees who have purchased a Neath Port Talbot Parking Permit are not liable for parking fees required at any of the Monday to Friday designated employee car parks within the Neath Port Talbot area.

11. Toll Fees

Where toll fees are incurred during business journeys (i.e. not commuting travel to/from the fixed centre) re-imburement will be made upon production of a valid receipt.

12. Motor Vehicle Allowance Claims – Procedure

- 12.1 **All claims** submitted for reimbursement of mileage allowance for journeys travelled must be supported by a VAT receipt for fuel purchased.
- 12.2 **Online Claims** - employees that have access to the Council network should complete travel and expenses claims on-line using Employee Self Service via iTrent Guidance is Provided in Appendix 2.
- 12.3 **Manual Claims** - employees without regular access to the Council network should continue to complete paper claim forms,

There are separate claim forms for destinations:-

- (a) **inside** the Neath Port Talbot/Swansea/Bridgend CBC area; or for journeys of Neath Port Talbot CBC employees with **FIXED CENTRES OUTSIDE** of the Neath Port Talbot/Swansea/Bridgend CBC area where journeys have a destination **WITHIN** a 16 mile radius of the fixed centre.

and;

- (b) **outside** the Neath Port Talbot/Swansea/Bridgend CBC area or for journeys of Neath Port Talbot CBC employees with **FIXED CENTRES OUTSIDE** of the Neath Port Talbot/Swansea/Bridgend CBC area where journeys have a destination **OUTSIDE** a 16 mile radius of the fixed centre.

All car allowance claims must be submitted on a monthly basis, by no later than the 8th of the following month. A prompt submission of the car allowance claim will ensure that any queries arising from a certifying officer can be dealt with immediately.

If an employee is overpaid for mileage and subsistence, they must inform their line manager immediately so this can be rectified. The Council's [Overpayment/ Underpayment Policy](#) will be applied.

13. Training Courses, Seminars and College/Day Release Courses

All travel and subsistence claims in relation to attendance at training courses, seminars and college/day release courses must be made using the online Employee Self Service system via iTrent.

14. Other Modes of Transport

All employees should endeavour to utilise the most effective method of transport at all times, especially in respect of journeys outside the Neath Port Talbot/Swansea/Bridgend CBC area or for journeys of Neath Port Talbot CBC employees with FIXED CENTRES OUTSIDE of the Neath Port Talbot/Swansea/Bridgend CBC area where journeys have a destination OUTSIDE a 16 mile radius of the fixed centre.

15. Rail Travel

Rail travel can be the most effective method of transport on occasions. Where a train is to be used the following procedure will apply:

- Approval to travel by train must be authorised by the employee's Head of Service in advance of the journey.
- The employee must contact the nominated officer in their own directorate to obtain a travel warrant, or book tickets in advance if more cost effective.

Appendix One

Checklist for Business Journeys

This checklist has been developed to ensure that all business journeys are absolutely necessary, whether inside or outside the County Borough area and that the most cost effective and environmentally friendly method of travel is used by all employees. This checklist must be completed by the employee before the line manager authorises the use of the employees own vehicle.

Employee Name and Pay No: _____

Details of Journey:

- | | | |
|--|------------------------------|-----------------------------|
| 1. Is the journey absolutely necessary? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 2. Have you considered using other means of carrying out the meeting eg MS Teams | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 3. Is a fleet vehicle available eg pool car | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 4. Will a hire vehicle be more cost effective? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 5. Would a train be more cost effective? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 6. Have you explored car sharing with a colleague? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

Signed (Employee): _____ Date: _____

Approved (Line Manager): _____ Date: _____

Mae'r dudalen hon yn fwriadol wag

Impact Assessment - First Stage

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

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

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

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

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

1. Provide a description and summary of the initiative.

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

2. Identify who will be affected by the initiative.

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

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

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

Some things to consider include:

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

Definitions of impacts (either positive or negative):

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

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

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

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

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

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

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

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

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

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

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

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

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

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Revised Travel and Subsistence Policy
Service Area: All employees covered by the JNC for Local Government Services
Directorate: All

2. Does the initiative affect:

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

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

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

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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				

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

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

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	Yes	No	Details
Long term - how the initiative supports the long term well-being of people		x	This initiative will ensure that employees are reimbursed fairly for any expenses they incur as part of their role. This will impact positively on their financial wellbeing.
Integration - how the initiative impacts upon our wellbeing objectives		x	This initiative impacts positively on wellbeing objective 4.
Involvement - how people have been involved in developing the initiative	x		Revisions to this policy have been collaborative as they have been developed with an input from our employees, trade unions and managers via focus groups.
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions		x	Revisions to this policy have been collaborative as they have been developed with an input from our employees, trade unions and managers via focus groups.
Prevention - how the initiative will prevent problems occurring or getting worse		x	N/A – internal policy

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

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

	Name	Position	Signature	Date
Completed by	Diane Hopkins	Principal HR Manager	<i>D B Hopkins</i>	05/09/2022
Signed off by	Sheenagh Rees	Head of Service/Director		



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNCIL

PERSONNEL COMMITTEE

22ND MAY 2023

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

Matter for information

Wards Affected: All wards

Workforce Information Report

Purpose of Report

The purpose of this report is to provide Members with the 2022/23 Quarter 4 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

809 new employees started work for the council during the 12 month period from 1st April 2022 – 31st March 2023, compared with 761 leavers. However, Members should note that 111 of the leavers were people employed on fixed term contracts within the Test, Trace and Protect Team, a temporary team established to support the NHS and control the spread of Covid 19. The number of starters, 809, should really be compared with a leaver figure of 650, showing that overall, the council is ahead of the curve in maintaining capacity within the workforce, although of course, there are areas of the council where recruitment remains a challenge.

Sickness absence data

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

The sickness absence figure for Quarter 4 in 2022/23 compared with the same period in 2021/22, shows a decrease of 0.5 FTE days lost per employee for sickness absence, from 13.28 days to 12.78 days which represents a 3.76% decrease.

In Quarter 4 of this year, the number of days lost to short-term sickness absences and long-term sickness absences both decreased compared to Quarter 4 last year.

The report sets out the 'Top 10 Reasons for Sickness Absence', and we can see that Covid, stress and bereavement represent the top three reasons for sickness absence in Quarter 4 2022/23.

However, the number of days of sickness absence due to these three reasons all show a decrease when compared to the same period last year. Covid accounts for 12.75% of all sickness absence.

The highest average FTE days absent were in Adult Services (19 days), Streetcare Services (19 days) and Digital Services (18 days).

Both Adult Services and Streetcare Services show a slight decrease in the number of days lost per FTE compared to Quarter 4 last year whereas, Digital Services shows the greatest increase in the number of days compared to the same period last year.

Members should note that sickness due to Covid is shown to be substantially higher in Schools, amongst both teaching and support staff, with the next highest being in Adult Services, followed by Streetcare Services.

Financial Impacts:

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

Integrated impact assessment:

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

Valleys Communities Impacts:

No implications

Workforce Impacts:

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

Legal Impacts:

No implications.

Risk Management Impacts:

No implications.

Consultation:

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

Appendices

Appendix 1 – Workforce Information Report

Recommendations:

It is recommended that Members note the workforce information report.

FOR INFORMATION

Officer contact

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



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

WORKFORCE INFORMATION REPORT

Data set out in this report relates to Quarter 4 2022/23

Overview of the Council's Workforce

6,503 Headcount

Staffing costs account for

% or £

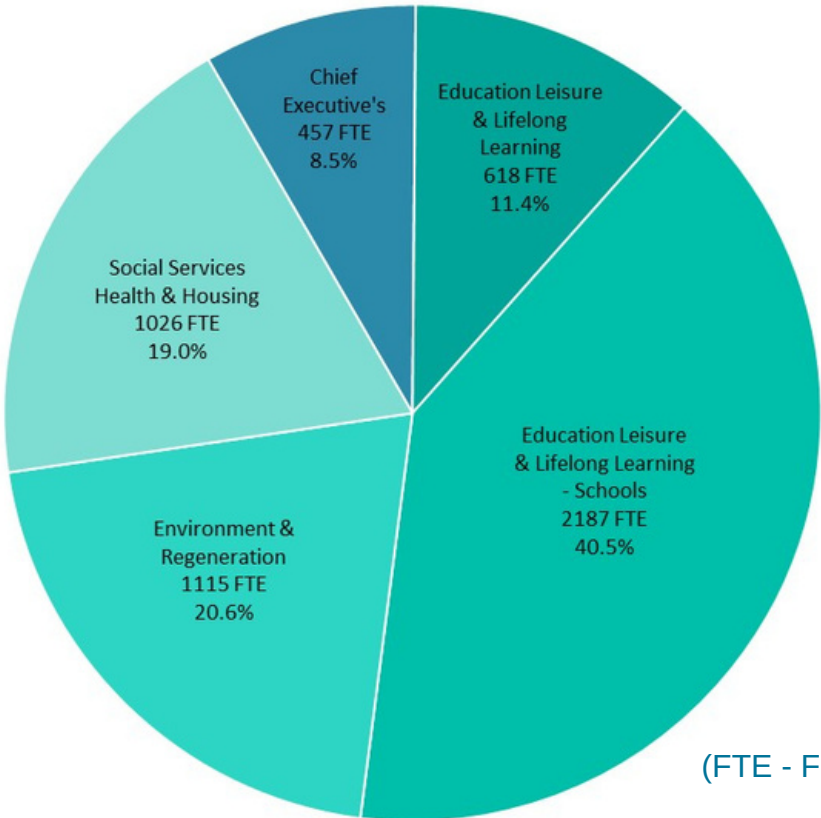
YTD

of gross expenditure*

**Information will be provided at Personnel Committee*



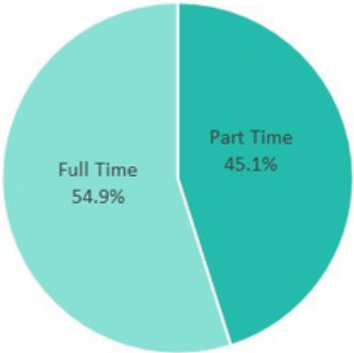
Employees - FTE by Directorate



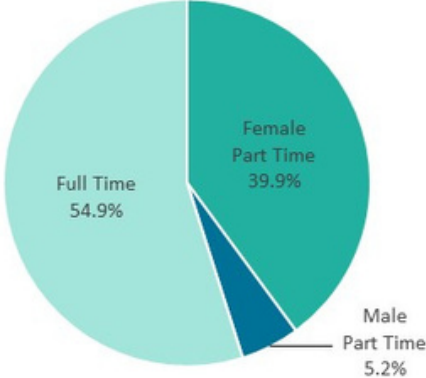
(FTE - Full-time equivalent)

Working Patterns

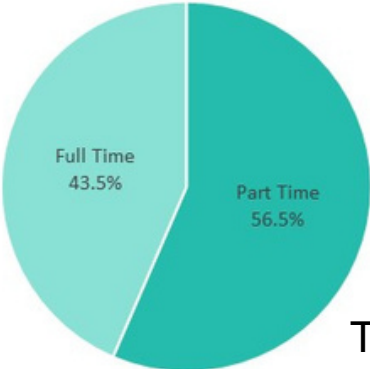
Total Workforce



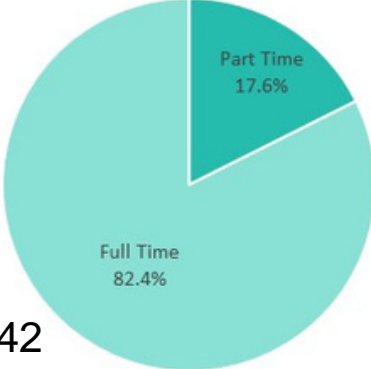
Total Workforce



Female Employees

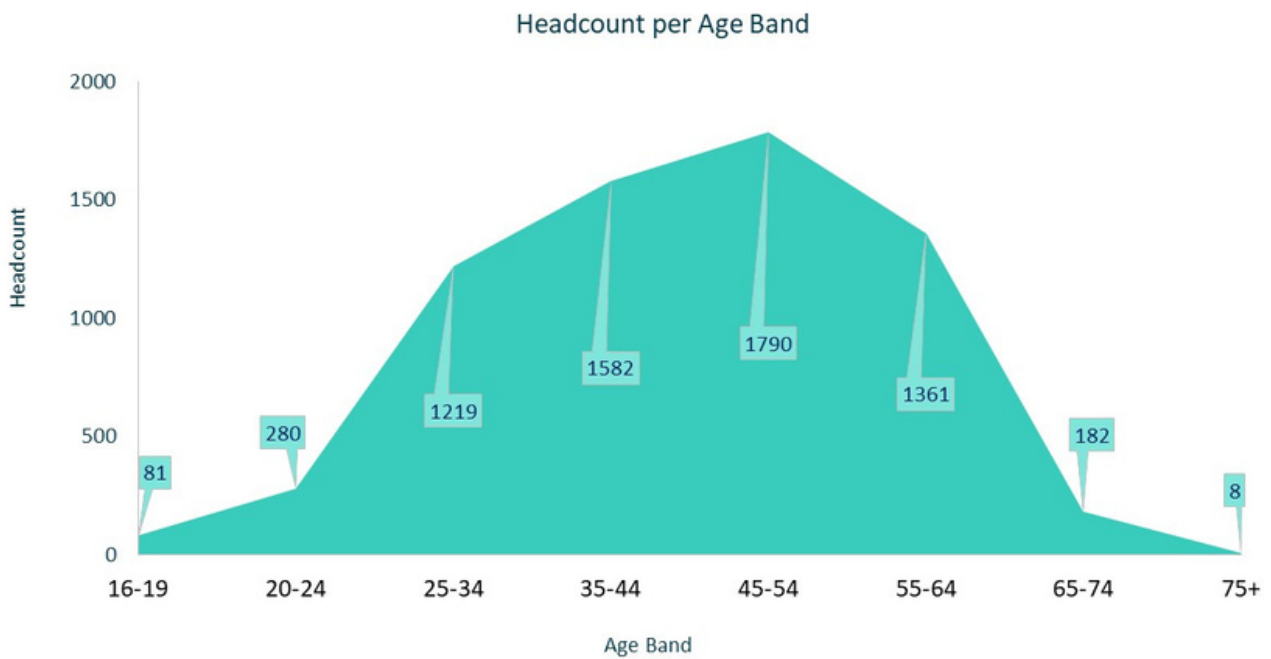


Male Employees



Protected Characteristics - Employees

Sex



3%

of employees have identified themselves as having a Disability

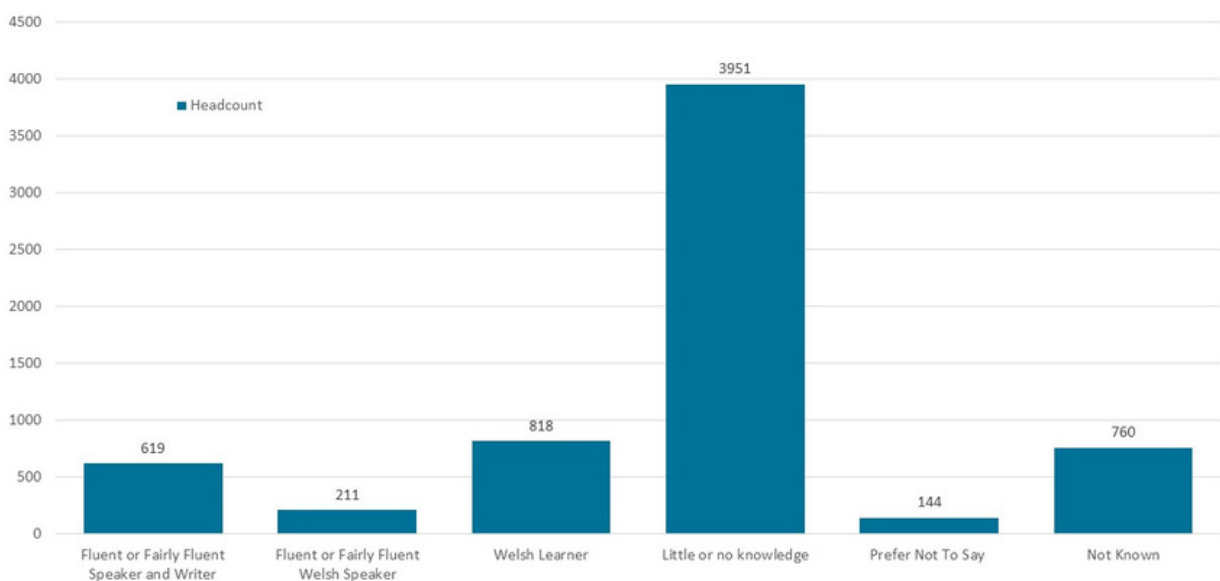
The overall proportion of Black, Asian & Minority Ethnic employees is

1.6%

2%

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

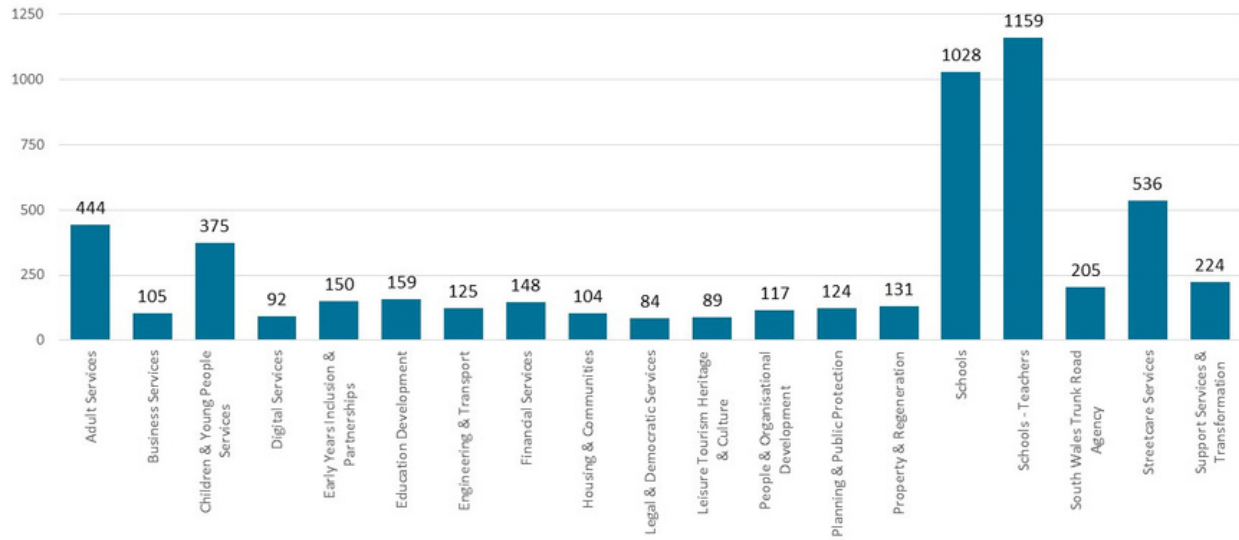
Employees' Welsh Language Ability



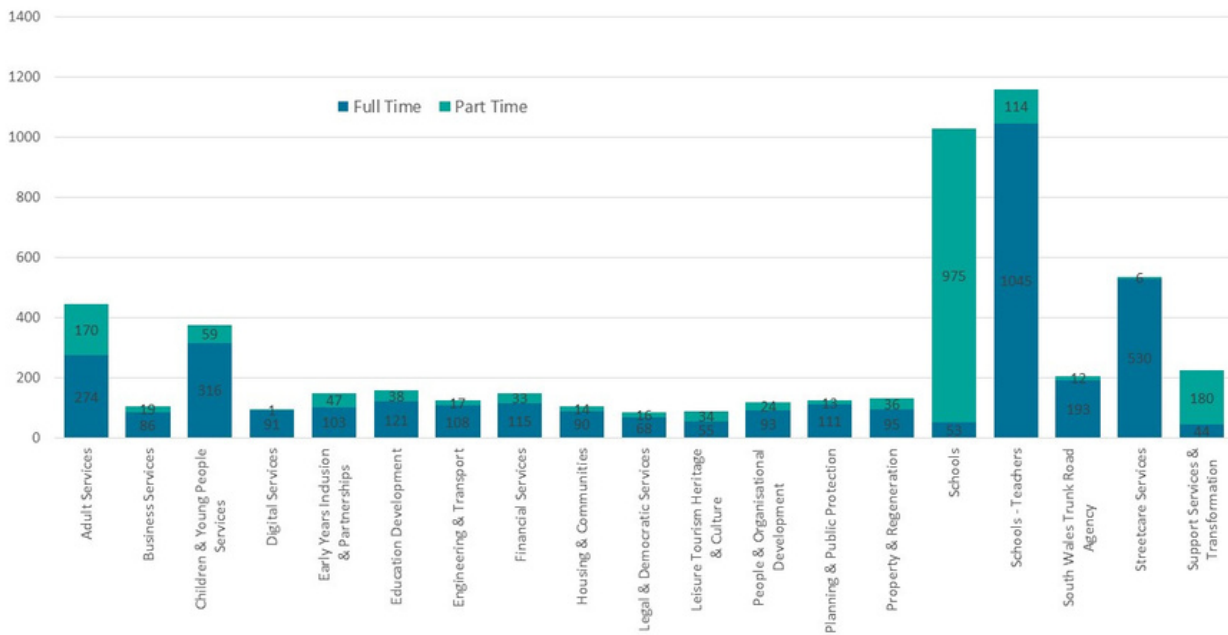
- These figures are self-reported by employees

Employees by Service Area

Full Time Equivalent Per Service Area



Full Time/Part Time FTE Per Service Area



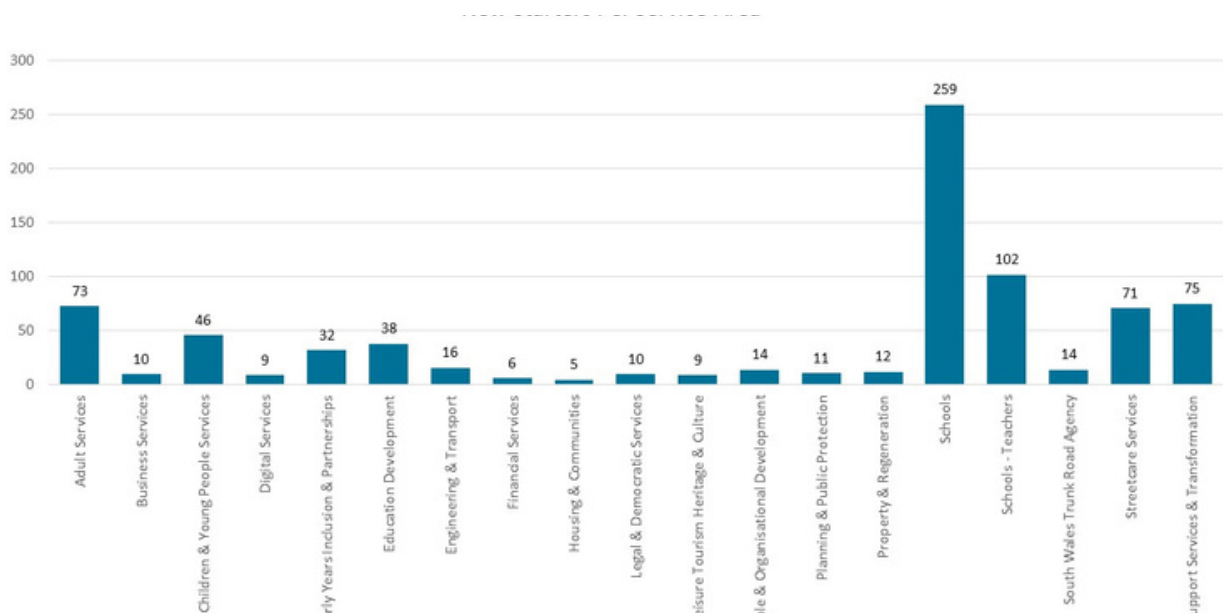
Joiners

809 employees have joined the Council between
1st April 2022 and 31st March 2023

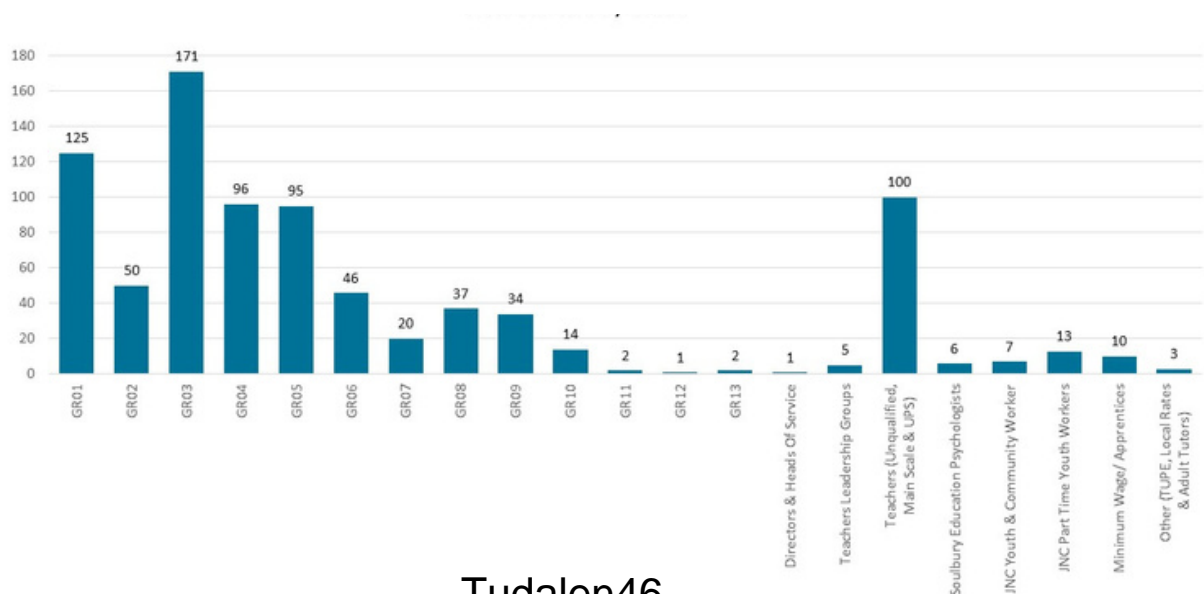
Joiners - these are employees new to the Authority

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



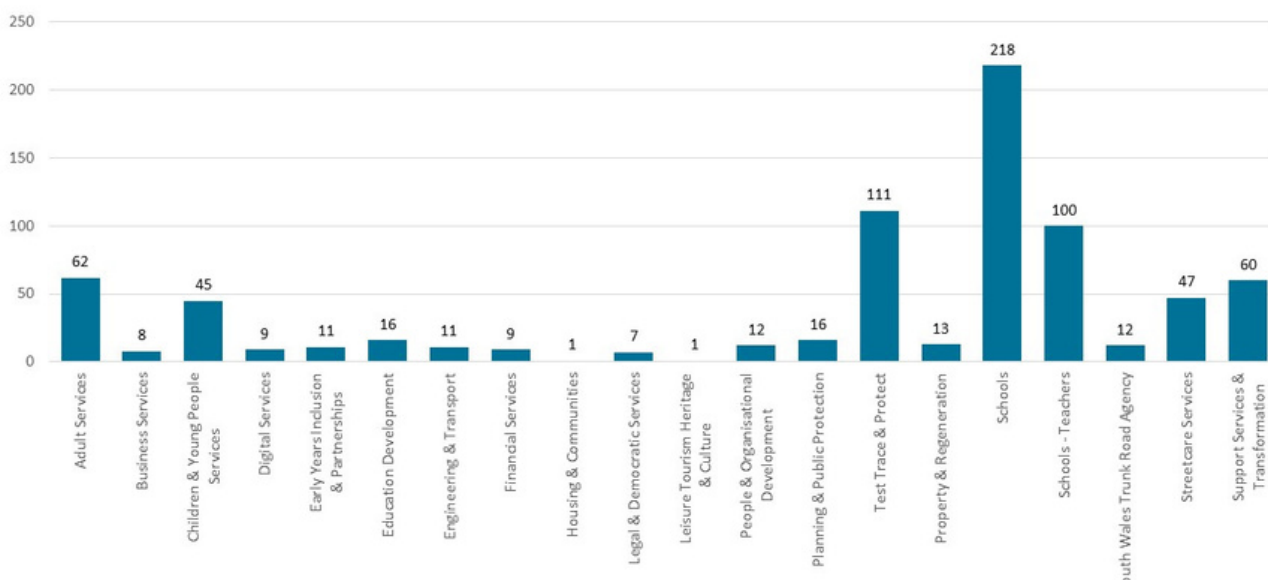
Leavers

761 employees have left the Council between 1st April 2022 and 31st March 2023

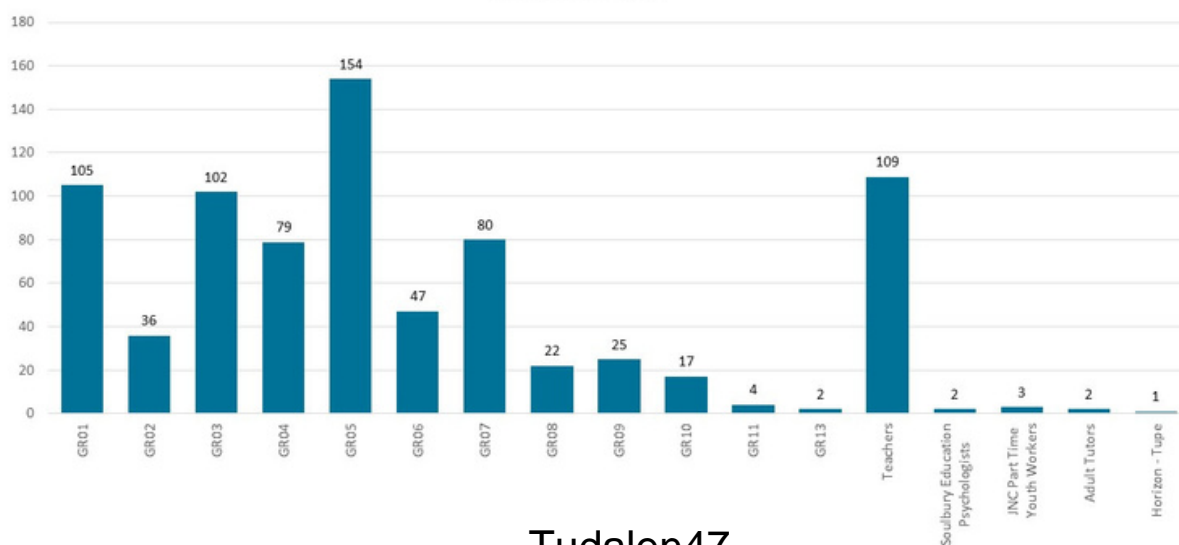
Leavers - these are people who have left all jobs with the Authority

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

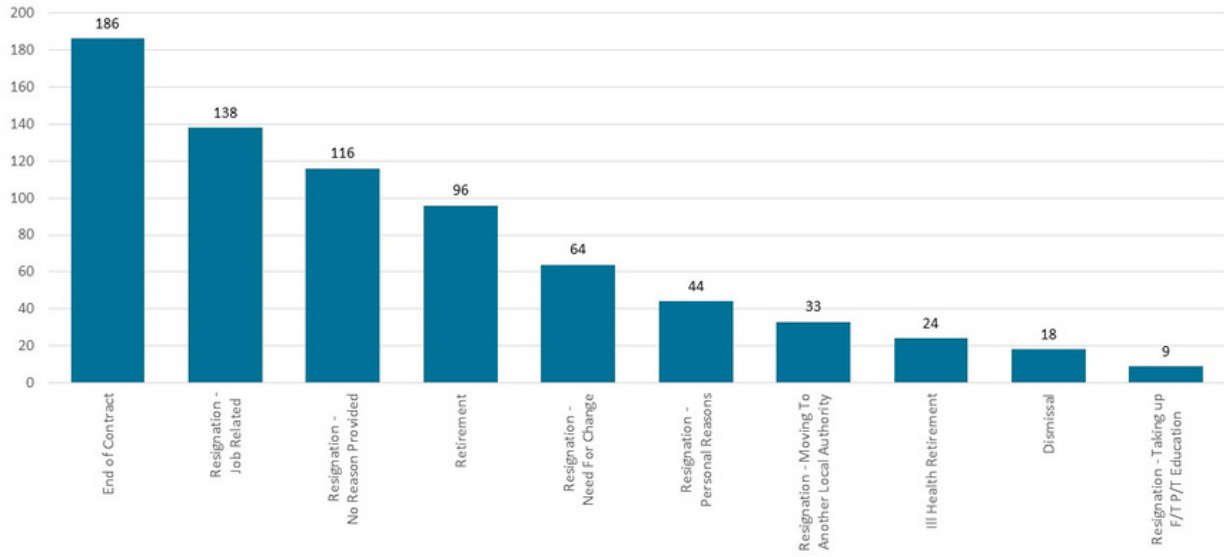
Leavers per Service Area



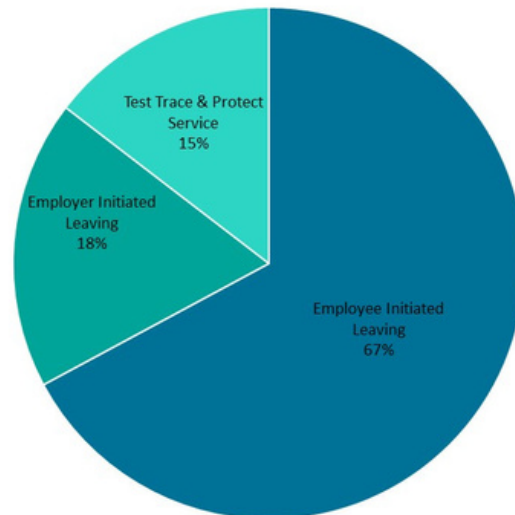
Leavers per Grade



Leavers by top 10 Leaving Reasons



Employer / Employee initiated Leaving Reasons



Between 1st April 2022 and 31st March 2023

- 5 Compulsory Redundancies
- 1 Compulsory Redundancy (Schools)
- 1 Voluntary Redundancy
- 5 Voluntary Redundancies (Schools)

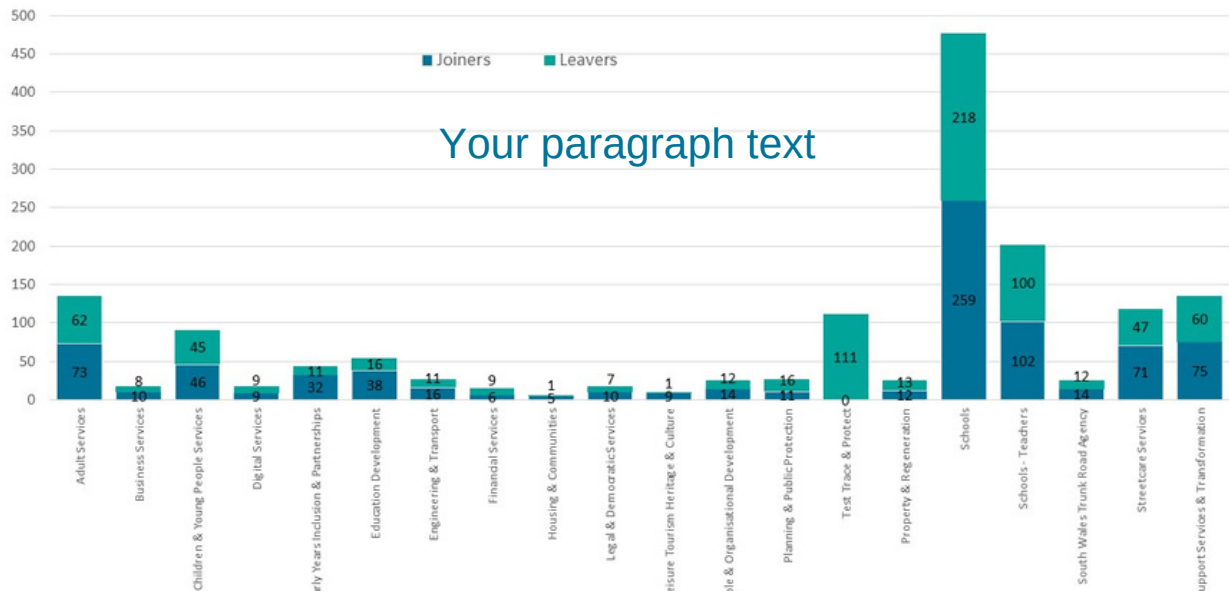
Joiners/Leavers

Joiners - employees who are new to the authority *

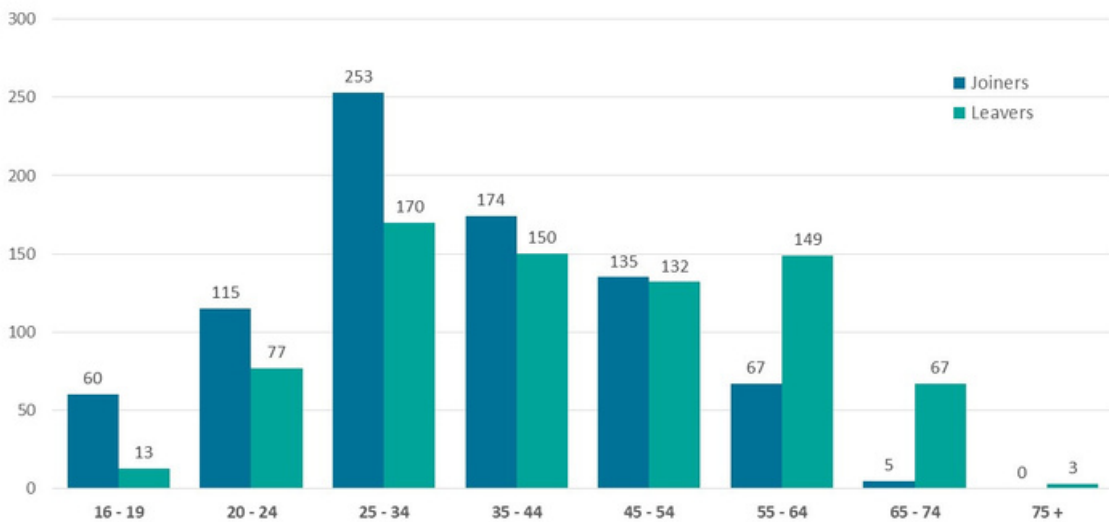
Leavers - employees who have left all jobs with the authority

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

Joiners/Leavers per Service Area



Joiners / Leavers per Age Band





Sickness Absence Quarter 4 2022/23

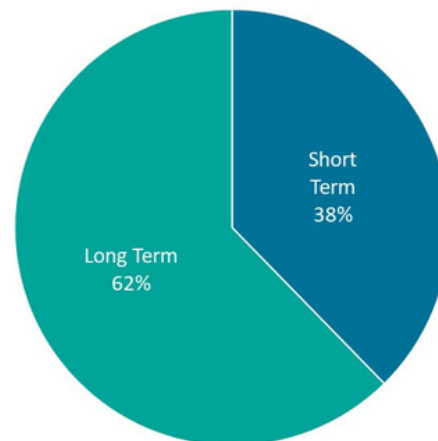
Number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence during the year

ID	Measure	Data Item(s)	Staff (exc teachers)	Teachers	All staff Q4 2022/23	All staff Q4 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	19421.05	6444.62	25865.67	26384.16
		Number of working days/shifts lost to long-term sickness absence during the year	38205.79	4232.81	42438.60	43651.95
		Number of working days/shifts lost to sickness absence during the year	57626.84	10677.43	68304.27	70036.11
		Average number of full-time equivalent (FTE) employees	4197.93	1148.16	5346.09	5274.19
		PI Value			12.78	13.28

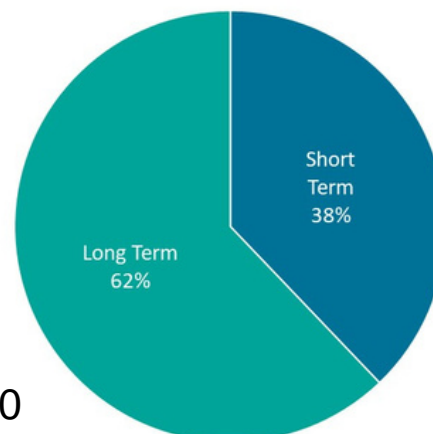
Ratio of short and long term sickness - number of FTE days lost (Including teachers)

Quarter 4 Comparisons

1st April 2021
to
31st March 2022

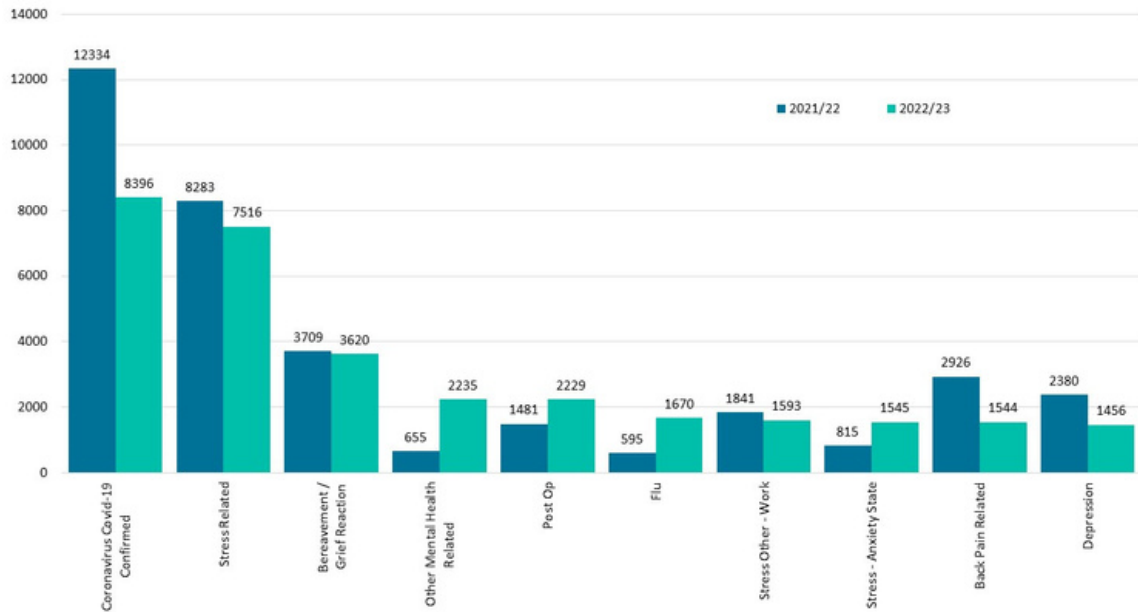


1st April 2022
to
31st March 2023

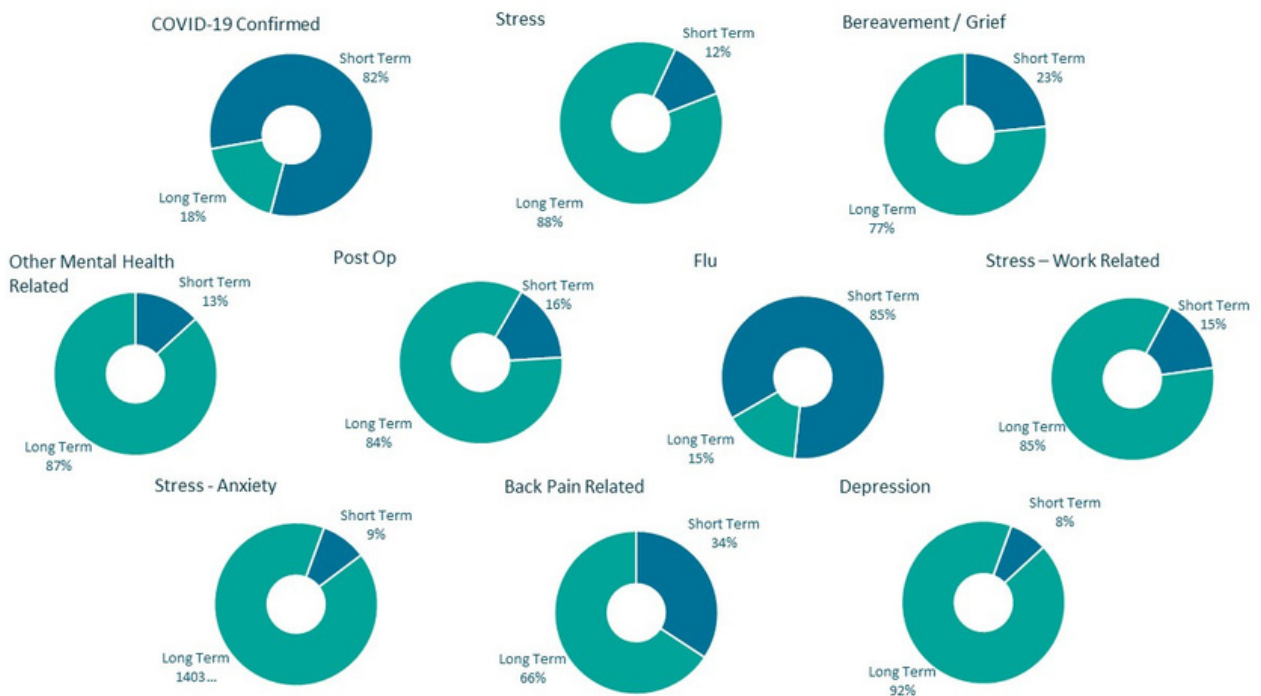


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Sickness Absence Reasons - Top Ten

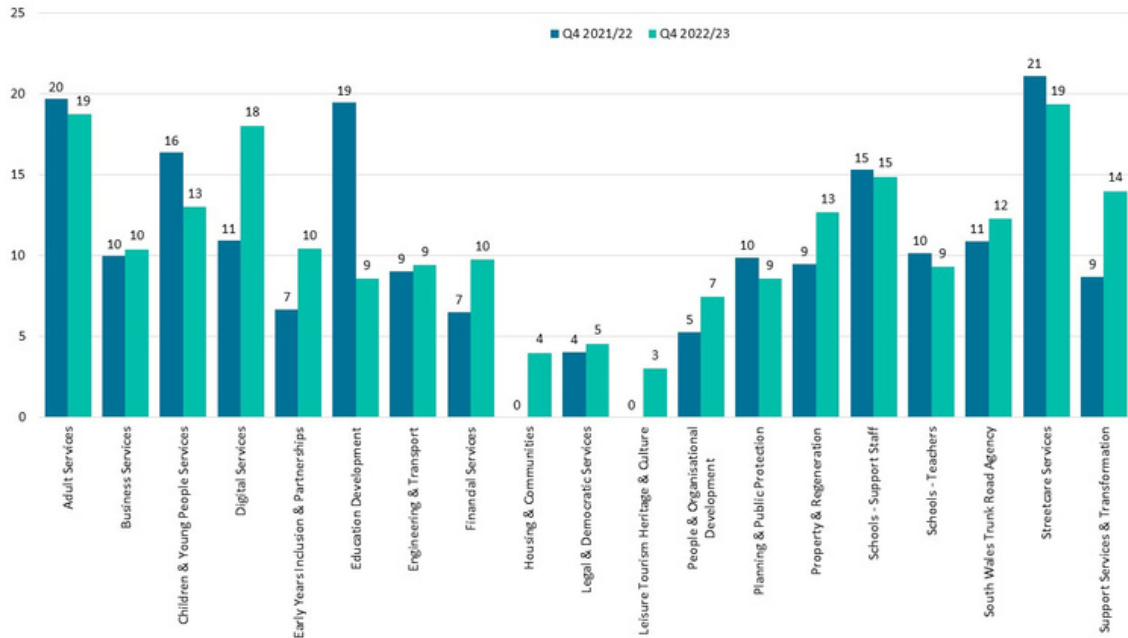


Long Term / Short Term Comparison (Top 10 reasons)

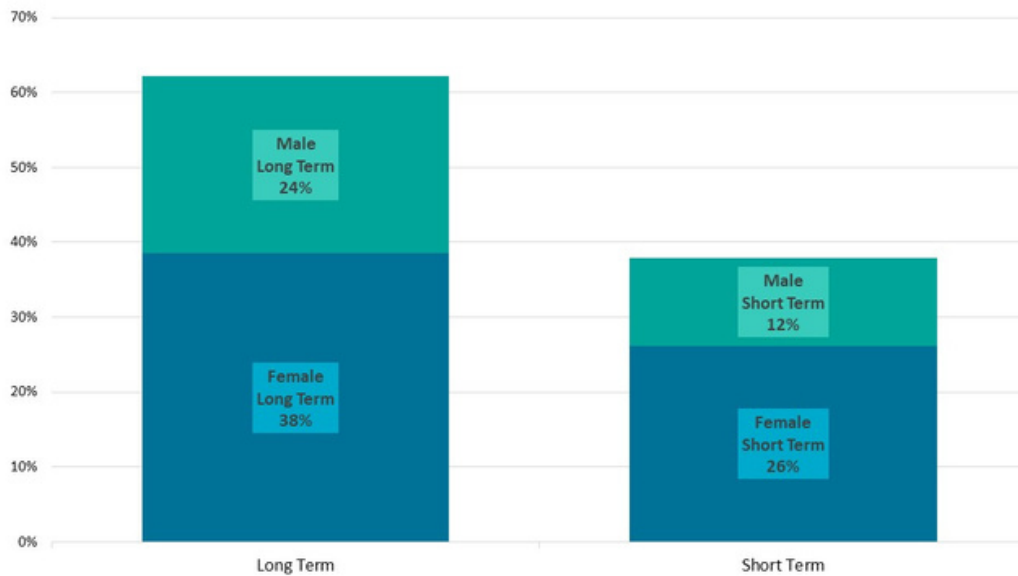


Overview of Sickness per Service Area

Average number of Sick days per Full Time Equivalent Employee Quarter 4 2021/22 and 2022/23 comparison

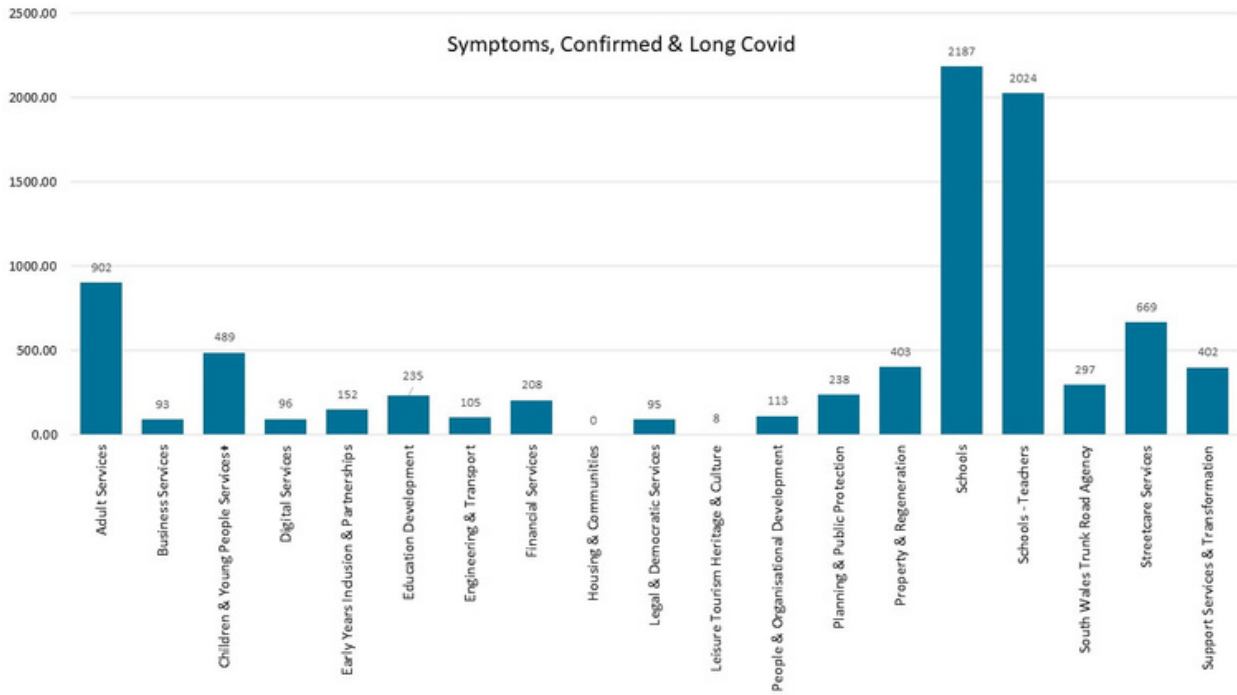


Long Term / Short Term Sickness per Gender Quarter 4 2022/23

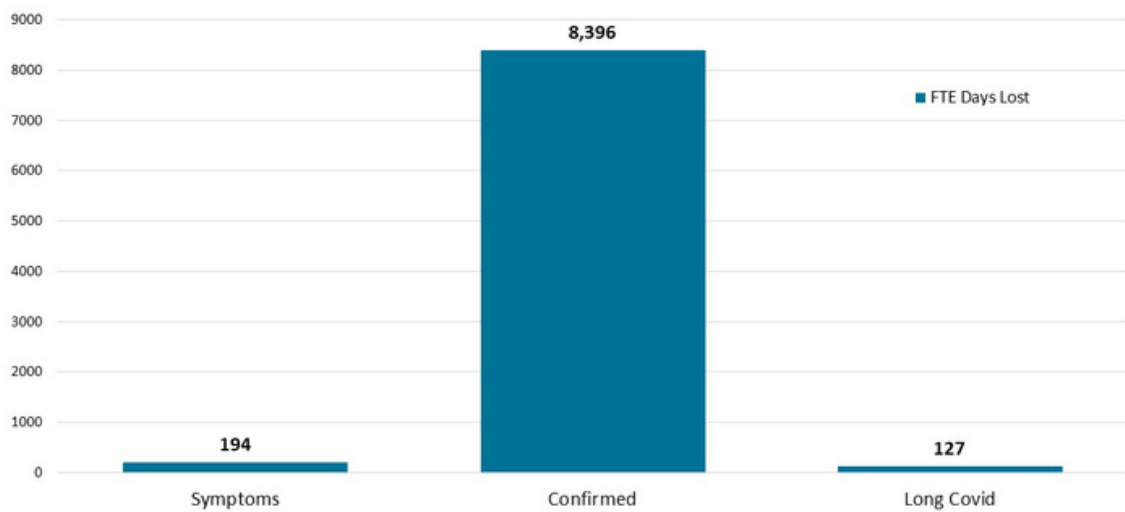


COVID - 19 Sickness Absence

Total number of FTE Working Days Lost for Quarter 4 Per Service



Total number of FTE Working Days Lost for Quarter 4



Mae'r dudalen hon yn fwriadol wag

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

22ND MAY 2023

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

Matter for information

Wards Affected: All wards

Menopause in the Workplace – Action Plan

Purpose of Report

The purpose of this report is to update Members in relation to progress made on the Action Plan developed as part of the Council's Future of Work Delivery Plan to raise awareness of the menopause in the workplace.

Executive Summary:

This report provides Members with an update in the relation to the actions which have been undertaken since October 2022 to support the Council's commitment to the raising awareness of the menopause in the workplace.

Menopause in the Workplace – Action Plan

The Menopause in the Workplace Action Plan aims to break down the stigma surrounding the menopause at work as well as ensuring an inclusive working environment for employees. The Action Plan provides support to both those experiencing the peri-menopause, menopause and those who are required to provide support to those experiencing the menopause.

Project Team

A project team has been established consisting of employees from the Future of Work Team, the Council's communications team and 'green book' trade unions.

Action Plan

The action plan draws on the internal resources we already have in place as well as resources that will be sourced externally for training purposes, which will be instrumental in disseminating messages and information about the menopause across the Council.

A copy of the Action Plan is provided in Appendix 1. However, provided below are some of the key actions that have been delivered to date:-

- Focus groups were carried out with 16 female employees in attendance during November 2022 with a view to create a menopause support network for those experiencing the menopause and to further understand how we can better support them at work.
- Training for employees on general menopause awareness, menopause awareness for men and menopause awareness for leaders and managers was delivered during February and March 2023 by external provider, The Menopause Team, with 54 employees in attendance from across the Council.
- A new Yammer channel, titled Menopause Matters, was launched in October 2022 where the project team post resources, guidance and updates on the menopause on a weekly basis. This channel currently has 92 members and engagement has remained high since its launch with exceptional feedback from members.
- Communications across the council were issued every week during October 2022 for menopause awareness month including posters demonstrating the symptoms throughout all NPT buildings, the focus groups mentioned above and the launch of the new Yammer channel, Menopause Matters.
- An awareness event was held in February 2022 with guest speaker Carolyn Harris, Co-Chair of the Government's Cross-Party Menopause Working Group. 41 employees were in attendance and the feedback from attendees was overwhelmingly positive.

The Project Group will continue to deliver the Action Plan going forward.

Financial Impacts:

The financial implications in relation to this work are in relation to funding training courses and awareness raising sessions. These are modest amounts as the most cost effective provider is sourced. This is funded from the Council's corporate training budget, when necessary.

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:

The intention behind the action plan is to have a positive impact on the workforce by reducing the stigma around the menopause and discrimination faced by people experiencing menopausal symptoms within the workplace.

Legal Impacts:

No implications.

Risk Management Impacts:

Implementation of this proposal is to support the Council's Strategic Equality Plan commitment.

Consultation:

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

Recommendations:

It is recommended that Members note the update in relation to Menopause in the Workplace Action Plan and receive a further update in six months.

FOR INFORMATION

Appendices:

Appendix 1 – Menopause in the Workplace Action Plan

Officer contact

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

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