



PERSONNEL COMMITTEE

2.00 PM - MONDAY, 11 DECEMBER 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 (*Pages 7 - 10*)

For Decision

Report of the Head of People and Organisational Development

5. Revised Employee Code of Conduct (*Pages 11 - 52*)
6. Revised Honoraria and Acting Up Schemes (*Pages 53 - 88*)
7. Annual Equalities in Employment Report (*Pages 89 - 134*)

For Information

8. Gender Equalities Action Plan Update 2023 (*Pages 135 - 144*)
9. Annual Employee Engagement Survey (*Pages 145 - 166*)

10. Time to Change Wales Action Plan - update report (*Pages 167 - 176*)
11. Workforce Information Report Quarter 2 (*Pages 177 - 196*)
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, 5 December 2023

Committee Membership:

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

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

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

PERSONNEL COMMITTEE

(Multi Location Microsoft Teams/Council Chamber)

Members Present:

25 September 2023

Chairperson: Councillor S.A.Knoyle

Councillors: A.J.Richards (Vice Chair), T.Bowen, J.Hale, J.Henton, C.Lewis, S.Pursey and P.D.Richards

Non Voting Members: S.K.Hunt (Leader), A.Llewellyn (Deputy Leader), W.F.Griffiths, J.Hurley, N.Jenkins

Officers in Attendance: S. Rees, A.Hutchings and S.McCluskie

1. **Chairs Announcements**

Councillor Knoyle welcomed everyone to the meeting.

2. **Declarations of Interest**

No declarations of interest were received.

3. **Minutes of the previous meeting**

The minutes of the previous meeting, held on the 22nd May 2023, were approved as a true and accurate record.

4. **Forward Work Programme 2023 2024**

That the Forward Work Programme for 2023 2024 be noted.

5. **Revised Special Leave Scheme**

Decision:

That having due regard to the circulated report, along with the integrated impact assessment and appendices, Members determined to approve the revised special leave scheme.

Reason for Decision:

To comply with employment legislation and law. To ensure the Council is being promoted as the 'employer of choice'. And to promote best practice.

Implementation of Decision:

The decision is to be implemented after the three-day call-in period which ended at 9.00am Friday 29th September 2023.

Consultation:

There is no requirement to undertake external consultation.

6. **Menopause Workplace Pledge**

Decision:

That having due regard to the circulated report, integrated impact assessment and appendices, Members determined to approve signing the Menopause Workplace Pledge.

The pledge would commit to supporting employees affected by the Menopause within the workplace.

Reason for Decision:

To support and commit to supporting employees affected by the menopause in the workplace. By signing the pledge, the Council demonstrates it's committed to employees who are in stages of peri-menopausal and menopause. It will also enhance the Council's 'employer of choice' reputation. Mostly, it will strengthen work to raise awareness of the Menopause.

Implementation of Decision:

The decision is to be implemented after the three-day call-in period, which ended at 9.00am on Friday 29th September 2023.

Consultation:

The National Education Union requested that the Council consider signing the pledge, however there was no requirement to consult externally on this item.

7. **Anti-Racism Charter**

Decision:

That having due regard to the integrated impact assessment and the circulated report, Members determined to approve and commit to the Anti-Racism Charter.

That the commitment commences over a 12-month period, and that the Charter aligns with the Future of Work Strategy.

Reason for Decision:

When pledging the Councils commits its dedication in taking Anti-Racism seriously.

Implementation of Decision:

The decision is to be implemented after the three-day call-in period which ended at 9.00am on Friday 29th September 2023

Consultation:

There is no requirement to undertake external consultation.

8. **Financial Well-Being Strategy**

Decision:

That having due regard to the circulated report, integrated impact assessment and appendices, Members determined to approve and support the proposed Employee Financial Well-being Strategy.

Reason for Decision:

To support Council employees faced with increased risks of financial adversity due to extensive economic and social implications.

Implementation of Decision:

The decision is to be implemented after the three-day call-in period which ended at 9.00am on Friday 29th September 2023.

Consultation:

There is no requirement to undertake an external consultation.

9. **Salary Finance Portal**

Decision:

That having due regard to the circulated report, the report be noted for information.

10. **Workforce Information Report 23/24 Quarter 1**

Decision:

That having due regard to the circulated report, the report be noted for information.

11. **Employee Assistance Programme**

Decision:

That having due regard to the circulated report, the report be noted for information.

12. **Urgent Items**

There were no urgent items.

Personnel Committee

Forward Work Programme

2022 – 2023

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

Meeting Date 2023	Agenda Item	Type
11 th December 2023	Workforce Information Report 23 / 24 Quarter 2	Information
	Revised Employee Code of Conduct	Decision
	Annual Equalities in Employment Report	Decision
	Gender Equalities Action Plan update 2023	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 th March 2024	Workforce Information Report 23 / 24 Quarter 3	Information
	Pay Policy Statement 24 / 25	Information
	Carer's Pledge Action Plan Update	Information

This page is intentionally left blank

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

11TH DECEMBER 2023

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

Matter for Decision

Wards Affected: All wards

Revised Employee Code of Conduct

1. Purpose of Report:

The purpose of this report is to seek Member approval to implement a revised Employee Code of Conduct.

2. Executive Summary:

Our Employee Code of Conduct is a set of internal guidelines that Neath Port Talbot Council employees must follow during their employment. These guidelines aim to set the standards and expectations for employee behaviour. This revised code of conduct sets out to align itself with the Council's corporate values whilst ensuring that the document is user friendly and legislatively up to date. This will ensure that employees understand what is expected of them and that employee behaviour embodies the ethos of the Council.

3. Background:

This policy was last reviewed in January 2021 and there is a requirement to review it regularly to ensure that the information is legislatively correct and that it's fit for purpose.

4. Review

Changes to Section 8 (now 10) – Gifts, Hospitality & Financial Inducements

Following a recommendation from members during a Standards Committee, the proposal is to amend the amount stated from 'negligible value' to 'up to a maximum of £5' in order to avoid any potential misinterpretation and challenge to the Council.

It is also recommended that the revised code of conduct stipulates that for school based staff, school governing bodies are expected to outline their own parameters for such gifts or hospitality due to the nature of their role.

To ensure that employees are able to determine if an offer of hospitality or gift should be accepted or tactfully rejected, a non-exhaustive checklist has also been included as a supportive resource to provide an indication of the types of issues that should be considered.

Changes to Section 13 (now 17) – Conduct Outside of Work

Feedback from both members and staff has highlighted that this section of the employee code of conduct needs further clarity in the following areas:

- Section 13.1 (now 17.1) now clearly stipulates that this is inclusive of all work related social gatherings such as Christmas parties or leaving events for staff.
- A subsection has been added to make employees aware that the Police, on occasion, make disclosures about individuals prior to conviction where they believe there is a risk because of an individual's employment or voluntary role and the disclosure is necessary for public protection.

Added sections

The following sections have been added in order to align the code of conduct to the Council's corporate values:

- General Principles
 - Provides a general overview of the policy separate from the introductory necessary legal framework.
- Equality Diversity & Inclusion

- To ensure that employees are committed to ensuring equality of opportunity, fair treatment for all colleagues and to building a more inclusive culture which values and celebrates the diverse nature of the workforce.
- Voluntary Work
 - Provides clear guidance as to what constitutes as voluntary work and how it differs from secondary employment.
- Professional Registration Requirements
 - Section added on the basis of feedback obtained from staff expressing that employees need to be reminded to adhere to the expected standards of regulatory bodies and to ensure that their registration is kept up to date.

5. Signposting

The following policies have been signposted within the revised employee code of conduct to ensure that they are utilised and cross referenced where necessary:

- Drug and Alcohol Misuse Policy
- Social Media Policy

6. **Review of the Policy**

Whilst the review was instigated by the Standards Committee and their recommendations added to the policy document, Focus Groups were also held with employees, trade unions and managers to ensure their views were captured in the policy document. It has also been supported by the Trade Unions at the Local Government Services forum.

7. **Communication of the Policy**

As this is an important policy, we will ensure that it is communicated widely across the Council. We will do this by including an article in the Council's Sway and In The Loop, we will place it on NPT Connect and Viva Engage. In addition to this, we will send an email to all Heads of Service and Accountable Managers requesting them to cascade details of the new

policy to all their service areas. For employees who may not have access to NPT Connect eg frontline employees, a leaflet will be produced with the main points included and a QR Code which when scanned by a mobile phone will take them to the main Employee Code of Conduct document on the intranet.

8. Financial Impacts:

No impacts.

9. 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”.

10. Valleys Communities Impacts:

No Impacts.

11. Workforce Impacts:

The revised Employee Code of Conduct will have a positive impact on the workforce as it provides guidance on what is expected of them as an employee of the Council.

12. Legal Impacts:

No impact.

13. Risk Management Impacts:

No impact.

14. Crime and Disorder Impacts

No impact.

15. Counter Terrorism Impacts

No impact

16. 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.

17. Recommendations:

It is **RECOMMENDED** that Members **APPROVE** the revised Employee Code of Conduct.

18. Reason for Decision

A decision is required in order that the revised Employee Code of Conduct can be implemented and communicated to our employees.

19. Implementation

The revised Employee Code of Conduct will be implemented with immediate effect.

20. Appendices:

Appendix 1 – Revised Employee Code of Conduct
Appendix 2 – First Stage Integrated Impact Assessment

21. List of background papers:

None.

22. Officer Contact

Sheenagh Rees, Head of People & OD, Email: s.rees5@npt.gov.uk

Amy Hutchings, Future of Work Team Manager, email:
a.hutchings@npt.gov.uk



Employee Code of Conduct

Version	Date	Action
Version 1		
Version 2	July 2018	Review & Amend
Version 3	January 2020	Review & Amend
Version 4	January 2021	Review & Amend
Version 5	March 2021	Minor Amendment
Version 6	September 2023	Review & Amend

1. Introductions and Definitions

- 1.1 The National Assembly for Wales made Order 2001/2280 The Code of Conduct (Qualifying Local Government Employees) (Wales) Order 2001 in exercise of the powers conferred upon it by sections 82(2) and 105(1) of the Local Government Act 2000[1]. This order came into force on 28th July 2001. This Order applies to Neath Port Talbot County Borough Council (“the Council”).
- 1.2 Employees are accountable to, and owe a duty to the Council. They must act in accordance with the principles set out in this Code, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
- 1.3 The Council’s values of being connected, caring, collaborative and confident support this code, by providing further guidance in relation to how employees need to conduct themselves in the workplace.
- 1.4 Employees are required to read this Code and clarify any questions they may have with their manager. Please note that a breach of the standards set out in this Code will be dealt with through the Council’s Disciplinary Procedure and could result in formal action up to and including dismissal.
- 1.5 For the avoidance of doubt this Code of Conduct does not apply to Teachers within the meaning of Section 82(2) of the Local Government Act 2000 but applies to all other employees of the Council.
- 1.6 For the avoidance of doubt, the term ‘Accountable Manager’ applies to any manager who directly reports to a Head of Service.

2. General Principles

- 2.1 The public is entitled to expect the highest standards of conduct from all employees. The role of such employees is to serve their employing Council in providing advice, implementing its policies, and delivering services to the local community. In performing their duties, they must act with integrity, honesty, impartiality and objectivity.
- 2.2 If an employee becomes aware of activities which they consider to be illegal, improper, unethical or otherwise inconsistent with this Code, they must report it to their manager (or next appropriate manager) as soon as possible. Information on [whistleblowing](#) is also available on NPT Connect.
- 2.3 Responsibility is placed on every employee to disclose to an appropriate manager any potential conflict of interest which may affect them in their job role.
- 2.4 Employees must not misuse their position, Council information or any Council resources or equipment to further their own or others personal interests.
- 2.5 All employees must also cooperate with any requirement made by the Monitoring Officer (Head of Legal Services) or any other relevant officers in connection with an investigation into fraud, corruption or malpractice.

3. Confidentiality and Disclosure of Information

- 3.1 Openness in the dissemination of information and decision-making should be the norm in the Council. However, certain information may be confidential or sensitive and therefore not appropriate for a wide audience. Where confidentiality is necessary to protect the privacy or other rights of individuals or bodies, information should not be released to anyone other than a Councillor, Council employee or other person who is entitled to receive it, or needs to have access to it for the proper discharge of their functions.
- 3.2 The law requires that certain types of information must be made available to Councillors, auditors, Government departments, service users, and the public, in certain circumstances.
- 3.3 All employees must familiarise themselves regarding which information the Council is able to be open about, and is not able to be open about, and act accordingly. If in any doubt, employees must check with their manager prior to the release of the information.
- 3.4 Any information received by an employee from a Councillor which is personal to that Councillor and does not belong to the Council should not be divulged by the employee without the prior approval of that Councillor, except where such disclosure is required as required by the law.
- 3.5 Letters written to or by employees in their position as representatives of the Council are the property of the Council.
- 3.6 Personal data obtained in the course of employment should always be treated confidentially and only be disclosed in accordance with data protection legislation or other legal or Council requirements.
- 3.7 Employees must not use any information obtained in the course of their employment for personal gain or benefit, nor should they knowingly pass it on to others who might use it in such a way.
- 3.8 Information on [data protection](#) is available on NPT connect.

4. Political Neutrality

- 4.1 Employees serve the Council as a whole. It follows that they must serve all Councillors and not just those of the controlling group, and must ensure that the individual rights of all Councillors are respected.
- 4.2 Some employees may be requested to advise political groups. If this is the case, they must do so in a manner which does not compromise their political neutrality as employees.
- 4.3 All employees, must follow every lawfully expressed policy of the Council and must not allow their own personal or political opinions to interfere with their work.

- 4.4 Where employees are in politically restricted posts they must comply with any statutory restrictions on their political activities. Please refer to [\(Link Political Restrictions\)](#) for further information
- 4.5 All other employees must also consider whether they should undertake political activities outside these restrictions which may create a conflict of interest.

5. Declarations

5.1 You are required to make declarations in respect of Gifts and Hospitality, Interests and Additional Employment/Work, as part of your contract of employment.

5.2 For declarations:

For the avoidance of doubt, in the cases of school support staff, please substitute Head of Service/Accountable Managers for Head Teacher.

For gifts and hospitality,

You must use the form in **Appendix A where you are a:**

- Director/Head of Service – declarations should be made immediately when an instance arises. Should there be no instances to declare through the year, a nil return should be provided annually, at year end.
- Accountable Manager - declarations should be made immediately when an instance arises. Should there be no instances to declare through the year, a nil return should be provide annually, at year end.
- All other employees – declarations should be made as and when any instances arise of interest

You must use the form in **Appendix B where you are a:**

- Director/Head of Service – declarations should be made annually at year end and a new declaration made immediately should your circumstances change
- Accountable Manager – declarations should be made annually at year end and a new declaration made immediately should your circumstances change
- All other employees – declarations should be made as and when any instances arise of interest

*For secondary employment **Appendix C** shall be utilised in the following circumstances:*

- Directors/Heads of Service – declarations should be made immediately when an instance arises. Should there be no instances to declare through the year, a nil return should be provide annually, at year end.
- Accountable Managers - declarations should be made immediately when an instance arises. Should there be no instances to declare through the year, a nil return should be provide annually, at year end.

- All other employees – declarations should be made as and when any instances arise of additional employment/work.
 - Any declaration must be made as soon as is reasonably possible. In some instances this will mean declaring prior to or at the commencement of your employment.
 - In other instances you will need to make a declaration during your employment, or when you change roles within the Council.
- 5.3 Please refer to **Appendix D**, which outlines the process for making declarations, and also the monitoring process of these declarations.
- 5.4 Employees will need to declare the above with their Head of Service or Accountable Manager. Further details are outlined later in this procedure.
- 5.5 When a Head of Service needs to make a declaration, then the declaration must be made to their Corporate Director, or other Director in their absence, and any relevant authorisation obtained.
- 5.6 When a Director needs to declare something, then this must be made to the Chief Executive, or the Monitoring Officer in his/her absence, and any relevant authorisation obtained.
- 5.7 When the Chief Executive needs to declare something, then this must be made to the Monitoring Officer, or in his/her absence the Deputy Monitoring Officer, and any relevant authorisation obtained.
- 5.8 If an Employee occupies a Politically Restricted Role (whether Specified or Sensitive (Please refer [\(Link Political Restrictions\)](#) for further information)) then gifts or hospitality from Councillors should not be accepted unless sanctioned by the appropriate Head of Service.

6. Relationships

- 6.1 Employees should deal with the public, Councillors and other employees sympathetically, efficiently, and without bias. Further guidance regarding the nature of relationships can be found in **Appendix E**. Employees should act all times in accordance with the requirements of the Equality Act 2010 by not treating people differently or unfairly on the basis of their gender, sex, age, race, disability, sexual orientation, pregnancy, marital status or religion.
- Allegations of harassment and/or bullying will be dealt with in accordance with the Council's [Dignity at Work Policy](#).
- 6.2 Where the Monitoring Officer is undertaking an investigation in accordance with regulations made under section 73(1) of the Local Government Act 2000(9) an Employee must comply with any requirement made by that Monitoring Officer in connection with such an investigation

7. Equality, Diversity & Inclusion

- 7.1 We want to attract and retain a diverse workforce to deliver better outcomes across a range of services and can respond to the range of needs of the citizens of Neath Port Talbot and is reflective of the people we serve.
- 7.2 The Council aims to provide a safe working environment where employees are treated fairly and with respect. As an employer, we're committed to ensuring equality of opportunity, fair treatment for all colleagues and to building a more inclusive culture which values and celebrated the diverse nature of the workforce.
- 7.3 All our colleagues are entitled to be treated with dignity and respect in the workplace. Discrimination, bullying, victimisation or harassment of any kind is not tolerated.
- 7.4 All our managers have an important leadership responsibility to promote dignity and respect in the workplace and take steps to advance equality and address concerns in their service area.

8. Corruption

- 8.1 Employees must be aware that it will be deemed, under the Bribery Act 2010, to be a criminal offence to offer, promise or give a bribe. It will also be an offence to request, agree to receive, or accept a bribe. This will constitute gross misconduct and place the employee at risk of criminal sanctions as well as disciplinary proceedings.

9. Use of Financial Resources and Other Resources

- 9.1 Employees must exercise due probity and responsibility in accordance with the Council's Financial Regulations, Contract Procedure Rules and Accounting Instructions & Guidelines in the use of public resources.
- 9.2 They must ensure value for money at all times and seek to avoid legal challenge to the Council. Employees must ensure expenditure is authorised appropriately and obtain proof of spending in accordance with the Council's policies.
- 9.3 Resources must be used in accordance with Council requirements and not for any personal benefit or the interests of any political party or group
- 9.4 This will apply, for example, to the use of transport, secretarial assistance, stationary, equipment and information.

10. Gifts, Hospitality and Financial Inducements

- 10.1 A potential source of conflict between private and public interests is the offer of gifts, hospitality or benefits in kind to employees in connection with their official duties. At all times an employee must consider whether the gift or offer of hospitality would lead a member of the public to question whether their dealing with a matter may be prejudiced by a gift.
- 10.2 On no account shall an employee accept any financial payment or other inducement from any person, body or organisation, e.g. contractors, developers, consultants etc. unless authorised by the Council. Section 117 of the Local Government Act 1972 makes

it an offence for an employee of Neath Port Talbot Council to accept any fee, gift, loan or reward whatsoever, other than his or her proper remuneration.

- 10.3 It is important that employees do not accept any gifts or hospitality for themselves, or on behalf of others, which would place them under obligation or appear to do so. Accepting such gifts or hospitality could be regarded as compromising employee objectivity when employees make decisions or carry out the work of the Council. This is also true of any services or gifts in kind. This does not prevent employees from attending official events such as a civic reception or working lunch where these are authorised by the Council. Similarly if employees receive a free pen from a course etc.
- 10.4 There may be exceptions for gifts which are of value up to a maximum of £5 and are usually given to a wide range of people, e.g. pens, diaries, calendars etc. Any more substantial gift should be returned officially with a suitable letter unless specifically sanctioned by an appropriate Head of Service. For school based staff, school governing bodies are expected to outline their own parameters for such gifts or hospitality.
- 10.5 If an Employee occupies a Politically Restricted Role (whether Specified or Sensitive (Please refer [\(Link Political Restrictions\)](#) for further information)) then gifts or hospitality from Councillors should not be accepted unless sanctioned by an appropriate Head of Service
- 10.6 All gifts offered (*except those of value up to a maximum of £5 as indicated above*), whether accepted or refused, must be recorded within the Directorate and signed by the appropriate Head of Service. If in doubt seek advice from your manager.
- 10.7 Normally, visits to exhibitions, demonstrations, inspection of equipment, conferences, business meals, social functions etc. by employees in connection with their official duties will be at the Council's expense to avoid jeopardising the integrity of subsequent purchasing decisions. In some instances, however, it may be to the benefit of the Council to accept the hospitality of outside agencies, organisations, or individuals, where representation serves the Council's interest. This will be a decision for the appropriate Head of Service to make – **authorisation must be sought in advance**. If it is decided to accept the invitation, the reason for the meeting and the form the hospitality takes must be declared. If in doubt seek advice from your manager.
- 10.8 When accepting or receiving authorised hospitality, employees and managers should be particularly sensitive as to its timing in relation to decisions which the Council may be taking affecting those providing the hospitality.
- 10.9 Acceptance by employees of hospitality through attendance at relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal, where attendance has been authorised in advance and where the Council is satisfied that any purchasing decisions are not compromised.
- 10.10 If any employee is in any doubt over the offer of financial inducement, gifts or hospitality, they should refer the matter to their Manager.
- 10.11 The onus is on employees to declare offers of gifts and hospitality (*see Section 4*). If in doubt seek advice from your Manager.

10.12 The following checklist of questions may help to determine if an offer of hospitality or gift should be accepted or tactfully rejected:

- Is the donor or event significant in the community or in your Council's area?
- Is there an expectation that a Council representative attends because of their role?
- Will the event be attended by others of a similar standing in the community or in other communities?
- What is the motivation behind the invitation?
- Would acceptance of the invitation be, in any way, inappropriate or place an employee under pressure in relation to any current or future issue?
- Could the decision to attend be justified to the Council, press and public?
- What is the hospitality or the nature of the gift and is it reasonable and appropriate in all of the circumstances to accept?
- What are the concerns about accepting the hospitality?

Employees should note that this is a non-exhaustive list and is merely a supportive resource to provide an indication of the types of issues that should be considered. Further clarity should be sought from the Accountable Manager if the employee has any concerns.

10.13 The issue of gifts from service users is covered in **Appendix E**.

11. Personal and Other Interests/Involvements

11.1 Interests or involvement which could conflict with the interests of the Council could be either financial and/or non-financial for example:

- Partnership in a business.
- Work done for any person or organisation other than as an employee of the Council.
- Serving as a member of a group, committee, or board which may work in conflict with the Council.
- Applications submitted by relatives or friends for consideration by the Council, i.e. tendering for work.
- School Governor within the Neath Port Talbot locality.

11.2 If any employee has a personal interest in any matter which arises at any meeting where the employee is reporting or advising (*or might be called upon to advise, or otherwise be able to influence*) any Councillor(s) of the Council, or any third party, the employee must declare the interest, and take no part in the consideration or determination of the matter. Any such declaration made at an official meeting will be recorded in the minutes. If appropriate, arrangements should be made for another employee to attend and report and/or advise on the matter. An example would be involvement in a meeting regarding a school, which their son or daughter attends.

11.3 If an officer has a personal interest which could conflict with the interest of the Council, then they may only remain in the meeting and participate in the proceedings, if the person presiding at the meeting (*having taken advice from the Monitoring Officer*) is satisfied that to do so would be in the interest of the Council or local people.

12. Additional Employment/Work

- 12.1 For all additional/secondary employment or private work, both outside of the work done as an employee of the Council and including additional contracts within the Council whereby individuals provide services to a different service area by way of contract for services, employees **must** obtain the written permission of the Council. **Appendix C** can be used to make a relevant declaration.
- 12.2 Employees should be clear about their contractual obligations to the Council and must not undertake additional/secondary employment, or involvement, which may conflict with or detract from the interests of the Council.
- 12.3 Where an employee is appointed as a Director of a company or a board or committee member of any other organisation, where the appointment or invitation to serve arises out of employment with the Council, then these must also be declared. These Directors must also declare any conflicts of interest, as and when these arise.
- 12.4 Employees need to be aware that any information they have gained in the form of intellectual property, copyright or work in any form which they have carried out or created and which has arisen from them undertaking their duties as an employee of the Council belongs to the Council and, therefore, cannot be sold or lent to any other person or organisation without the written permission of the appropriate Head of Service, in consultation with the Monitoring Officer.
- 12.5 If an employee is absent from their substantive role due to sickness then it is not ordinarily expected that the employee will be well enough to work in a second job. This is unless they provide a fit note and the nature of the illness does not impact on their capability to carry out the duties of their second post with the Council.
- 12.6 If it is found that the employee has worked in a second job whilst absent from the Council due to sickness then it may be considered gross misconduct and result in disciplinary action. This is in line with the Council's [Maximising Attendance at Work Policy](#).
- 12.7 If the employee considers that the nature of his/her sickness is such that s/he cannot work in one job, but can work in the second job (maybe because of differing physical demands) then the employee must contact their manager(s) to discuss this **before** proceeding to work in the second job.
- 12.8 The Council will not allow the employee to carry out work in a second job if it considers that doing so will impede the recovery time from the sickness, and hence delay the return to work in this organisation. Secondary employment includes running your own business, voluntary work, undertaking an official role (e.g. Justice of the Peace or Election duties) or receiving a profit from the pursuance of a hobby.
- 12.9 Employees are obliged to inform the Council of **any** secondary employment regardless of length of contract or remuneration in additional posts. For example, if an employee is undertaking work on a temporary basis, even for free, employees are expected to let their manager know.
- 12.10 Employees must notify their manager that they have reported sick in their other position. In these circumstances, managers must seek advice from Human Resources.

- 12.11 Employees are not permitted to carry out private trading in relation to goods, services or any form of intellectual property on the Council's premises nor may they do so elsewhere whilst on Council duties.

13. Voluntary Work

- 13.1 Volunteering is when you choose to give your time to help others without being paid for it.
- 13.2 Where an Employee undertakes voluntary work which results in day to day contact with children or vulnerable adults then notification must be given to their manager
- 13.3 While volunteer work for an organisation or charity is not considered as secondary employment, you should consider any potential conflicts of interest with your role within the Council before taking up the activity.
- 13.4 Employees must gain consent from the Council should any of their voluntary responsibilities fall within their usual working hours.
- 13.5 Employees should note that voluntary work is subject to the working time directive and therefore employees cannot work more than 48 hours a week on average.

14. Recruitment and Selection of Staff and other Associated Employment Matters

- 14.1 The Council's Recruitment and Selection Code of Practice, and other relevant policies, must be applied when recruiting to any vacant post. This will ensure appointments are made on merit and the most appropriate person is recruited.
- 14.2 In order to avoid any possible accusation, or appearance of bias employees must not be involved in any selection process where they are related to an applicant or, have a close personal relationship outside work with the applicant.
- 14.3 Similarly, employees must not be involved in any decisions on discipline, grievance, promotion, or pay for any employee who is an immediate relative, partner, friend or person in respect of whom the employee's involvement could reasonably be perceived to be prejudicial or biased.

15. Professional Registration Requirements

- 15.1 In addition to this Code, certain roles within the Council, for example those within education and social care, are also governed by externally set registration requirements and professional standards of conduct. It is employees' responsibility to ensure that they are registered with the appropriate body, that this registration is kept up to date, and that they continue to adhere to the expected standards.
- 15.2 If an employee fails to meet and maintain these registration requirements and standards, this may result in disciplinary action, up to and including dismissal, being taken by the Council in accordance with the Council's Disciplinary Procedure.

15.3 Additionally, the Council is required to comply with certain duties to notify external registration bodies of issues concerning misconduct and/or disciplinary action taken. Where this occurs, colleagues concerned would be notified by the Council.

16. Declaration of Criminal Offences

16.1 All employees must declare any criminal offence for which they have been charged or prosecuted to their Head of Service, that is either reportable to their professional body or standards body, or which could either:-

- bring the Council into disrepute, or
- result in them being unable to undertake the role for which they are employed (e.g. a driving ban), or
- may result in a prison sentence

16.2 Upon receipt of this information, the Head of Service will review the impact of this information upon the contract of employment with a view to giving consideration as to what support, if appropriate or necessary, might be provided to the employee and whether the declaration requires further investigation to establish if there is a potential disciplinary issue. Where an issue may be potentially gross misconduct, a risk assessment must be undertaken to establish whether the employee should be suspended.

16.3 *Failure to declare or accurately declare relevant offences will result in disciplinary action.*

17. Conduct Outside of Work

17.1 All employees must ensure that their actions outside of work do not bring the Council into disrepute and do not impact upon their ability, be it perceived or otherwise, to undertake their role. This is inclusive of all work related social gatherings such as Christmas parties or leaving events for staff.

17.2 Inappropriate conduct outside of work, which is either illegal, improper, or unethical, will therefore breach the Employee Code of Conduct. Examples of such conduct may include the following, which is not meant to be a definitive list:-

- Inappropriate use of social networking sites in terms of relationships or comments.
- Drugs related offences.
- Giving inappropriate medical treatment to a child or protected adult
- Matters of a publicly sensitive and/or inappropriate nature, including abuse (physical, emotional, neglect or sexual), threats or violence.
- Hate crimes
- Theft and fraud
- Using your position to exert influence

Such conduct could result in disciplinary action being taken.

- 17.3 Employees should be aware that under common law police disclosure the police are allowed to use their professional judgement to make disclosures about individuals prior to conviction where they believe there is a risk because of an individual's employment or voluntary role and the disclosure is necessary for public protection. Through this legislation, and through notifications/complaints from the public, we are, on occasion, notified of employee behaviour outside of work and therefore employees are urged to ensure that their actions outside of work do not bring the Council into disrepute and do not impact upon their ability, be it perceived or otherwise, to undertake their role. Therefore it is in the employee's best interest to disclose of any unruly behaviour outside of work to avoid any such disrepute.

18. Alcohol and Drugs

- 18.1 The Council is committed to providing a safe, healthy and productive working environment for all colleagues, contractors and customers. This includes ensuring that people are fit to carry out their jobs safely and effectively in a working environment which is free from alcohol, drug and substance misuse.
- 18.2 Being under the influence of alcohol, illegal drugs or other substances during working hours is not permitted. This is inclusive of those working from home/ on a hybrid basis.
- 18.3 Any employee who is found to be unfit to undertake the contractual duties of their role because they are under the influence of alcohol or drugs will be sent home for the remainder of the working day. This is to ensure the highest standards of health and safety for all colleagues.
- 18.4 The matter will then be managed in accordance with the [Council's Drug and Alcohol Policy](#) and appropriate strategies and arrangements will be put in place which offer help and support to employees. However, misuse of substances that impact upon the workplace may also result in disciplinary action, up to an including dismissal, in line with the Council's Disciplinary Procedure.

18. Social Media

- 18.1 It is important that employees who use social media in a personal capacity understand the Council's expectations.
- 18.2 When an employee has an online presence, the employee is representing Neath Port Talbot Council and the Council's values.
- 18.3 Further information on the appropriate use of social media and your responsibility is available via the [Social Media Policy](#). Employees who breach the terms of the Social Media Policy may face action under the Council's Disciplinary Procedure.

19. Separation of Roles during Tendering

- 19.1 Employees involved in the tendering and procurement process and dealing with contractors must be clear on the separation of both client and contractor roles within the Council.
- 19.2 Some employees may have both a client and contractor responsibility and must be aware of the need for accountability and openness at all times.
- 19.3 Employees who are privy to confidential information on tenders or costs for either internal or external contracts must not disclose that information to any unauthorised party or organisation.
- 19.4 Employees must declare any relationship which may have the potential to conflict with the tendering process or could be perceived by others as a potential reason for bias.
- 19.5 Further information confirming the requirements of employees, can be located [here](#).

20. Sponsorship

- 20.1 Where an outside organisation intends, or wishes, to sponsor a Council activity, whether by invitation, tender, negotiation or voluntarily, the basic rules concerning acceptance of gifts or hospitality apply. Particular care must be taken by employees when dealing with contractors or potential contractors.
- 20.2 Where the Council wishes to sponsor an event or service neither an employee nor any partner, spouse or close relative must benefit from such sponsorship in a direct way without there being full disclosure to the appropriate Head of Service of any such interest.
- 20.3 Similarly, when the Council through sponsorship, grant aid, financial or other means, gives support in the community, employees must ensure that impartial advice is given and that there is no conflict of interest involved.
- 20.4 Should any employee, his or her partner, spouse or close relative(s) benefit from this sponsorship, this must be declared on the form.

21. Failure to Comply with the Code of Conduct for Local Government Employees

- 21.1 Any contravention of this Code of Conduct could result (or be taken into account) in disciplinary proceedings.
- 21.2 Should there be a need to undertake an investigation into an employee's standard of behaviour it will be necessary to examine the Registers, attached in Appendix 'A', 'B' and 'C', and any evidence obtained from these sources may, together with any other information, be used to assist with the investigation.
- 21.3 In some instances, declarations or failure to declare, may need to be reported to the police

22. Application of the Code of Conduct

- 22.1 The Code embodies general standards of conduct for all employees of the Council. It is recognised, however, that arrangements will need to be made in Directorates to address specific circumstances encountered by employees.
- 22.2 The Register of declarations will be maintained by the secretary of each Director or the Chief Executive.

23. Review

- 23.1 This Code of Conduct will be reviewed every 3 years by the Head of Human Resources and Head of Legal Services.

Declaration/Authorisation

of Acceptance of Gifts/Hospitality

Appendix A

Human Resources

Declaration/Authorisation of Acceptance of Gifts/Hospitality

Please note that if a declaration is submitted electronically via email, this email should be maintained with the declaration for the purpose of proof of integrity.

Name (please print)			
Employee Number			
Directorate			
Section 1 - Declaration			
Details of gift(s)/hospitality/invitation(s) offered. Date of hospitality must be included within the details.			
Estimated value (if possible) of gift(s)/hospitality/invitation(s)			
Name and address of person/organisation making the offer			
Their relationship with the Council			
Offer accepted or gift/hospitality received Yes/No (delete as appropriate)			
I declare that the information given above is correct to the best of my knowledge and belief			
Signed		Date	

Section 2 - Authorisation			
Manager Comments			
Name (please print)			
Signed		Date	

Register of Business, Financial, Private, Personal and Other Interests/Involvements

Human Resources



Appendix B

(To be completed by all employees where there needs to be a declaration, as outlined in this policy or there is a perceived/potential conflict of interest.

Please refer to 9.2 of the Procedure.)

Register of Business, Financial, Private, Personal and Other Interests/Involvements	
Name (please print)	
Directorate	
Employee Number	
Section 1 – Declaration	
<p>I hereby declare the following interests that may be relevant to or be likely to affect my employment with Neath Port Talbot County Borough Council. Please outline nature of the potential conflict of interest in the relevant box.</p>	
1. Business Name and address and nature of additional business interests.	
2. Consultancy	

<p>Name and address of Partnership, Company, firm or other body or individual on behalf of whom consultancy is undertaken and nature of the consultancy, with an indication of frequency or volume of such work.</p>	
<p>3. Directorships</p> <p>Name and address and nature of business of each Company or other body of which you are a Director, with an indication of whether it is in a paid or unpaid capacity.</p>	
<p>4. Partnerships</p> <p>Name and address and nature of business of each firm with which you are a partner.</p>	
<p>5. Interests in Land Within the Borough</p> <p>Address or description of land or property within the County Borough of Neath Port Talbot in which you have an interest, the nature of the interest and the use to which the land is put i.e. if you own a property in the Neath Port Talbot area it should be identified here.</p> <p>Please note:</p> <p>(a) Interests as a freeholder or leaseholder for a lease of 12 months or more should</p>	

<p>be declared (For the avoidance of doubt this includes any property to which you are the legal owner whether individually or jointly);</p> <p>(b) Interests as an option holder or prospective purchaser should be declared;</p> <p>(c) Interests by which you are directly concerned in seeking planning permission or some other consent or decision of the Council should be declared;</p> <p>(d) You need not declare interests in land or property outside the Borough.</p>	
<p>6. Retainers</p> <p>Name and address of any organisation to whom you are engaged on a retainer basis and the nature of the retainer.</p>	
<p>7. Memberships/Associations</p> <p>List any organisation (including voluntary bodies) with which you have membership/ association, e.g. clubs and societies.</p>	
<p>8. Relationships</p> <p>Outline any potential relationships issues where there may be a conflict of interest.</p>	
<p>9. Further Information/Any Other Declaration</p> <p>Please give any further information you may wish to record about your business, financial or personal interests.</p>	

If in doubt as to whether there is a potential conflict of interest, then please speak to your Manager in the first instance.

Employee Declaration

I declare that the above information is correct to the best of my knowledge and belief.

Signed		Date	
---------------	--	-------------	--

Section 2 - Acknowledgement

Manager Comments	
-------------------------	--

Name (please print)	
----------------------------	--

Signed		Date	
---------------	--	-------------	--

Please return to your Director's Secretary and continue on a separate sheet if necessary.

Additional Employment/Work



(A separate form must be used for each employment)

Appendix C

Human Resources

Details of Additional Employment/Work (outside your employment with the Council)

Additional Employment/Work Form			
Employer			
Nature/Type of Business			
Number of Hours Worked (per week)			
Other Relevant Information	Do you envisage a conflict of interests between this employment/outside practice and your employment with the Council? YES/NO (please delete as applicable) If YES – please outline below		
Section 1 – Declaration			
Please Print Name			
Contact Number			
Service Department			
Job Title			
Payroll Number			
Signed		Date	

Section 2 - Authorisation			
Manager Comments			
Please Print Name			
Signed		Date	

If the total amount of work (in this Council and Outside Employment) you undertake exceeds 48 hours per week, please refer to the Working Time Regulations 1998 <http://www.legislation.gov.uk/ukxi/1998/1833/contents/made> and notify your manager.

Please return to your Director's Secretary.

Declarations of Officer's Interest – Monitoring

Authorisation and Maintenance

- ❖ Chief Executive to have his/hers authorised by the DOFCS/Monitoring Officer. CEX secretary to maintain the file.
- ❖ Directors to have theirs authorised by the CEX. Their secretaries to maintain the files.
- ❖ HOS to have theirs authorised by the Directors. Directors' secretaries to maintain their files.
- ❖ Accountable managers to have theirs authorised by HOS. Directors' secretaries to maintain their files.
- ❖ All other staff to have theirs authorised by their Head of Service or accountable manager. Directors' secretaries to maintain their files.

Frequency of declarations

- ❖ **Directors/HOS** – Declarations should be made immediately when an instance arises and annually for any nil returns.
- ❖ **Accountable Managers** – Declarations should be made immediately when an instance arises and annually for any nil returns.
- ❖ **All Other Staff** – Must provide declarations as and when any instances arise.

Code of Conduct

- ❖ The Code to be made prominent and easily accessible on the intranet.
- ❖ Regular reminders to be flashed up on the screen.

Monitoring by Internal Audit

- ❖ Check all Directors/HOS files on an annual basis.
- ❖ Check all accountable manager files on an annual basis.
- ❖ Check a sample of all other staff files on an annual basis.

NATURE OF RELATIONSHIPS

Councillors

1. The purpose of this Protocol is to guide Elected Councillors and employees of the Council in their relations with one another in such a way as to ensure the smooth running of the Council. Given the variety and complexity of such relations, this Protocol Does not seek to be either prescriptive or comprehensive. It simply offers guidance on some of the issues which most commonly arise. It is hoped, however, that the approach which it adopts to these issues will serve as a guide to dealing with other circumstances. Both Elected Councillors and employees are involved in public service. However, their respective roles are quite different:
 - ❖ Elected Councillors are responsible to the electorate;
 - ❖ Employees are responsible to the Chief Executive as Head of the Paid Service, and to their respective Corporate Directors.

Individual Elected Councillors are not permitted to give instructions to employees unless specifically authorised to do so by the Council, or by a Committee, or by the Executive.

An employee's job, where it is part of his/her duties, is to provide appropriate advice to elected Councillors with impartiality. Such advice must be given in an equitable manner, irrespective of the political nature of the elected Councillor concerned. At the heart of this Protocol, is the importance of mutual respect. Councillor/Employee relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between Councillor and Employees should observe standards of courtesy and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party

Where an employee feels that s/he has not been properly treated with respect and courtesy by an elected Councillor s/he should raise the matter with his/her Head of Service, Corporate Director or the Chief Executive as appropriate, especially if they do not feel able to discuss it directly with the Councillor concerned. In these

circumstances the Head of Service, Corporate Director or Chief Executive will take appropriate action either by approaching the individual Councillor and/or group leader or by referring the matter to the Monitoring Officer.

A Councillor should not raise matters relating to the conduct or capability of an employee in a manner that is incompatible with the objectives of this Protocol. This is a long-standing tradition in public service. An Employee has no means of responding to such criticisms in public. If a Councillor feels s/he has not been treated with proper respect, courtesy or has any concern about the conduct or capability of an Employee, and fails to resolve it through direct discussion with the Employee s/he should raise the matter with the respective Head of Service. The Head of Service will then look into the facts and report back to the Councillor. If the Councillor continues to feel concern, the s/he should report the facts to the Corporate Director who heads the Directorate concerned, or if, after doing so, is still dissatisfied should raise the issue with the Chief Executive who will look into the matter afresh. Any action taken against an Employee in respect of a complaint, will be in accordance with provisions of the Council's Disciplinary Rules and Procedures.

This Protocol is a local extension of the Members' and Employees' Codes of Conduct. Consequently, a breach of the provisions of this Protocol may also constitute a breach of those Codes

2. Mutual respect between employees and Councillors is essential to good local government and working relationships must be kept on a professional basis. Close personal familiarity between employees and individual Councillors can damage this relationship and prove embarrassing to other employees and Councillors.
3. Many employees necessarily acquire information during the course of their employment that has not yet been made public and is, therefore, still confidential. It is a betrayal of trust to disclose such information and you must never disclose or use confidential information for your own personal advantage or for someone known to you, or if to the discredit of the Council, or anyone else.
4. Where an employee has a grievance about a matter relating to his/her employment, this should be pursued through the agreed grievance procedure with trade union

involvement as necessary - a direct approach to elected Councillors, which interferes with a formal process, is not permitted, and may result in disciplinary action.

5. In addition to the general principles detailed above, the following guidelines have been compiled with the purpose of establishing what does, and what does not, constitute acceptable behaviour:

Employees may

- ❖ Give advice to elected Councillors, where such a requirement is part of their job, on professional and/or operational matters which are within the jurisdiction of their area of responsibility. Employee advice must not extend beyond providing information and advice in relation to matters of Council business. Employees must not be involved in advising on matters of political party business. The observance of this distinction will be assisted if Employees are not present at meetings or parts of meetings, when matters of party business are to be discussed;
- ❖ Respond to individual complaints or queries from elected Councillors and give relevant factual information relating to services with which they are concerned.

Employees must not

- ❖ Let their personal or private interest influence their working relationships with elected Councillors;
- ❖ Act in any way which may result in suspicions of improper conduct arising.

Local Communities and Service Users

6. Employees should always remember their responsibilities to the communities they serve and to ensure courteous, efficient and impartial service delivery to all groups and individuals within these communities as defined by the policies of the Council.

Contractors

7. All relationships of a business or private nature with external contractors, or potential contractors, must be made known by employees to their Head of Service. Orders and contracts must be awarded on merit and in accordance with the Council's Contract Procedure Rules, and no special favours should be shown to businesses run by, for example, friends, partners or relations in the tendering process. No part of any community within the County Borough should be discriminated against.
8. Employees who engage or supervise contractors, or have any other official relationship with contractors, and have previously had or currently have a relationship in a private or domestic capacity with contractors, must declare such a relationship to their Head of Service.

Service Users

9. Employees who are in close contact with service users both in the community and residential settings may find themselves placed in invidious situations for a number of reasons. Where such circumstances arise, employees must not:
 - (a) Accept presents in money or goods for themselves or members of their family;
 - (b) Accept loans of money or goods to themselves or members of their family;
 - (c) Enter into financial arrangements with the service user, e.g. by buying goods from the service user, or selling goods/services; similar restrictions also apply to the employee's family;
 - (d) Assist with the preparation of a Will, or Deeds of Gift.

Adherence to these measures will assist employees to minimise any risk of accusation that undue influence has been exercised by an employee over a service user.

This page is intentionally left blank

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Employee Code of Conduct
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				
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				

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

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

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

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

	Name	Position	Signature	Date
Completed by	Robyn Mort	HR Policy & Practice Development Officer	<i>R. Mort</i>	25/10/2023

Signed off by	Sheenagh Rees	Head of Service	<i>Sheenagh Rees</i>	27 th November 2023
---------------	---------------	-----------------	----------------------	--------------------------------

This page is intentionally left blank

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

11TH DECEMBER 2023

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

Matter for Decision

Wards Affected: All wards

Revised Honoraria and Acting Up Schemes

1. Purpose of Report:

The purpose of this report is to seek Member approval to revise the Council's Honoraria Scheme and Acting up Scheme.

2. Executive Summary:

Provided below is a summary of how both schemes are utilised:-

An **Honoraria** is a payment for:

- duties outside the scope of an employee's normal role over an extended period, but not more than 12 months
- duties or responsibilities which are within the scope of an employee's normal role but are temporarily exceptionally onerous

The **Acting Up** scheme sets that employees are eligible for an acting-up payment in circumstances where they are requested to carry out the full duties and responsibilities of the higher graded post; the payment applies from the first day or shift that they are asked to carry out these duties.

The revised schemes have been amended to take into consideration feedback from employees, managers and Trade Union representatives who attended focus group sessions. The aim of the focus groups was to ensure a wide range of views were built in to the amended Schemes and that the schemes will be fit for purpose. The Honoraria Scheme has also been amended in line with inflation.

3. Background:

Both of these Schemes were introduced in 2008 at the same time as the Council implemented Job Evaluation outcomes and a revised equality proofed Pay and

Grading Structure; at that time the schemes were developed to ensure they were in line with equal pay legislation.

The Honoraria and Acting Up Schemes apply to National Joint Council for Local Government Services ('Green Book') employees.

4. Review

The following amendments have been made to the Honoraria Scheme:

- A clear emphasis on honoraria payments being used as an exception rather than the norm. A requirement for honoraria payments to be submitted in a timely manner wherever possible
- An increase to the payment table in-line with inflation
- Grades now are listed individually rather than grouped together
- Examples are now included in relation to the category of honoraria to assist managers

The following amendments have been made to the Acting Up Scheme:

- Guidance has been developed for managers to support the selection of employee(s) for Acting Up duties where necessary
- Where employees complete a years' service in their acting up position, within a 2 year period, they will receive the next spinal column point to ensure they have incremental progression.

Example

Two 6 month periods as a Gritting Operative in 2021 and 2022, the employee will start on the next spinal column point of the grade in 2023 as a Gritting Operative.

Should members approve both these Schemes, they will be implemented with effect from 1st February 2024.

5. Communication of the Schemes

It is important that the revised schemes are communicated widely across the Council. We will do this by including an article in the Council's Sway and In The Loop; we will advertise the schemes on NPT Connect and Viva Engage. Additionally, we will send an email to all Heads of Service and Accountable Managers requesting they cascade details of the revised Schemes to all their service areas.

6. Financial Impacts:

An increase in honoraria payments and the amendments to acting up will increase the amount paid to individual employees, and services will fund these payments from within their existing salary budgets. The increased amounts in the Honoraria Scheme are in line with the increase in inflation since the policy was originally developed. It is anticipated that these Schemes will be a tool for Accountable Managers to provide development opportunities for their employees as part of succession planning arrangements and also to reward them appropriately.

7. 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 3 & 4 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”.

8. Valleys Communities Impacts:

No Impacts.

9. Workforce Impacts:

It is anticipated that the increase of payments in the Honoraria Scheme and the amendments to the Acting Up Scheme will positively impact on our workforce. It will also be a solution to some recruitment and retention issues and will support succession planning.

10. Legal Impacts:

No impact.

11. Risk Management Impacts:

No impact.

12. Crime and Disorder Impacts

No impact.

13. Counter Terrorism Impacts

No impact

14. 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 amendments.

15. Recommendations:

It is **RECOMMENDED** that Members **APPROVE** the revised Honoraria and Acting up Schemes.

16. Reason for Decision

A decision is required in order for work to commence in implementing the revised Honoraria and Acting up Schemes.

17. Implementation

These revised Schemes will be implemented immediately, and the policy implemented from the 1st February 2024.

18. Appendices:

Appendix 1 – Revised Honoraria Scheme

Appendix 2 – Revised Acting up Scheme (Including selection matrix)

Appendix 3- First Stage Integrated Impact Assessment – Honoraria Scheme

Appendix 4- First Stage Integrated Impact Assessment – Acting Up Scheme

19. List of background papers:

None.

20. Officer Contact

Sheenagh Rees, Head of People & Organisational Development, email: s.rees5@npt.gov.uk

Amy Hutchings, Future of Work Team Manager, email: a.hutchings@npt.gov.uk

This page is intentionally left blank



Honorarium Scheme

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

Contents Table

1. Purpose and Scope	3
2. Definition	3
3. Principals of Application	4
4. Payment Levels	4
5. Monitor and Review	4
6. Grievances	4
7. Honorarium Form	5

Version	Date	Action
Version 1	2008	Policy
Version 2	January 2023	Amended Scheme (including employee feedback)

1. Purpose and Scope

The Council recognises the need for employees, on occasions, to temporarily undertake additional duties or responsibilities of a higher level for a limited period of time. Employees are entitled to be rewarded fairly for the work they have been asked to undertake, which is above and beyond the scope of their current role. It is important that this policy is applied in all situations to ensure consistency and fairness across the Council.

This policy applies to all employees covered by the National Joint Committee for Local Government Services ("Green Book")

2. Definition

An honoraria is a payment for:

- duties outside the scope of an employee's normal role over an extended period, but not more than 12 months. If honorarium payments are required for more than a 12 month period, other arrangements should be sought under the recruitment and selection policy. In exceptional circumstances, the Head of Service and HR may approve payment beyond 12 months.
- duties or responsibilities which are within the scope of an employee's normal role but are temporarily exceptionally onerous

In both of the above circumstances, honorarium payments are to be initiated by the line manager and **must be** agreed in writing using the form attached (Payment Authorisation Form), in advance of these duties or responsibilities being undertaken.

Wherever possible requests for an honorarium should always be submitted in a timely manner and before the employee is asked to undertake the additional duties.

Honoraria **should not** be used where there is a permanent change to the normal duties of a job or where an employee is requested to 'Act up' to cover a higher-graded post. In these circumstances the post should be assessed under the Council's Job Evaluation Scheme by being included within the Job Evaluation Questionnaire or an Acting Up payment should be set up.

Accelerated increments within an employee's pay scale are not permitted due to Equal Pay considerations.

3. Principals of Application

Honoraria should be treated as a one-off recognition or reward relating to a particular piece of work or circumstances as described in Section 3, and should be paid as soon as possible after the completion of that task **or** monthly/regular payments where appropriate.

To ensure consistency across the Council the application and payment of honoraria must be in accordance with this Scheme.

The payment of honoraria should be for exceptional circumstances only.

4. Payment Levels

In deciding the level of payment to be made, the following should be taken into consideration:

- The nature, scope and level of difficulty of the additional duties/responsibilities
- The length of time involved
- The impact on the employee's normal role
- The level of 'new' learning for the employee
- Current level of pay

All honoraria payments will be made on a monthly basis.

Where an employee is receiving regular honoraria payments linked to an additional or exceptionally onerous responsibility, this should be reviewed by the line manager on a monthly basis and reference made to section 2 of this scheme.

5. Monitor and Review

This policy will be reviewed in two years or as a result in change of legislation or operational practices. The trade unions will be consulted.

6. Grievances

An employee can raise a grievance in connection with the application of this scheme via the Authority's Grievance Policy and Procedure.

7. Honorarium Form

HONORARIA PAYMENT AUTHORISATION (PART 1)

Please note that honoraria payments can only be paid in accordance with the Schedule of Payments detailed in Part 2 of this form

Payroll No.:	Name:
Directorate:	Authorising Manager:
Job Title:	Section:

Please explain why this is the most cost effective means of delivering the service and that the following points have been considered:

- **Not carrying out the duties**
- **Allocating the duties to a post holder on a higher grade**
- **The consideration that has been made to more cost effective alternatives**

HONORARIA PAYMENT DETAILS (PART 2)

Payroll No:	Name:
Directorate:	Authorising Manager:
Job Title:	Section:

Reasons for Honorarium

Reason A	Employees who are requested to perform additional duties within the scope of their substantive post however working of a higher volume e.g already performing the duties.
Reason B	Employees who are requested to perform additional duties and responsibilities outside the scope of their substantive post which requires them to undertake some new learning this could be shadowing other employees or attending webinars or E-learning.
Reason C	Employees who are requested to perform additional duties and responsibilities outside the scope of their substantive post which requires them to undertake additional learning, training and development in order to fulfil the requirements of the post.
Reason D	Working on specific tasks of a project nature out of the scope of the employees usual responsibilities

		Reason Category and Percentage Payments			
Employers Grade	Base Annual Payment (£)	A 80%	B 100%	C 200%	D 80%-100%
1	333	266	333	666	266-333
2	413	330	413	826	330-413
3	493	394	493	986	394-493
4	573	458	573	1,146	458-573
5	653	522	653	1,306	522-653
6	733	586	733	1,466	586-733
7	813	650	813	1,626	650-813
8	893	714	893	1,786	714-893
9	973	778	973	1,946	778-973
10	1,053	842	1,053	2,106	842-1,053
11	1,133	906	1,133	2,266	906-1,133
12	1,213	970	1,213	2,426	970-1,213
13	1,293	1,034	1,293	2,586	1,034-1,293

Honorarium Calculation in accordance with the Schedule of Payments

Employee's Grade: _____ :

Reason Category : _____ :

Payment Percentage: _____ :

Annual Payment : _____ :

Start Date: _____ :

End Date: _____ :

NB: Employees in receipt of benefits should seek advice as payment may affect benefits

Authorisation:

Manager _____ Date: _____

Accountable Manager _____ Date: _____

Agreed:

Employee: _____ Date: _____

<u>Forward to Payroll</u>	<u>Received by Payroll</u>

This page is intentionally left blank



Acting Up Scheme

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

Contents Table

1. Purpose.....	3
2. Definition of Acting Up	3
3. Period of Acting Up	3
4. How to Select	4
5. Payment.....	4
6. Regular requests for Acting Up.....	4
7. Monitor and Review	5
8. Grievance	5
9. Appendix A	6
10. Appendix B	8

Version	Date	Action
Version 1	2008	Policy
Version 2	January 2023	Amended Scheme (including employee feedback)

1. Purpose

To outline a revised policy for Acting Up payments for all employees covered by the National Joint Committee for Local Government Services (“Green Book”)

2. Definition of Acting Up

Acting up **applies** where an employee is formally requested to undertake the **full** duties and responsibilities of a higher graded post for a period of at least one day/shift.

Acting up **does not apply** where:-

- (a) An employee or employees undertake(s) only partial duties and responsibilities of a higher graded post
- (b) The duties and responsibilities are shared between more than one employee. The Honorarium Scheme provisions may cover these circumstances.
- (c) There is a permanent change to the normal duties of a job. This may warrant a new evaluation or a re-evaluation of the post.
- (d) There are formal deputising responsibilities, written into the job description, which have been taken into consideration when evaluating the post.

3. Period of Acting Up

Under this Scheme all employees are eligible for an Acting-up payment if they are requested to carry out the full duties and responsibilities of the higher graded post from the first day/shift.

For example:

Where the employee is requested to act-up into a distinct and different post on day one e.g. Refuse Loader to Refuse Driver or Care Assistant to Care Officer, it is clear the employee acts up to a grade above their substantive role.

The employee must be formally requested to act-up and must take on the full duties/responsibilities of the higher graded post.

The period of Acting Up should not exceed 12 months duration. A review should take place after 12 months and consideration given to whether the post being covered via Acting Up should be filled permanently. (In certain cases, a ring-fenced advertisement can be considered with the authorisation of the Head of Service and confirmation from the recognised Trade Unions).

4. How to Select

If more than one employee expresses an interest in Acting Up, please use the matrix in Appendix B to make your decision.

5. Payment

The sum to be paid is the minimum rate of pay that would apply were the employee promoted to the higher graded post. It **must** be at least one increment higher. The payment will be effective from the first day on which the employee was required to undertake the duties and responsibilities of the higher graded post. The payment will be pro-rata for part-time employees based on the standard 37 hour week.

Where practical, the agreed Acting up arrangements and payment should be set out in writing to the employee, using the form attached (Appendix A), stating the payment to be received and the anticipated length of the acting up period. If this period [by reference to date/s or circumstances] is subsequently extended, this should be confirmed in writing. Where this is not practical, because urgent arrangements need to be put into place to meet service delivery needs, Acting up arrangements can be confirmed by the line manager / supervisor verbally, authorised and certified for payment and then followed up subsequently in writing, at a later date.

6. Regular requests for Acting Up

In certain occupational areas (eg winter gritting), employees act up for a certain period of time every year. In order for employees to be rewarded fairly for Acting Up, if they complete a years' service in the Acting up role within a two year period they will receive the next spinal column point of the grade they are acting up to.

For example: two 6 month periods as a Gritting Operative in 2021 and 2022, the employee will start on the next spinal column point of the grade in 2023 as a Gritting Operative.

7. Monitor and Review

This policy will be reviewed in two years or as a result in change of legislation or operational practices. The trade unions will be consulted.

8. Grievance

An employee can raise a grievance in connection with the application of this scheme via the Authority's Grievance Policy and Procedure.

9. Appendix A

Acting up Payments

Name:	Pay Scale:
	Current SCP:
Payroll No.:	Directorate:
Job Title:	Authorising
Section:	Manager:
Job Title Acting Up to:	

Please explain why this is the most cost effective means of delivering the service and what alternatives have been considered.	
Acting Up Payment Calculation:	
Amount to be paid £	per week/ month
One off Payment?	Yes/ No
“Staged” Payments?	Yes/No
Start Date:	
End Date:	
NB: Employees in receipt of benefits should seek advice as payment may affect benefits	

<u>Authorisation:</u>	
Manager _____	Date: _____
Accountable Manager or representative _____	Date: _____
<u>Agreed:</u>	
Employee: _____	Date: _____
<u>Forward to Payroll:</u>	<u>Received by Payroll:</u>

--	--

10. Appendix B

Selection Matrix for Acting up

This matrix should be used if you have a number of employees interested in Acting Up. This matrix will demonstrate fairness in your decision making and also aid you with an audit trail if your decision is questioned.

- Skills/Abilities/Knowledge – what the person needs to know and to be able to do in order to carry out the job effectively
- Qualifications – academic, IT, vocational and other qualifications
- Experience – activities the person should have been involved in previously, either in paid employment, voluntary work or some other area.
- ***NB - experience should not include a set number of years' experience which could discriminate against people in terms of age or gender.***
- Personal Attributes – such as type of behaviour that contribute to success eg understand customer needs, demonstrate confidence.

Page 74

Each panel member should complete one score sheet for each employee interviewed.

0	1	2	3	4	5
No evidence/ fails to meet criteria	Significantly below acceptable standard	Below acceptable standard	Acceptable	Above acceptable standard	Significantly above acceptable standard

Use **3** as an indicator of whether the candidate is 'appointable'.

If candidate scores less than 3 on **any** question, this person should be deemed as 'not appointable to act up'.

Interested Employees Name	Skills/Abilities/Knowledge (1-5)	Qualifications (1-5)	Experience (1-5)	Personal Attributes (1-5)

Page 75

Employee Name	Overall Panel Ranking	*Appointable Yes/No	Summary of reasons for appointing/not appointing for Acting Up	Employee informed of outcome Yes/No

--	--	--	--	--	--	--

*** Please rank the appointable candidates in order of suitability**

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Honorarium Policy Changes
Service Area: All Council Employees employed under LGS terms and conditions of employment other than those directly by School's operating under fully delegated powers
Directorate: All

2. Does the initiative affect:

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

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

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		x				The change in policy does not impact on people with any protected characteristic, as all employees under the scope of this policy are able to use it.
Disability		x				As above
Gender Reassignment		x				As above
Marriage/Civil Partnership		x				As above
Pregnancy/Maternity		x				As above
Race		x				As above

Religion/Belief		x				As above
Sex		x				As above
Sexual orientation		x				As above

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		x				

the wider environment, such as air quality, flood alleviation, etc.						
---	--	--	--	--	--	--

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

	Yes	No	Details
Long term - how the initiative supports the long term well-being of people	x		Changes made to the Honorarium Policy will support our employees who take on additional responsibilities within their roles by increasing the payments to be more in line with inflation. This should enhance their long term financial well-being.
Integration - how the initiative impacts upon our wellbeing objectives	x		As above. The changes of the honorarium Policy will be an aid to ensuring the wellbeing objectives are met.
Involvement - how people have been involved in developing the initiative	x		<p>Two focus group were held where participants were asked the following questions:</p> <ul style="list-style-type: none"> • Do you understand the difference between acting up and honorarium? • Is the process clear on how to process an honorarium? • Do you know the different categories and how to determine an employee into one of these? • Are you happy with the amount of an honorarium payment? <p>Responses from the questions above were taken into consideration and used when reviewing the policy.</p> <p>Emails requesting feedback were also sent to school bursars.</p> <p>The Council's Joint Trade Unions have also been consulted with.</p>

Collaboration - how we have worked with other services/organisations to find shared sustainable solutions		x	N/A – this is a Neath Port Talbot Council Policy.
Prevention - how the initiative will prevent problems occurring or getting worse	x		It will enhance our current suite of policies which are in place to support employees across the Council.

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

A full impact assessment (second stage) is not required	x
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	
Reasons for this conclusion	

--

	Name	Position	Signature	Date
Completed by	Lucy Miles	HR Policy and Practice Development Officer	LMiles	1st November 2023
Signed off by	Sheenagh Rees	Head of Service	<i>Sheenagh Rees</i>	27 th November 2023

This page is intentionally left blank

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Acting Up Policy Changes
Service Area: All Council Employees employed under the NJC for Local Government Services terms and conditions.
Directorate: All

2. Does the initiative affect:

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

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

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		x				The change in policy does not impact on people with any protected characteristic, as all employees under the scope of this policy are able to use it.
Disability		x				As above
Gender Reassignment		x				As above
Marriage/Civil Partnership		x				As above
Pregnancy/Maternity		x				As above
Race		x				As above
Religion/Belief		x				As above

Sex		x				As above
Sexual orientation		x				As above

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				

Page 84

5. Does the initiative impact on biodiversity:

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

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

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

	Yes	No	Details
Long term - how the initiative supports the long term well-being of people	x		Changes made to the Acting Up Policy will support our employees who take on additional responsibilities within their roles by ensuring they get paid correctly for Acting up. This should enhance their long term financial well-being.
Integration - how the initiative impacts upon our wellbeing objectives	x		As above. The changes to the Acting Up Policy will be an aid to ensuring the wellbeing objectives are met.
Involvement - how people have been involved in developing the initiative	x		Two focus group was held where participants were asked the following questions: <ul style="list-style-type: none"> • Do you understand the difference between acting up and honorarium? • Is the process clear on how to process and acting up Payment? • Is it clear how select someone to Act up? Responses from the questions above were taken into consideration and used when reviewing the policy. Emails requesting feedback were also sent to school bursars. The Council's Joint Trade Unions have also been consulted with.
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions		x	N/A – this is a Neath Port Talbot Council Policy.

Prevention - how the initiative will prevent problems occurring or getting worse	x		It will enhance our current suite of policies which are in place to support employees across the Council.
---	---	--	---

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

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

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

	Name	Position	Signature	Date
Completed by	Lucy Miles	HR Policy and Practice Development Officer	LMiles	1st November 2023
Signed off by	Sheenagh Rees	Head of Service	<i>Sheenagh Rees</i>	27 th November 2023

This page is intentionally left blank

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

11th December 2023

Report of the Head of People & Organisational Development - Sheenagh Rees

Matter for Decision

Wards Affected: All Wards

Annual Equalities in Employment Report 2022/23

1. Purpose of the Report

To seek Members approval for the publication of the equalities in employment report for the year 2022-2023, prior to its publication on the Council's website, and the employment-related equality objectives.

2. Background

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

- 1) Eliminate discrimination
- 2) Advance equality of opportunity
- 3) Foster good relations between different groups.

In addition to the general equality duty there are specific duties which came into force within 2011. Under the specific duties, Public Bodies are required to:

- Prepare and publish one or more equality objectives

- Publish information to demonstrate compliance with the general equality duty. This includes information relating to persons who share a relevant protected characteristic who are its employees or other persons affected by its policy and practice

The duty to publish information

As set out in the Regulations of the Equality Act 2010, all Public Authorities were required to publish specified information to demonstrate their compliance with the Public Sector Equality Duty by 31st March 2012, then at subsequent intervals, of not greater than one year. Any gaps in the specified information should be clearly identified, the reasons for the gaps, and the measures that are being to address the gaps in future.

Gender Pay Gap

In addition to the requirements above, the legislation now requires us to include a gender pay objective within this annual report. Attached as Appendix Two is more detailed information on our Gender Pay Gap for 2023.

The diagram below details the characteristics that are protected under the Equality Act 2010:



In compliance with our duty to publish information the Council produces an annual employment monitoring report which presents a statistical picture of the Council’s workforce from recruitment through to exit.

4. The Equalities Employment Information

The data has been analysed by the protected characteristics shown in the diagram above. The data set out in Appendix One is either for the 12 month period 1st April 2022 to 31st March 2023, or, where appropriate, a snapshot of the workforce on 31st March 2023.

The data has been collated from the iTrent HR/Payroll employee record database. Training data has been collated from a different training database.

5. Financial Impact

No implications.

6. Integrated Impact Assessment

A full impact is not required as there is no impact on any protected group; the report itself is a monitoring report.

7. Valleys Communities Impact

No implications.

8. Workforce Impacts

No implications.

9. Legal Impacts

No implications.

10. Risk Management

No implications.

11. Consultation

This report will be discussed with all recognised trade unions at meetings of the various collective bargaining groups during the period December 2023 - February 2024.

12. Recommendation

It is RECOMMENDED that the enclosed equalities employment information is APPROVED by Members.

13. Reason for Decision

To enable the information to be published on the Council's website to meet the requirements of the Public Sector Equality Duty.

14. Implementation

To be implemented immediately

15. Appendices

Appendix 1 – Equalities Employment Information 2022 - 2023

Appendix 2 - Gender Pay Gap Report 2023

16. List of Background Papers

None

17. Officer Contact

Sheenagh Rees, Head of People & Organisational Development,

Email – s.rees5@npt.gov.uk

Diane Hopkins, Principal HR Manager,

Email: d.b.hopkins@npt.gov.uk

This page is intentionally left blank



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

**ADRODDIAD BLYNYDDOL
CYDRADDOLDEBAU MEWN
CYFLOGAETH
2022/2023**

**ANNUAL EQUALITIES IN
EMPLOYMENT REPORT
2022/2023**



Introduction

It gives me great pleasure to introduce the Council's Annual Equalities in Employment Report which details the Council's approach to providing information on its work in respect of equality and diversity during 1st April 2022 to 31st March 2023.

Our purpose is to help Neath Port Talbot residents live good lives and it is important to us that our workforce is representative of our communities, celebrates diversity and ensures our workplace is a place everyone can show up as themselves.

Whilst we have made some improvements in making our County Borough a more equal place for people to live, work and access services, we recognise that there are and will continue to be, areas for improvement. This report helps provide the information we need to make this happen.

Councillor Simon Knogle

Cabinet Member for Finance, Performance and Social Justice



Equalities Employment Data

2022/2023

The data in this report covers all employees of Neath Port Talbot Council including those employed by schools.

Employment related data for the following protected characteristics is covered:

- Age
- Disability
- Race
- Sex
- Religion and belief
- Sexual Orientation
- Gender Re-assignment
- Marriage and Civil Partnership
- Pregnancy and Maternity

Data is analysed against the following criteria:

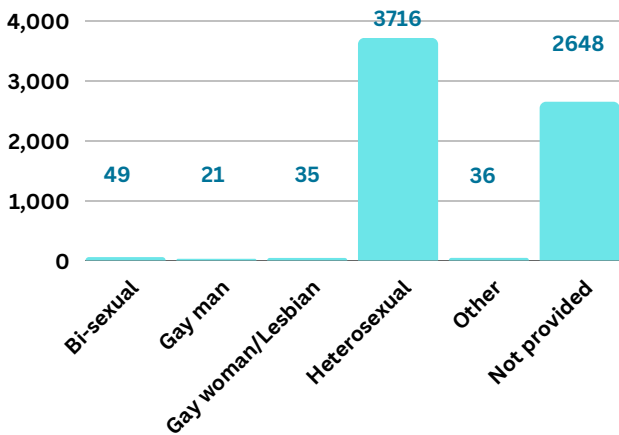
- People employed by the Council on 31st March 2022 by protected characteristic
 - Men and women employed, broken down by:
 - Occupational area
 - Grade and pay
 - Contract type, i.e. permanent or fixed term / temporary
 - Working pattern, i.e. full-time or part-time
- People who have applied for jobs with the Council
- Employees involved in grievance procedures
- Employees involved in Dignity at Work procedures
- Employees subject to disciplinary procedures
- Employees who have left the Council's employment.
- Employees who have successfully applied for training
- Employees who have completed training

Overview of the Council

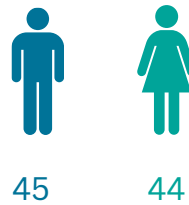
The Council employs 6,505 employees



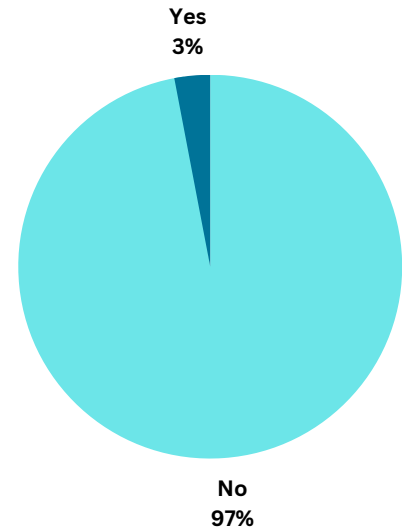
Sexual Orientation



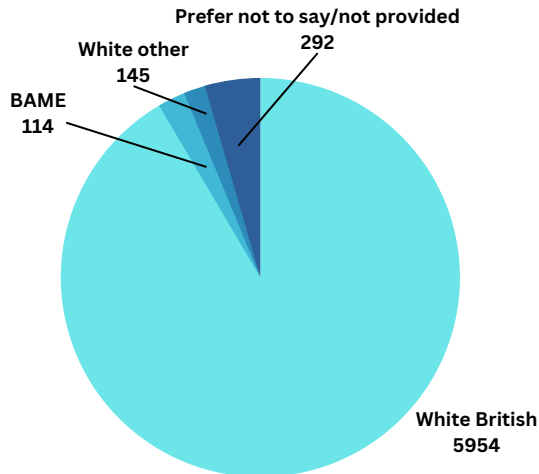
Average Age



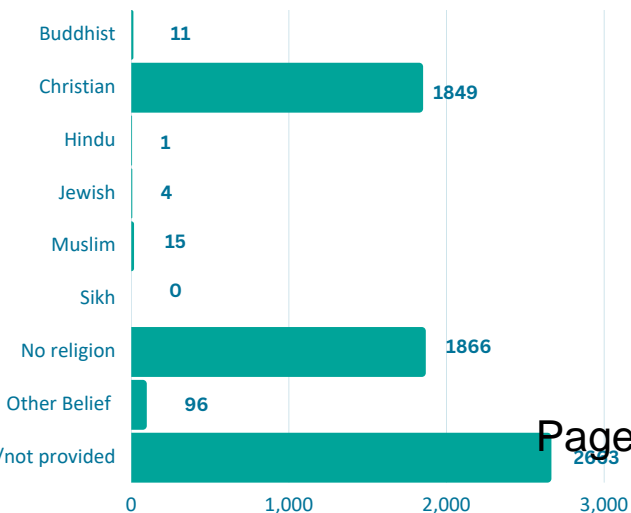
Disability



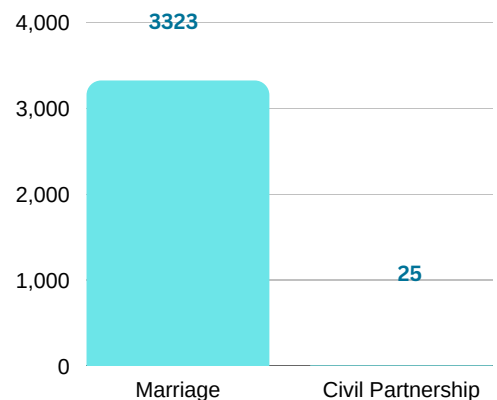
Race



Religion



Marriage & Civil Partnership



Age

Average Age

The average age of the workforce is 44 years. This is consistent with previous years.



45



44



44

Age Range

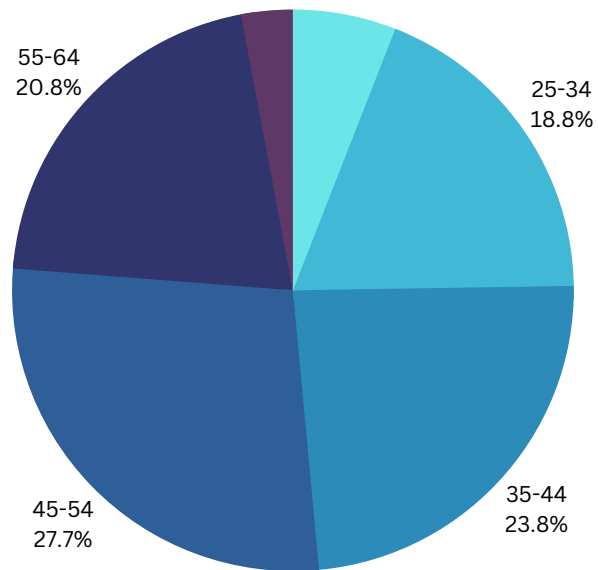


16-24	140	221
25 - 34	359	860
35 - 44	393	1188
45 - 54	476	1315
55 - 64	461	901
65+	79	112



65+
3%

16-24
5.9%



The highest number of employees in our workforce are aged 45-54 years, followed by those aged 35-44 years. These figures are consistent with previous years and are in line with the Local Government Earnings Survey for England and Wales which shows 66.9% of the total workforce are aged between 40-64.

There are more women than men in all age categories.

Succession planning continues to be a key workforce planning activity across the Council as it supports Accountable Managers to identify business critical roles and develop an action plan to deliver successors for these roles in the future.

Recruitment

Excluding Schools

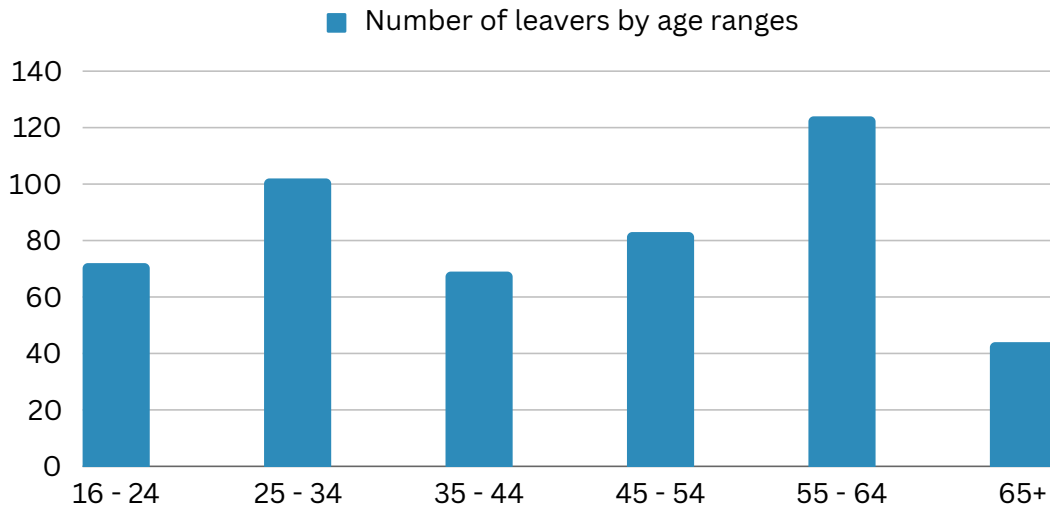
Age Range	Applicants	Shortlisted	Appointed
16-24	945	299	97
25 - 34	1940	545	194
35 - 44	1502	500	175
45 - 54	1025	417	154
55 - 64	494	201	63
65+	53	20	8

5959 people applied for 753 jobs with the Council during 2022/23 with 691 appointments made.

13.1% of applicants were internal applicants from within the Council's workforce.

We continue to advertise our posts internally and externally simultaneously and this year, 86.9% of applicants were from external applicants. This has increased by 10% compared to last year

Leavers



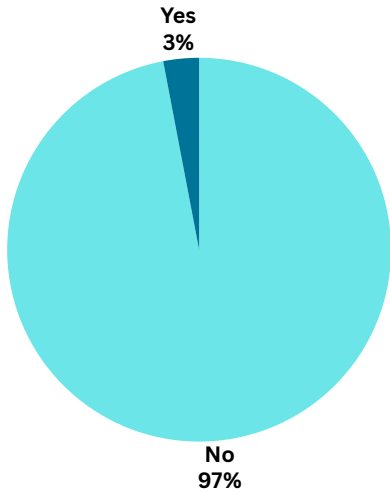
494 employees left the Council during the period. This number includes temporary and casual workers whose contracts may have come to an end and those employees who have resigned.

All employees who resign from the Council's employment are encouraged to complete an exit questionnaire and, if requested, undertake an exit interview with a HR officer. By doing this, services can identify the reasons why people leave and address them, if necessary.

The leaving reasons held in the HR system have been reviewed to collect more accurate and insightful leaving data. The HR People Analytics Team are also carrying out regular analysis of this data which will help inform recruitment and retention strategies in the future.

Disability

3 % of employees have declared that they have a disability, this has remained the same from last year.



The LGA Earnings Survey England & Wales reports that 3.3% of employees across the local government workforce have declared they have a disability.

The Council is signed up to the Time to Change Wales Employer Pledge and has in place an action plan to provide support to our employees with mental health conditions.

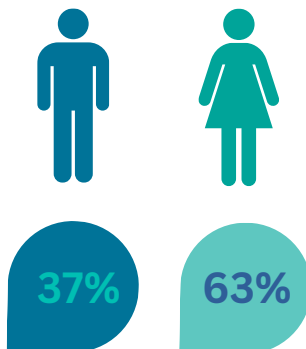
In addition to this we have retained our Disability Confident Employer accreditation to encourage disabled applicants to apply for roles across the Council.

We also have in place a Reasonable Adjustments Disability Passport scheme, developed in conjunction with the trade unions and launched in December 2022. The Scheme provides support to new and existing employees who are disabled, who believe that they may be disabled or become disabled.

Employee

Male/Female Split

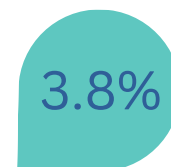
Percentage of males and females who have declared a disability.



This is representative of the make up of the workforce

Leavers

Number of leavers that had a disability



Recruitment

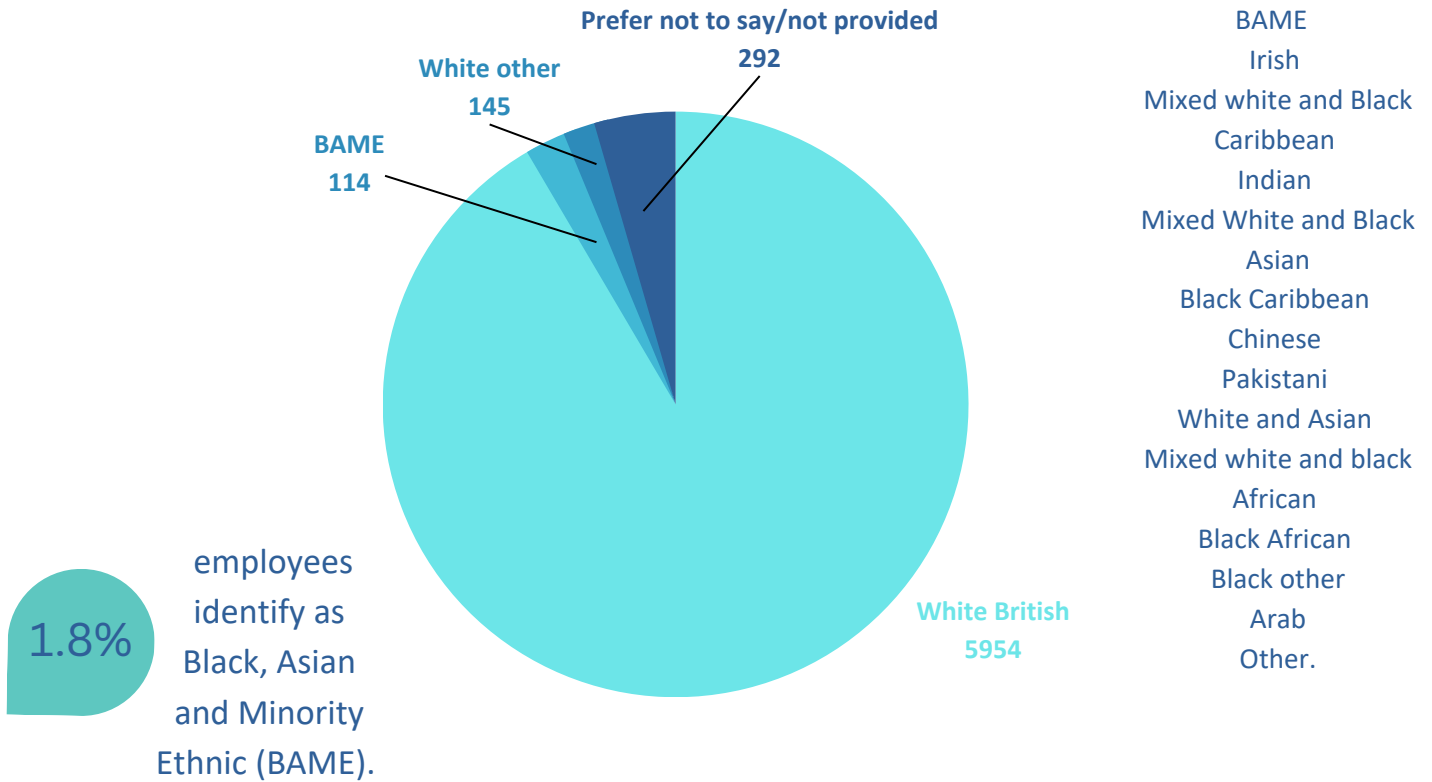
423 (7%) applicants who applied for a post with the Council declared a disability.

Out of these 423, 140 (33%) were shortlisted for interview.

43 (31%) of those shortlisted were successful and were appointed to the post.

We are committed to ensuring that all recruitment is free from unfair and unlawful discrimination. Reasonable adjustments for disabled people are made at all stages of the recruitment process, as required. We are a Disability Confident employer and operate a Guaranteed Interview Scheme for applicants who consider themselves to have a disability, if they meet the essential criteria for the role.

Race



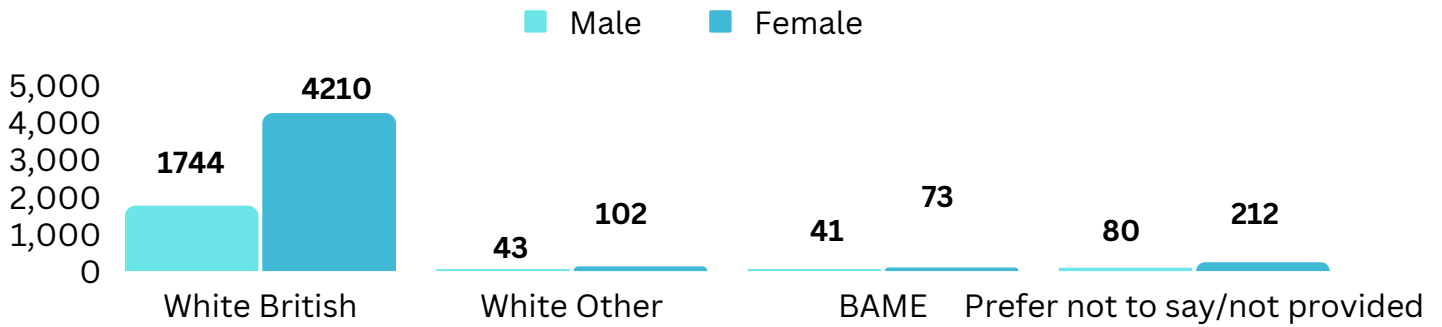
To set this in the context of the local population, according to the 2021 Census, the proportion of BAME residents with the County Borough equates to 3.4%.

Whilst compared to last year the percentage of BAME employees has increased slightly from 1.6% last year, the actual headcount of employees has increased by 11.

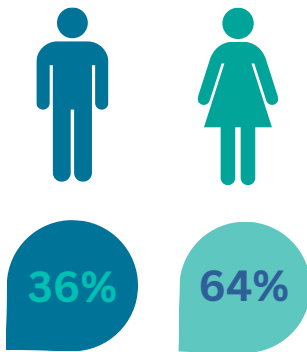
The Council has in place consultation and engagement arrangements with the Neath Port Talbot BAME Forum which represents the BAME communities in Neath Port Talbot. In February 2023 we jointly ran a Recruitment Fayre specifically for applicants from the BAME Community providing advice, guidance and support in relation to applying for jobs across the Council.

We have established an Ethnic Minority Employee Network to provide a safe, confidential environment to network, socialise, question, challenge and receive support and advice in relation to race equality.

Employee Male/Female Split



Male/female split of BAME employees



Compared to the male/female split of the Council (29% male, 71% female), it is positive to note that the percentage of BAME males is slightly higher than the male workforce.

We have developed an Anti-Racism Action Plan in conjunction with our trade union colleagues and our Ethnic Minority Employee Network. The Action Plan aims to improve employment experiences and opportunities for individuals from minority ethnic backgrounds. As an Authority, we have also signed up to the UNISON Anti-Racism Charter.

Recruitment

5959 people applied for 753 jobs with the Council during 2022/23.

BAME Applicants	BAME Shortlisted	BAME Appointed
447	97	25

There has been an increase in the number of applicants who identify as BAME this year. The number of applicants has increased over the last 3 years as follows:-

2020/2021	2021/2022	2022/2023
273	286	447

There has been an increase in the number of applicants who identify as BAME who were shortlisted from the previous year:-

2020/2021	2021/2022	2022/2023
88	38	97

The number appointed has also increased since last year:-

2020/2021	2021/2022	2022/2023
14	9	25

It is positive to note the increase in applicants and appointments. However, we will continue to partner with the NPT BAME Community Association in relation to receiving advice and support from them on how we can improve diversity in our workforce and increase the number of BAME applicants applying to NPT jobs.

Leavers

766 employees left the authority during the period.

BAME leavers
(of total leavers)



BAME leavers
(of total workforce)



Sex



The gender profile of the Council mirrors the national average for local government and is consistent with previous years.

Recruitment

5959 people applied for 753 jobs with the Council during 2022/23.

The table is a 3x2 grid. Above the first column is a male icon, and above the second column is a female icon. The rows represent different stages of the recruitment process: Applicants, Shortlisted, and Appointed. The columns represent the number of males and females at each stage.

	Male	Female
Applicants	2204	3755
Shortlisted	777	1205
Appointed	243	448



37% of all applications were made by males and 63% females. This represents a slight decrease in the number of females applying for jobs (67% last year)

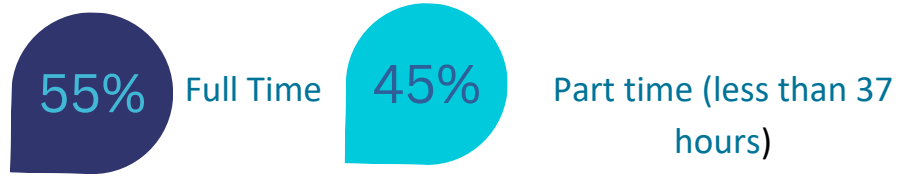
The number of females shortlisted has slightly decreased this year with 39% male and 61% females being shortlisted (68% last year)

Out of these, 65% of all successful applicants were female and 35% male. The number of female applicants has also slightly decreased from last year (where it was 68% female and 32% male)

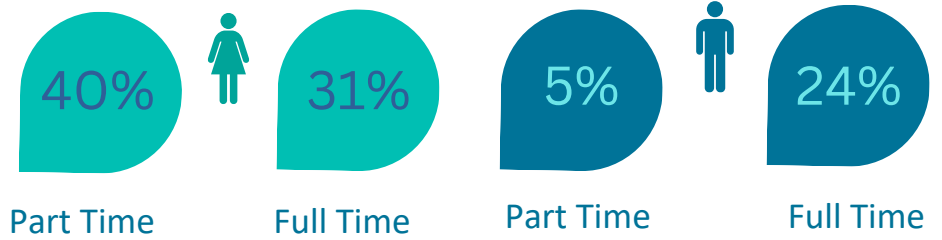
Over the last 4 years we have partnered with Chwarae Teg on initiatives to support women in the workplace and to reduce our Gender Pay Gap. We have a Gender Equality Action Plan containing actions to support women in the workplace. We have the opportunity for our managers to use anonymised application forms to improve gender balance in the recruitment process (and in relation to all protected characteristics). We have also won a Chwarae Teg Gender Equality Award for our work in relation to our Mentoring Scheme Ment2Be NPT aimed at supporting low paid women in the workplace to access career development.

Contract Type

		
Permanent	1641	3715
Fixed Term	101	256
Temporary	181	811



Male/Female of total workforce



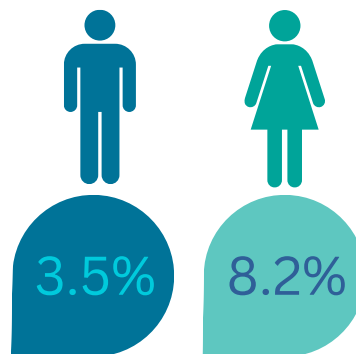
Leavers

There were 766 leavers during the period.

Male/Female of total leavers



Male/Female leavers of the total workforce



Gender Pay

Gender Pay Gap for 31st March, 2022

4.26%

Mean

3.56%

Median

All employees (excluding schools)

	Mean	Median
♂	£15.72	£13.78
♀	£15.05	£13.29

Gender Pay Gap for 31st March, 2023

3.67%

Mean

3.28%

Median

All employees (excluding schools)

All employees (including schools)

	Mean	Median
♂	£16.36	£14.65
♀	£15.76	14.17

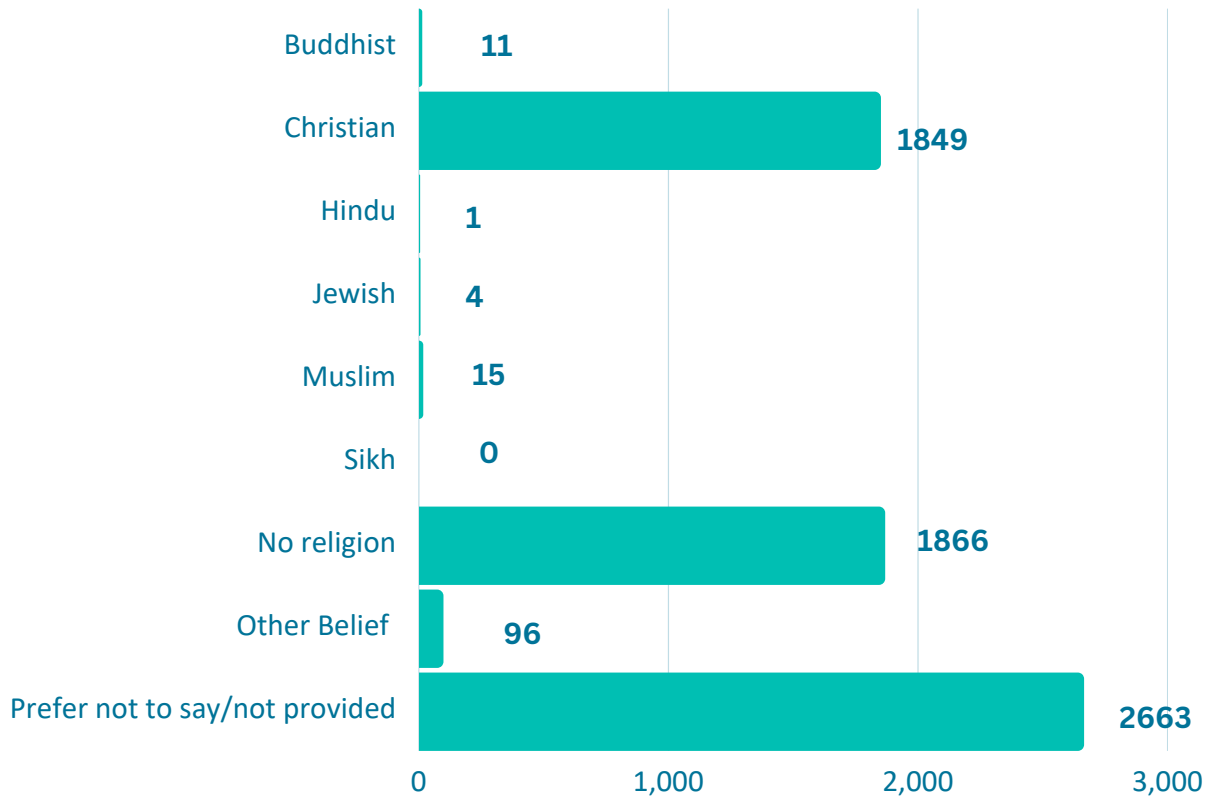
	Mean	Median
♂	£18.90	£15.52
♀	£17.87	£14.00

Our mean gender pay gap in 2022 has decreased from 4.26% in 2022 to 3.67% in 2023. This means that there is now less of a difference in women’s average hourly rate compared to men’s since 2022.

In 2022 a female employee earned 96p for every £1 earned by a male employee whereas in 2023, a female earns 97p for every £1 earned by a male.

Religion/Belief

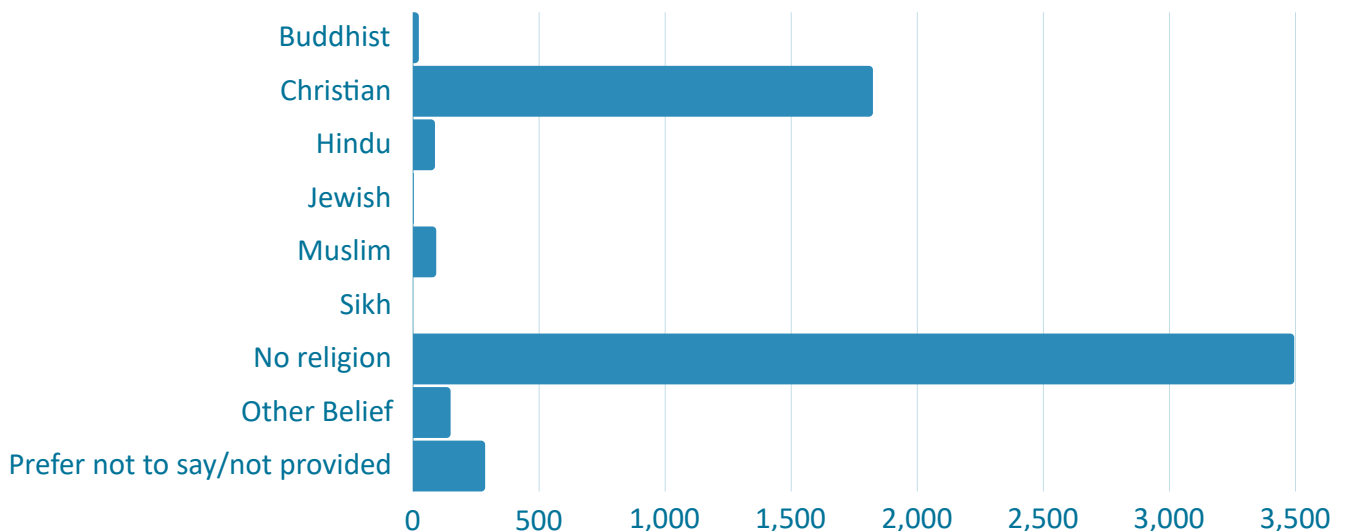
A wide range of beliefs and non-beliefs are represented within our employee profile



The highest percentage of employees declaring their religion is Christian (all denominations), with 28.4% of employees declaring this. 28.7% declared no religion, with 41% preferring not to say.

Recruitment

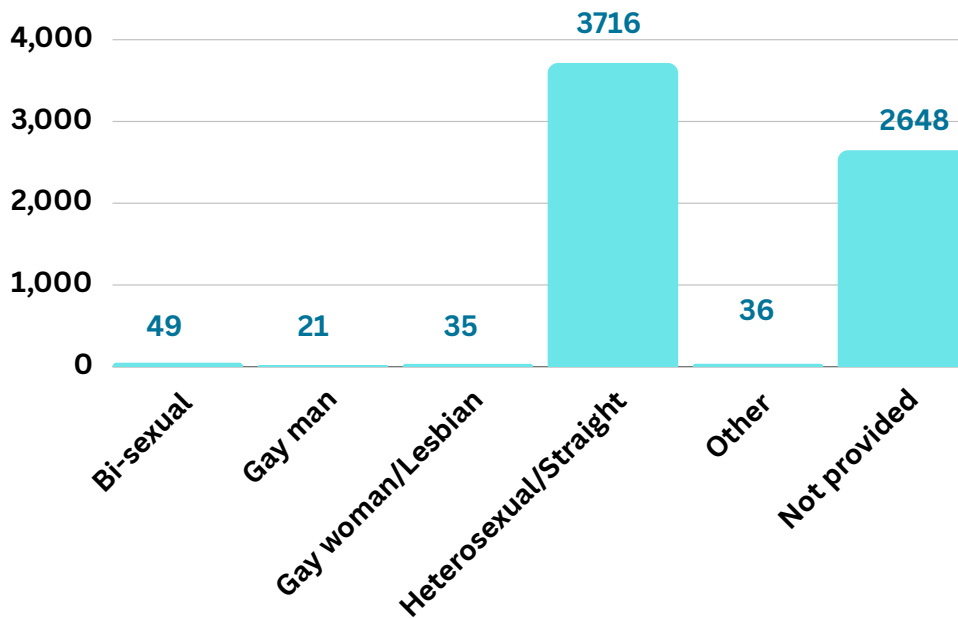
5959 people applied for 753 jobs with the Council during 2022/23.



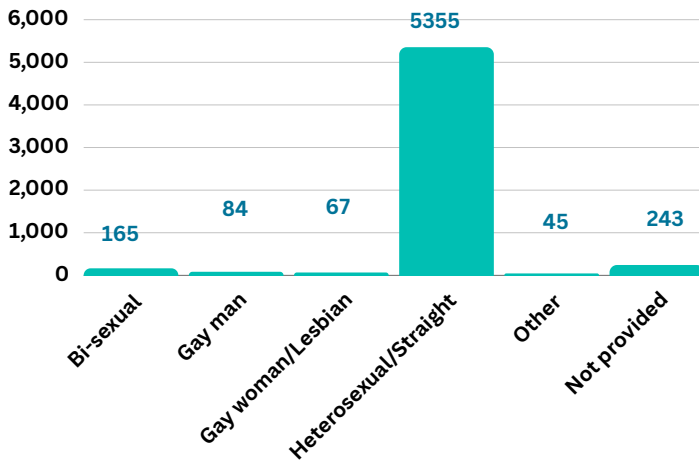
59% of all applicants stated that they had no religion. With 31% stating they were Christian (all denominations).

Sexual Orientation

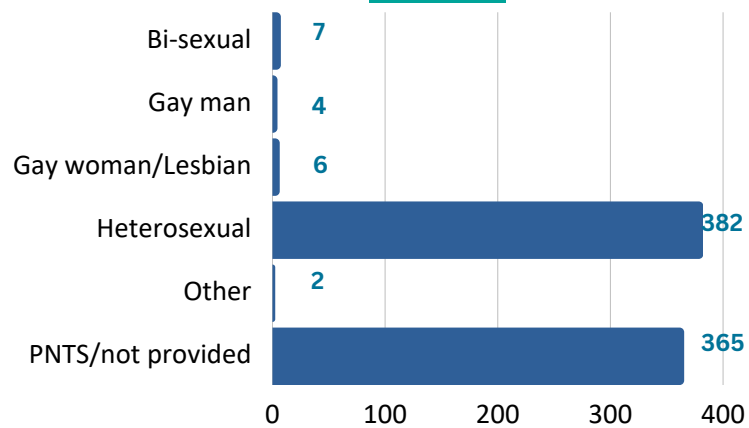
Employees



Recruitment



Leavers



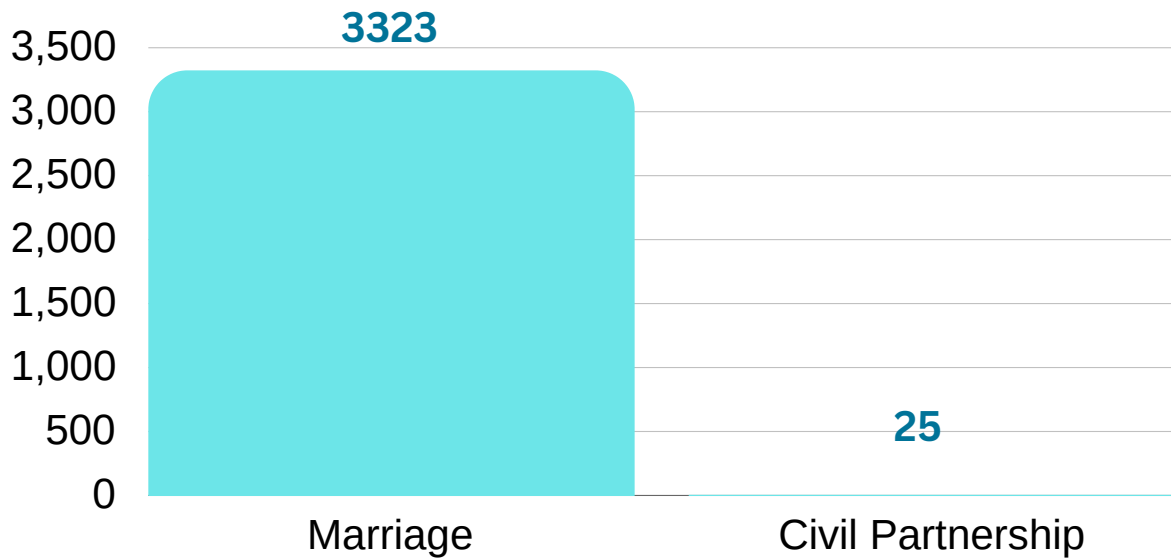
Gender Reassignment

No employees of the Council have declared that their gender is different to that assigned at birth.

The Council has in place a Gender Re-assignment Policy to support employees and provide guidance to managers.

The HR Learning, Training and Development Team is also running awareness raising training courses in relation to gender re-assignment.

Marriage & Civil Partnership



An ONS report found that there are increasingly fewer civil partnerships in England and Wales as more same-sex couples chose to marry.

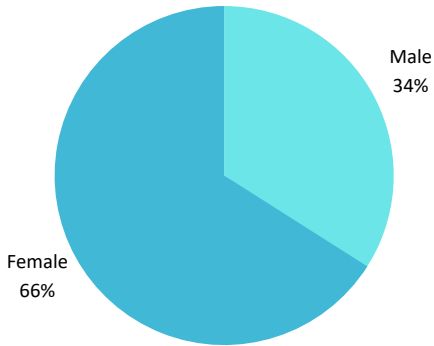
Pregnancy & Maternity

- 237 employees have taken Maternity leave
- 23 employees have taken Paternity Leave
- 7 employees have taken Adoption Leave
- 2 employees have taken Shared Parental Leave

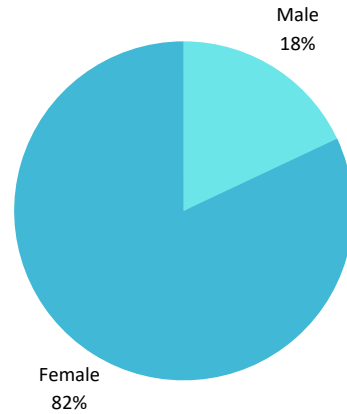
Occupational Areas of Work

Note: The percentage refers to the percentage of the Directorate's workforce

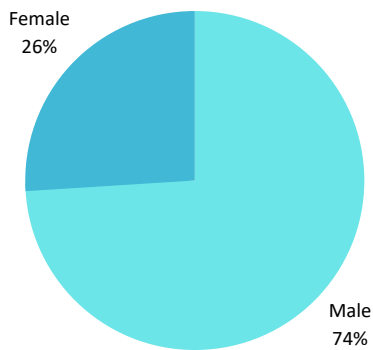
Strategy & Corporate Services (Previously Chief Executives)



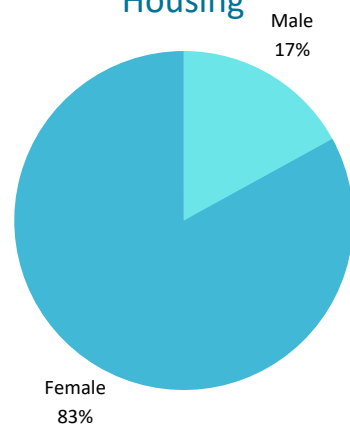
Education, Leisure & Lifelong Learning



Environment & Regeneration



Social Services, Health & Housing

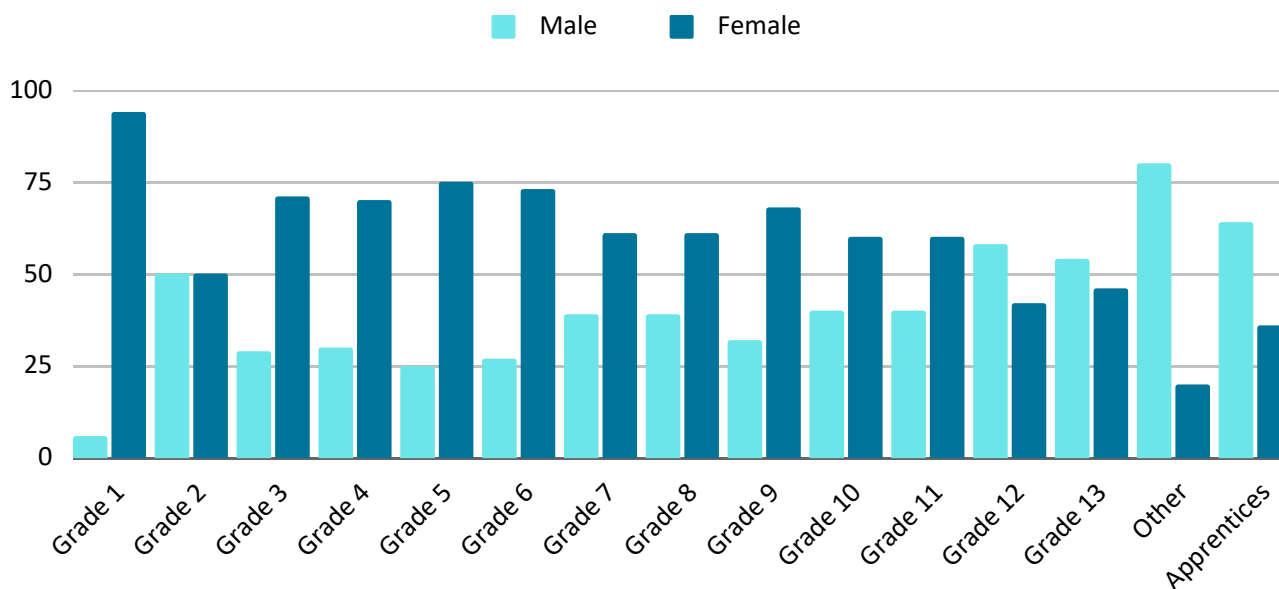


Grade & Pay



Chief Officers



Salary Range	Male	Female	Total
£137, 015 - £150, 524 (Chief Exec)		1	1
£113, 410 - £122, 149 (Director)	2	1	3
£92, 376 - £101, 655 (CFO)	1		1
£79, 194 - £86, 916 (HOS)	9	6	15
Total	12	8	20



Local Government Services (Green Book) Employees



Teacher Leadership Groups



Deputy Heads/ Teachers in Charge			Total
£44,725 - £95,564	40	65	105



Heateacher Salary Pay Point			Total
£51,729 - £68,821	3	5	8
£54,346 - £80,510	9	21	30
£58,616- £82,510	4	10	14
£62,998 - £84,552	2	1	3
£69,509 - £93,260	2	1	3
£74,806 - £105,410	4	1	5
£80,510 - £113,444	5	2	7
Total	26	41	67



Teacher Salary Range			Total
£29,278 - £40,443 (Main Scale)	80	238	318
£41,927- £45,085 (UPS 1-3)	173	572	745
£19,689 - £31,139 (Unqualified)*	12	23	35
Total	265	833	1098

**Unqualified Teachers are predominately based in the Music Service where qualified teacher status is not a requirement of the role*



Soulbury (Blue Book) Groups

Advisor/Inspector Salary Range			Total
£42,168 - £46,035 (5 – 8)	0	2	2
£50,158 - £55,553 (11 – 15)	1	3	4
£60,668 - £73,215 (19 – 30)	3	4	7
Total	4	8	12

Educational Psychologist Salary Range			Total
£30,694 - £34,448 (Assistant)	0	5	5
£38,865 - £57,544 (Scale A)	0	9	9
£48,727 - £64,431 (Scale B)	0	4	4
Total	0	18	18

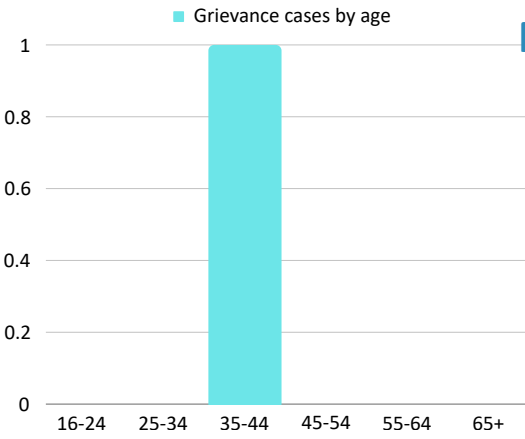
Youth & Community Service Officer Salary Range			Total
£46,107 - £49,660 (7 – 10)	1	0	1

Youth & Community Workers (Pink Book)

Salary Range			Total
£27,681 - £30,416 (13 – 16)	12	29	41
£31,216 - £33,622 (17 – 20)	4	2	6
£35,542 - £38,540 (22 – 25)	2	3	5
Total	18	34	52
Part Time at various rates	17	27	44
Total	35	61	96

Employees involved in Grievance Procedures 2022/2023

There was 1 grievance case during this period



Married/Civil Partnership



Disability



Religion/Belief

Prefer not to say/
Not provided

Sexual Orientation

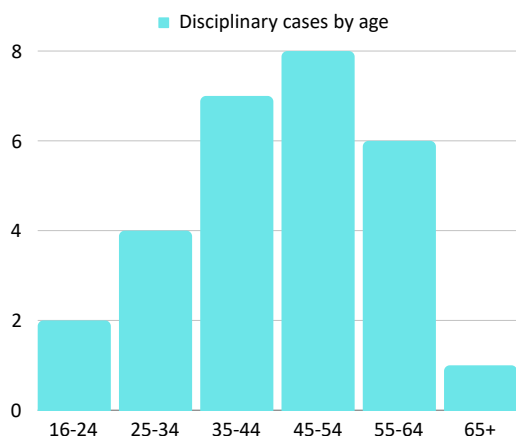
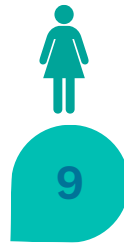
Prefer not to say/
Not provided

Employees who brought a Dignity at Work Complaint 2022/2023

There were no Dignity at Work complaints during this period.

Employees subject to Disciplinary Procedures 2022/2023

There were 28 employees subject to formal disciplinary procedures during this period.



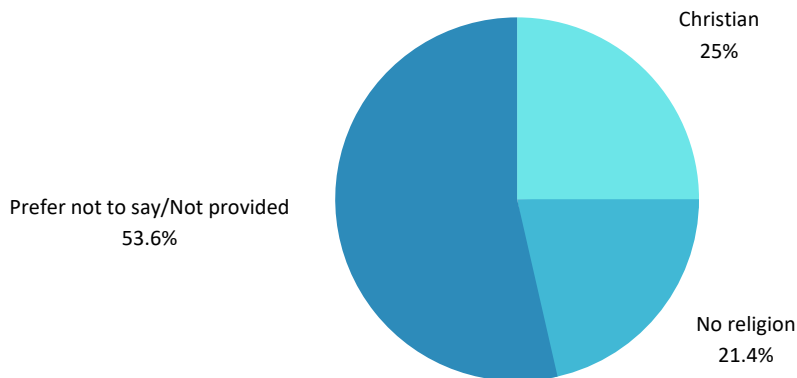
Married/Civil Partnership



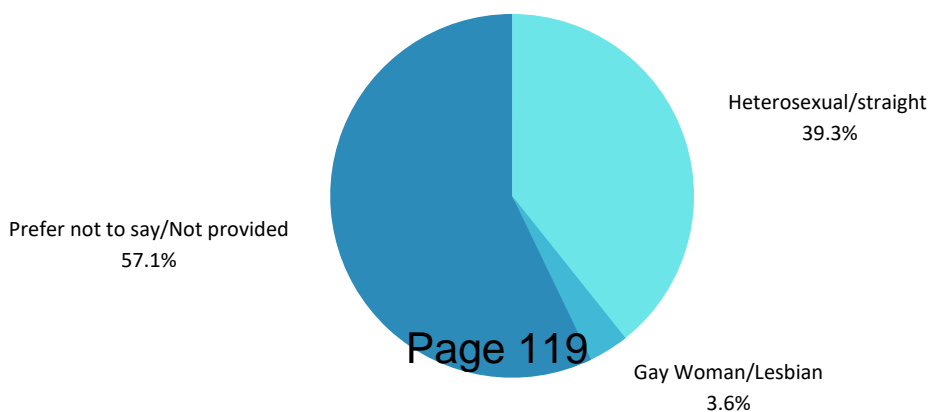
Disability



Religion/Belief



Sexual Orientation



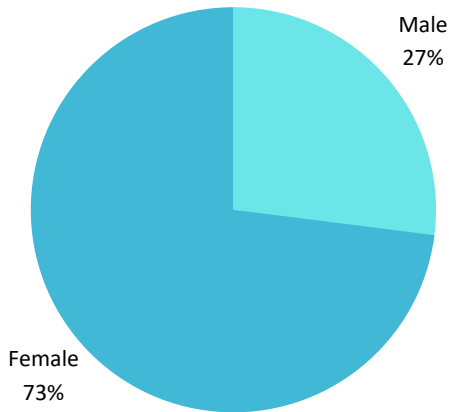
Learning

Applicants who have successfully applied for learning:

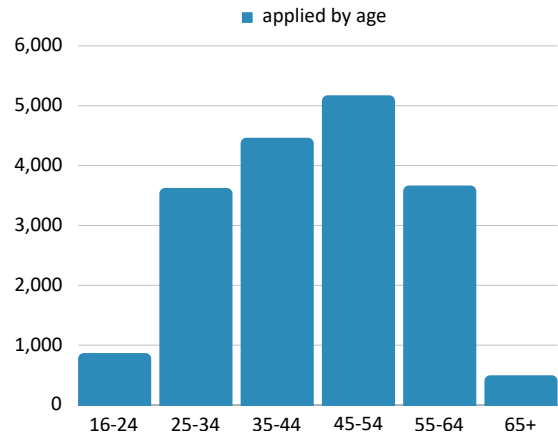
20,019 individuals successfully applied for learning.

18,299 of these are employees of the Council. The data below is in respect of employees of the Council

Gender



Age



Gender Reassignment



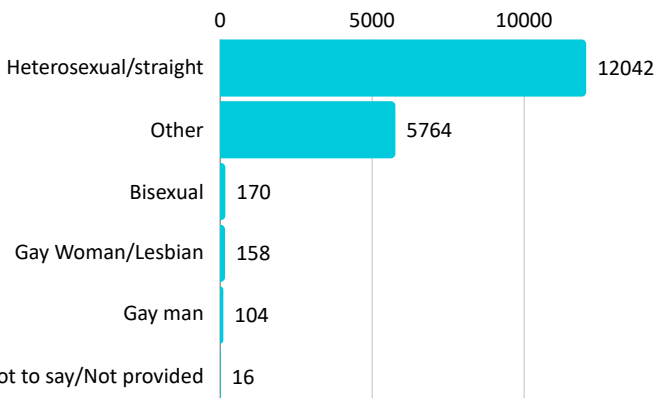
Pregnancy & Maternity



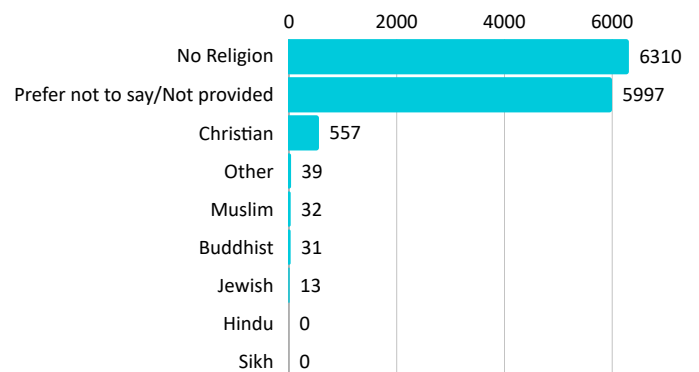
Paternity



Sexual Orientation



Religion/Belief



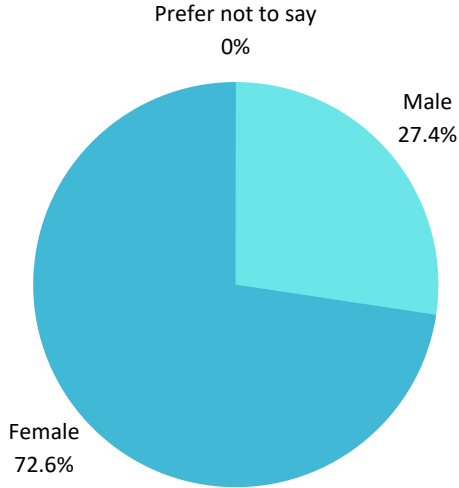
Learning

Applicants who have successfully completed learning:

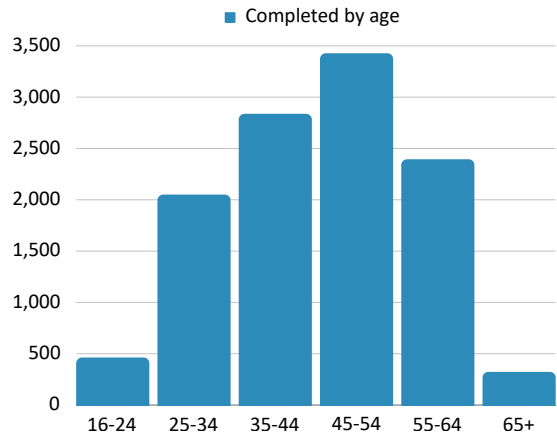
13,044 applicants successfully completed learning.

11,498 of these are employees of the Council. The data below is in respect of employees of the Council.

Gender



Age



Gender Reassignment



Pregnancy & Maternity



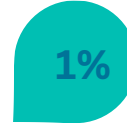
Paternity



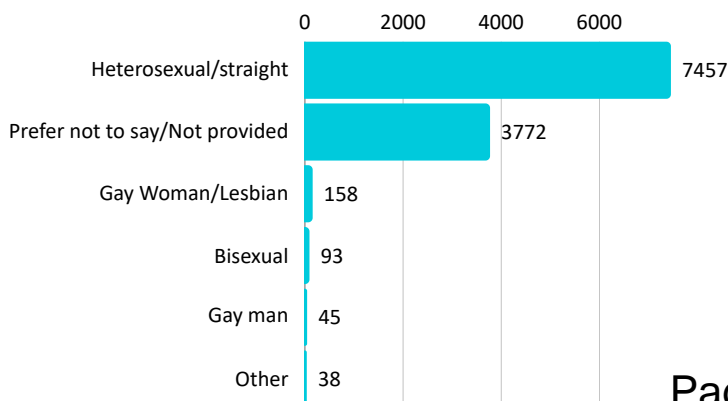
Disabled



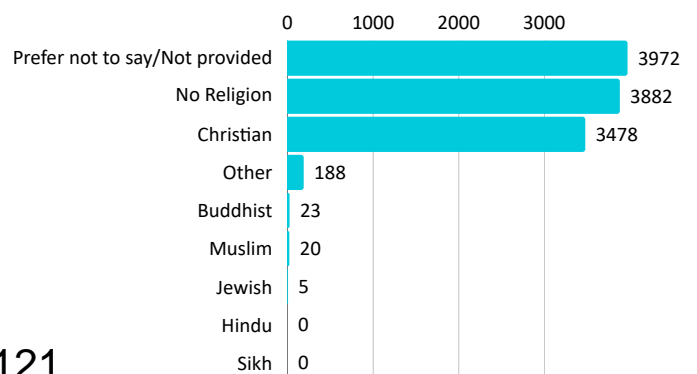
BAME



Sexual Orientation



Religion/Belief



The HR Learning, Training and Development Team also provide staff training in line with the Equality Act requirements. Provided below are the relevant e-learning training courses and the number of staff who undertook these courses.

Course Title	No of Staff who attended
Equalities in the Workplace	11
Unconscious Bias	35
Violence Against Women, Domestic Abuse and Sexual Violence	980
WRAP (Workshop to Raise Awareness of Prevent)	415
Safeguarding (Children & Adults)	950
Dementia Awareness	37
Autism Awareness	229
ADHD Awareness	1
Transgender Awareness	19

GENDER PAY GAP 2023

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

This report sets out the Council's gender pay gap for 2023.

What is a Gender Pay Gap?

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

The Council's gender pay gap is reported as:

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

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

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

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

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

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

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

What are Pay Quartiles?

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

How did we calculate the Gender Pay Gap?

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

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

Ordinary Pay:

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

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

The pay data for 2022 has been taken from the Council's workforce (excluding schools) as a snapshot on 31st March 2023.

On March 31st 2023, there were 4072 employees which represents 1431 (35%) males and 2641 (65%) females.

The pay data excludes casual employees.

Our Gender Pay Gap

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

Our Mean Gender Pay Gap

	2022		2021
All employees (excluding schools)	3.67%		4.26%

Our mean gender pay gap shows that on average, women earn 3.67% per hour less than men. In other words, on average, a female would earn 97p for every £1 earned by a male employee.

You can see that the mean gender pay gap has decreased from 4.26% since 2022 when a female earned 96p for every £1 earned by a male employee.

Our Median Gender Pay Gap

	2023	2022
All employees (excluding schools)	3.28%	3.56%

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

For example, Appendix 1a shows that our median (midpoint) hourly rate for our male employees is £14.65 and for our female employees, £14.17. This represents a median gender pay gap of 3.28%.

In comparison, there has been a slight decrease in the pay gap between males and females since 2022.

Our Pay Quartiles

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

For example, the top quartile (highest paid) is made up of 60% women and 40% men and the lower quartile (lowest paid) is made up of 64% women and 36% men.

Gender Pay Gap across the UK

For comparison purposes, the Office of National Statistics has measured the UK's gender pay gap (median pay) as being 14.4% in 2022 14.3% in 2023, which are still below the levels of 17.4% in 2019.

Our Commitment

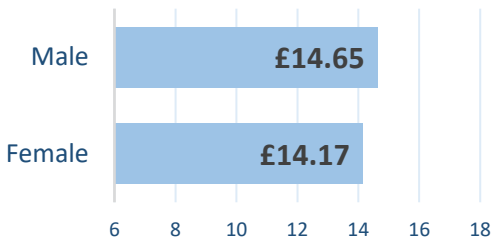
Whilst the Council's Gender Pay Gap is lower than the UK's median gender pay gap, we are committed to closing the gap.

All employees (Excluding Schools)

Our Gender Pay Gap

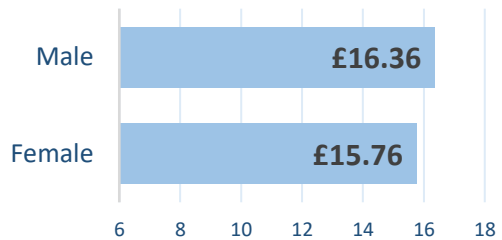
Median Hourly Rate

3.28%



Mean Hourly Rate

3.67%

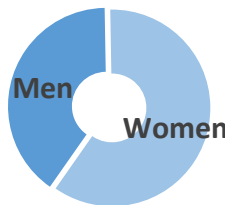


Pay quartiles

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

Upper: 75-100% of full-pay relevant employees. Hourly Rate between **£18.80 & £74.46**

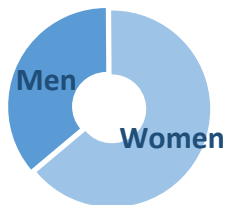
40%



60%

Upper middle: 50-75% of full-pay relevant employees. Hourly Rate between **£14.43 & £18.80**

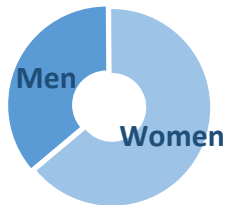
36%



64%

Lower middle: 25-50% of full-pay relevant employees. Hourly Rate between **£12.01 & £14.43**

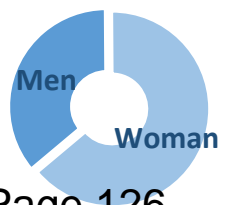
36%



64%

Lower: 0-25% of full-pay relevant employees. Hourly Rate between **£4.81 & £12.01**

36%



64%

All employees (Including Schools)

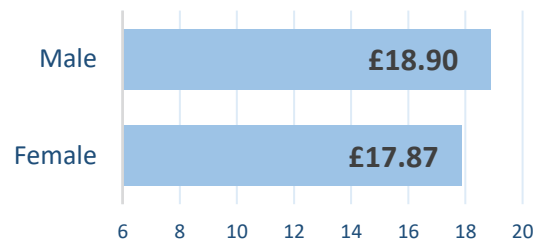
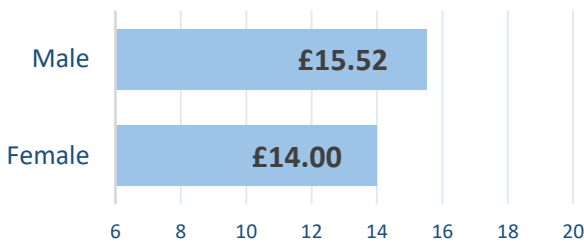
Our Gender Pay Gap

Median Hourly Rate

9.79%

Mean Hourly Rate

5.45%

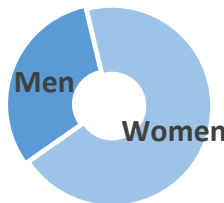


Pay quartiles

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

Upper: 75-100% of full-pay relevant employees. Hourly Rate between **£21.73 & £83.09**

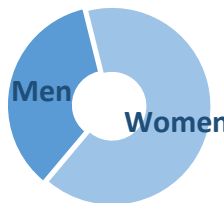
31%



69%

Upper middle: 50-75% of full-pay relevant employees. Hourly Rate between **£14.43 & £21.64**

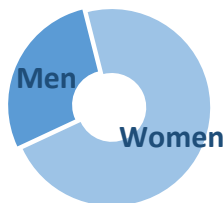
35%



65%

Lower middle: 25-50% of full-pay relevant employees. Hourly Rate between **£11.86 & £14.42**

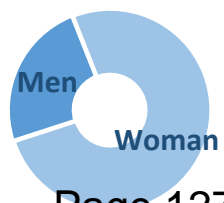
28%



72%

Lower: 0-25% of full-pay relevant employees. Hourly Rate between **£4.81 & £11.86**

24%



76%

This page is intentionally left blank

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Honorarium Policy Changes
Service Area: All Council Employees employed under the NJC for Local Government Services terms and conditions.
Directorate: All

2. Does the initiative affect:

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

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

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		x				The change in policy does not impact on people with any protected characteristic, as all employees under the scope of this policy are able to use it.
Disability		x				As above
Gender Reassignment		x				As above
Marriage/Civil Partnership		x				As above
Pregnancy/Maternity		x				As above
Race		x				As above
Religion/Belief		x				As above

Sex		x				As above
Sexual orientation		x				As above

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				

Page 130

5. Does the initiative impact on biodiversity:

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

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

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

	Yes	No	Details
Long term - how the initiative supports the long term well-being of people	x		Changes made to the Honorarium Policy will support our employees who take on additional responsibilities within their roles by increasing the payments to be more in line with inflation. This should enhance their long term financial well-being.
Integration - how the initiative impacts upon our wellbeing objectives	x		As above. The changes of the honorarium Policy will be an aid to ensuring the wellbeing objectives are met.
Involvement - how people have been involved in developing the initiative	x		<p>Two focus group were held where participants were asked the following questions:</p> <ul style="list-style-type: none"> • Do you understand the difference between acting up and honorarium? • Is the process clear on how to process an honorarium? • Do you know the different categories and how to determine an employee into one of these? • Are you happy with the amount of an honorarium payment? <p>Responses from the questions above were taken into consideration and used when reviewing the policy.</p> <p>Emails requesting feedback were also sent to school bursars.</p> <p>The Council's Joint Trade Unions have also been consulted with.</p>

Collaboration - how we have worked with other services/organisations to find shared sustainable solutions		x	N/A – this is a Neath Port Talbot Council Policy.
Prevention - how the initiative will prevent problems occurring or getting worse	x		It will enhance our current suite of policies which are in place to support employees across the Council.

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

A full impact assessment (second stage) is not required	x
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	
Reasons for this conclusion	

--

	Name	Position	Signature	Date
Completed by	Lucy Miles	HR Policy and Practice Development Officer	LMiles	1st November 2023
Signed off by	Sheenagh Rees	Head of Service	<i>Sheenagh Rees</i>	27 th November 2023

This page is intentionally left blank

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

11TH DECEMBER 2023

REPORT OF THE HEAD OF HUMAN & ORGANISATIONAL DEVELOPMENT – S.REES

Matter for Information

WARD(S) AFFECTED: All

Gender Equality Action Plan Update

1. Purpose of Report

The purpose of this report is to update Members in relation to the Chwarae Teg Fair Play Employer Scheme, which the Council signed up to in February 2019.

2. Background information

The Chwarae Teg Fair Play Employer Scheme

Chwarae Teg is a charity established 25 years ago, that aims to “inspire, lead and deliver gender equality in Wales”. Over the last quarter of a century, Chwarae Teg have campaigned on a range of gender equality issues, carrying out extensive research, and also seeking to provide practical advice and support to women and to employers in Wales.

The Council joined the Chwarae Teg Fair Play Employer Scheme in February 2019, a scheme that has supported organisations to develop gender equality action plans, based on analysis of available workforce data, consideration of employer practices, matched to evidenced based best practice recommendations, including actions to reduce gender pay gaps.

3. The Fair Play Employer Scheme Update and Action Plan

This report provides Members with an update in the relation to the actions that have been undertaken since September 2021 (when members previously received an update) in line with the Fair Play Employer Scheme Action Plan.

Unfortunately, members should note the very sad news that the Chwarae Teg organisation has had to close this Autumn 2023, due to financial challenges. The support of Chwarae Teg over the years has been invaluable to the council, providing expert advice as well as encouragement to proceed with our work around gender equality. As a result of this ongoing support, the Council is now confident to continue the journey started with Chwarae Teg, and continue to develop and deliver actions to improve gender equality. The Action Plan will now be known as the Gender Equality Action Plan.

4. Fair Play Employer Award

We were absolutely delighted that in the last ever Chwarae Teg Womenspire Awards ceremony, held in Cardiff in October just before the sad closure of Chwarae Teg, Neath Port Talbot County Borough Council was awarded the 'Womenspire Fair Play Employer Award'. This award recognises our achievements towards gender equality within the workplace

5. Implementation, Monitoring and Review

Gender Equality Action Plan (previously known as the Fair Play Employer Action Plan)

The Action Plan has 5 objectives, with a number of actions set out under each objective:

- To ensure the Council is a diverse and inclusive organisation;
- To promote, facilitate, analyse and monitor flexibility in the workplace at all levels (from top down) to enable women to progress and to ensure compatibility with a multi-generational workforce;

- To ensure a fair and transparent recruitment and selection process that encourages a wider talent pool and facilitates a more equal gender balance;
- To ensure the talent pipeline promotes female talent and progression and increases the number of women in senior roles; and
- Recognition and rewards to be managed transparently and kept fair regardless of gender or any other protected characteristic to ensure employees feel valued.

Following the implementation of the Future of Work Strategy: The Strategic Workforce Plan, endorsed by Members, many of the actions within the Action Plan have been incorporated and supported into the Delivery Plan of the Strategic Workforce Plan and the work will continue to be delivered.

Some of the key actions undertaken as part of the Action Plan are provided below:-

- An event was held on International Womens Day (8th March 2023) with a guest speaker from Chwarae Teg and Mrs Karen Jones, the Council's Chief Executive attended by employees across the Council; this event was very well received.
- Flexible working policies and options have been re-publicised in staff communication channels to ensure all our employees are aware of the opportunities available to them.
- The Menopause Action Plan and Menopause Pledge in place with high engagement levels from employees through communication channels and online and face to face sessions. This work won an Innovation Award at the NPT Employee Recognition Awards 2023.
- Employers for Carers Platform in place to support the wellbeing of carers in our workplaces; a Carers Policy has also been developed and implemented.
- The mentoring scheme 'NPT Ment2be' has successfully launched with 10 trained mentors supporting mentees from across the Council. There is a waiting list of mentees for the next round of the programme.

- The Equalities Training Programme has been reviewed and is awaiting sign off by CDG.
- Virtual Recognition and Awards Ceremony held in 2022 and 2023.
- Reduction in the Gender Pay Gap – the Gender Pay Gap has decreased to a median of 3.28% in 2023, compared to a median of 3.93% in 2019.

The positive work to support gender equality will continue over the next 12 months and a further report will be brought to Personnel Committee at the end of 2024.

The Action Plan is attached as Appendix One to this report.

5. Consultation

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

6. Integrated Impact Assessment

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

7. Financial Appraisal

There are no financial implications to the Council in relation to this report. The work carried out in relation to the Gender Equality Action Plan is incorporated into the Future of Work Team which is part of the People and Organisational Development Division.

8. Recommendation

That Members note the Fair Play Employer Scheme Action Plan Update as set out in Appendix 1.

8. Officer contact

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

9. **Appendices**

Appendix 1 – Gender Equality Action Plan

This page is intentionally left blank

Gender Equality Action Plan

Objective	Ref.	Action	Owner responsible	Target date	Outcome	Impact	Progress / Next Steps
To ensure the Council is a diverse and inclusive organisation							
1 a	1	Communicate the Gender Equality Action Plan to employees with the appropriate level of detail. Allow employees to provide feedback and suggestions for improvement.	Head of People & OD / Future of Work Team Manager	January 2024	Employees are aware of its intentions and their role to work towards achieving the outcomes	Improved employee engagement. Diversity of thought during decision making.	<ul style="list-style-type: none"> ➤ Equality and Community Cohesion Group presentation 10th October 2019 ➤ Personnel Committee Report 2nd December 2019 ➤ In the Loop article December 2019 ➤ Staff Council 13th January 2020 • Regular updates to Equality & Community Cohesion Group • Recommunicate the action plan on newer platform Viva Engage.
1 b	2	Implement a communication platform accessible by ALL employees, including those in the job roles which are predominantly female and low paid. The platform should be one which they feel comfortable using.	Future of Work Team Manager	September 2023	To give staff a platform to communicate with 'like minded people' to feel comfortable asking questions around career opportunities, development opportunities and in general gain greater communication from the Council.	Employees become aware of opportunities and communication which they may previously not have been and feel a greater part of the Council.	<ul style="list-style-type: none"> • Meeting held with Digital Services, and Catering Management to establish Viva Engage trial for AMS cooks • Focus group with cooks conducted and feedback collected • School Hwb users brought onto viva engage plus received communications September 2023 • Investigate options for remaining NPT employees to access communication channels.
1c		There is commitment to introducing the real living wage when this is affordable.	Head of People & OD	Ongoing	To close the gender pay gap.	This action will have a range of positive impacts including reducing the gender pay gap, reducing poverty within the county borough and increasing employee engagement and supporting recruitment and retention.	<ul style="list-style-type: none"> • Report presented to Corporate Director Group May 2022 • Revisit with CDG in 2024
1d		Develop data analytics to inform actions to improve the gender pay gap.	HR Manager People Analytics and Systems	Ongoing	To receive data for analysis purposes relating to gender	Use the data to analyse and prepare new initiatives	<ul style="list-style-type: none"> • People Data Analytics and Systems team established May 2023 • Discussions with Digital Services are ongoing to introduce an effective data analytics tool such as PowerBi to enable this work to progress.
To promote, facilitate analyse and monitor flexibility in the workplace at all levels (from top down), to enable women to progress and to ensure compatibility with a multi-generational workforce.							
2a	3	Long term, in line with the planned development of the new HR iTrent system, collect and monitor data in more depth related to Flexible Working (informal and formal). Scrutinise the Shared Parental Leave uptake to date to monitor the gender balance and encourage uptake across genders. Short term - Centralise Flexible Working requests to be able to	Future of Work Team Manager	September 2024	More knowledge of the number and nature of requests for Flexible Working and the split across levels, genders and all protected characteristics	Information that will help the organisation manage FW. A consistent approach to managing FW across the organisation.	<p>February 2020: A copy of all Flexible Working Requests will be sent to the HR Business Manager to monitor and collate quarterly reports from 1st April 2020. Complete</p> <p>It is recognised that Flexible Working now also extends to include Hybrid Working.</p> <p>Link with the Future of Work Team to consider a data capture exercise incorporating both flexible working and hybrid working including information such as gender split.</p>

Objective	Ref.	Action	Owner responsible	Target date	Outcome	Impact	Progress / Next Steps
		monitor all requests and outcomes.					
2f	4	Undertake awareness sessions with managers on what flexible working is, what is possible and the benefits to not only the individual but the teams and organisation as a whole. Include flexible working in our Recruitment & Selection training for recruiting managers	HR Managers	September 2022	Raised awareness amongst management team of potential business benefits of adopting WLB strategies.	Improved access to flexible working. Employees report improved work life balance.	<p>HR Managers have attended Senior Management Team meetings to raise the profile of flexible working.</p> <p>Flexible working is now included in the Recruitment Training Course for Recruiting Line Managers.</p> <p>Following the review of the Hybrid Working Framework, undertake communication and promotion of both Hybrid Working and Flexible Working options through appropriate channels</p> <p>Segment every week in the sway on different flexible working policies – ran for 5 weeks.</p> <p>International Womens Day Event held virtually</p>
2g	5	Publicise (with consent) case studies of those employees who have benefited from FW and/or also taken advantage of the different types of leave available. (particularly at higher levels of the organisation and across genders)	Principal HR Manager Future of Work Team Manager	December 2023	Employees see people, and particularly men, who work flexibly, but for reasons beyond solely childcare: Our Flexible Working Heroes	Promotes flexible working and highlights ‘flexible working heroes’ in both internal and external communications so that part-time and flexible working’ doesn’t remain problematically synonymous with ‘working mothers’	<p>February 2020: confirmed volunteers who have benefited from a range of flexible practices, and who are willing to participate in the Flexible Working Publicity Campaign.</p> <p>Since March 2020, the Hybrid Working Framework has been introduced which has focussed managers on communication with their teams regarding flexible working. There has been a large scale communication exercise regarding flexible working and hybrid working which has introduced a more flexible approach within the Council.</p> <p>Link with future of work team – following data collection exercise identify whether publicity around case studies is a feasible option for either flexible working or hybrid working arrangements.</p>
2h	6	Work with the senior leadership team to raise awareness and understanding of work life balance/wellbeing.	Learning, Training & Development Manager / OD Training & Development Officer	January 2024	Raised awareness amongst management team of potential business benefits of adopting WLB strategies.	Improved access to FW. Employees report improved WLB.	<p>Optimising Well-being session for Corporate Management Group 7th February 2020. Agile Working Presentation to CMG 11th February 2020.</p> <p>In addition to this a large amount of work is ongoing with senior managers regarding hybrid and flexible working; supporting the development of the mobile and agile workstyle.</p> <p>Build in the importance of work life balance and wellbeing into Organisational Development and CMG Development Programmes and Managers Inductions</p> <p>NPT signed up to ‘Employers for Carers Scheme’ – creating a supportive workplace culture. Workshops to be rolled out for HR, Managers and Carers</p>
2i	7	Promote availability of alternative working patterns at senior level.	HR Manager People Analytics and Systems	Actioned	Availability of FW at senior level communicated internally and during advertisement of vacancies.	Senior roles accessing range of working patterns i.e. compressed, job share, etc. Improved retention rates of women in senior roles.	<p>Completed</p> <p>Option of work life balance/flexible working repeated through all senior management appointment processes</p>

Objective	Ref.	Action	Owner responsible	Target date	Outcome	Impact	Progress / Next Steps
2j		Review current flexi arrangements and implement new 'hybrid' working model to allow more flexibility around working times and locations	Future of Work Team Manager	September 2023	A more flexible approach (as has been trialled due to covid) allowing flexibility around childcare arrangements and working from home.	All genders feel empowered to work more flexibly, employees report that this improved WLB and also strengthens the culture that flexible working is for all, not just females.	Managers consultation took place in relation to the new flexi arrangements and hybrid working model. Manager drop in sessions taken place and hybrid model and flexi scheme communicated to staff. Reviewed Hybrid Working Framework arrangements and introduced permanent arrangements.
To ensure a fair and transparent recruitment and selection process that encourages a wider talent pool and facilitates a more equal gender balance							
	9	Increase recruitment & selection training sessions to ensure line managers apply the fair selection procedure.	HR Manager People Analytics and Systems	Actioned	Transparency and continued visibility of the recruitment and selection process	Managers understand the process and can evidence reasons for recruitment decisions.	Increased offer made for 2020. Recruitment Masterclass to be implemented.
3b	10	Consider a long term goal of 50/50 recruitment shortlists for the roles where there are more women in the lower paid jobs as well as fewer in the high paid roles to work towards redressing the balance.	Principal HR Manager	September 2024	More balanced shortlists with an increased talent pool.	More women recruited into higher	Review the language used in adverts for specific roles where there are more females in lower paid jobs or specific high paid roles. Investigate computer software to aid this task. New Recruitment Website should assist this. New Recruitment Specialists to link in with the wording of Adverts
	11	Consider introducing anonymised application forms.	Principal HR Manager	September 2023	More balanced shortlists with an increased talent pool.	More women recruited into higher	Anonymised applications actioned on iTrent in 2023 Piloted in certain areas.
	12	Long term look at celebrating/publicising cases where the organisation has male employees working in non-traditional roles particularly in the traditionally female dominated roles	Principal HR Manager	TBC	Raised awareness of what opportunities are available throughout the organisation.	Employees from all genders accessing non-traditional roles/routes	New Recruitment Website to be introduced Link with services to publicise employee stories where employees are working in non traditional roles.
Ensure the talent pipeline promotes female talent and progression and increases the number of women in senior roles							
4a	13	Ensure all leaders responsible for managing performance are aware of how to monitor performance and provide feedback on performance.	HR Manager ENV + Corporate Services / Learning Training & Development Manager	TBC	Performance is measured fairly. Leaders are providing positive and developmental feedback.	Employees feel valued and supported. Improved progression opportunities.	Performance Appraisal Training to be delivered 3 x a year. Performance Appraisal Training to be amended to reflect the new Itrent system and processes?? Managing and motivating Hybrid Teams training rolled out and delivered to all Accountable Managers and Heads of Service in October / November 2021. A review of the council's Managing performance framework will be undertaken as part of the Future of Work Organisational Strategy which will be implemented over the next 5 year period. This piece of work is a priority for delivery in 22 / 23, and will look holistically at performance from recruitment to exit.
4b	14	Implement an internal mentoring programme to support the development of employees within their roles and progression within the organisation	Learning, Training & Development Manager / FOW Team Manager	March September 2023	Employees benefit from the support of others and increasing their ability to fulfil their potential.	Increased opportunities for progression/promotion. Aids succession planning. Increased numbers of women able to progress into more senior roles	Mentoring Scheme launched in 2023 with 11 taking part as part of the first phase. Promote training offer 'Women Aspiring to Management'

Objective	Ref.	Action	Owner responsible	Target date	Outcome	Impact	Progress / Next Steps
4c	15	Identify different career development/progression pathways to facilitate employees' development	Learning, Training & Development Manager / FOW Team Manager	December 2022	Raised awareness of alternative career paths within the organisation employees.	Increased opportunities for progression/promotion. Aids succession planning.	Mentoring offer to be rolled out with assistance of chwarae teg. Identify mentors across the organisation and set up a mentoring network. Communication and promotion of the Acedmi Wales Springboard programme which is open to all women aspiring to management. Complete
4d	16	Review how the performance process is being conducted across all teams to ensure consistency.	HR Manager ENV + Corporate Services / Learning Training & Development Manager	TBC	Raised awareness of how the PM process is working in practice	All employees are receiving performance appraisals in line with the organisation's process	Performance Management will be digitalised, which as well as offering an improved experience will mean that we can monitor the completion of performance appraisals.
Recognition and rewards to be managed transparently and kept fair regardless of gender or any other protected characteristic to ensure employees feel valued							
5a	18	Ensure leaders/managers provide balanced, regular and constructive feedback; whilst still allowing staff autonomy.	HR Manager ENV + Corporate Services / Learning Training & Development Manager	December 2021	Employees receive regular and constructive feedback.	Employees feel valued for their contribution to the business aim. Improved employee retention.	Develop and deliver training or sessions on reward/recognition and constructive feedback for leaders and managers. Training sessions conducted by Chwarae Teg and run late 2021. Link to corporate training plan delivered on an annual basis.
5b	19	Identify and Adopt non-financial rewards that can be implemented that provide recognition for a job well done.	Learning Training & Development Manager	Ongoing	Non-financial rewards implemented that are relevant to the workforce.	Employees feel valued for their contribution to the business aim. Improved employee retention.	Building on actions taken in 2021 to recognise the effort of employees during the pandemic, with the Virtual Awards Ceremony held in 2021, and further awards ceremonies held 2022 and 2023.
5c	20	Update and/or Implement and adopt clear criteria for awarding Reward & Recognition which is understood by all employees	HR Manager ENV + Corporate Services	TBC	All employees know what they have to do to access R & R.	Employees feel engaged and motivated. Improved retention.	Link with development of Reward and Recognition Strategy as set out in the Council's Strategic Workforce Plan 2022 – 2027. Link with Performance Management Training to be introduced. Introduce the total reward benefit statement from Itrent.
5d	21						

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

11TH DECEMBER 2023

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

Matter for Information

Wards Affected: All wards

Introduction of an Annual Employee Engagement Survey

1. Purpose of Report:

The purpose of this report is to provide Members with background information in relation to Employee Engagement, and an overview of an annual Employee Engagement Survey to be rolled out across the council; the results of this survey will inform the development of an Employment Engagement Strategy.

2. Executive Summary:

The development of an Employee Engagement and Communication Strategy is identified as an action towards achieving our workforce priority of being an Employer of Choice, through the employee experience and engagement offered.

The availability of robust data on levels of employee engagement, now and in the future, will be key to developing and delivering the strategy.

The proposed Annual Employee Engagement Survey will provide a mechanism for gathering this data.

3. Background:

The Chartered Institute of Personnel and Development (CIPD) set out in relation to employee engagement that “employees who have good quality jobs and are managed well, will not only be happier, healthier and more fulfilled, but are also more likely to drive productivity, better products or services and innovation. This mutual gains view of motivation and people management lies at the heart of employee engagement”.

There are many definitions of what employee engagement is; the CIPD recommend that of the Utrecht University group of occupational psychologists which defines ‘work engagement’ as a state of mind in which, rather than being burnt out, employees show:

Vigour (energy, resilience, effort)

Dedication (enthusiasm, inspiration, pride)

Absorption (concentration and being engrossed in one’s work)

‘Engaging for Success: enhancing performance through employee engagement’ was a report to Government written by David MacLeod and Nita Clark in 2009. The report found that high performing organisations were more likely to demonstrate what MacLeod and Clark called the “four enablers of employee engagement”:

- Leadership that gives a **strong strategic narrative** about the organisation
- **Engaging line managers** who motivate, empower and support their employees
- **Employee voice** throughout the organisation, to involve employees in decision making
- **Organisational integrity** that stated values are reflected in the actual organisational culture: **what we say is what we do.**

Evidence shows a positive relationship between employee engagement and other business metrics, including customer satisfaction, productivity, innovation, staff retention, efficiency and health and safety performance.

4. How do we measure employee engagement?

What drives or hinders commitment or motivation can be different in one organisation from another, so it is important to give employees effective channels for voice and to listen carefully to their concerns and aspirations.

The CIPD recommend that employers conduct regular employee attitude surveys to give a representative view of employee experience across the organisation but combine quantitative and qualitative feedback, to ensure a richer understanding of employees in their own words. This will give a deeper insight into why people are happy or unhappy.

5. Launch of an annual employee survey

Following discussions with CDG and CMG, it is proposed to launch an annual survey, which will combine quantitative and qualitative employee feedback. The draft survey is attached at appendix 1 to this report.

The draft survey is based on one that the Corporate Policy, Performance and Engagement Manager originally developed for Children & Young People Services some years ago. It has been updated to include questions on more recent developments such as Hybrid working and has been cross referenced with 'Gallup's 12-item engagement survey'.

The results of the survey will be collated, and the feedback provided will be used at a corporate level to inform the development of our strategic workforce approach, but importantly each Head of Service will be provided with the feedback, to enable the development of service level approaches to support retention and the well-being of staff.

It is proposed to also issue the survey to schools; the questions will be adapted to ensure the questionnaire engages effectively with school-based staff and uses language that is more relevant to them. This will be developed in partnership with the ELLL Senior Management Team.

The proposals have been shared at a meeting of LLAN (the Primary Sector Headteacher Group) and will be discussed with the Trade Unions at their meeting in January.

6. Methodology

In order to make the survey inclusive and accessible to all employees, online and printed versions will be available in Welsh and English. Officers will also attend specific workplaces, where appropriate, to offer opportunities for interviews to complete the survey.

The survey will be constructed using Snap Survey software and analysed in-house with advice.

7. Timescale

It is proposed that this will be an annual survey, which will enable the council and services to, over time, monitor trends, and determine the impact of any actions taken to address issues raised in previous years' surveys.

The proposed timetable is:

- January - March 2024 - confirm draft survey and pilot; develop internal communication campaign plan; survey build;
- March 2024 – survey launches
- April / May 2024 awareness communications / engagement activities
- June 2024 – survey closes; data input; survey analysis
- July 2024 – full survey report, service area reports and communication

8. Financial Impacts:

No impacts.

9. 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”.

10. Valleys Communities Impacts:

No Impacts.

11. Workforce Impacts:

It is anticipated that the annual Employee Engagement Survey will have a positive impact on the workforce as it will be a key mechanism for employee voice, enabling employees to communicate their views to the council and influence matters that affect them at work.

12. Legal Impacts:

No impact.

13. Risk Management Impacts:

No impact.

14. Crime and Disorder Impacts

No impact.

15. Counter Terrorism Impacts

No impact

16. Consultation:

There is no requirement under the Constitution for external consultation on this item. The Trade Unions will be fully briefed and will be asked for their input and support for the proposed survey.

17. Recommendations:

It is **RECOMMENDED** that Members **NOTE** the proposals for an Annual Employee Engagement Survey.

FOR INFORMATION

18. Appendices:

Appendix 1 – Draft Employee Engagement Survey Questionnaire

Appendix 2 – First Stage Integrated Impact Assessment

19. List of background papers:

None.

20. Officer Contact

Sheenagh Rees, Head of Human Resources, Email: s.rees5@npt.gov.uk
or tel. 01639 763315.

Anita James, Corporate Policy, Performance & Engagement Manager,
Email: a.james6@npt.gov.uk

Let's Talk About working at NPT Council Employee Survey 2023

The people working here make NPT Council what it is - a talented and focused workforce is essential so that we can focus on doing what matters to our residents, local businesses and investors.

We want our council to be a great place to work, so when we developed our Future of Work Strategy we listened to what's important to employees at every level and to our trade union partners.

We want to keep talking and hear your views and experiences of working in NPT Council.

We would really appreciate you taking the time to complete this annual employee survey - the more people who take part, the better we will be able to understand how you are feeling at work and identify any areas we should focus on.

The survey has been developed using a number of previous NPT Council staff surveys as the base, and has been cross referenced with established surveys such as 'Gallup's 12-item engagement survey'.

About your job

We would really appreciate your open and honest feedback so survey responses are anonymous unless you choose to leave contact details at the end. However, in order for the feedback to be useful we need to know which staff group you work in and how long you have worked for the council.

1. What Directorate do you work for (if you have more than 1 contract please ✓ all that apply)?
 - a. Education, Leisure & Lifelong Learning
 - i. Early Years, Inclusion & Partnerships
 - ii. Education Development
 - iii. Leisure, Tourism, Heritage & Culture
 - iv. Support Services & Transformation
 - b. Environment & Regeneration
 - i. Engineering & Transport
 - ii. Planning & Public Protection
 - iii. Property and Regeneration
 - iv. South Wales Trunk Road Agency
 - v. Streetcare
 - c. Social Services, Health and Housing

- i. Adult Services
- ii. Children & Young People Services
- iii. Housing & Communities
- d. Strategy and Corporate Services
 - i. Digital Services
 - ii. Finance
 - iii. Legal & Democratic Services
 - iv. People & Organisational Development

2. Job Title (optional)

3. How long have you worked for NPT Council?

- Up to 1 year
- 1 - 3 years
- 3 - 5 years
- 5 - 10 years
- More than 10 years

4. Within our hybrid workplace, we have the following workstyle examples: Please indicate which applies to your role:

- Fixed Workplace** - this describes an employee who predominantly works from a fixed location workplace and for the majority of the time, is required to work within prescribed hours (e.g. office hours, rota or shift hours).
- Frontline / community based** – this describes our employees who work in our communities. These employees will have a designated workplace and for the majority of their time, work within prescribed hours (e.g. rota or shift hours).
- Mobile Hybrid Worker** - this describes an employee who has a designated workplace but, whose work can be carried out from a number of locations, e.g. from an office or site, in the community, from another Council or partner agency site or from home (and they may spend some or most of their time at home).
- Agile Hybrid Worker** - this describes someone who will work from a variety of locations for some or all of their working time. This could be from home, 'on the move', from a Council workplace, in the community or client / partner premises.
- Other**

a. Other - if your work style is not covered above, please let us know here

Questions

5. Overall satisfaction & morale

please indicate how you feel about each of the following statements?

	Strongly agree	Agree	Disagree	Strongly disagree	n/a or don't wish to answer
I enjoy my work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My job is fulfilling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My knowledge and skills are fully utilised	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel my job is important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel valued at work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In my workplace, my general welfare is considered to be important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Concern is shown for my health and safety at work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This is a good council to work for	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
At present, I am not looking for work outside this council	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have a friend/friends at work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. The council

please indicate how you feel about each of the following statements?

	Strongly agree	Agree	Disagree	Strongly disagree	n/a or don't wish to answer
I am proud when I tell people I am part of NPT Council	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would recommend NPT Council as a great place to work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I feel a strong personal attachment to NPT Council	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
NPT Council inspires me to do the best in my job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
NPT Council motivates me to help it achieve its objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know how my work contributes to the success or failure of the council.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In this council, there are good career pathways available.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The council understands what is going on in our service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel I can approach senior management if I want to	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel that my Director is accessible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel that my Head of Service is accessible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. My Team

please indicate how you feel about each of the following statements?

	Strongly agree	Agree	Disagree	Strongly disagree	n/a or don't wish to answer
I am trusted to do my job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Team meetings are held regularly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Team meetings are useful and productive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
On the whole, my team works well together	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My colleagues are committed to doing quality work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If there is ever conflict amongst colleagues, management will address the issue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My manager always treats me with respect	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I receive regular one-to-one supervision with my manager/supervisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I can ask for advice and support from my manager/supervisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My supervisor, or someone else at work, seems to care about me as a person	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. How satisfied are you with your current work-life balance?

- Completely satisfied
- Satisfied
- Neither satisfied or dissatisfied
- Dissatisfied
- Completely dissatisfied

9. Training & Development

please indicate how you feel about each of the following statements?

	Strongly agree	Agree	Disagree	Strongly disagree	n/a or don't wish to answer
There is someone at work who encourages my development.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I receive the training I need to effectively carry out my job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Over the last year, I have had opportunities to learn and grow at work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I receive regular appraisals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My appraisals help me in planning for the future	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. Pay, benefits and recognition

please indicate how you feel about each of the following statements?

	Strongly agree	Agree	Disagree	Strongly disagree	n/a or don't wish to answer
I feel that I receive a fair wage for the work I do	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Apart from my pay, there are other benefits I can access as a member of staff here	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I feel that I am encouraged to show initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I receive recognition for work well done	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. Pressures

In the boxes below, please list (in order of importance) what you think the 3 biggest pressures in your job are:

First

Second

Third

12. Positives

In the boxes below, please list (in order of importance) what you think the 3 biggest positives about your job are:

First

Second

Third

13. Work environment & support

please indicate how you feel about each of the following statements?

	Strongly agree	Agree	Disagree	Strongly disagree	n/a or don't wish to answer
I am satisfied with my current working environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have the tools, materials, equipment and information to do my job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My work load is manageable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I spend too much time doing things that are not in my Job Description	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When dealing with difficult issues or information as part of my job, I have access to the appropriate support or de-briefing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am involved in planning my workload and deciding how I do my job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14. Mental Health

please indicate how you feel about each of the following statements?

	Strongly agree	Agree	Disagree	Strongly disagree	n/a or don't wish to answer
I feel that NPT Council's policies support the mental health of employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know what mental health resources and services are available to me as a council employee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If I had questions regarding our mental health resources and services, I would know who to ask about them	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In my service, my mental health is considered to be important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I work in an environment where mental health can be discussed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would feel comfortable discussing mental health challenges or concerns with my manager/supervisor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

15. Diversity and Inclusion

please indicate how you feel about each of the following statements?

	Strongly agree	Agree	Disagree	Strongly disagree	n/a or don't wish to answer
In my experience, people from different backgrounds are readily accepted and made to feel welcome in the council	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am comfortable talking about my background and cultural experiences with my colleagues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This Council demonstrates a strong commitment to meeting the needs of employees with disabilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
People of all cultures and backgrounds are valued and respected at this organisation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel like I am accepted for who I am at work, and I'm free to be my authentic self	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

16. Communications in your service area

please indicate how you feel about each of the following statements?

	Strongly agree	Agree	Disagree	Strongly disagree	n/a or don't wish to answer
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am kept informed of what's going on in my directorate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am kept informed about how well my services is performing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am kept up to date with changes in legislation and policies which are relevant to how I carry out my job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know what is expected of me in my role	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My views are asked for	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My views are listened to	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When changes are planned for my service, I am consulted about them first	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

17. Communications in NPT Council

please indicate how you feel about each of the following statements?

	Strongly agree	Agree	Disagree	Strongly disagree	n/a or don't wish to answer
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am kept informed about what's going on in the council and what it is trying to achieve	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I receive the latest news/ information from the council?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

18. Communication channels

Which of the following NPT council employee communications channels do you use to find out what's going on in the council?

	I am aware of it and use it	I am aware of it but don't use it	I am not aware of it	I don't receive / can't access this
Sway (weekly staff news)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In the Loop (monthly staff newsletter)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
NPT Connect - Intranet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Yammer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Microsoft Teams	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff area of the website	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff Engagement Sessions /Briefings (e.g. budget sessions)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
TV screens in the Quays, Port Talbot Civic & Neath Civic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Notice boards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Team meetings/ line manager	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E-mail / manager newsletter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Word of mouth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (if you use other NPT internal communication channels, please specify)

--

19. How useful are the communication channels

On a 5 point scale how useful do you find these communications channels?

	very useful	Useful	Neither useful or useless	Not very useful	Not at all useful
Sway (weekly staff news)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In the Loop (monthly staff newsletter)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
NPT Connect - Intranet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Yammer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Microsoft Teams	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff area of the website	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff Engagement Sessions /Briefings (e.g. budget sessions)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
TV screens in the Quays, Port Talbot Civic & Neath Civic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Notice boards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Team meetings/ line manager	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E-mail / manager newsletter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Word of mouth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

20. Are there any other comments you want to make?

21. If you would like to speak in confidence to someone more fully about your answers to this survey or any of the issues raised in it, please leave your details below and someone will contact you.

Otherwise, please leave this section blank

Name

Tel. no:

Email

About you

Finally, please could tell us some information about yourself.

22. Do you live in Neath Port Talbot?

Equalities

The council operates equality policies that aim to ensure that everyone is treated fairly and equally. To make sure that people are not discriminated against when accessing

our services we carry out monitoring and therefore would be grateful if you could answer the following questions. The information you provide is strictly confidential.

23. What is your age? (please ✓ one answer)

- Under 16 25-29 40-49 60-69 75-85 Prefer not to say
 16-24 30-39 50-59 70-74 86+

24. Welsh Language – are you: (please ✓ one answer)

- Fluent speaker & writer Fluent speaker Learner
 Fairly fluent speaker & writer Fairly fluent speaker Little or no knowledge

25. Are you pregnant or on maternity leave?

- Yes No Prefer not to say

The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) adverse effect on the person's ability to carry out normal day-to-day activities.

26. Do you consider yourself to have a disability? (please ✓ one answer)

- Yes No Prefer not to say

27. Ethnic origin: (please ✓ one answer)

- White British Indian Chinese
 White Irish Bangladeshi Prefer not to say
 Mixed: White & Black Caribbean Pakistani Gypsy & Traveller communities
 Mixed: White & Black African Black: African Other Ethnic Group
 Mixed: White & Asian Black: Caribbean

a. Other Ethnic Group (please specify):

b. Gypsy and Traveller communities - please specify

- Irish Traveller Roma Showperson
 New Traveller Romani Gypsy Other

c. Other Gypsy and Traveller communities - please specify:

28. Sex: (please ✓ one answer)

- Male
- Female
- Transgender
- Non-binary
- Prefer not to say
- Other

a. Other (please specify):

29. Sexual Orientation (please ✓ one answer)

- Heterosexual
- Lesbian
- Gay
- Bisexual
- Prefer not to say
- Other

a. Other - please specify:

30. Religion/Belief: (please ✓ one answer)

- Christian
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- No religion
- Prefer not to say
- Other religion

a. Other religion - please specify:

31. Nationality (please ✓ one answer)

- Welsh
- Scottish
- English
- British
- Irish
- Prefer not to say
- Other

a. Other nationality (please specify):

Thank you for your time

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Annual Employee Engagement Survey
Service Area: All employees of Neath Port Talbot Council
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				All NPT Council employees will have the opportunity to participate in the proposed Employee Engagement Survey.
Disability		X				
Gender Reassignment		X				
Marriage/Civil Partnership		X				
Pregnancy/Maternity		X				
Race		X				
Religion/Belief		X				
Sex		X				

Sexual orientation		X				
--------------------	--	---	--	--	--	--

4. Does the initiative impact on:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language	X					Positive impact - online and printed versions will be available in Welsh and English.
Treating the Welsh language no less favourably than English	X					Positive impact - online and printed versions will be available in Welsh and English.

Page 164

5. Does the initiative impact on biodiversity:

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

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

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

	Yes	No	Details
Long term - how the initiative supports the long-term well-being of people	X		<p>The annual survey will be a key mechanism for employee voice, enabling employees to communicate their views to the council and influence matters that affect them at work.</p> <p>This contributes to building trust, innovation, productivity and organisational improvement. For employees, self-expression in voice often results in feeling valued, increased job satisfaction, greater influence and better opportunities for development.</p> <p>Whilst the survey is a touchpoint in time, running it annually will help us pick out themes and trends over time and identify if things are changing – e.g. improving, staying the same or getting worse over time.</p>
Integration - how the initiative impacts upon our wellbeing objectives	X		This initiative has the potential to impact positively on wellbeing objective 4 (local people are skilled and access high quality, green jobs).
Involvement - how people have been involved in developing the initiative	X		The draft survey has been developed with input from the Head of Data. The Trade Unions will be fully briefed and asked for their input and support for the proposed survey.
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions		X	To ensure the questionnaire engages effectively with school-based staff, the questions will be adapted to use language that is more relevant to them. This will be developed in partnership with the ELLL Senior Management Team.

Prevention - how the initiative will prevent problems occurring or getting worse		X	Running an annual survey will help us pick out themes and trends over time and identify if things are changing – e.g. improving, staying the same or getting worse over time. It will also help us to help identify what is working well and any potential hotspots

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

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

A full impact assessment (second stage) is not required	X
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.	

	Name	Position	Signature	Date
Completed by	Anita James	Corporate Policy, Performance & Engagement Manager	<i>A. James</i>	28.11.23
Signed off by	Sheenagh Rees	Head of People & OD	<i>Sheenagh Rees</i>	29.11.23

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

11TH DECEMBER 2023

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

Matter for information

Wards Affected: All wards

Time to Change Wales Employer Pledge – 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 Time to Change Wales Employer Pledge, which the Council signed up to September 2019.

Executive Summary:

This report provides Members with an update in the relation to the actions which have been undertaken since the last update to this Committee in November 2021 to support the Council's commitment to the Time to Change Wales Employer Pledge.

Background:

The Time to Change Wales Employer Pledge

The Time to Change Wales Campaign's Employer Pledge provides a framework for employers to work within to support employees with their mental health. The Campaign provides support to employers including training and access to a range of resources. There are no financial costs to the scheme.

Following a report to Personnel Committee in May 2019, the Pledge was signed at Staff Council in September 2019.

Action Plan

The action plan draws on the internal resources we already have in place as well as resources that will be made available by Time to Change Wales. Originally Time to Change Wales trained a pool of 'Employee Champions' who are instrumental in disseminating messages and information about mental health across the Council. However, more recently, we have recruited more Employee Champions and they have attended the Mental Health First Aid Level 1 training course and are supported by the Future of Work Team and the network is growing.

A copy of the Action Plan is provided in Appendix 1. Members will note that excellent progress has been made in delivering the Action Plan. Provided below are some of the key actions that have been delivered since the last update. We will continue to concentrate on initiatives to support the wellbeing of our workforce.

Key actions:-

Communications focus on wellbeing - Mental health and wellbeing feature regularly in employee communications, including NPT Connect, Viva Engage, the weekly SWAY and 'In the Loop'.

Recruitment of additional Employee Champions - We now have 33 Employee Champions across the Council who have either been trained by Time to Change Wales or have completed the Mental Health First Aid Course (Level 1)

Sharing Personal Experiences of Mental Health - One of our Employee Champions have shared their lived experience and the reason why they became an Employee Champion which was communicated in the SWAY. It is planned for other Employee Champions to share their stories over the next 12 months.

Support for Employees who consider themselves to have a disability – we have implemented the Reasonable Adjustment Disability Passport across the Council (and to schools) to support employees who join the Council, or who move jobs within the Council with reasonable adjustments and discussions with their manager.

Support for colleagues going through the Menopause – we have developed a Menopause Matters Viva Engage Group with around 100 members. Regular information and events are run to support this group of employees. This work won an award in the Innovation category at the 2023 Employee Recognition Awards.

Support for Men's Mental Health – a number of events have taken place to support men's mental health and health in general with more events planned.

Employee Assistance Programme – we will be implementing the Employee Assistance Programme in January 2024 to support our employees with their mental and physical health. This service is available online and over the telephone 24/7 with both online, telephone and face to face counselling sessions available and comprehensive mental health support resources, webinars, fitness and nutrition resources available

Ongoing Training Programme on Mental Health – we have partnered with MIND Cymru, a leading mental health charity in order for them to provide free training courses to our employees to support their mental health.

Financial Impacts:

There are no financial implications associated with this report as all actions are being carried out from existing resources and budgets.

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 Time to Change Wales campaign and our action plan is to have a positive impact on the workforce by reducing the stigma around mental health and discrimination faced by people with mental health problems within the workplace. It aims to normalise conversations around mental health so that our employees feel supported.

Legal Impacts:

No implications.

Risk Management Impacts:

Implementation 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 Time to Change Wales Action Plan and receive a further update in 12 months.

FOR INFORMATION**Appendices:**

Appendix 1 – Time to Change Wales Action Plan

Officer contact

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

MENTAL HEALTH STRATEGY PROJECT GROUP

ACTION PLAN (28th November 2023)

	Employer Pledge Action Plan Principle	Action	Progress / next steps	Lead
1.	Demonstrate Senior Level Buy-in	Pledge signing event (Staff Council) 16 th September 2016	ACTION COMPLETED	Diane Hopkins / Liam Hedges
A				
B		Pledge Board displayed in the reception of each Civic Centre, The Quays, Neath and Port Talbot.	ACTION COMPLETED	Liam Hedges / Kirsty Williams
C		Digital stamp to be included in Recruitment literature including Jobs Website.	LM to report at next meeting on the use of TTCW logo in recruitment literature.	Lauren Margetson
D		Joint Press release with trade unions following Pledge signing event.	ACTION COMPLETED	Liam Hedges / Kirsty Williams
E		Mental health and wellbeing of staff will be reviewed and discussed annually at CDG and Personnel Committee.	JM has developed a Workforce Information Data Report, which includes sickness and mental health data. SR will present this quarterly to CDG, Personnel Committee and Staff Council. DH presented a TTCW Action Plan update report to Personnel Committee on 2 nd December and will present a further report to the same committee on 11 th May 2020.	Sheenagh Rees / Diane Hopkins / Julie Moore
F		Optimising Mental Wellbeing Programme to be provided for the Corporate Management Group, with Aspire2Be.	SR secured a free pilot programme, held on 7 th February 2020, provided to Corporate Management Group, including Chief / Asst Chief Executive, Corporate Directors and all Heads of Service. Feedback was excellent, and CMG have requested follow up sessions. SR to update at next meeting in relation to Optimising Wellbeing follow up sessions for CMG.	Sheenagh Rees
2.	Demonstrate Accountability and Recruit Employee Champions	Employee Champion Recruitment – for discussion	33 Employee Champions recruited across the Council	Leigh Batchelor
A				

	Employer Pledge Action Plan Principle	Action	Progress / next steps	Lead
		Recruitment of Mental Health Champions in our Schools	To be taken forward by Schools Wellbeing Group	Schools Wellbeing Group
B		Our performance appraisal system includes a section on wellbeing.	ACTION COMPLETED.	Diane Hopkins
C		Our Return to Work interview template includes a section on wellbeing.	ACTION COMPLETED.	Amy Hutchings / Tom Owen
3. A	Raise Awareness about Mental Health	Provision of sickness data to inform each meeting (to be provided at the meeting). See Action 1 E above.	ACTION COMPLETED.	Julie Moore
B		In the Loop article following Pledge Signing World Mental Health Day.	ACTION COMPLETED	Amy Hutchings / Liam Hedges / Kirsty Williams
C		We will add the 'Time to Change Wales Pledged Employer' digital stamp to recruitment our website and email signature	See action 1c above.	Lauren Margetson
D		World Mental Health Day 10 th October 2019 Safetalk training for managers (suicide prevention) Tea & Talk (line managers to be encouraged to implement) Mental Health information stall in 3 civic buildings 10 th October 2019 In the Loop / intranet / poster advertising	ACTION COMPLETED	Diane Hopkins
E		Mental health & well-being in schools is a standing agenda item for LSPG / 2+2 (School data to be shared in meeting)	ACTION COMPLETED.	Amy Hutchings
F I		NPT Health and Wellbeing Group are providing support to the raising of awareness.	Actioned: ➤ Mental Wellbeing Workshop, Saturday 16 th November 2019	Sheenagh Rees / Lynne Doyle (NPTHWG Committee Members)

	Employer Pledge Action Plan Principle	Action	Progress / next steps	Lead
			<ul style="list-style-type: none"> ➤ Men's Mental Health Talk with Mal Emerson of Mal's Marauders – 26th November 2019 (further sessions to take place in 2020) ➤ "Tree of Hope – Messages in a bauble" – Margam Country Park Community Christmas Tree Festival ➤ Couch to 5K January 2020 ➤ Samba Drumming sessions January and February 2020 ➤ Wellbeing Courses with Magnolia Centre for Health and Wellbeing (x 6, 6 week courses for 48 employees) ➤ Feel Good Fridays – prizes of Magnolia Centre ➤ Vouchers (21/2, 21/3, 24/4, 22/5) 	
G		TTCW Time to Talk Day 6 th February 2020.	ACTION COMPLETED Dissemination of TTCW toolkit to all managements teams Walk and Talk @ The Quays Various 'Tea & Talk' events organised by accountable managers across the Council	Diane Hopkins
		Schools Wellbeing Group established to share good practice Corporately across schools in NPT	Inaugural meeting of the group took place on 16 th November 2023.	Future of Work Team
4. A	Update and implement policies to address mental health problems in the workplace	A guidance note on reasonable adjustments has been developed and an action plan agreed for implementation.	ACTION COMPLETED.	Diane Hopkins / Katie Stephens
B		We will make mental health and wellbeing part of the induction programme for new employees to ensure they are able to look after their mental wellbeing and that of colleagues.	ACTION COMPLETED	Future of Work Team

	Employer Pledge Action Plan Principle	Action	Progress / next steps	Lead
C		Policy development and guidance linked to employee wellbeing	<ul style="list-style-type: none"> ➤ Menopause Toolkit - 2019 ➤ Safe Leave (special leave provision for employees who are victims of Domestic Abuse) – December 2019 ➤ Carer’s Policy (support for employees with caring responsibilities) – February 2020 ➤ Reasonable Adjustment Disability Passport introduced 2023 ➤ Menopause Matters Viva Engage Channel ➤ Menopause event with Carolyn Harris (Chair of the Government’s Cross Party Working Group on Menopause) February 2022 	Diane Hopkins
5. A	Ask your employees to share their personal experiences of mental health problems	Invite employees to share their personal stories – for discussion	One employee champion has shared his story in the Sway. Further stories to be published over the next 12 months	Future of Work Team
B		We will develop a corporate template for supervisions and 1:1s to include mental wellbeing to ensure that discussions are taking place on regular basis between managers / Head teachers and employees so that staff feel they can discuss this privately.	ACTION COMPLETED.	Cath Roberts / Lynne Doyle
6. A	Equip line managers to have conversations about mental health	Level 1 Awareness for First Aid Mental Health Training.	See action 7c below. Occupational Health Referral Line, where managers can ring and get advice on relevant organisations to support employees with their mental health.	LTD Team/Future of Work Team
B		Managers Induction Programme	A comprehensive programme for new managers on all aspects of managing people and resources. A session on employee	Lynne Doyle

	Employer Pledge Action Plan Principle	Action	Progress / next steps	Lead
			wellbeing and mental health signposting to be included.	
7.	Provide information about mental health and signpost to support services	Awareness raising posters and literature - a range of posters and leaflets have been produced, which OHU will make available.	ACTION COMPLETED AND ONGOING	OHU
A				
B		Implement the Employee Assistance Programme where employees can access comprehensive information on looking after their mental health, other health and lifestyle benefits and more importantly 1:1 counselling sessions either online or face to face. This will be available 24/7 as it is appreciated that people do not only need support during working hours and is entirely confidential.	Currently going through procurement exercise, with Programme being up and running in January 2024	Diane Hopkins
C		Level 1 Awareness for First Aid Mental Health Training. Included in the course: <ul style="list-style-type: none"> ➤ What is first Aid for Mental Health? ➤ Identifying mental health conditions ➤ Providing advice and starting a conversation ➤ Signposting towards professional help 	Mental Health First Aider Awareness PILOT training held for the MH Project team 30 th January 2020. Further courses to be offered as corporate training offer. ONGOING	LTD Team
D		Contact made with MIND (a mental health charity) and they will be running training courses for our employees.	Emotional Resilience - 14th September 2023 - 6 sessions, people will need to attend all 6 sessions. 9 attendees	LTD Team/Future of Work Team

	Employer Pledge Action Plan Principle	Action	Progress / next steps	Lead
		Further discussion with MIND in relation to continuing the programme of courses that they could deliver both online and in person	<p>Mental Health and Masculinity - 12th October 2023. 11 attendees</p> <p>Breaking unhelpful thinking patterns - 2nd November 2023 - 6 sessions, people will need to attend all 6 sessions. 23 attendees</p> <p>Mental health and money - 11th January 2024 - 6 sessions, people will need to attend all 6 sessions.</p> <p>Managing anxiety - 29th February 2024 - 6 sessions, people will need to attend all 6 sessions.</p>	
E		Develop an ELearning Stress Management Course and a short course on Self care	Now available with the Corporate E-Learning courses. ACTIONED	LTD Team
F		Target hard to reach groups eg front line workers with resources	A new TV has been installed at the SRC at the Quays where information on Men's Mental Health and other relevant information will be communicated.	Future of Work Team
G	Andy's Mens Club	Men's only session – Andy's Man Club	Date to be agreed	Future of Work Team
H	Maurders Men's Health	Men's only session – Marauders Men's Health advice	Session delivered 20/11/23.	Future of Work Team
I		Men's Walk and Talks	<p>24th November 2023(Quays)</p> <p>29th November 2023 (Gnoll Park)</p> <p>8th December 2023 (Quays)</p>	Future of Work Team/Employee Champions



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNCIL

PERSONNEL COMMITTEE

11TH DECEMBER, 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 2 Workforce Information report. The report is attached at Appendix 1.

Executive Summary:

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

Workforce Information:

This data set has been developed to provide Members with:

- an overview of the Council's workforce, including how many people we employ, where we employ them, how we employ them (work patterns), their protected characteristics and Welsh language ability.
- data on 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

401 new employees started work for the council between the period 1st July 2023 to 30th of September 2023, compared with 406 leavers. 53% of leavers are within the schools service area where temporary contracts are prevalent.

The top leaving reason in Quarter 2 was "end of contract", closely followed by "resignation – no reason provided". As previously reported, the leaving reasons within the HR system have been reviewed, particularly around resignations. "No reason provided" is no longer an option for managers to pick when processing a leaver, and an alternative resignation reason will need to be recorded. This will give us much richer information around the reasons why people leave the council's employment and enable us to develop strategies to prevent some people from leaving our employment. This data will start to feature when we report on Quarter 3.

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 average number of days absent due to sickness absence was 5.8. This has remained the same when compared to the same quarter last year (Q1 22/23).

In Quarter 2 of this year, long-term absences continue to represent almost three quarters of the entire FTE days lost for 2023/2024 Q2. Long term absences have increased slightly whereas short term absences have decreased when compared to Q2 22/23.

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 the same as the last quarter. All have seen increases this quarter when compared to Q2 22/23. However, "coronavirus – confirmed" has decreased significantly, we expect this trend to continue going forward.

The greatest increase seen was "cancer" which increased by 58% when compared with Q1, followed by "back pain" which has increased by 52%.

The highest average FTE days absent were in Streetcare Services (9.9 days), Adult Services (8.2 days) and Children & Young People Services (7.7 days).

Digital Services and Planning & Public Protection have seen a substantial decrease in FTE days when compared to the same quarter last year. However, Education Development and Support Services & Transformation have seen FTE days increase the most compared to

Q2 22/23. Housing & Communities and Leisure, Tourism Heritage and Culture are relatively new service areas that did not exist on the structure in the same quarter last year. Therefore, there is no comparative sickness data for these services from last year.

Financial Impacts:

Sickness absence has a financial impact on the council, where posts have to be covered; this will increase 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

This page is intentionally left blank



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

WORKFORCE INFORMATION REPORT

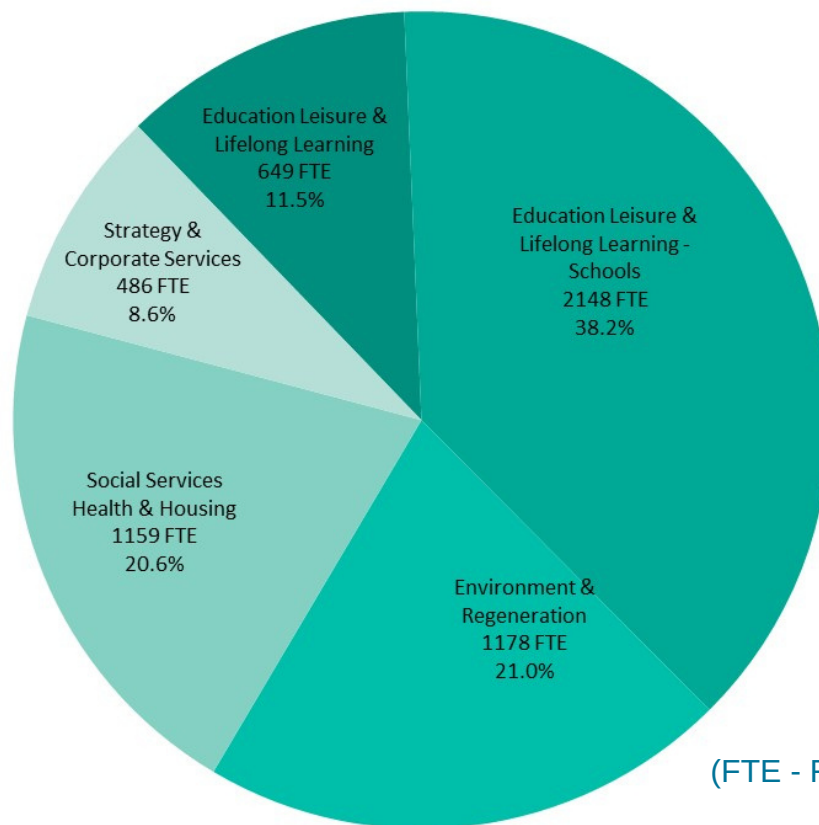
Data set out in this report relates to Quarter 2 2023/24

Overview of the Council's Workforce

6,503 Headcount

Staffing costs account for
48.6 % or £122.5 million^{YTD}
of gross expenditure*

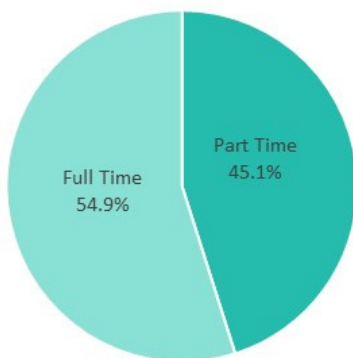
Employees - FTE by Directorate



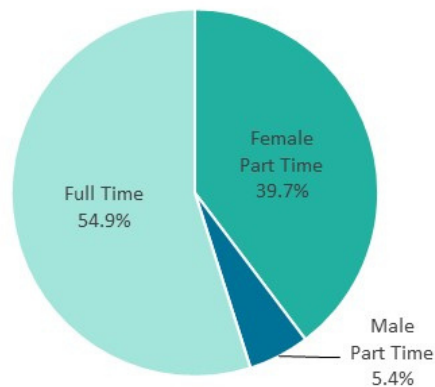
(FTE - Full-time equivalent)

Working Patterns

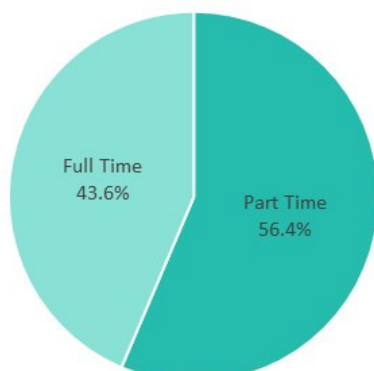
Total Workforce



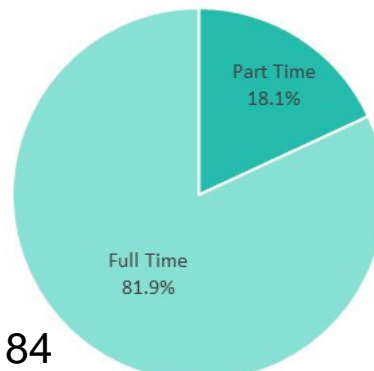
Total Workforce



Female Employees

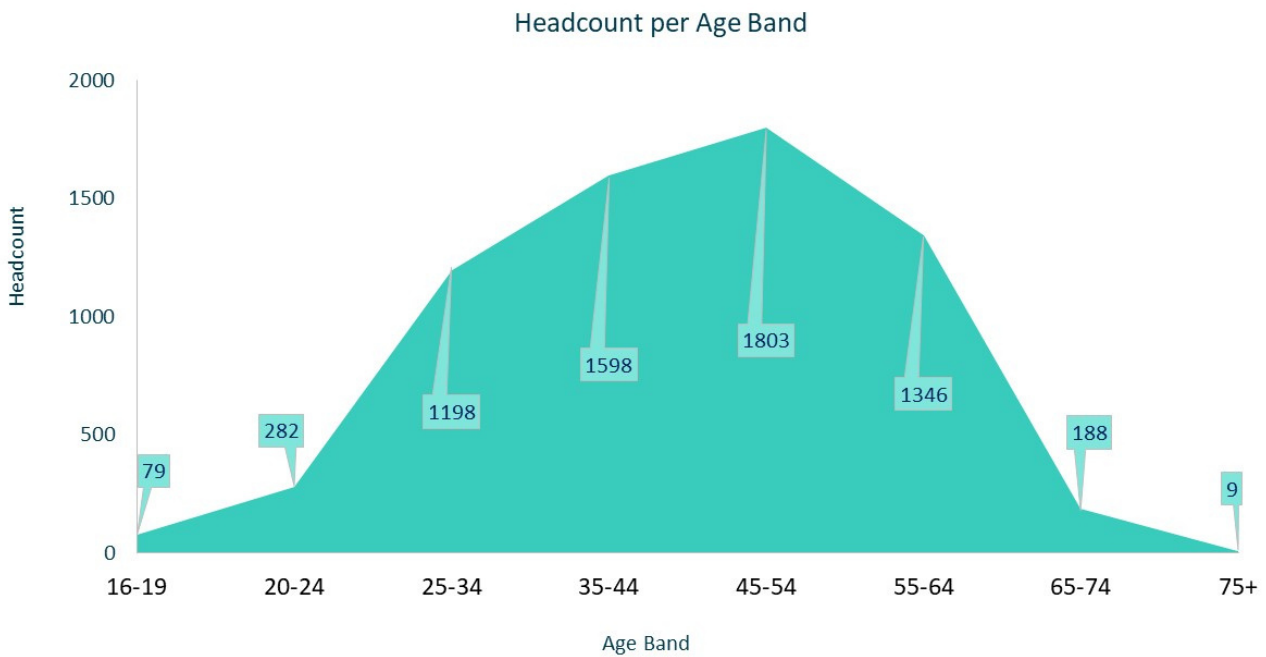


Male Employees



Protected Characteristics - Employees

Sex



3%

of employees have identified themselves as having a Disability

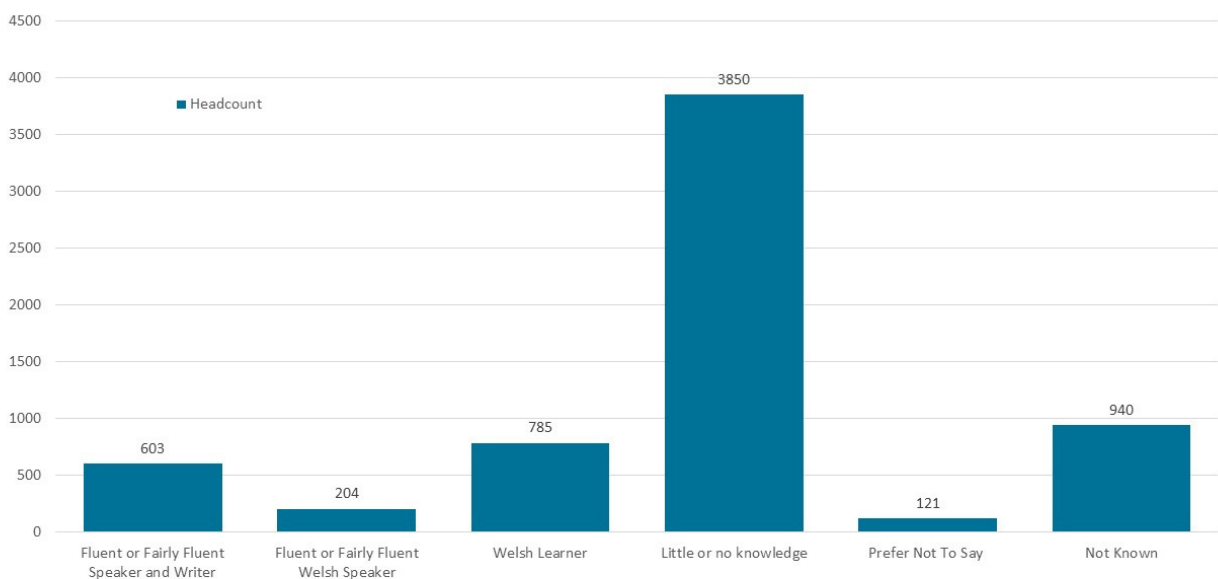
The overall proportion of Black, Asian & Minority Ethnic employees is

1.5%

2%

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

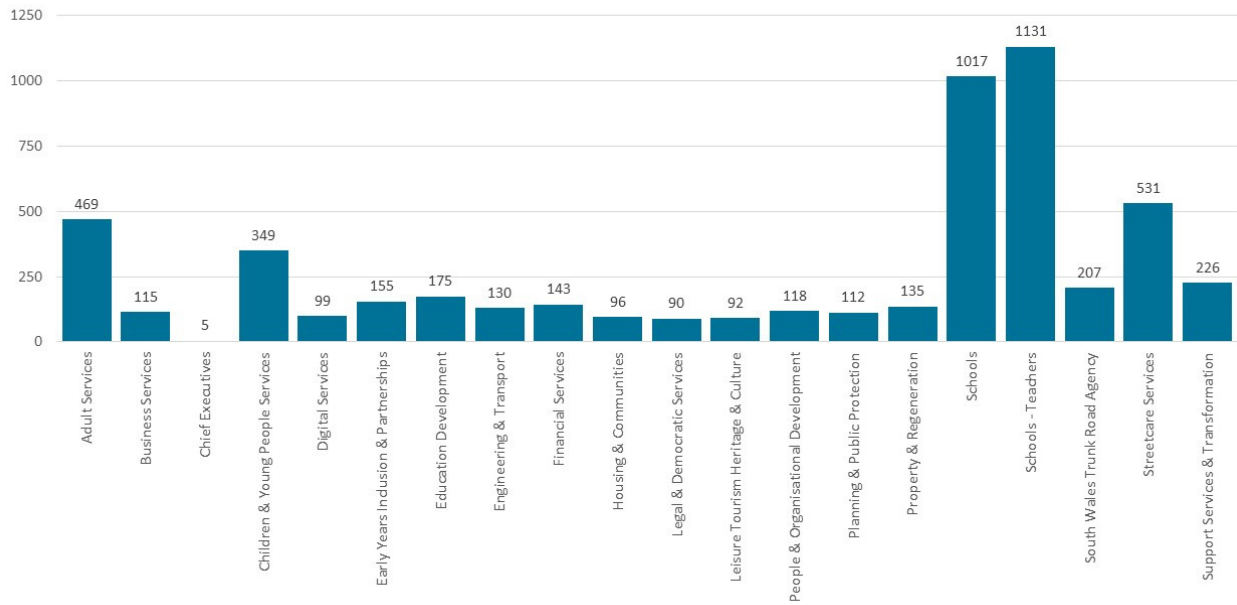
Employees' Welsh Language Ability



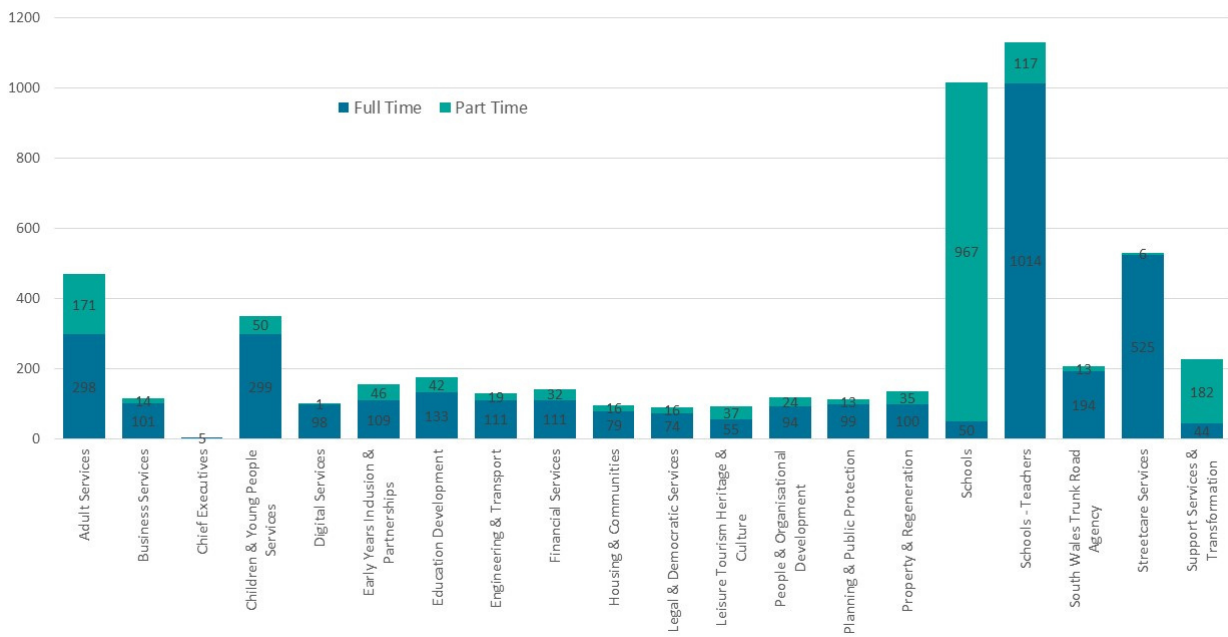
- These figures are self-reported by employees

Employees by Service Area

Full Time Equivalent Per Service Area



Full Time/Part Time FTE Per Service Area



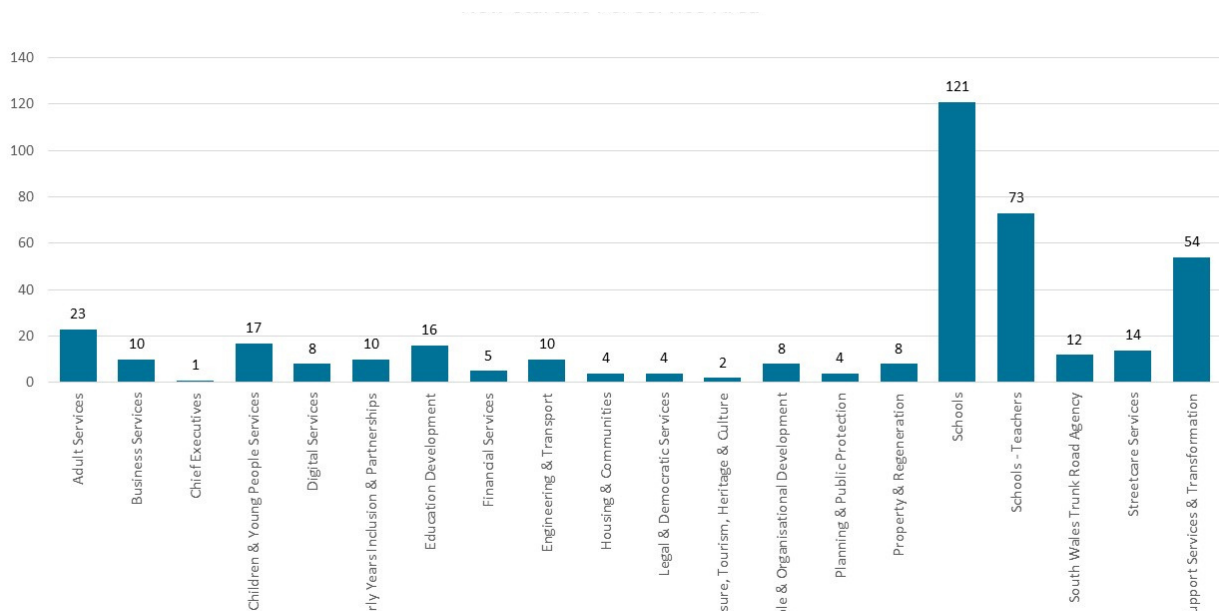
Joiners

401 employees have joined the Council between 1st April 2023 and 30th September 2023

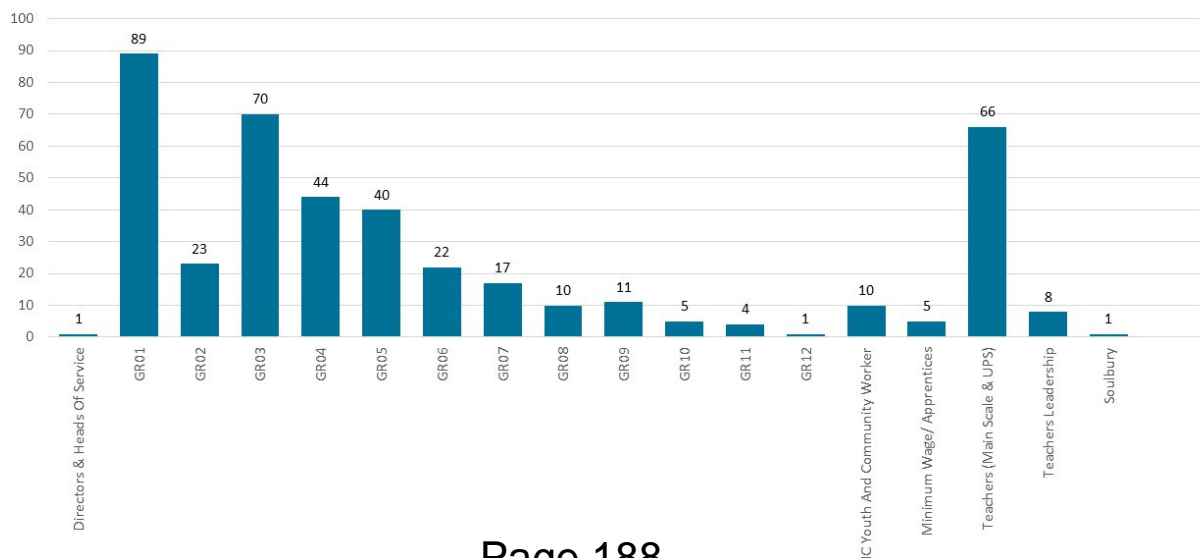
Joiners - these are employees new to the Authority

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



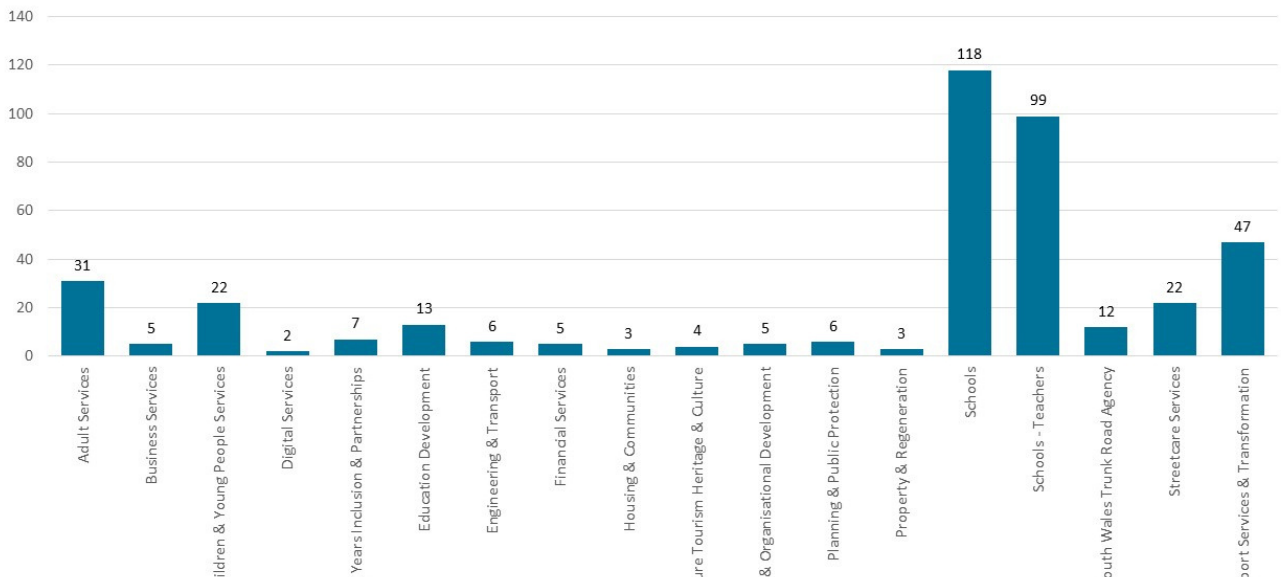
Leavers

406 employees have left the Council between
1st April 2023 and 30th September 2023

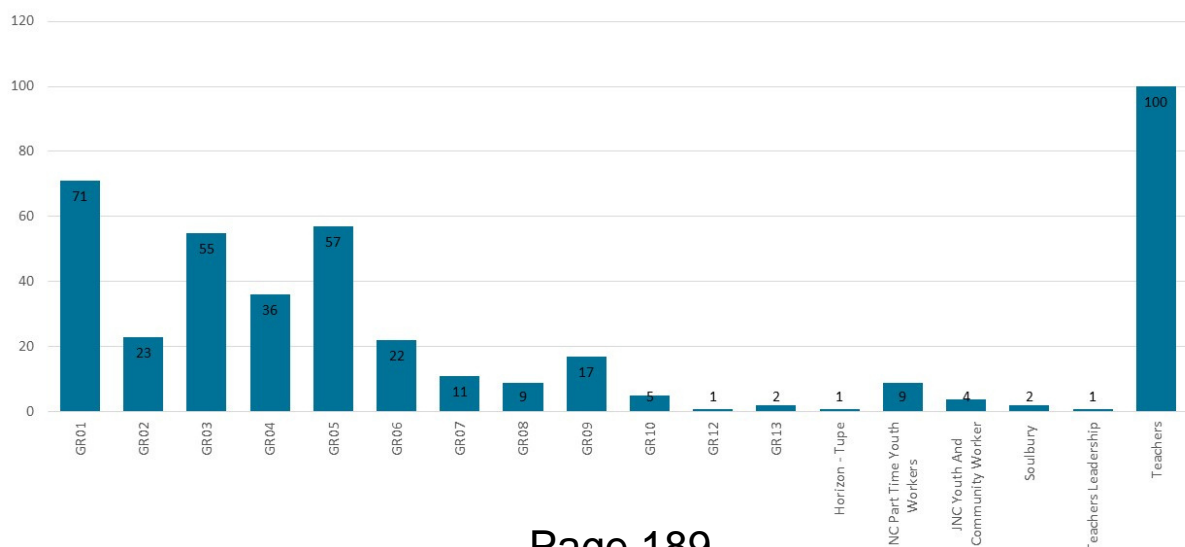
Leavers - these are people who have left all jobs with the Authority

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

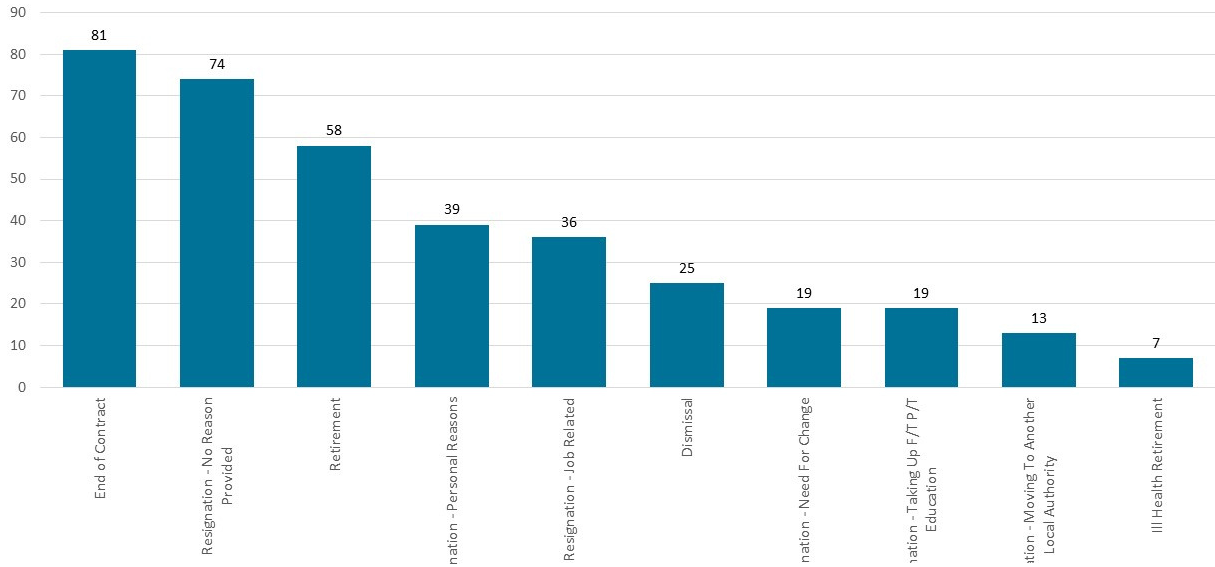
Leavers per Service Area



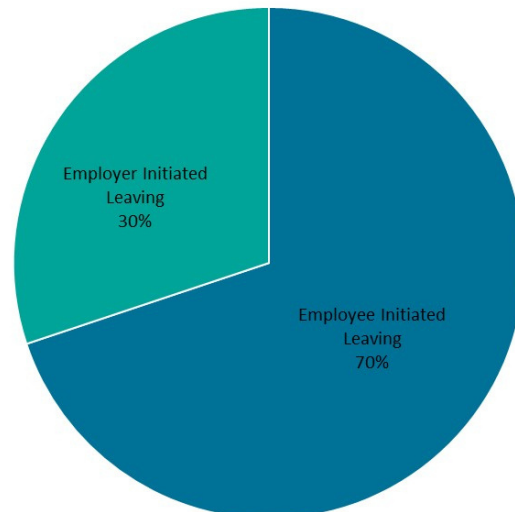
Leavers per Grade



Leavers by top 10 Leaving Reasons



Employer / Employee initiated Leaving Reasons



Between 1st April 2023 and 30th September 2023

- 1 Voluntary Redundancy
- 6 Voluntary Redundancies (Schools)

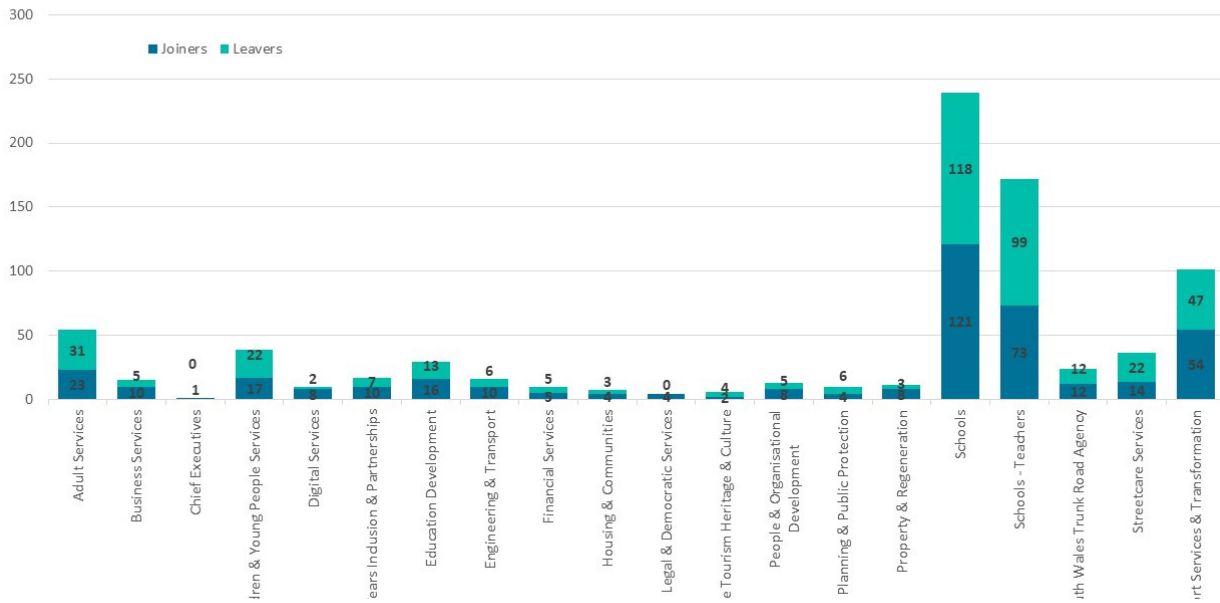
Joiners/Leavers

Joiners - employees who are new to the authority *

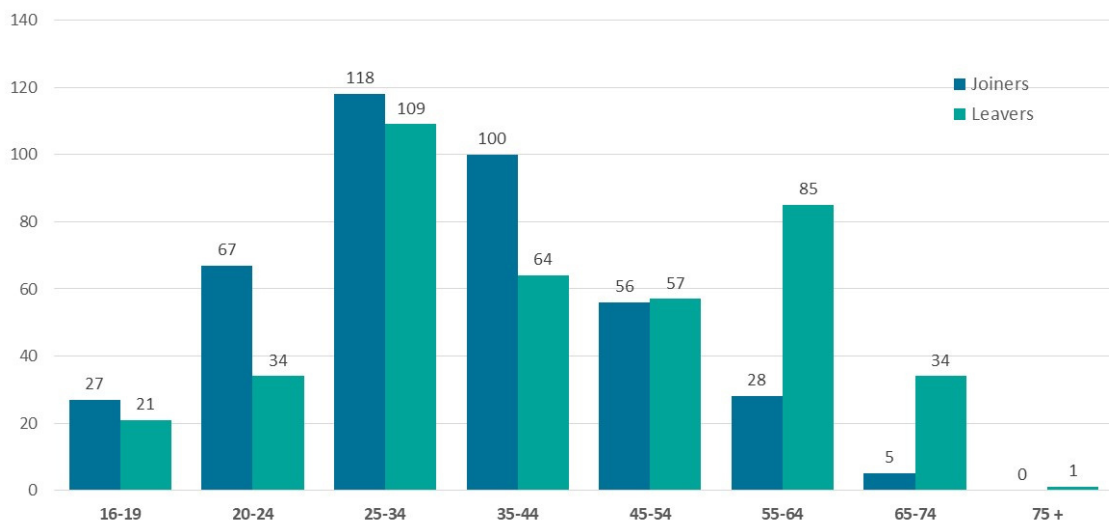
Leavers - employees who have left all jobs with the authority

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

Joiners/Leavers per Service Area



Joiners / Leavers per Age Band





Sickness Absence Quarter 2 2023/24

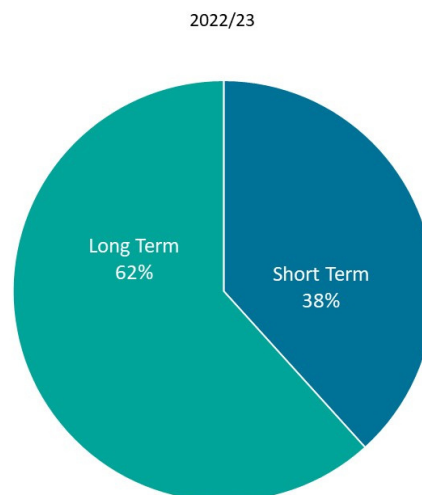
Number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence during the year

ID	Measure	Data Item(s)	Staff (exc teachers)	Teachers	All staff Q2 2023/24	All staff Q2 2022/23
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	7446.19	1598	9044.19	11886.06
		Number of working days/shifts lost to long-term sickness absence during the year	20418.02	2185.62	22603.64	19152.57
		Number of working days/shifts lost to sickness absence during the year	27864.21	3783.62	31647.83	31038.63
		Average number of full-time equivalent (FTE) employees	4245.32	1143.24	5388.56	5290.53
		PI Value			5.8	5.8

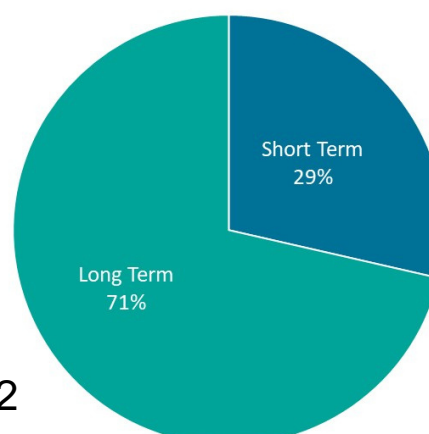
Ratio of short and long term sickness - number of FTE days lost (Including teachers)

Quarterly Comparisons

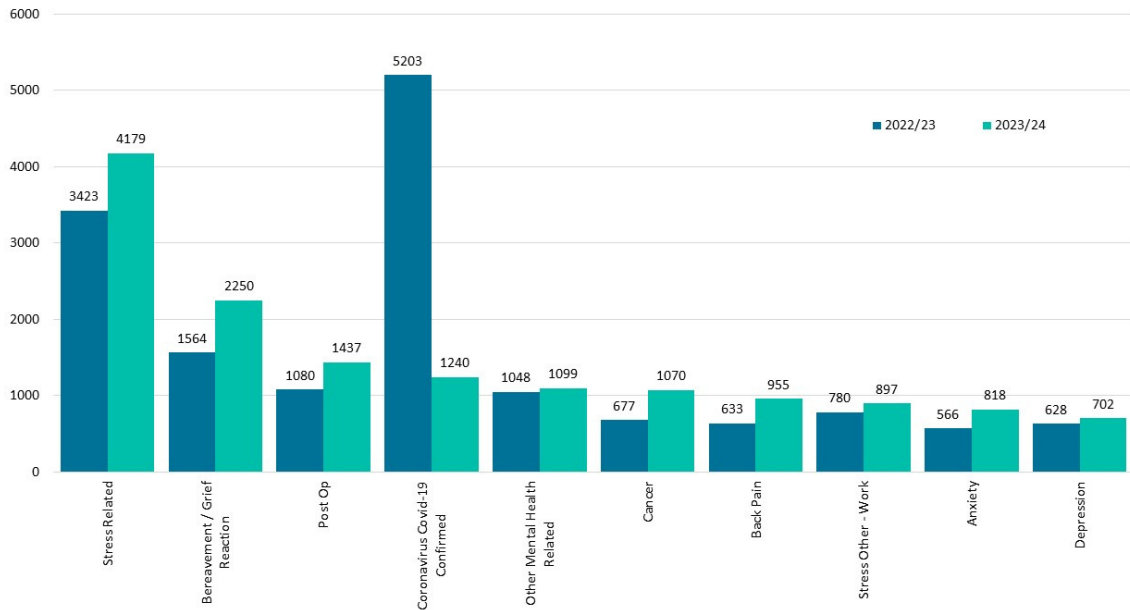
1st April 2022
to
30th September 2022



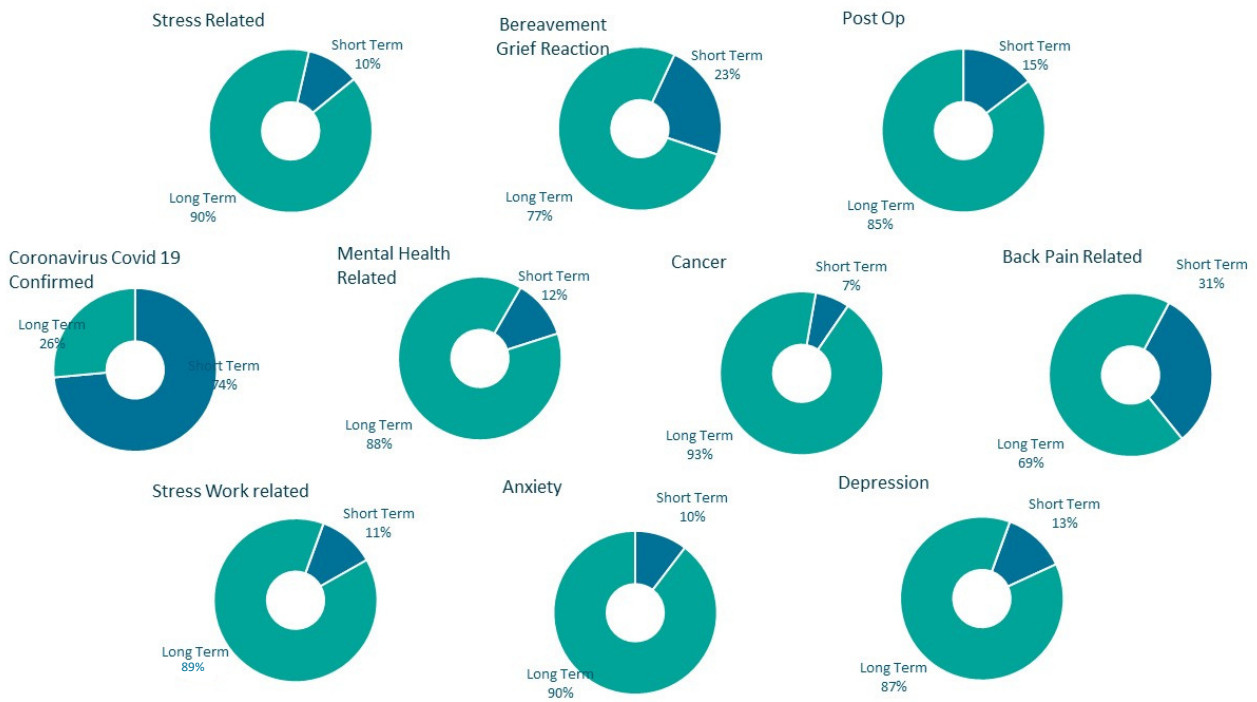
1st April 2023
to
30th September 2023



Sickness Absence Reasons - Top Ten



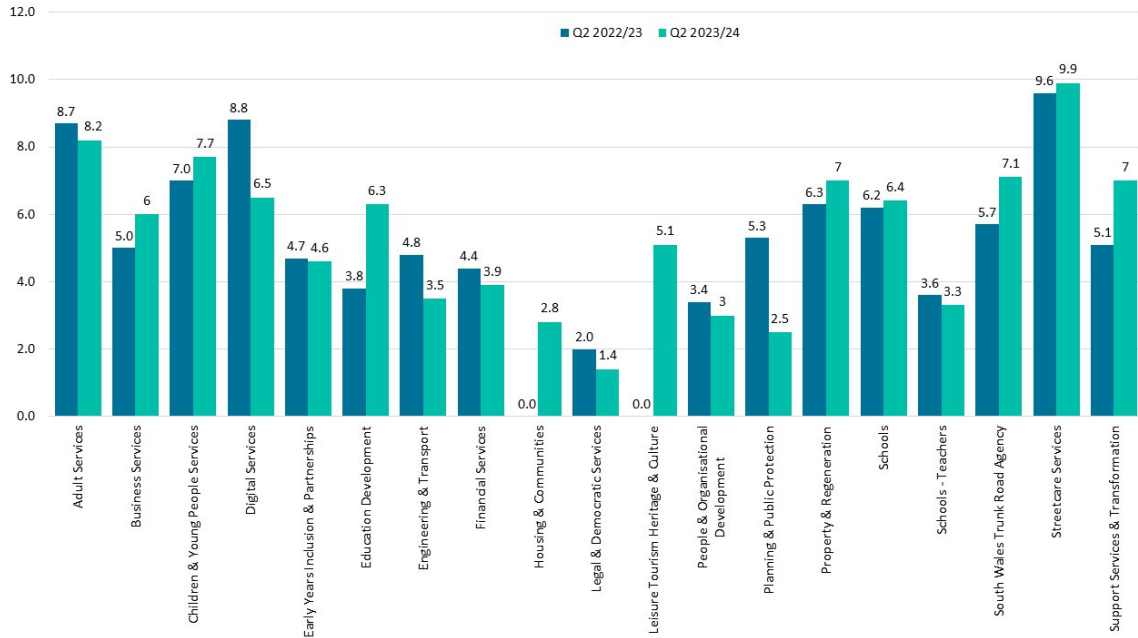
Long Term / Short Term Comparison (Top 10 reasons)



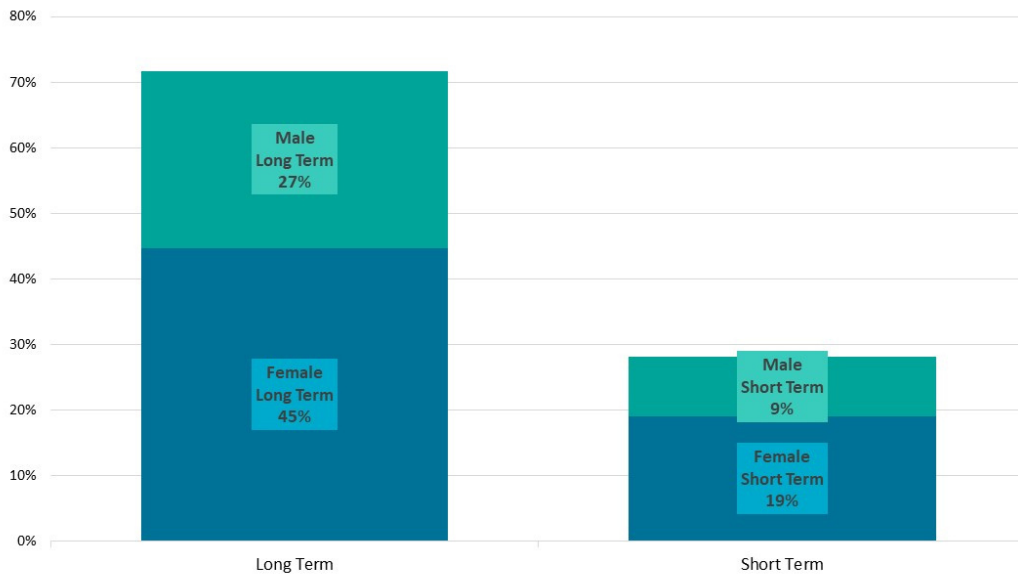
Overview of Sickness per Service Area

Average number of Sick days per Full Time Equivalent Employee

Quarter 2 2022/23 and 2023/24 comparison

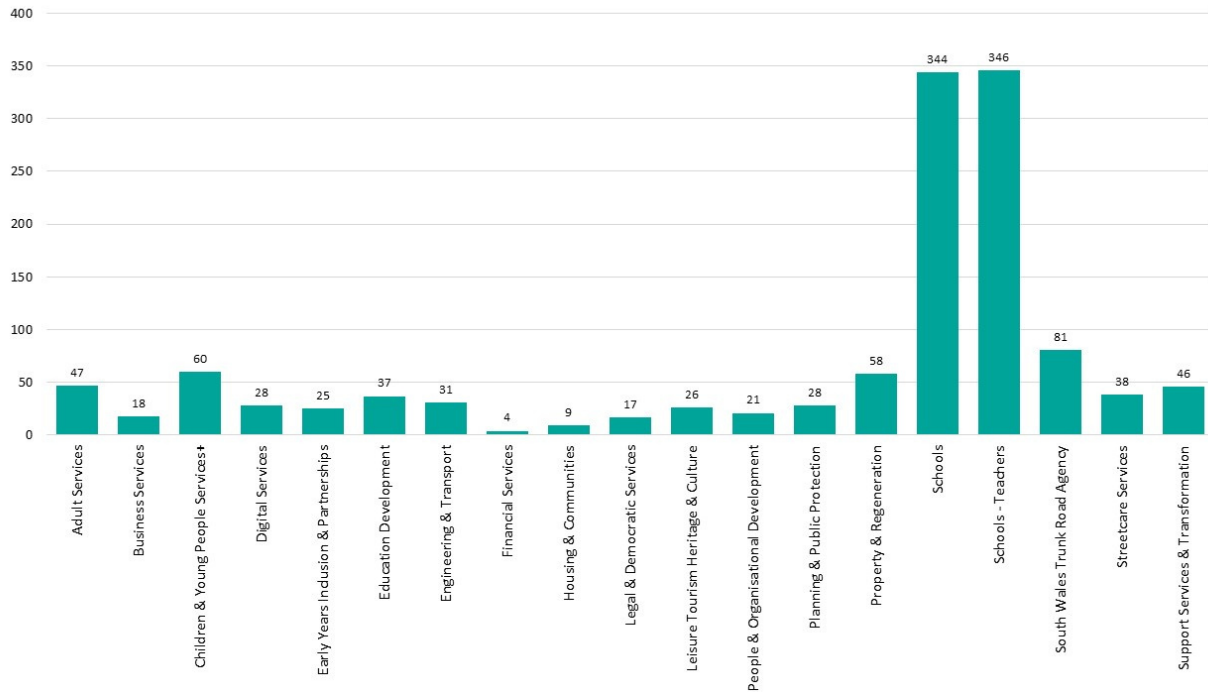


Long Term / Short Term Sickness per Gender Quarter 2 2023/24

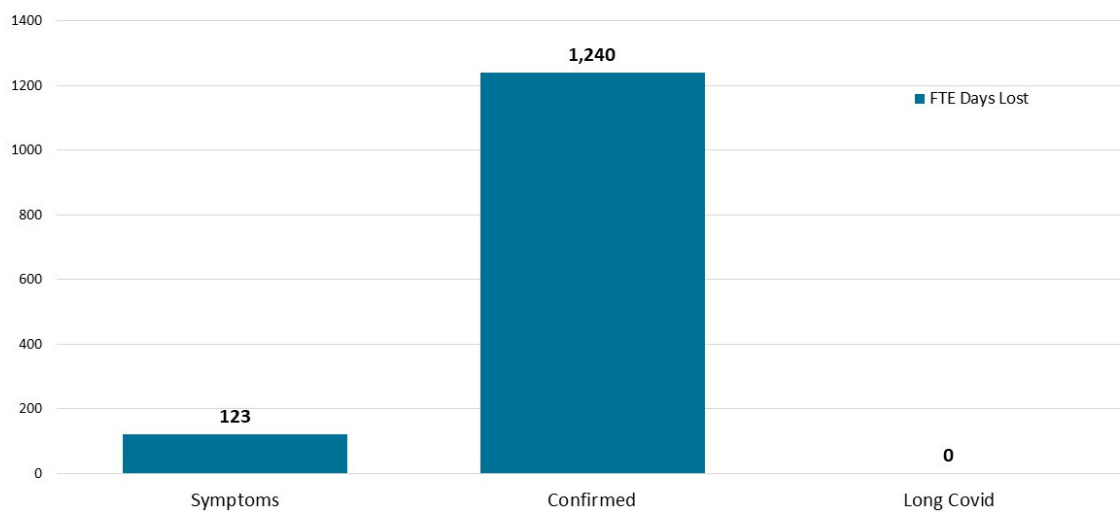


COVID - 19 Sickness Absence

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



Total number of FTE Working Days Lost for Quarter 2



This page is intentionally left blank