



PERSONNEL COMMITTEE

2.00 PM - MONDAY, 2 SEPTEMBER 2024

***MULTI-LOCATION MEETING - COUNCIL CHAMBER, PORT TALBOT
& MICROSOFT TEAMS***

Webcasting/Hybrid Meetings:

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Part 1

1. Chairs Announcements
2. Declarations of Interest
3. Minutes of the Previous Meeting (*Pages 5 - 8*)

Report/s of the Principal HR Manager

4. Additional Annual Leave Day (*Pages 9 - 20*)

Report/s of the Head of People and Organisational Development

5. Agency Usage Monitoring Report (*Pages 21 - 28*)
6. Revised Long Service Award Scheme (*Pages 29 - 44*)
7. Revised Recruitment Policy (*Pages 45 - 66*)
8. Workforce Information Report Quarter 4 2023 / 2024 (*Pages 67 - 86*)

9. Workforce Information Report Quarter 1 2024 / 2025
(Pages 87 - 106)
10. APSE Award - Shortlist for Best Workforce (Pages 107 - 110)
11. 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).
12. Access to Meetings
That pursuant to Section 100A(4) and (5) of the Local Government Act 1972, the public be excluded for the following items of business which involved the likely disclosure of exempt information as defined in Paragraph 15 of Part 4 of Schedule 12A of the above Act.

Part 2

Private Report of the Head of People and Organisational Development

13. National Pay Negotiations Update (Exempt under Paragraph 15)
(Pages 111 - 120)

K.Jones
Chief Executive

Civic Centre
Port Talbot

Friday, 23 August 2024

Committee Membership:

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

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

Members: Councillors S.Purseley, S.Grimshaw,
P.D.Richards, T.Bowen, C.Lewis, J.Hale,
J.Jones, R.G.Jones, R.Mizen and A.R.Aubrey

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PERSONNEL COMMITTEE

(Multi Location Microsoft Teams/Council Chamber)

Members Present:

11 March 2024

Chairperson: Councillor S. A. Knoyle

Vice Chairperson: Councillor A. J. Richards

Councillors: T. Bowen, S. Grimshaw, J. Hale, J. Henton, J. Jones, C. Lewis, S. Pursey, and P. D. Richards

Non-Voting Members: Councillors S. K. Hunt, W.F. Griffiths, J. Hurley, N. Jenkins, S. Harris, and C. Phillips.

Officers in Attendance: N. Daniel, S. Rees, A. Hutchings, D. Hopkins, M. Jimenez, J. Woodman- Ralph and S. McCluskie

1. **Chairs Announcements**

Councillor S. Knoyle welcomed everyone to the meeting.

2. **Declarations of Interest**

Declarations of interest were received from the following,

Cllr S Knoyle – Agenda item 4 – Cllr Knoyle has dispensation to speak and vote.

Cllr S. Grimshaw – Agenda item 4 – Cllr Grimshaw has dispensation to speak and vote.

Cllr J. Hale – Agenda item 4 – Cllr Hale has dispensation to speak and vote.

Cllr J. Henton – Agenda item 4 – Cllr Henton has dispensation to speak and vote.

Cllr J. Jones – Agenda item 4 – Cllr Jones has dispensation to speak and vote.

Cllr C. Lewis – Agenda item 4 – Cllr Lewis has dispensation to speak and vote.

Cllr S Pursey – Agenda item 4 – Cllr Pursey has dispensation to speak and vote.

Cllr A Richards – Agenda item 4 – Cllr A Richards has dispensation to speak and vote.

Cllr P Richards – Agenda item 4 – Cllr P. Richards has dispensation to speak and vote.

Cllr T. Bowen – Agenda item 4 – Cllr Bowen has dispensation to speak and vote.

Cllr. S Hunt – Agenda item 4 – Cllr Hunt does not have dispensation to vote.

Cllr. W. Griffiths – Agenda item 4 – Cllr Griffiths does not have dispensation to vote.

Cllr. S. Harris – Agenda item 4 – Cllr Harris does not have dispensation to vote.

Cllr. J. Hurley – Agenda item 4 – Cllr Hunt does not have dispensation to vote.

Cllr. N. Jenkins – Agenda item 4 – Cllr Jenkins does not have dispensation to vote.

Cllr. C. Phillips – Agenda item 4 – Cllt Phillips does not have dispensation to vote.

Cllr. S Jones – Agenda item 4 – Cllr jones does not have dispensation to vote.

N. Daniel – agenda item 4 – N. Daniel left the meeting for this item.

S. Rees – agenda item 4 – S. Rees left the meeting for this item.

D. Hopkins - agenda item 4 – D. Hopkins left the meeting for this item.

M Jiminez – agenda item 4 – M. Jiminez left the meeting for this item.

A. Hutchings – agenda item 4 – A. Hutchings left the meeting for this item.

J. Woodman Ralph – agenda item 4 – J. Woodman Ralph remained in the meeting as an observer only.

S. McCluskie – agenda item 4. S. McCluskie remained in the meeting as an observer only.

3. **Minutes of the previous meeting**

Resolved:

That the minutes of the previous minutes held on the 11th of December 2023 be approved as a true and accurate account.

4. **NPT Staff and Member Car parking Scheme**

Resolved:

That the revised staff and members car parking scheme be approved with the inclusion of the car park at Scarlett Avenue.

5. **Strategic Workforce Plan: The Future of Work Strategy 2022 - 2027 - Review of Year 1 Delivery Plan and confirmation of Year 2 Delivery Plan**

Resolved:

That having due regard to the integrated impact assessment and appendices,

- The review of actions undertaken to deliver against the priorities of the council's Strategic Workforce Plan: The Future of Work Strategy 2022 – 2027 in the year 2023 2024 be noted.
- That approval be given to the recommendation for the 7 Strategic Workforce priorities and that the priorities remain and are fit for purpose.
- That the proposed delivery plan for 2024/2025 be approved.

6. **Carers Policy**

Resolved:

That having due regard to the integrated impact assessment, the proposed revisions to the carers policy be approved.

7. **Social Media Policy**

Resolved:

That having due regard to the integrated impact assessment, the amended Social Media Policy be approved.

8. **Pay Policy Statement 2024/2025**

Resolved:

That having due regard to the circulated report the Pay Policy Statement for 2024 2025 be noted for presentation to Council on the 20th of March 2024.

9. **Workforce Information Report Quarter 3**

Resolved:

That the workforce information report be noted.

10. **Urgent Items**

Resolved:

There were no urgent items.

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

2ND SEPTEMBER 2024

REPORT OF THE PRINCIPAL HR MANAGER – DIANE HOPKINS

Matter for Decision

Wards Affected: All wards

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

Purpose of Report

The purpose of this report is to propose that an additional annual leave day (pro rata for part time employees) be awarded to employees covered by the JNC for Chief Executive, JNC for Chief Officers, Soulbury Committee and JNC for Youth and Community Workers terms and conditions on a permanent basis with effect from 1st April 2024. This will mirror the arrangement in place for the majority of council employees, employed under terms and conditions negotiated by the National Joint Committee (JNC) for Local Government Services and who were awarded an additional annual leave day (pro-rata for part time employees) on a permanent basis as part of the 2022 pay award.

Executive Summary:

As a result of the 2022 pay award for Local Government Services ('Green Book') employees an additional annual leave day was granted to this group of employees with effect from 1st April 2023, a permanent increase to their annual holiday entitlement. This report seeks to award an additional day of annual leave on a **permanent** basis to all other employees across the Council (excluding teachers as they are subject to the School Teachers terms and conditions of employment and already have a much more generous annual leave scheme).

This proposal is put forward as a gesture of goodwill to our employees for the hard work and commitment shown to the Council and as part of our recruitment and retention strategy.

Background:

The 2022 pay award for NJC for Local Government Services ('Green Book') employees included that, from 1st April 2023, all employees covered by the National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for part-time workers) to their annual leave entitlement. This was actioned by the Council with effect from 1st April 2023.

A report was approved at Personnel Committee on 27th February 2023 to also award this extra day annual leave, for one year only, to employees covered by JNC for the Chief Executive, the JNC for Chief Officers, the Soubury Committee and the JNC for Youth and Community Workers terms and conditions. The reason the proposal was time limited to one year was that the trade unions representing these groups at a national level had also included the request for an additional days annual leave to be awarded to them in their respective pay claims - if the pay claims were successful, the council did not want to find itself in the position of having to award a further 2nd day of leave, and disproportionately rewarding these groups.

Updated Position

The JNC for Chief Executives, JNC for Chief Officers, Soubury Committee, JNC for Youth and Community Workers did not have an additional annual leave day agreed as part of their pay claim for 2023, so as the additional annual leave day for these groups of employees was only temporary for one year, they would revert back to their existing annual leave entitlement. This differs to the NJC for Local Government Services employees who were awarded it on a permanent basis.

The current annual leave entitlements for employees and the proposed entitlement including the additional annual leave day are shown below for Member's information:-

	ANNUAL LEAVE (pro rata for part time employees)	
	Excluding the additional annual leave day	Including the additional annual leave day (if approved)
❖ Chief Executive	33 days pa	34 days pa
❖ Chief Officers	(plus one day allocated at Christmas)	(plus one day allocated at Christmas)
❖ Soulbury	31 days after 5 years service; 24 days pa initially (plus one day allocated at Christmas)	32 days after 5 years service; 25 days pa initially (plus one day allocated at Christmas)
❖ Youth & Community Workers	35 days after 5 years service; 30 days pa initially (plus one day allocated at Christmas)	36 days after 5 years service; 31 days pa initially (plus one day allocated at Christmas)
❖ Local Government Services	N/A	32 days after 5 years service; 25 days pa initially (plus one day allocated at Christmas)

It is intended that the Council's Annual Leave Policy be updated with the additional annual leave day on a permanent basis for JNC for Chief Executives, JNC for Chief Officers, Soulbury Committee, JNC for Youth and Community Workers, if approved.

Future Pay Awards

If any of these groups of employees (excluding the JNC for Local Government Services) are awarded an additional annual leave day as part of future pay awards, then this will not be awarded, as these group of employees will have already been awarded an additional day annual leave. If, however, more than

one additional annual leave day is awarded going forward, then this will be applied as required and in line with guidance provided at the time.

Financial Impacts:

The financial impact to the Council will be in relation to any cover arrangements necessary for employees when they take the extra day annual leave. For the majority of our employees this impact will be limited. Discussions have taken place with finance colleagues and there is no way to determine what the financial impact would be. However, the wellbeing impact on employees would be extremely positive.

Integrated impact assessment

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

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

Valleys Communities Impacts:

No implications.

Workforce Impacts:

This proposal is anticipated to have an extremely positive impact on our workforce as it provides for an additional day of annual leave for rest and recuperation and whilst not part of their pay agreement, it will show that as an employer, the Council values their workforce. It is also a positive addition to our recruitment and retention strategy as our annual leave entitlement is as generous as other organisations.

Legal Impacts:

No implications.

Risk Management Impacts:

No implications

Consultation:

There is no requirement for external consultation on this proposal.

Recommendations:

It is recommended that Members **APPROVE** the proposal that an additional annual leave day be awarded to employees covered by the JNC for Chief Executive, JNC for Chief Officers, Soulbury Committee and the JNC for Youth and Community Workers terms and conditions on a permanent basis with effect from 1st April 2024.

FOR DECISION

Appendices:

Appendix 1 – Integrated Impact Assessment

Officer contact

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

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Impact Assessment - First Stage

1. Details of the initiative

Description and summary: Proposal to award an extra day annual leave on a permanent basis to all employees employed under JNC for Chief Executives, JNC Chief Officers, Soulbury Committee and JNC for Youth and Community Workers terms and conditions.
Area: All employees employed under the JNC for Chief Executives, JNC Chief Officers, Soulbury Committee and JNC for Youth and Community Workers terms and conditions.
Directorate: All

2. Does the initiative affect:

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

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

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

Pregnancy/Maternity		X				
Race		X				
Religion/Belief		X				
Sex		X				
Sexual orientation		X				

4. Does the initiative impact on:

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

5. Does the initiative impact on biodiversity:

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

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

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

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

A full impact assessment (second stage) is not required	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	

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	Name	Position	Signature	Date
Completed by	Diane Hopkins	Principal HR Manager	<i>D B Hopkins</i>	20/08/2024
Signed off by	Sheenagh Rees	Head of People and Organisational Development	<i>Sheenagh Rees</i>	20/08/2024

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Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNCIL

PERSONNEL COMMITTEE

2ND SEPTEMBER 2024

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

Matter for information

Wards Affected: All wards

Agency Usage Monitoring Report

1. Purpose of Report

The purpose of this report is to provide an update on agency worker usage and spend across the Council (excluding schools).

2. Executive Summary

This report provides Members with information on the usage of agency workers for the previous financial year 1st April 2023 – 31st March 2024.

The information shows the highest usage of agency workers by service and by job role.

3. Background

An official agreement was made on 30th January, 2020 between the Council and Matrix SCM Ltd (Matrix) for the Provision of a Managed Service for the Supply of Agency Staff. Matrix took over the management of the supply of agency workers in April 2020 and the current contract will run until October 30th 2026 with the option to extend for 12 months.

Matrix engage with a number of suppliers on the Council's behalf to supply agency workers at the best rate possible. Matrix provide the Council with a "vendor neutral managed service", which means that they are an unbiased, neutral provider of workforce providing the best candidates from every agency.

Regular monitoring of agency usage has taken place over a number of years, with the aim of reducing expenditure. In 2015 / 16, at the height of expenditure in relation to agency workers, the council spent £1,516,699 (NB this figure is based on 15/16 prices so would be higher today), excluding schools. We have seen a steady decline in agency expenditure since monitoring began, and we introduced the Vendor Neutral Managed Service.

4. Agency Spend

The information presented has been provided by Matrix.

The tables below show the breakdown of agency spend by Directorate and information on the services and types of jobs that agency workers have been used during the last financial year, 1st April 2023 – 31st March 2024.

4.1 Overall Agency Spend

Spend from April 1ST 2023 – March 31st 2024 by Directorate:

DIRECTORATE	SPEND	% SPEND
ENVIRONMENT & REGENERATION	£599,279.05	69
SOCIAL SERVICES, HEALTH & COMMUNITIES	£272,896.81	31
TOTAL SPEND	£872,175.86	

The data from Matrix shows that only two Directorates have used agency workers over the previous financial year - Environment & Regeneration and Social Services, Health & Communities.

4.2 Agency Spend by Directorate

Environment & Regeneration

The Environment & Regeneration Directorate have the highest spend on agency workers which accounts for £599,279.05 of the total spend across the council of £872,175.86. This represents 69% of agency worker spend.

The table below shows how the spend in the Directorate is divided amongst the service areas:

Service Area	Spend	% Spend
Waste Operations	£594,213.23	99%
Environmental Health	£5,065.82	1%

Waste Services account for the majority of the spend and utilise agency workers to cover the roles of waste collectors/loaders, with

a small spend on waste drivers. Agency workers have been used to cover long-term sickness absences in the service and to cover vacancies pending the completion of recruitment exercises.

The remainder of the spend in the Directorate was used in Planning and Public Protection in Environmental Health Services to cover a vacancy in an administrative role on a short-term basis pending a review of this job role.

Social Services, Health & Housing

The spend on agency workers in this Directorate is £272,896.81 which represents 31% of the overall Council spend.

The table below shows how the spend in the Directorate is divided amongst the service areas:

Service Area	Spend	% Spend
Children and Young People Services	£153,881.57	56%
Adult Services (Social Services)	£78,757.41	29%
Adult Services (Housing & Communities)	£40,257.83	15%

Children and Young People Services account for the highest spend in the Directorate where agency workers were used to cover qualified Social Worker roles.

Similarly, the second highest spend was in Adult Services in Social Services where, again, agency workers were used to cover qualified Social Worker roles.

Agency workers were used to cover long-term sickness absences and vacancies whilst the recruitment process was being undertaken.

Housing and Communities used agency workers in the roles of Housing Options Officer, Support Resettlement Officer and Support Resettlement Assistant, covering employees given secondment opportunities, to work on a one-off project and to cover a vacancy whilst the recruitment process was being undertaken.

4.2 Agency Spend by Job Category/Job Role

The following information shows the highest spend by job category and which job roles fall into these categories.

Spend from April 1ST 2023 – March 31st 2024 by Job Category/Role:

Total spend for this period - £872,175.86

JOB CATEGORY	JOB ROLE	SPEND
Operational and Support	Waste collection roles	£594,213.23
Social Care (Qualified)	Qualified Social Worker roles	£232,638.98
Professional	Housing Options Officer Support & Resettlement Officer Support & Resettlement Assistant	£40,257.83
Admin/Clerical	Business Support Officer	£5,065.82

The Operational and Support job category shows the highest of overall spend where agency workers are used for job roles in Waste Operations.

Social Care (qualified) job category shows the second highest overall spend where agency workers are used to cover Social Worker roles.

4.3 Comparison of Agency Spend with previous years

PERIOD	TOTAL AGENCY SPEND	
April 2023 – March 2024	£872,175	Environment £599,279 Highest spend of above Waste Operations – refuse and recycling loaders Social Services - £232,638 Highest spend of above qualified social workers
April 2022 – March 2023	£899,745	Environment £603,444 Highest spend of above Waste & Recycling Services – loaders and drivers Social Services £296,301 Highest spend of above qualified social workers
April 2020 – March 2021	£984,260	Environment £876,347 Highest spend Waste & Recycling Services Social Services £91,351 Highest spend Social Workers, OT, Support & Resettlement Assistant

5. Summary

Analysis of the data shows that for each financial year, the highest spend is in the Environment and Regeneration Directorate in Waste Operations and the second highest spend in Social Services for qualified social

worker roles (in both Adult Social Services and Children and Young People Services).

Figures from previous years show that total expenditure on agency workers has continued to steadily decreased across the Council from £984,260 in 2020/21 to £899,745 in 2022/23 and £872,175 in 2023/24.

6. Financial Impacts

The cost of agency workers is met by the individual services engaging the agency workers. The Council contracted with Matrix in 2020 as they were the most cost effective supplier available under the Crown Commercial Services Framework.

7. Integrated impact assessment

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

8. Valleys Communities Impacts

No impacts

9. Workforce Impacts

No impacts associated with this report.

10. Legal Impacts

Agency Worker Regulations 2010 provide Agency workers with certain employment rights and equal treatment. Some of these rights commence on Day 1 and, other rights are triggered when an employer uses the worker for 12 consecutive weeks in a given job. Services ensure that agency workers are treated in accordance with the Regulations.

11. Risk Management Impacts

Services only engage agency workers when the delivery of front-line services to our communities could be disrupted.

12. Crime and Disorder Impacts

No impacts

13. Counter Terrorism Impacts

No impacts

14. Consultation

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

15. Recommendations

It is recommended that Members note the information on agency usage and spend information.

FOR INFORMATION

16. List of Background Papers

None

Officer contact

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

PERSONNEL COMMITTEE

2ND SEPTEMBER 2024

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

Revised Long Service Award Scheme

Purpose of Report

To propose a revision to the Long Service Award Scheme for employees of the Council.

Background

The Long Service Award Scheme has been in operation since 1999 and rewards employees who attain 25 years' service with Neath Port Talbot Council and its predecessor authorities, West Glamorgan County Council, Neath Borough Council, Port Talbot Borough Council and Lliw Valley Borough Council. Employees who reach this milestone are awarded £250 in Edenred Vouchers which allows them to purchase goods and services from a wide variety of retailers including hotels and restaurants. The HR Team administer the awards once a year in June/July.

Proposal

This year, one of our employees has attained a remarkable 50 years' service with the Council (and its predecessor authority). As a result of this and to mark this milestone for any employee who reaches this landmark in the future, it is proposed to review the Policy and add in an additional award for those employees who reach 50 years' service. It is proposed that they receive an additional £250 long service award. In addition to this, all employees who reach 50 years' service will also have the option to attend a reception with the Mayor and will be asked if they wish to invite some of their colleagues along to celebrate with them, and their Corporate Director and Head of Service.

The proposed revised Long Service Award Scheme is attached at Appendix 1.

Financial Impacts:

This proposal will have a financial impact on any service that has an employee attaining 50 years' service (as the cost of the award is charged to the service). However, we have assessed the current workforce and the number of employees due to reach this in the next 5 years is minimal.

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 2 has indicated that a more in-depth assessment is not required. A summary is included below:

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

Valleys Communities Impacts:

No Impacts.

Workforce Impacts:

It is anticipated that the change to this policy will have a positive impact on employees, as it shows that the Council values and appreciates them and their long service with the Council.

Legal Impacts:

No impact.

Risk Management Impacts:

No impact.

Crime and Disorder Impacts

No impact.

Counter Terrorism Impacts

No impact

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.

Recommendations:

It is **RECOMMENDED** that Members **APPROVE** the revised Long Service Award Scheme.

FOR DECISION

Appendices:

Appendix 1 – Revised Long Service Award Scheme

List of background papers:

None

Officer Contacts: Sheenagh Rees, Head of People and Organisational Development – s.rees5@npt.gov.uk

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

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Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Long Service Award Scheme

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Version	Date	Action
Version 1	1 st August 1999	Policy Implemented
Version 2	March 2024	Reviewed Policy to include the addition of 50 years' service.

Aim of the Scheme

The aim of the Scheme is to recognise and show appreciation by way of a long service award, an employee's loyal and worthy continuous service to Neath Port Talbot County Borough Council and its predecessor Authorities.

We recognise that the key factor in the success of the organisation is the loyalty, quality and dedication of our employees. In recognition of this, the Council is committed to celebrate those members of staff who have met the criteria contained within this policy for 25 years' and 50 years' service by providing a Long Service Award whilst working for the Council. This forms part of the Council's reward and recognition offer.

Employees Covered by the Scheme

This Scheme will apply to all employees with the exception of:-

- (a) those employees who are directly employed by School Governing Bodies operating with fully delegated powers – however, each year, a list of employees who have reached 25 years' service and 50 year's service and who would be entitled to an award under this scheme is provided to schools. The Governing Body then determine if they wish to participate in the Scheme that year or not.
- (b) former Lliw Valley Borough Council employees who can meet the qualifying service criteria of the former Lliw Valley Borough Council Scheme by 31st March 2002. If they cannot meet the criteria of that Scheme by the due date then the provisions of this Scheme will apply.

Part-time employees will receive the full entitlement.

Employees are eligible to receive both a 25 years' service long service award and a 50 years' service award as long as they meet the qualifying criteria below.

Qualifying Criteria

An employee is eligible to receive the award after the completion of 25 years' and 50 years' continuous service with Neath Port Talbot County Borough Council and its predecessor authorities.

1. Continuity of service will not be broken provided:-

(a) the break is less than 4 weeks

2. The predecessor authorities shall include:-

- (a) West Glamorgan County Council
- (b) Neath Borough Council
- (c) Port Talbot Borough Council
- (d) Lliw Valley Borough Council

3. If an employee leaves employment with Neath Port Talbot Council (including via a TUPE transfer) and subsequently returns to the Council (with more than a 4 week break between the period of leaving and returning), continuity of service is not preserved for the purpose of the long service award. The calculation of 25 years' and 50 years' service will commence from the date of the new employment.

Value of the Long Service Award

The total value of the award for 25 years' service is £250 in Edenred e-vouchers.

The total value of the award for 50 years' service is £250 in Edenred e-vouchers.

How an employee receives the Award

In order that the employee will have as wide a choice of gifts as possible while at the same time ensuring that the cost of administering the Scheme is kept to a minimum, the award will be made by means of an e-voucher which employees access on the NPT Edenred portal by way of a link e-mailed to them. They are then able to choose from a wide range of retailers, hospitality and holiday providers. The e-vouchers can be used in one go, or can be used for separate retailers or hospitality or holiday providers.

To comply with financial regulations companies will be invited to tender for the provision of the gift vouchers.

Presentation of the Award

For 25 years' service, the long service award will be e-mailed to the employee with a letter of congratulations from the Chief Executive following the qualifying service.

For 50 years' service, the long service award will be emailed to the employee on completion of the qualifying service. A presentation by the Mayor of the County Borough will be offered, however, if the employee chooses not to receive the award

in this manner, then the Directorate will arrange for the award to be presented to the employee.

Review of the Scheme

The long service award scheme will be subject to periodic and regular review to ensure it remains affordable and relevant.

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Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Proposal to revised the Council's Long Service Award Scheme recognising the t of 50 years' service.
Service Area: All employees (excluding schools – who are given the option to opt in)
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 initiative will by necessity impact more on older people, as they will have to attain 50 years' service. The impact will be positive and will encourage people of all ages that the council values its employees. This is only one measure in the council's reward and recognition strategy.
Disability		X				It is difficult to determine if there are equality impacts based on protected characteristics as to date the number of employees who have achieved 50 years' of
Gender Reassignment		X				

Marriage/Civil Partnership		X				service is so small it is not possible to identify a trend. This will be monitored, and the scheme reviewed if it emerges that negative equality impacts are identified.
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				The vouchers are issued digitally and therefore the paperwork involved in this process has been reduced.

To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.		X					
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6. Does the initiative embrace the sustainable development principle (5 ways of working):

	Yes	No	Details
Long term - how the initiative supports the long term well-being of people	x		As many of our employees also live in the County Borough area, it is anticipated that this proposal will have a positive impact on their working lives as they will feel recognised and rewarded for their long service.
Integration - how the initiative impacts upon our wellbeing objectives	x		As many of our employees also live in the County Borough area, it is anticipated that this proposal will have a positive impact on their working lives as they will feel rewarded and recognised for their long service.
Involvement - how people have been involved in developing the initiative	x		The proposal was developed following a request from UNISON that one of their members is recognised for working for 50 years for the Council. This was then agreed by all the trade unions at the Local Government Services Forum.
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions	x		N/A – internal policy

Prevention - how the initiative will prevent problems occurring or getting worse		x	N/A – internal policy
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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, whilst there is an impact on older people because of the requirement to have long service, there is no negative impact identified on people because of a protected characteristic.</p> <p>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	Diane Hopkins	Principal HR Manager	<i>D B Hopkins</i>	10/5/2024
Signed off by	Sheenagh Rees	Head of People and Organisational Development	<i>Sheenagh Rees</i>	14/05/2024

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

2ND SEPTEMBER 2024

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

Matter for Decision

Wards Affected: All wards

A revised Recruitment and Selection Policy & Procedure

1. Purpose of Report:

The purpose of this report is to seek Member approval to implement a revised Recruitment and Selection Policy & Procedure.

2. Executive Summary:

The council's recruitment and selection policy and procedure, designed to ensure a fair and effective process for recruiting new employees, has undergone a review focused on enhancing inclusivity for neurodivergent individuals and reinforcing our commitment to equality, diversity, and inclusion initiatives, eliminating unconscious bias throughout. The updated policy now better supports our goals of fostering a diverse and fair workplace, and to contribute to the Council being an employer of choice.

3. Background:

This policy was last reviewed in September 2022 and it is important that it is kept up to date to ensure that it continues to support council priorities and is in line with legislation.

4. Review

The review of the policy was informed by focus groups held with employees and managers and researching best practice inclusive recruitment. It has also been agreed by the Joint Trade Unions.

Summary of Key Changes:

Interview Date Transparency: Managers are encouraged to include the interview date in the job advert to ensure transparency about the entire recruitment process and help potential applicants plan their time.

Anonymous Application Forms: This is the default option for recruiting managers to facilitate a fair and transparent recruitment process by reducing unconscious bias.

Additional Testing: Managers are encouraged to incorporate additional testing during the interview stage where appropriate, to better assess candidates' suitability.

Interview Location Guides: Interview location guides have been created and will now be included in the invite to interview letter. These guides provide directions to the three main buildings, describe what they look like, and include parking information to further assist neuro diverse applicants.

5. Communication of the Policy

As this is a key policy for all recruiting managers, a new policy, it is important 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. It will also be included in our quarterly email to Accountable Managers requesting them to cascade the link to the revised policy to all their service managers. Regular training is available for recruiting managers.

5. Financial Impacts:

No impacts.

6. Integrated impact assessment:

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

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

7. Valleys Communities Impacts:

No Impacts.

8. Workforce Impacts:

It is anticipated that this revised policy will have an impact on the way new starters are recruited to the Council, ensuring diversity and inclusion runs through the whole of the recruitment process.

9. Legal Impacts:

No impact.

10. Risk Management Impacts:

No impact.

11. Crime and Disorder Impacts

No impact.

12. Counter Terrorism Impacts

No impact

13. Consultation:

There is no requirement under the Constitution for external consultation on this item. The 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. Consultation has also taken place with the Ethnic Minority Employee Forum and a representative of the neurodivergent community.

14. Recommendations:

It is **RECOMMENDED** that Members **APPROVE** the revised Recruitment and Selection Policy & Procedure.

FOR DECISION

15. Appendices:

Appendix 1 – Revised Recruitment and Selection Policy & Procedure.
Appendix 2 – First Stage Integrated Impact Assessment.

16. List of background papers:

None.

17. Officer Contact

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



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Recruitment & Selection Policy & Procedure

Version	Date	Action
Version 1	September 2018	Review
Version 2	September 2022	Amended Policy
Version 3	August 2024	Review

Introduction

Neath Port Talbot Council recognises that achievement of its priorities and the delivery of its wellbeing objectives are dependent on the recruitment and the retention of a skilled and committed workforce. This policy and procedure sets out the Council's approach to this.

Policy Statement

All recruitment and selection activities must be carried out in a fair, consistent, effective and professional manner. A robust recruitment process contributes directly to the continuing success of the organisation.

Shortlisting, interviewing and selection will always be carried out without regard to sex, sexual orientation, gender identity, disability, marital status, colour, race, nationality, ethnic or national origins, religion or belief, age or trade union membership, unless lawfully allowed for certain specific posts.

All appointments must be made in accordance with this policy statement.

Financial approval for the establishment of a new post must be obtained before the recruitment process commences and the [Establishment Changes as a Result of a Service Change Proposal](#) must be completed. Where relevant, all new posts must be job evaluated prior to advertising.

New Jobs and New Vacancies

The occurrence of a vacancy is an opportunity to review the necessity for the post, whether the duties in the Job Description are still relevant, could be shared with other members of the Team and whether the responsibilities have changed or whether someone could be moved from another Team to carry out the duties.

For new posts and in the case of where the duties of a post have changed significantly, the Manager must contact the HR Team for the post to be evaluated / re-evaluated.

Prior Consideration and the Recruitment Process

Employees who have prior consideration status are entitled to be considered for vacant posts, where they will be interviewed before any other applicant, should they meet the essential criteria. The emphasis of prior consideration is for managers firstly, to consider appointing a suitable 'prior consideration' candidate who, within a 'reasonable' period of time and training being given, would be able to carry out the job competently. Prior consideration employees indicate via the tick box on the first page of the application form that they are a prior consideration applicant and specify whether they are Tier One or Tier Two.

It is the responsibility of the recruiting manager to check whether the applicant is prior consideration and this can be confirmed by contacting the relevant HR Officer.

Employees who are successful in obtaining suitable alternative employment via the prior consideration process will be entitled to a statutory 4 week job trial.

The 'prior consideration' process has been designed to be flexible to support the employee in successfully seeking suitable and alternative employment. You can view the Redeployment Procedure as part of the [Council's Management of Change in Partnership Policy](#) (pages 16 – 21)

Job Description and Person Specification

A job description is a key document in the recruitment process and must be finalised prior to taking any other steps. Please refer to our [recruitment resources](#) section of the HR intranet pages, which includes the corporate template for our job description and person specification.

The person specification is of crucial importance and it forms the basis of the selection decision. The person specification details the skills, experience, abilities and expertise that are required to do the job. It should be drawn up after the job description and both documents should inform the content of the advert. The person specification should be specific, related to the job, and not unnecessarily restrictive - for example only qualifications strictly needed to do the job should be specified. The person specification enables potential applicants to make an informed decision about whether to apply and those who do apply, to give sufficient relevant detail of their skills and experience in their application.

If Welsh language skills are essential or desirable for the job role, this should be included in the person specification. Please see guidance on how to assess the welsh language skills required for the role [here](#).

If the role is eligible for a DBS check, this should be included as an 'essential' criteria in the person specification.

Preparing to Advertise

Prior to advertising, the Manager will be required to complete a requisition form on iTrent using the recruiting manager role.

The recruiting manager will also need to attach the advertisement template, job description and person specification to the requisition form.

Please refer to our [iTrent recruiting manager guide](#) for further information on how to create a new requisition.

Advertising a Vacancy

All job vacancies can be advertised both internally and externally simultaneously.

Recruiting managers must follow the prior consideration process as stated above.

For hard to fill posts, guidance on the most relevant media can be provided by the HR Talent Management Team (email talent@npt.gov.uk)

Recruiting managers are also expected to ensure that the following are arranged before the vacancy is advertised and that this information is included in the advertisement:

- Closing Date
- Interview Date

Welsh Language Standards (Welsh Language (Wales) Measure 2011)

In accordance with the Welsh Language Standards, the Council is required to provide certain documentation in both the Welsh language and English language and to ensure that the Welsh language is not treated less favourably than the English language. This includes certain Recruitment and Selection documentation.

When the manager is advertising a vacant post, they must firstly, assess the need for Welsh language skills for the post and categorise as one of the following:

- Welsh language skills for the vacant post are:
- Essential
- Desirable
- Need to be learnt

These categories are included on the requisition form.

If Welsh language skills have either been categorised as essential, desirable or need to be learnt, the manager must specify that when advertising the post and advertise the post in Welsh.

The recruiting manager must publish the Advert, Job Description, Person Specification plus any other supporting recruitment materials in Welsh and must advertise bilingually at the same time. It is the manager's responsibility to arrange translation of documentation via the [Welsh Translation Unit](#).

If the applicant wishes to use the Welsh language in interview or for an assessment, the manager must conduct the interview or assessment in Welsh or alternatively, arrange a simultaneous translation service. All communication must then be in Welsh.

The application form includes a question which asks the applicant whether they wish to conduct the interview/assessment using the Welsh language.

Managers must not treat applications received in Welsh any less favourably than those applications received in English.

Processing Applications

Recruiting managers must be aware that when dealing with enquiries about vacancies, it is unlawful to state or imply that applications from one gender or from a particular racial group, age group, sexual orientation or religion/belief would be preferred, (unless a Genuine Occupational Qualification or Requirement applies) and to do so may lead to a complaint of unlawful discrimination.

Care must also be taken that all applicants are treated in the same way, for example with regard to invitations to visit the team, informal meetings to discuss the vacancy, and provision of information. However, it is acceptable to respond to requests from individual candidates who demonstrate initiative in their preparation.

The confidentiality of applications must be respected by all of those involved in the selection process.

Types of Application Forms

Anonymised application forms are the default forms that managers should use because of the benefits to equality and inclusion and the mitigation of unconscious bias.

However, for some senior posts, hard to fill posts and some specialist posts then the Council's Standard Application form may be utilised or the CV Submission Application Form.

Managers are encouraged to select the most appropriate application form based on the nature of the role, organisational requirements, and recruitment objectives. Regardless of the chosen format, adherence to fair and transparent recruitment practices remains paramount throughout the selection process.

Selecting the Panel

All shortlisting and interviews must be conducted by a panel. The Manager will select interview panel members prior to the closing date. This allows panel members to carry out the shortlisting process.

Panels must:

- have attended the Corporate Recruitment and Selection Training Course (which includes a section on equality)

- consist of a minimum of two people including the immediate line manager of the vacant post.
- reflect a sex and ethnicity balance wherever possible
- declare if they already know a candidate
- be able to participate in shortlisting and interviews for the duration of the recruitment process

Shortlisting

After the closing date has passed the interview panel should individually assess the applications to determine which applicants are to be called for interview. This should be done as soon as possible after the closing date as any delays could result in losing potential successful applicants to competitors.

The panel should then meet to discuss and agree the shortlist. Shortlisting decisions should be based on evidence that the applicant has met the requirements of the person specification. The shortlisting guidance note is available on the Recruitment Resources pages of NPT Connect and can be accessed [here](#).

Recruiting managers should note that applicants who consider themselves to have a disability under the Equality Act 2010 are entitled to a guaranteed interview if they meet the essential criteria for the post. The guaranteed interview scheme also applies to any armed forces veterans. The application form includes a question so applicants can indicate whether they wish to claim a guaranteed interview.

Any written note of reasons for shortlisting or rejection, must be retained for 6 months from the date that an appointment decision is notified, in case of complaint. Any photocopies of application forms made by the recruiting manager must be confidentially destroyed.

Unsuccessful candidates are invited to request feedback through the Employment Support Team (jobs@npt.gov.uk) or direct from the recruiting manager.

Guaranteed Interview Scheme

Neath Port Talbot Council operates two guaranteed interview schemes, which support individuals who meet all the essential criteria to be guaranteed an interview for a vacancy. The Disability Confident Employer scheme supports applicants with a disability, and the Veterans Guaranteed Interview scheme supports those defined as Veterans.

Disability Confident Employer

Neath Port Talbot Council is a Disability Confident employer, which means we are committed to interviewing all applicants with a disability who meet all of the essential criteria of the role applied for. Applicants who have selected they wish to be considered under this scheme and who have met all the essential criteria, must be invited for interview. The recruiting manager must check the relevant section on the application for this indication and for information relating to any reasonable adjustments, and highlight this on the Shortlisting Matrix. Should the applicant have requirements, HR will inform the recruiting manager and it will be the manager's responsibility to action and implement.

Armed Forces Veterans Guaranteed Interview

The Armed Forces Veterans Guaranteed Interview scheme supports our Armed Forces Community Covenant, and means we are committed to interviewing all applicants who are former Armed Forces personnel who have previously served for at least one day. The Government defines Veterans as “anyone who has served for at least one day in Her Majesty’s Armed Forces (Regular or Reserve) or Merchant Mariners who have seen duty on legally defined military operations” and therefore Neath Port Talbot Council uses the same definition. Under this scheme, applicants who have selected they wish to be considered under this scheme and who have met all the essential criteria, must be invited for interview. The recruiting manager must check the relevant section on the application for this indication and highlight this on the Shortlisting Matrix.

Criminal Conviction Declaration

If the applicant has declared that they have a conviction or caution on their application form, the recruiting panel can only request further information that they are legally entitled to know about. If a standard or enhanced DBS check has been legally requested for the job role, the panel can only ask about criminal convictions or cautions that are not protected i.e. should be disclosed.

If the panel takes into account any conviction or caution that should not have been disclosed, they are acting unlawfully under the [Rehabilitation of Offenders Act](#). Further guidance on this can be found in the Rehabilitation of Offenders policy attached as Appendix Five.

The panel should consider how any convictions or cautions disclosed are relevant to the job, if at all.

Further guidance can be found [here](#).

Arranging Interviews

Effective and timely interview scheduling is crucial to ensure that we secure the best talent. Managers must promptly arrange interviews with candidates, as any delays could result in losing potential successful applicants to competitors.

Interviewing

The structure of interviews should be decided in advance by determining who will chair the panel and what areas of questioning are required to cover all of the elements of the person specification. The question areas to be explored by each panel member should be agreed in advance to avoid overlap or repetition.

The same areas of questioning should be covered with all candidates. Interview questions should be phrased so that they do not favour any one candidate and should be designed to seek evidence of how the interviewee meets the criteria on the person specification. Supplementary questions should be used for clarification purposes only. Care must be taken to avoid questions that could be construed as discriminatory (e.g., questions about personal circumstances that are unrelated to the job).

Interview panels act for the organisation in making selection decisions and are accountable for them. Interview notes must be taken to help the panel to make an informed decision based on the content of the interviews. Such notes must relate to how candidates demonstrate their knowledge, skills, experience and abilities in relation to the person specification. The Data Protection Act allows applicants to request disclosure of such notes in the event of a complaint. Obviously any inappropriate or personally derogatory comments contained within the notes could be considered discriminatory and are unacceptable.

Additional Testing as part of the Recruitment Process

Managers are encouraged to incorporate additional testing, such as presentations or database assessments, during the interview stage where appropriate e.g., for professional roles. A presentation test, for instance, allows us to assess an individual's communication skills, technical proficiency, and ability to convey complex ideas effectively. Database testing could provide insights into a candidate's hands-on experience and understanding of data structures.

Should managers wish to include any additional testing within their recruitment process, they must specify what tests they wish to carry out within the invitation to interview. This will allow candidates to prepare adequately for any supplementary assessments.

Making a Decision after Interview

The information obtained in the application, the interview, and in any selection tests will allow candidates to be assessed against the person specification and a selection decision to be made. The Chair of the panel must ensure that a written note of the reasons for selecting the successful candidate and rejecting others is made and placed on the recruitment file, together with the notes of all panel members, for a minimum of 6 months after the appointment decision has been notified to the candidates.

It is the responsibility of the recruiting manager to notify the successful candidate first and then to notify the unsuccessful candidates.

The recruiting manager will make a conditional offer to the successful candidate subject to satisfactory pre-employment checks being received.

We are committed to fostering diversity and inclusion in our workforce. In alignment with positive action principles, when faced with equally qualified candidates, preference may be given to individuals from underrepresented groups as defined by the Equality Act. This approach aims to address historical disparities and promote a more equitable representation within our Council.

Disabled Candidates

As a Disability Confident employer, Reasonable Adjustments must be seriously considered to accommodate the needs of a successful applicant who has a disability. Guidance can be provided by the Occupational Health Unit if required.

Where the adjustments can be made, the recruiting manager should discuss with the candidate if they wish to complete a [Reasonable Adjustments Disability Passport](#) in order

that all adjustments can be documented and regularly reviewed as necessary. You can access more information on the Reasonable Adjustments Disability Passport [here](#).

Feedback

It is good practice to offer applicants feedback after interviews and it is our policy to respond if requested. Feedback should be specific and honest. Panel members giving feedback must ensure that any feedback they give relates to the selection criteria for the post only and in relation to the questions asked.

Pre-Employment Checks

A number of pre-employment checks will be undertaken before a formal offer of employment can be made. Any offer of employment made must always be 'conditional' and subject to satisfactory receipt of the relevant pre-employment checks as shown below. Further information on these checks is available in the [Safe Recruitment Policy](#) on the HR Intranet.

Pre-employment checks are undertaken by the HR Employment Support Team. However, it should be noted that it is the responsibility of the Recruiting Manager to ensure that all required pre-employment checks have been completed and are satisfactory before a new employee commences in their new job role.

Agency Workers

Whilst Neath Port Talbot Council aims to attract and retain a dedicated workforce, there will be occasions when there is a need to employ agency workers. The Council recognises that the use of temporary short-term workers can enable the smooth delivery of services, by providing an element of flexibility within the workforce. All services must procure agency workers via Matrix. Only in exceptional cases will alternate providers be considered, and managers must ensure they are able to provide the justification as to why they are using a different Agency. Please contact the Employment Support Team (jobs@npt.gov.uk) for further information and refer to our [Recruiting Agency Workers](#) guidance for further details.

Appointment

The HR Employment Support Team issue letters of appointment and commence the new starter on the payroll once the Manager has signed the Recruitment Manager's Checklist and confirmed a start date with the employee. It is important that recruiting managers complete this checklist to ensure that they are satisfied that all checks have been received satisfactorily and that there is no delay in the new starting receiving their salary.

Induction

Recruiting managers should ensure that they arrange an induction programme for the new starter which could include an introduction to the workplace, work colleagues and working procedures, as well as general information about the council and any key policies.

A Corporate induction checklist is available on the intranet. In addition to this face to face Corporate Inductions are also available to new employees and are delivered on a quarterly basis. Managers are encouraged to ensure that any new employees attend one of these sessions within the first three months of employment. For further information contact the Training department (trainingadmin@npt.gov.uk) .

Probation

The purpose of the Probationary Scheme is to determine whether the employee is suitable for the new job role in terms of conduct, work performance and attendance. It is important that when a new starter is subject to the Probationary Period that the reviews are carried out in a timely manner.

The [Probationary Scheme](#) is available to view on the HR Intranet.

Record Keeping

In accordance with the General Data Protection Regulation and Data Protection Act 2018, all records relating to the recruitment and selection procedure will be retained only for as long as is necessary (6 months), and will be securely destroyed thereafter.

Related Policies and Procedures

- Equal Opportunities Policy
- Rehabilitation of Offenders Policy
- Data Protection Policy
- Welsh Language Standards
- Management of Change in Partnership
- Safe Recruitment Policy and Procedure
- Hybrid Working Framework

Modern Slavery Statement

This statement sets out Neath Port Talbot County Borough Council's actions to understand all potential modern slavery risks and to put in place steps that are aimed at ensuring that there is no slavery or human trafficking within this Council.

The organisation recognises that it has a responsibility to take a robust approach to slavery and human trafficking.

The Council is absolutely committed to preventing slavery and human trafficking in its corporate activities, and to ensuring that its methods of engagement are free from slavery and human trafficking.

Our Commitment and Responsibility

The Council understands that modern slavery is a significant human rights issue and includes human trafficking, forced and bonded labour, child labour, domestic servitude,

and sex trafficking. We are committed to protecting and respecting human rights and have a zero tolerance approach to slavery and human trafficking. The Council will act ethically in all our relationships, and use all reasonable endeavours to take action directly and to influence others to ensure slavery and human trafficking is not taking place, wherever we can do so.

We are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of the Council. Our policies have been developed with a robust approach to irradiate the slavery or human trafficking.

Relevant Policies

The Council operates the following policies that describe its approach to the identification of modern slavery risks and steps to be taken to prevent slavery and human trafficking in its operations:

- [Whistleblowing policy](#) encourages all its workers and contractors to report any concerns related to the direct activities, or the supply chains of, the organisation. This includes any circumstances that may give rise to an enhanced risk of slavery or human trafficking. The organisation's whistleblowing procedure is designed to make it easy for workers to make disclosures, without fear of retaliation.
- [Employee code of conduct](#) sets out the expected behaviour and demeanour of employees. The Council strives to maintain the highest standards of employee conduct in its day to day activities.
- Recruitment and Selection Policy sets out the requirements of pre-employment checks when recruiting. This includes identification documents of the candidate and right to work in the UK documentation.
- Protocol for [ordering an agency worker](#) via Matrix all agency work should be arranged, where possible, via supply management company Matrix.

Appendix A – Locations of Interviews

Guide to Neath Civic Centre

Guide to Port Talbot Civic Centre

Guide to The Quays

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Recruitment and Selection Policy & Procedure
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					This review focused on reinforcing our commitment to equality, diversity, and inclusion initiatives. The updated policy now better supports our goals of fostering a diverse and equitable workplace by aligning the policy with positive action principles such as specifying that preference may be given to individuals from underrepresented groups as defined by the Equality Act when faced with equally qualified candidates. Also, managers are encouraged to ensure that more than one

						person from marginalised groups is included in the shortlist.
Disability	X					In 2022-23 7% of applicants who applied for a post with the Council declared a disability. Out of these, 33% were shortlisted for interview and 31% of those shortlisted were successful and were appointed to the post. This review ensures our commitment to making our recruitment procedures free from unfair discrimination by enhancing inclusivity for neurodivergent individuals and reinforcing our commitment to equality, diversity, and inclusion initiatives. This should encourage people with disabilities to apply for roles within the Council.
Gender Reassignment	X					This review focused on reinforcing our commitment to equality, diversity, and inclusion initiatives. The updated policy now better supports our goals of fostering a diverse and equitable workplace by aligning the policy with positive action principles such as specifying that preference may be given to individuals from underrepresented groups as defined by the Equality Act when faced with equally qualified candidates. Also, managers are encouraged to ensure that more than one person from marginalised groups is included in the shortlist.
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 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		This initiative will ensure that we are fostering an inclusive work environment that values diversity. By accommodating marginalised groups and neurodivergent individuals in the recruitment process, we promote a sense of belonging and respect, reduce discrimination and enhance job satisfaction.
Integration - how the initiative impacts upon our wellbeing objectives	X		This initiative impacts positively on wellbeing objective 4.
Involvement - how people have been involved in developing the initiative	X		The Trade Unions and the Council's Ethnic Minority Employee Network have been consulted on their views regarding this revised policy and these were fully considered.
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions		x	N/A – internal policy
Prevention - how the initiative will prevent problems occurring or getting worse		X	N/A – internal policy

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

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

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

	Name	Position	Signature	Date
Completed by	Robyn Mort	HR Policy & Practice Development Officer	<i>R. Mort</i>	17/05/2024
Signed off by	Sheenagh Rees	Head of People & OD	<i>Sheenagh Rees</i>	22/05/2024

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Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNCIL

PERSONNEL COMMITTEE

2ND SEPTEMBER 2024

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 4 Workforce Information report. The report is attached at Appendix 1.

Executive Summary:

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

Workforce Information:

This data set has been developed to provide Members with:

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

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

Joiners / Leavers

679 new employees started work for the council between 1st April 2023 – 31st March 2024, compared with 693 leavers.

48% of all leavers are from Schools, but it is worth noting that schools make up just under 40% of the council's overall workforce, and governing bodies utilise a high number of temporary contracts.

Support Services & Transformation have the second highest number of leavers, accounting for 11% of all leavers. This is due to the high turnover of School Catering and Cleaning roles within Access Managed Services. Support is being provided to the managers of this service from the HR team and the Talent Management Team to help them develop recruitment and retention strategies.

The top leaving reason in Quarter 4 was 'End of Contract' accounting for just under 18% of all leavers, closely followed by 'Resignation – No Reason Provided' (13%) and 'Retirement' (12%). Members will remember that a review of leaving reasons carried out last year and whilst we have now removed 'Resignation, No Reason Provided' from

the pick list of options that managers can select, because this happened part way through the year, this reason is still reflected in the overall data for the year. From 1st April 2024, members will no longer receive data that refers to 'no reason provided', and the data will breakdown resignation into more informatiive categories for a better understanding of why employees are exiting the organisation. As 72% of leaving reasons are categorised as 'employee initiated', this analysis is important to form retention strategies.

Sickness absence data

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

The average number of days absent due to sickness absence was 12.73. Whilst a slight reduction, this is not a significant change when compared to the figure of 12.78 reported in Q4 of 2022/2023.

It appears that long-term absences contribute to three quarters of the entire FTE days lost for 2023/2024. Long term absences have increased by 8% when compared to 2022/2023.

The report sets out the 'Top 10 Reasons for Sickness Absence', we can see that stress and bereavement continue to represent the highest reasons for sickness absence for this quarter. However, we have seen an increase in cancer and work-related stress in Q4.

In terms of actions to help support employees manage their mental health and general well-being, the Council launched an Employee Assistance Programme in January 2024. The programme includes a wellbeing platform which offers a wide range of mental, physical and financial resources/ services including a dedicated helpline and counselling services. This new initiative is available free of charge to all employees across the Council as a supportive resource.

The highest average FTE days absent for quarter 4 was in Streetcare Services (19 days), Adult Services (17 days) and Children & Young People Services / Schools Support Staff (15 days per service). Digital Services has seen the biggest decrease from 18 days (22/23) to 11 day (23/24). Leisure Tourism Heritage & Culture has had the greatest increase from 3 days (22/23) to 12 days (23/24). This department is relatively new, only being established in the structure in 2022, this could account for a low absence FTE in 2022/2023.

Financial Impacts:

Staffing costs account for 46% of overall Council expenditure.

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. 07831 646642

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Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

WORKFORCE INFORMATION REPORT

Data set out in this report relates to Quarter 4 2023/24

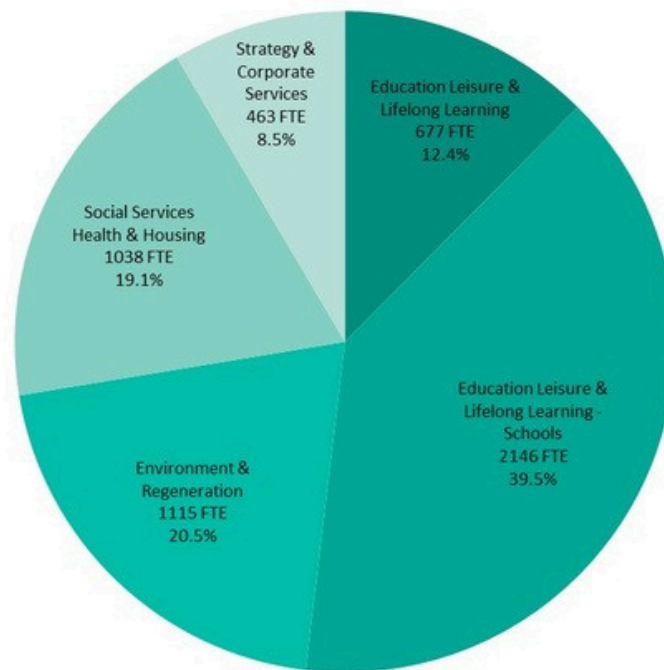
Overview of the Council's Workforce

6,553 Headcount

Staffing costs account for
46 % or £262 million of ^{YTD}
gross expenditure*



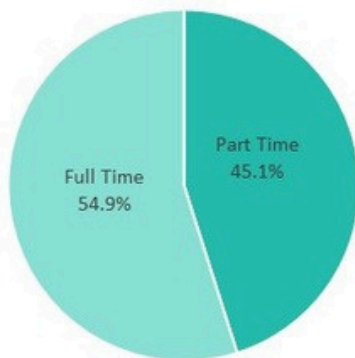
Employees - FTE by Directorate



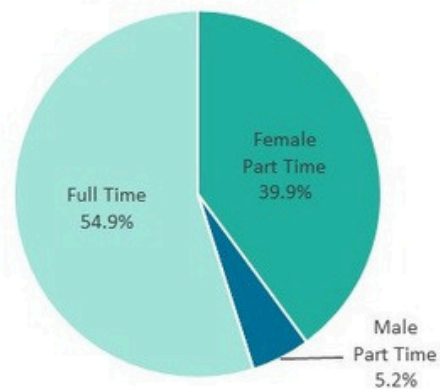
(FTE - Full-time equivalent)

Working Patterns

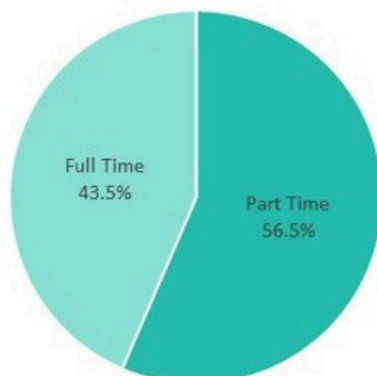
Total Workforce



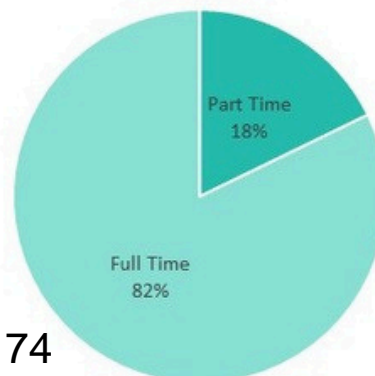
Total Workforce



Female Employees

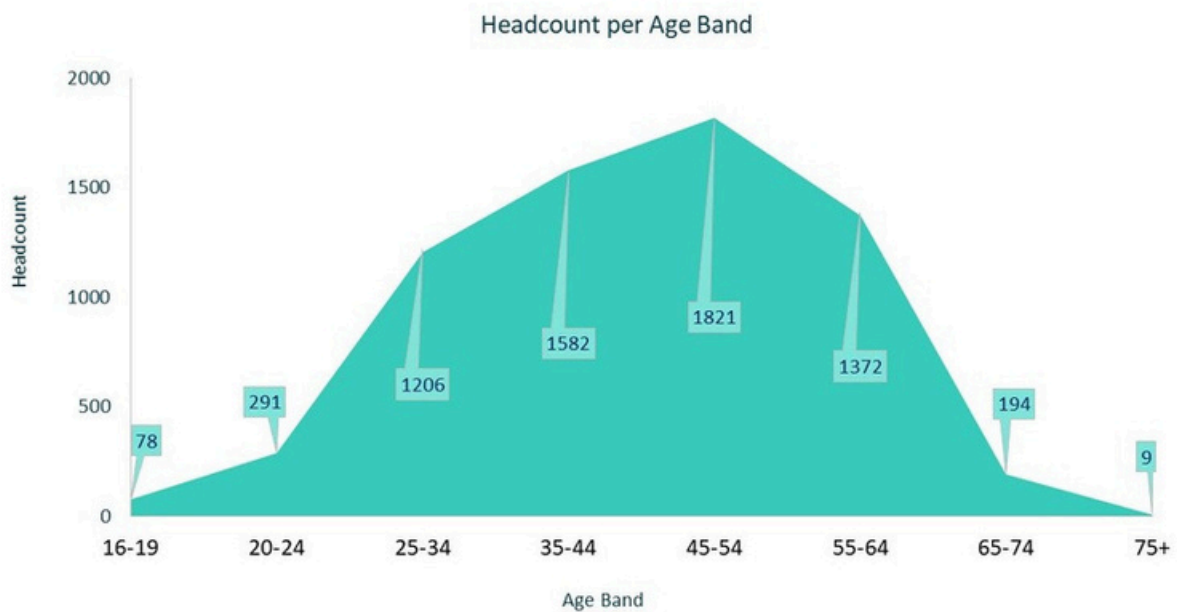


Male Employees



Protected Characteristics - Employees

Sex



3%

of employees have identified themselves as having a Disability

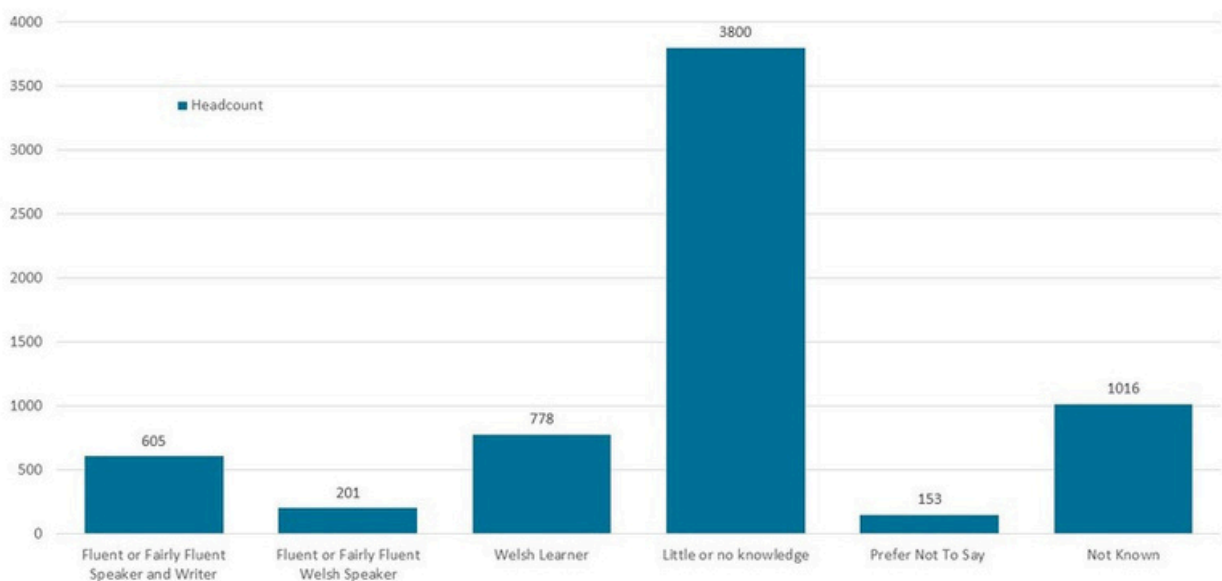
The overall proportion of Black, Asian & Minority Ethnic employees is

1.6%

2.1%

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

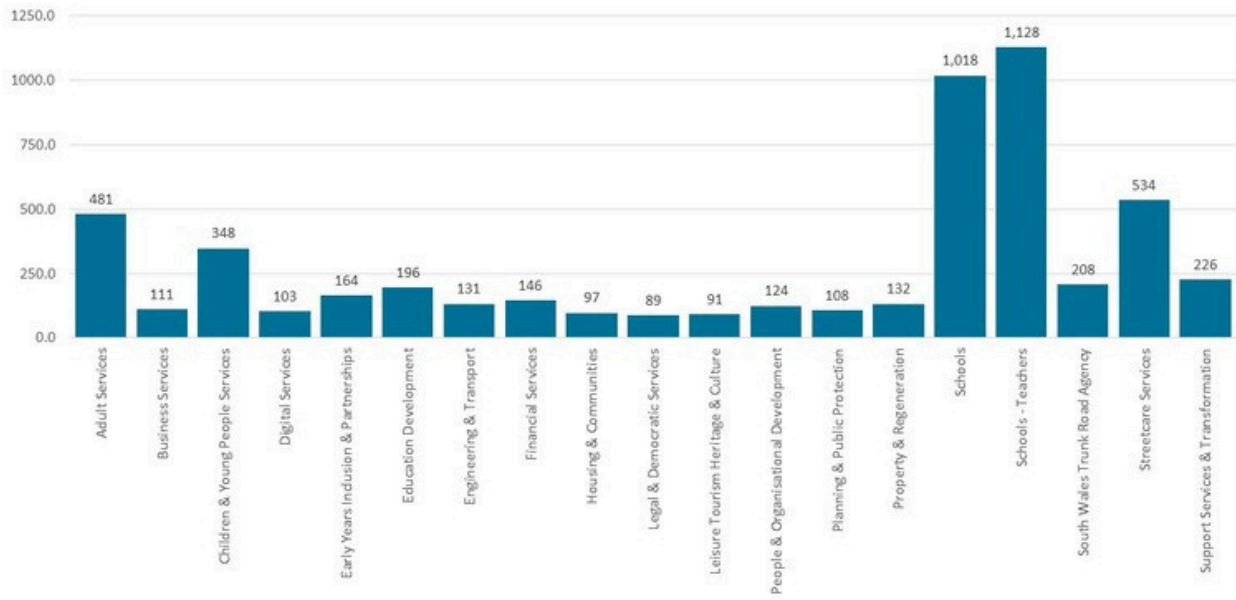
Employees' Welsh Language Ability



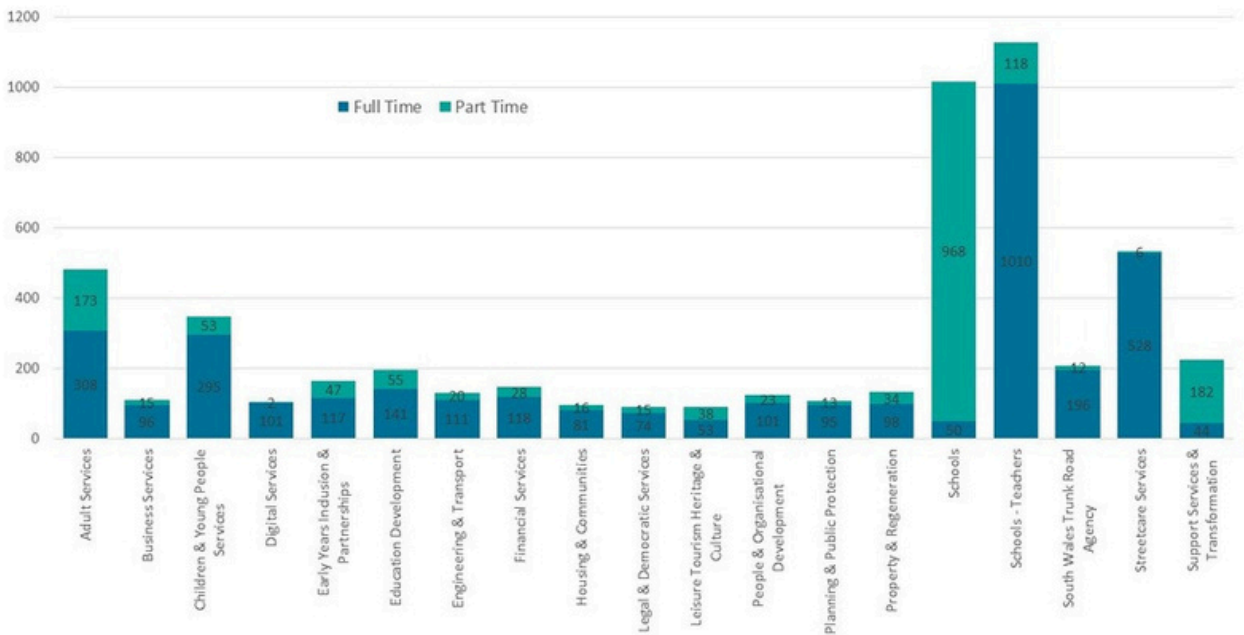
- These figures are self-reported by employees

Employees by Service Area

Full Time Equivalent Per Service Area



Full Time/Part Time FTE Per Service Area



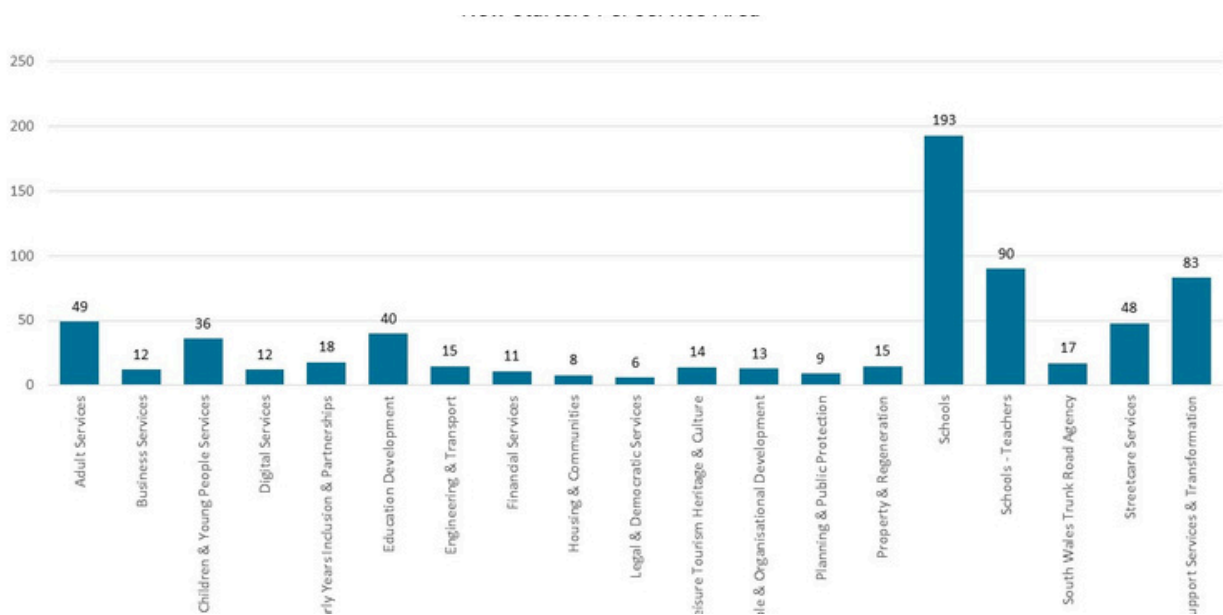
Joiners

679 employees have joined the Council between 1st April 2023 and 31st March 2024

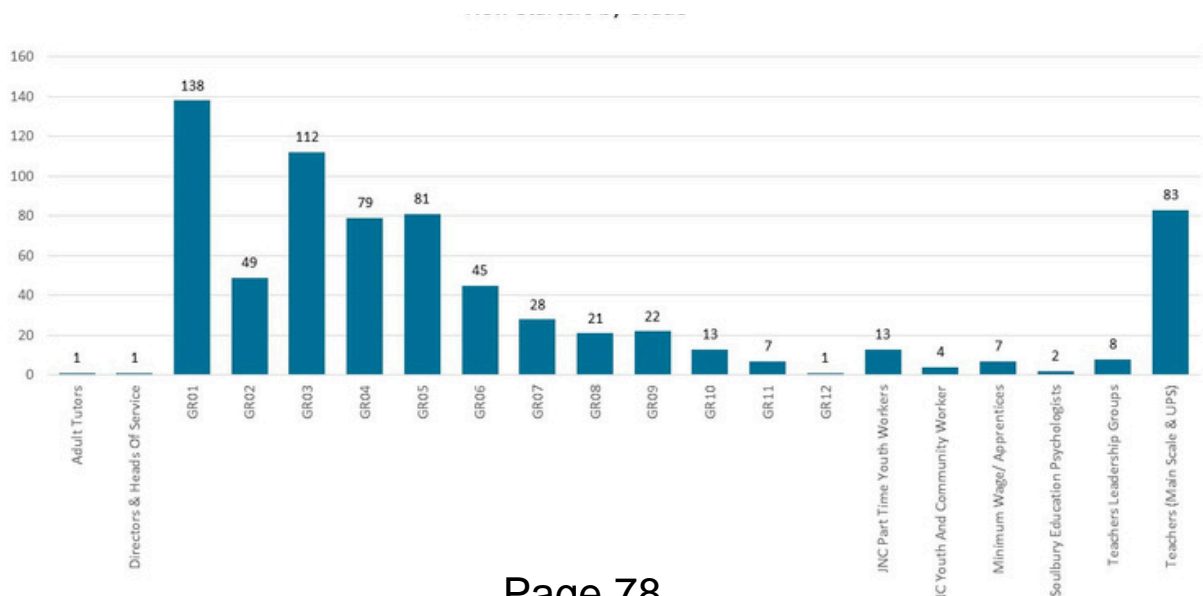
Joiners - these are employees new to the Authority

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



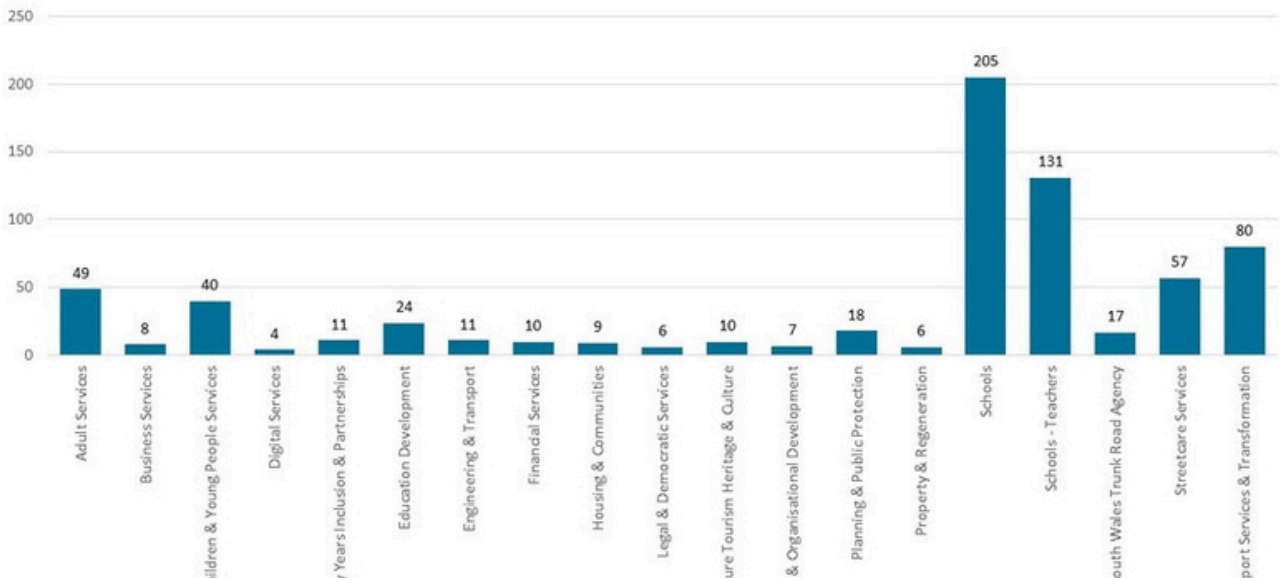
Leavers

693 employees have left the Council
between 1st April 2023 and 31st March 2024

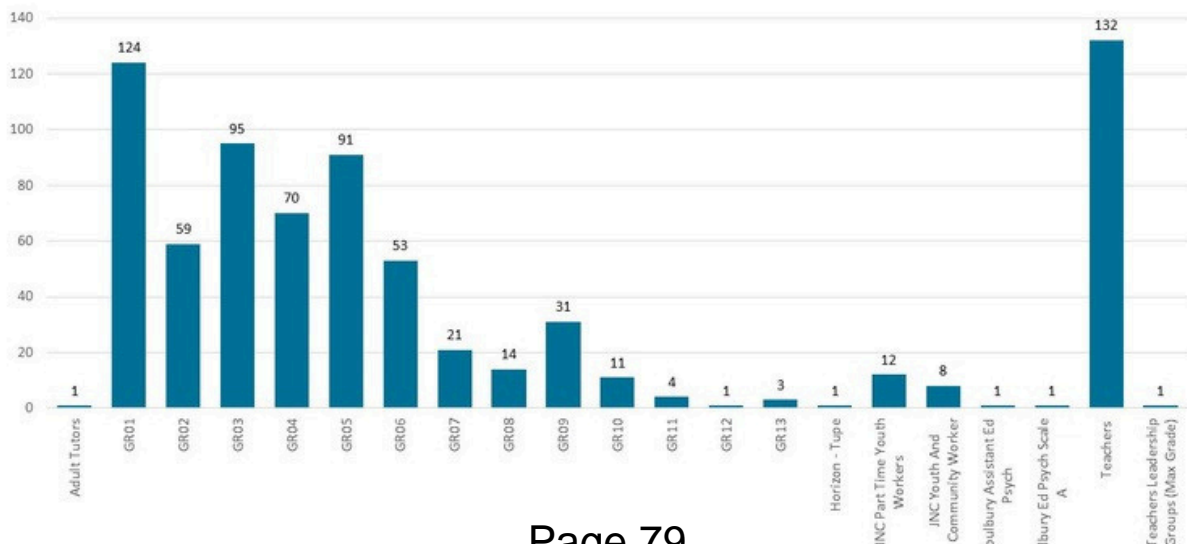
Leavers - these are people who have left all jobs with the Authority

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

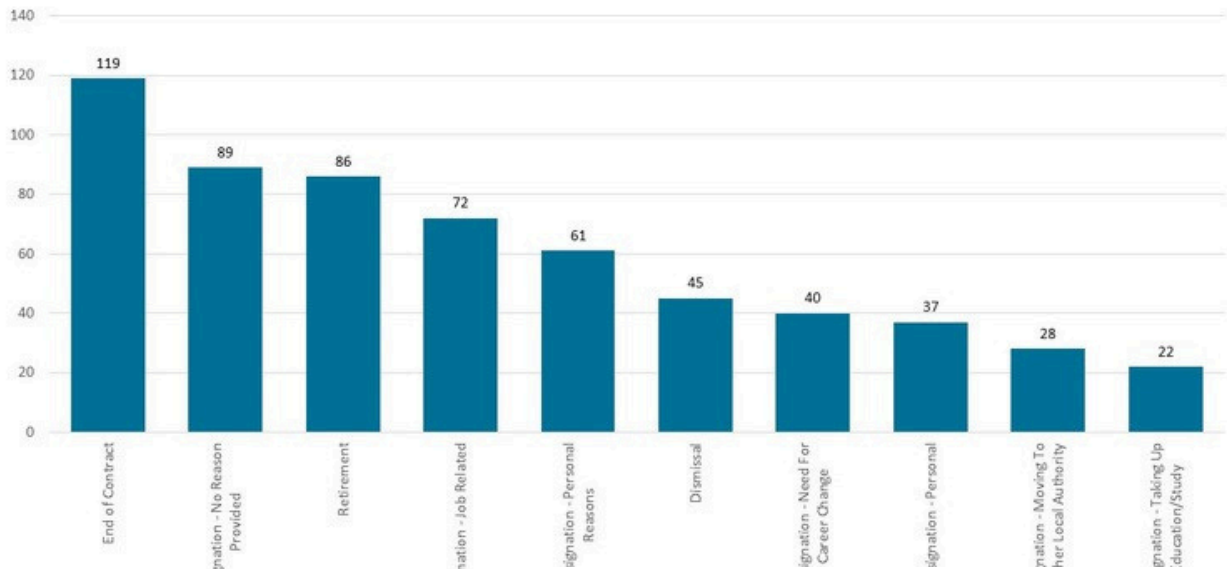
Leavers per Service Area



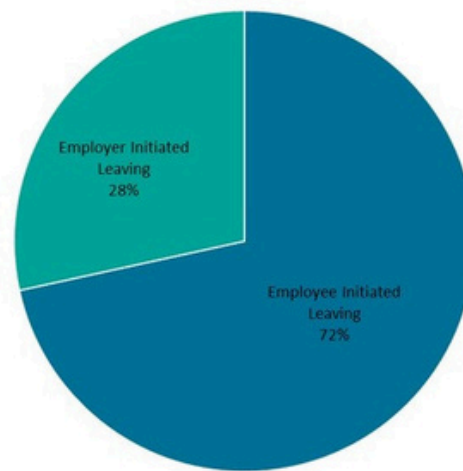
Leavers per Grade



Leavers by top 10 Leaving Reasons



Employer / Employee initiated Leaving Reasons



Between 1st April 2023 and
31st March 2024

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

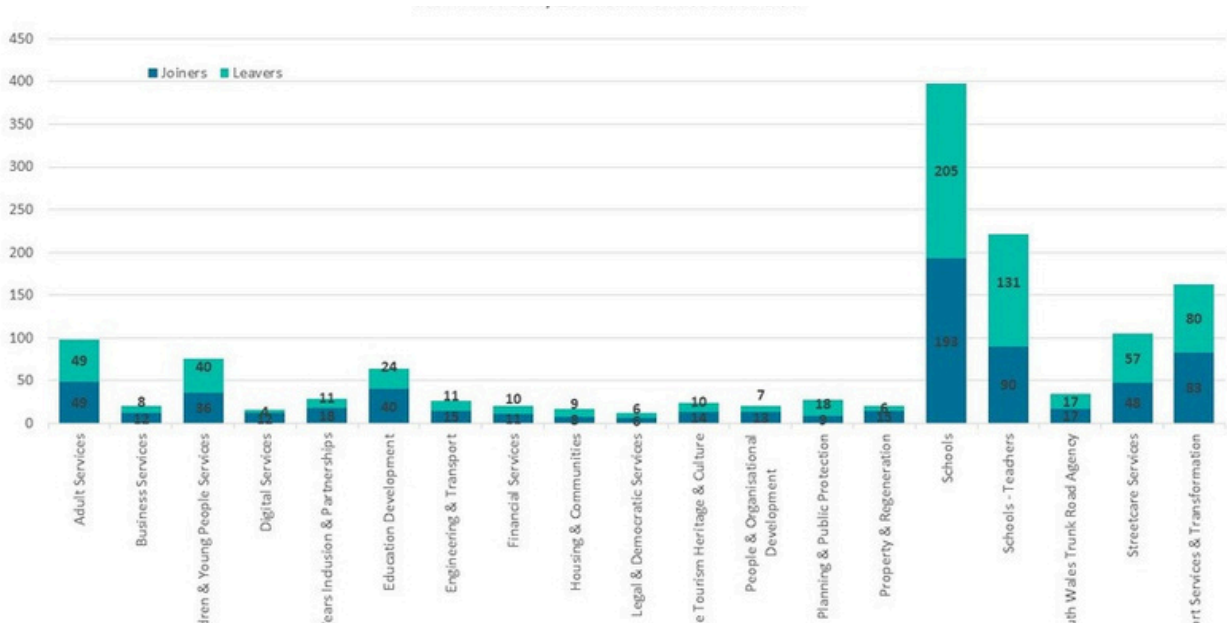
Joiners/Leavers

Joiners - employees who are new to the authority *

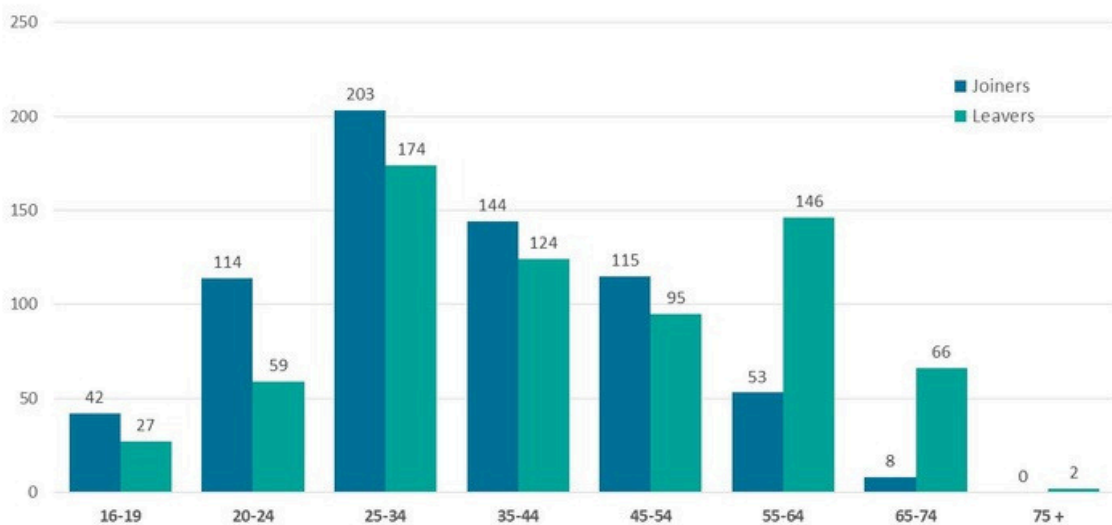
Leavers - employees who have left all jobs with the authority

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

Joiners/Leavers per Service Area



Joiners / Leavers per Age Band





Sickness Absence Quarter 4 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 Q4 2023/24	All staff Q4 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	16498.54	4267.88	20766.42	25865.67
		Number of working days/shifts lost to long-term sickness absence during the year	42230.24	5871.25	48101.49	42438.6
		Number of working days/shifts lost to sickness absence during the year	58728.78	10139.13	68867.91	68304.27
		Average number of full-time equivalent (FTE) employees	4268.38	1142	5410.38	5346.09
		PI Value				12.73

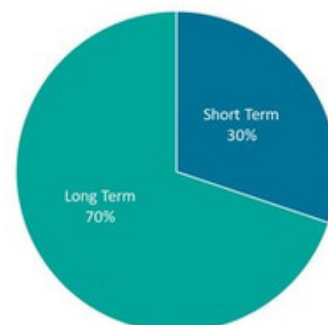
Ratio of short and long term sickness - number of FTE days lost
(Including teachers)

Quarterly Comparisons

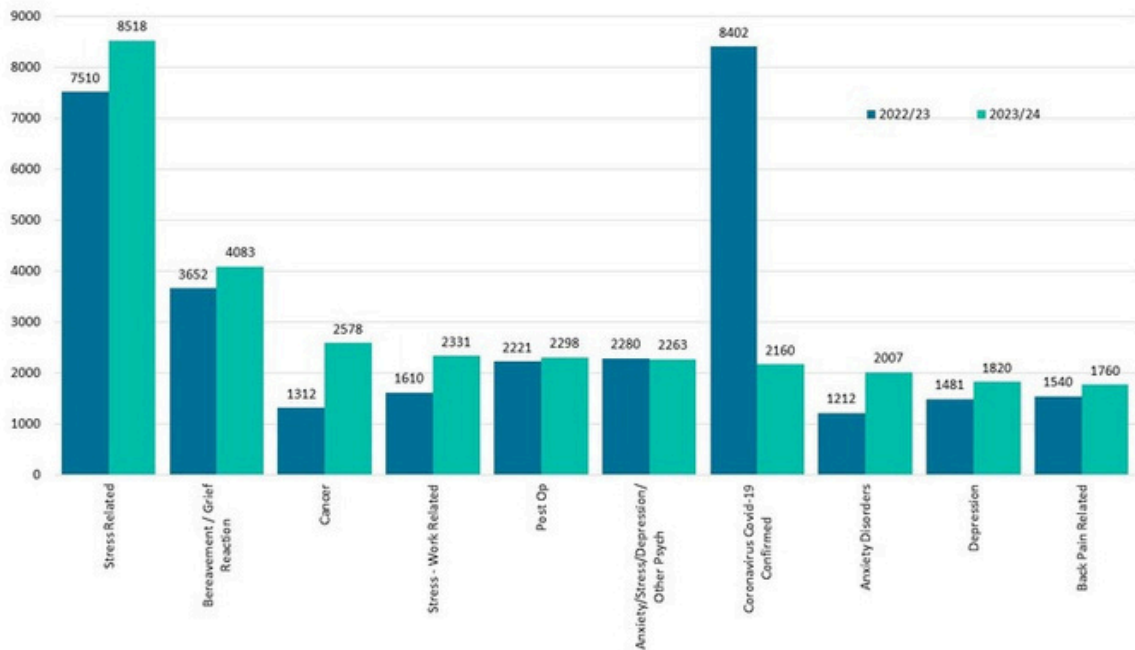
1st April 2022
to
31st March 2023



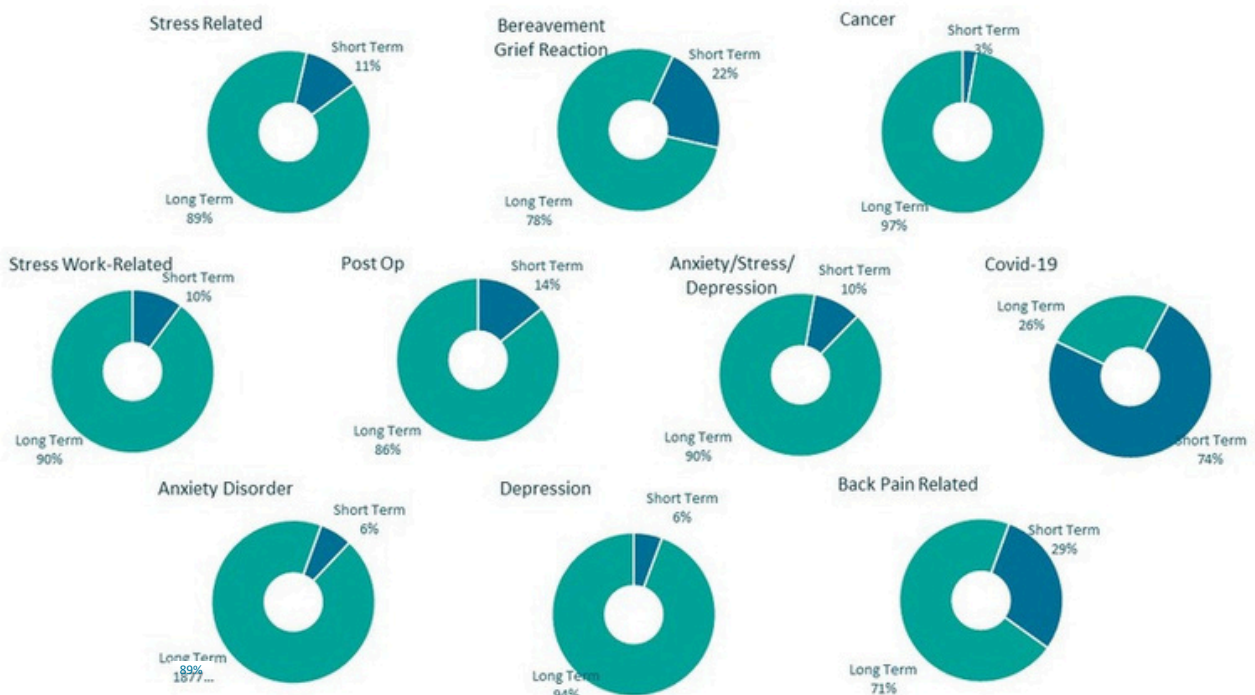
1st April 2023
to
31st March 2024



Sickness Absence Reasons - Top Ten



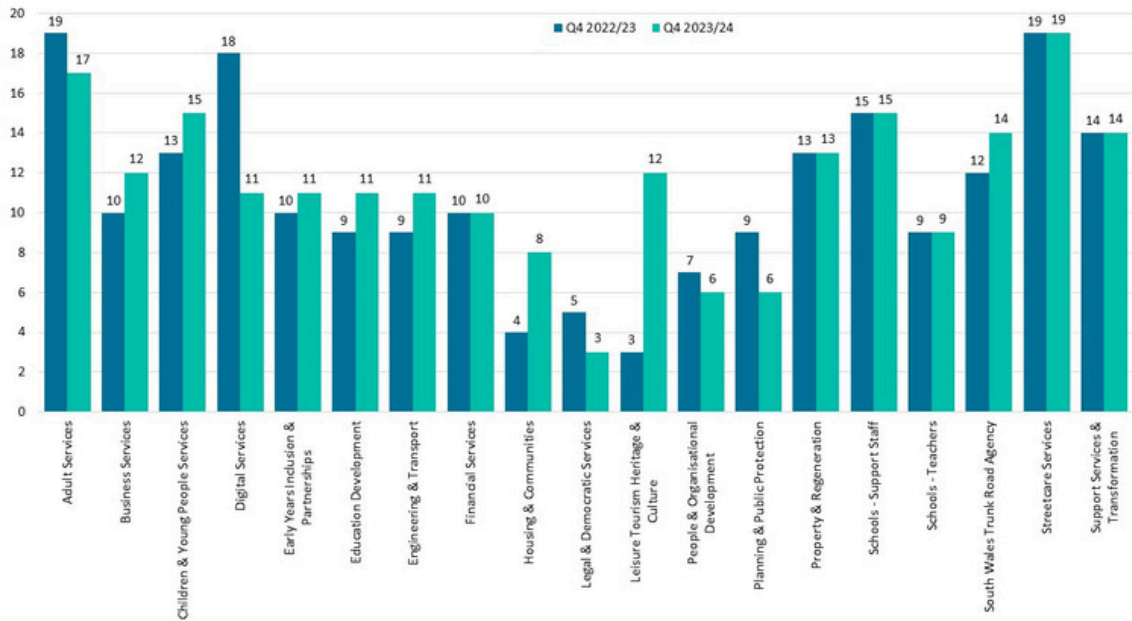
Long Term / Short Term Comparison (Top 10 reasons)



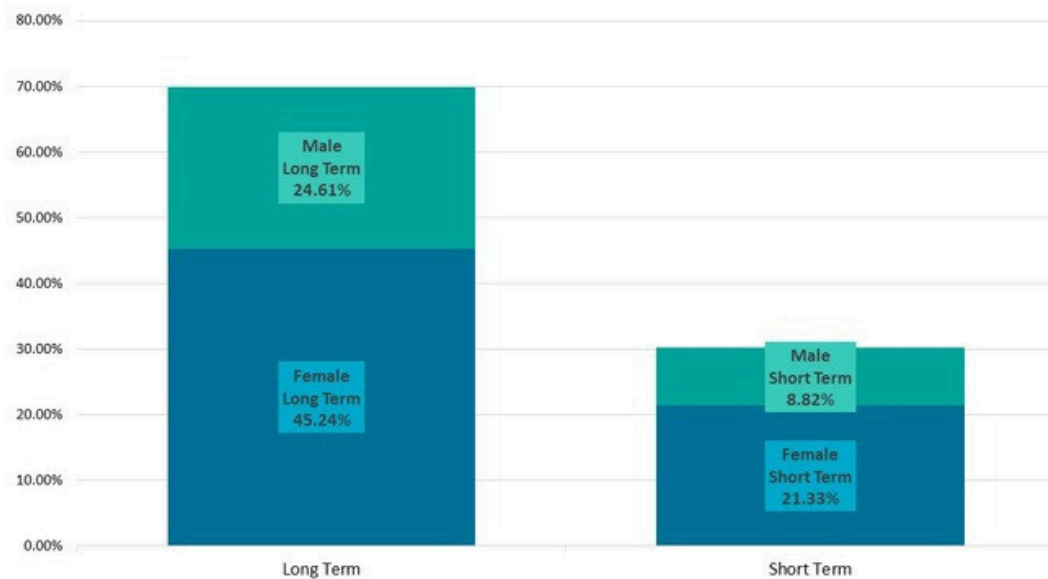
Overview of Sickness per Service Area

Average number of Sick days per Full Time Equivalent Employee

Quarter 4 2022/23 and 2023/24 comparison



Long Term / Short Term Sickness per Gender



COVID - 19 Sickness Absence

Total number of FTE Working Days Lost



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Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNCIL

PERSONNEL COMMITTEE

2ND SEPTEMBER, 2024

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

Matter for information

Wards Affected: All wards

Workforce Information Report Quarter 1 2024 / 2025

Purpose of Report

The purpose of this report is to provide Members with the 2024/25 Quarter 1 Workforce Information report. The report is attached at Appendix 1.

Executive Summary:

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

Workforce Information:

This data set has been developed to provide Members with:

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

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

Joiners / Leavers

160 new employees started work for the council between 1st April 2024 – 30th June 2024, compared with 150 leavers.

Schools have the highest number of leavers which equates to 26% of overall leavers. This is a common theme due to high levels of temporary contracts in this area.

Support Services & Transformation have the second highest number of leavers, accounting for 13% of all leavers and Streetcare Services have 12% of overall leavers for Q1. This is consistent with previous quarters.

The top leaving reason in Quarter 1 was 'Resignation - Personal' accounting for just under 27% of all leavers, followed by 'Resignation – job related' (17%) and 'Retirement' (13%). The Talent Management Team are working with managers to secure and retain talent where required. The team also carry out reviews of exit questionnaires and meet with pending leavers to establish why the employee is leaving the organisation.

As 74% of leaving reasons are categorised as 'employee initiated', this analysis is important to form retention strategies.

Sickness absence data

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

The average number of days absent due to sickness absence was 3.43. This is an increase when compared to Q1 2023/23 which was 2.9.

Long-term sickness absence has increased significantly when compared to Q1 2023/2024. Long-term absences now contribute to three quarters of the entire FTE days lost for Q1 2024/2025. Managers continue to be supported by the HR Team when implementing the Council's Maximising Attendance at Work Policy to manage long-term and short-term absences. The increase in absence is consistent with other Councils across Wales who are also experiencing an increase in sickness absence cases.

The report sets out the 'Top 10 Reasons for Sickness Absence'; we can see that stress and bereavement represent the highest reasons for sickness absence for this quarter. However, bereavement has seen a slight decrease in number of days when compared to the same quarter last year. There has been an overall increase for every other absence reason displayed, particularly Stress, Stress Work and mental health related reasons.

In terms of actions to help support employees manage their mental health and general well-being, the Employee Assistance Programme is still available to all employees and includes a dedicated helpline, signposting and free counselling. The rise in cost-of-living could also

be having a detrimental impact on employee's well-being. As support, the salary finance benefit is also available to access salary advances, savings and financial advice for employees. There is a planned re-publicizing of both initiatives, so employees are aware of the initiatives and how to access them.

The highest average FTE days absent for quarter 1 was in Adult Services (5.7 days), Streetcare Services (4.87 days), and School Support Staff (4.41 days). HR Officers are currently working with managers to ensure cases are being managed as per the Council's Policy.

Financial Impacts:

Staffing costs account for 49% of overall Council expenditure.

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

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Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

WORKFORCE INFORMATION REPORT

Data set out in this report relates to Quarter 1 2024/25

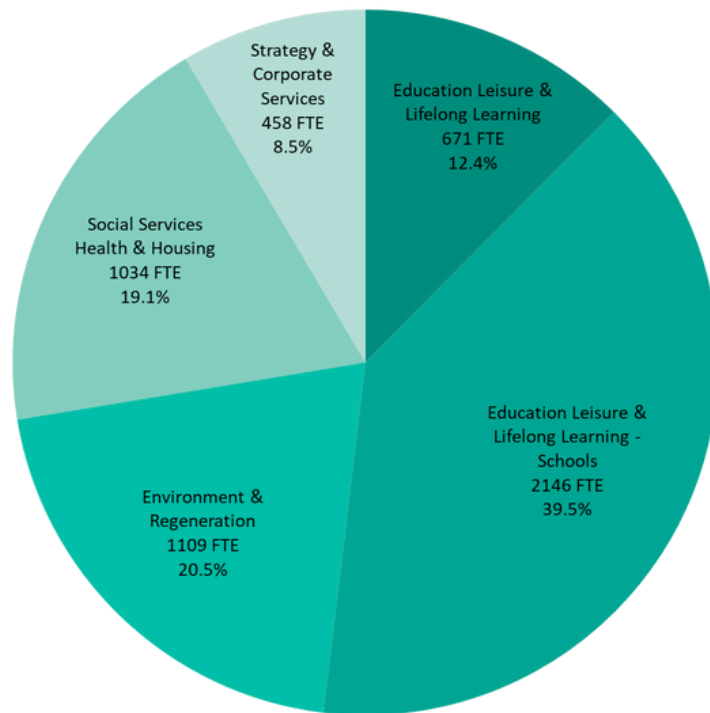
Overview of the Council's Workforce

Headcount 6705

Staffing costs account
for 49% or £64million of ^{YTD}
gross expenditure



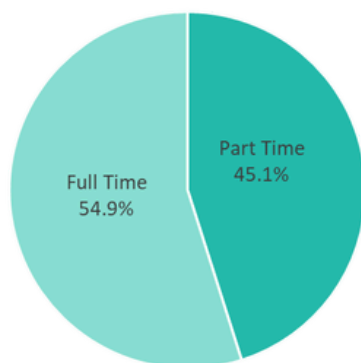
Employees - FTE by Directorate



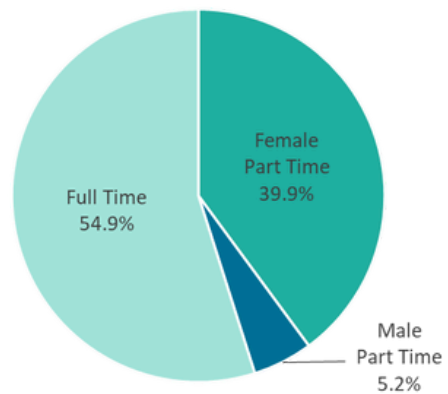
(FTE - Full-time equivalent)

Working Patterns

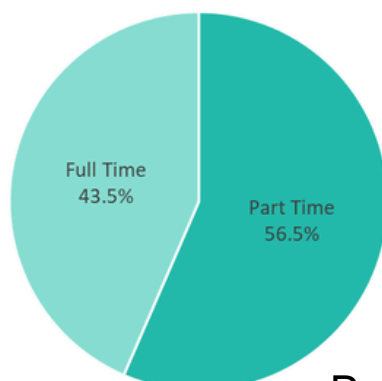
Total Workforce



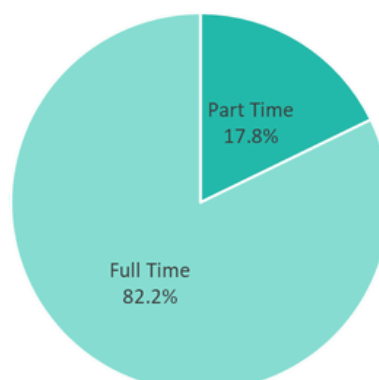
Total Workforce



Female Employees



Male Employees

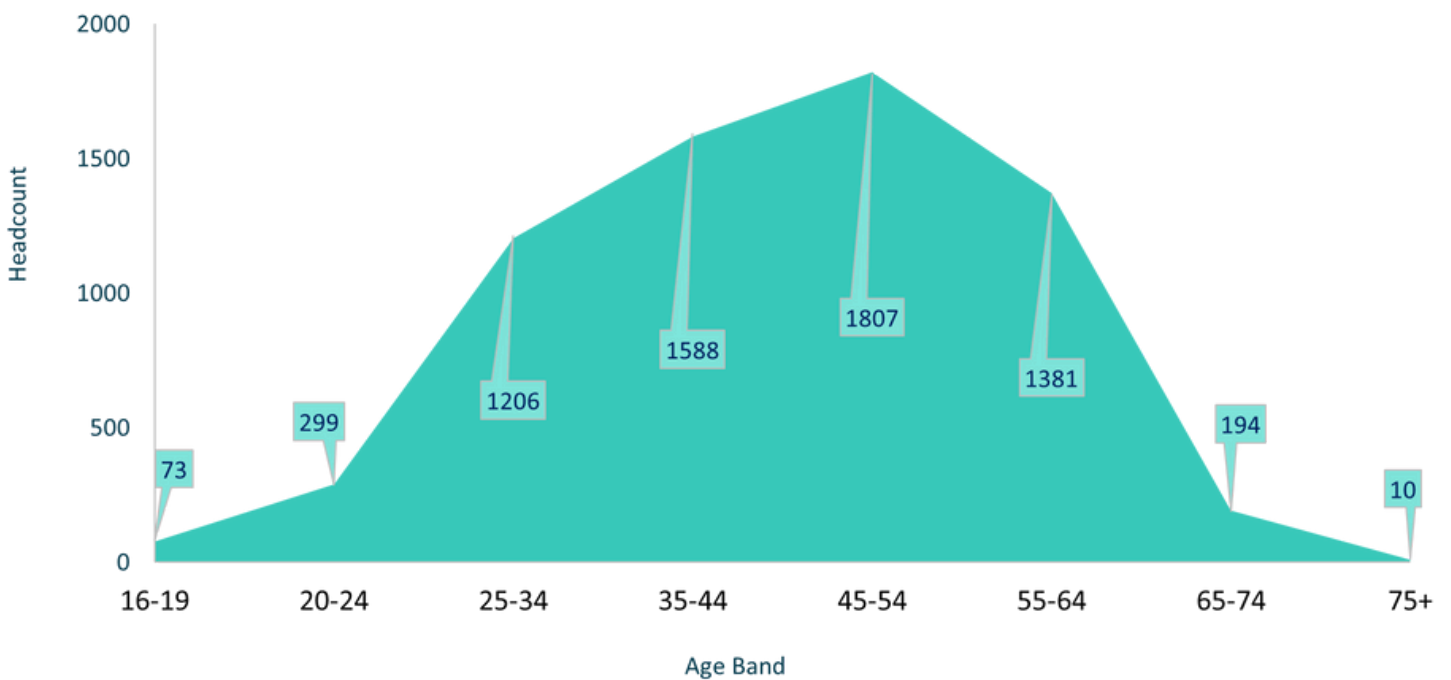


Protected Characteristics - Employees

Sex



Headcount per Age Band



3.7%

of employees have identified themselves as having a Disability

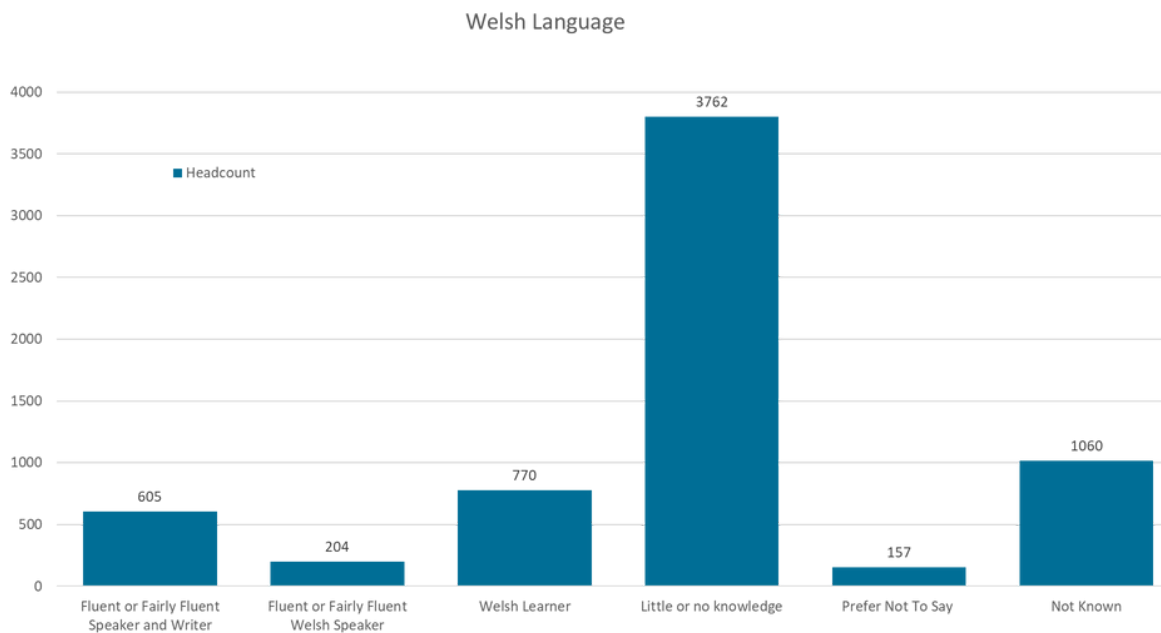
The overall proportion of Black, Asian & Minority Ethnic employees is

1.6%

2.1%

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

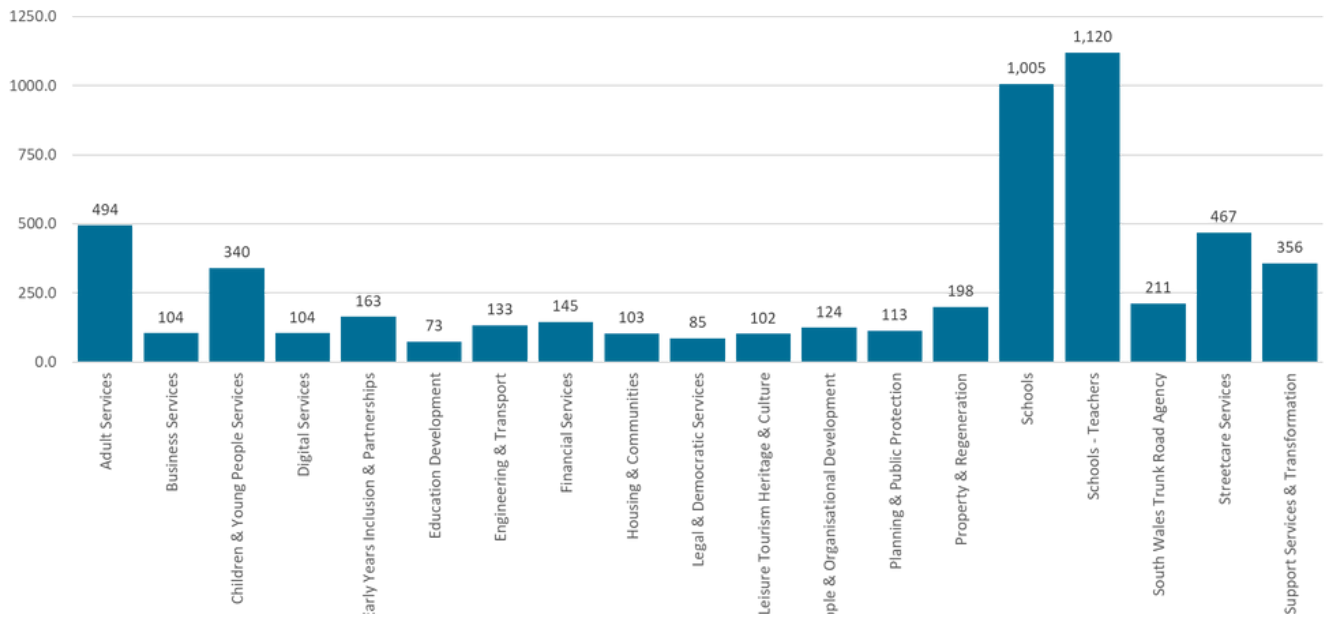
Employees' Welsh Language Ability



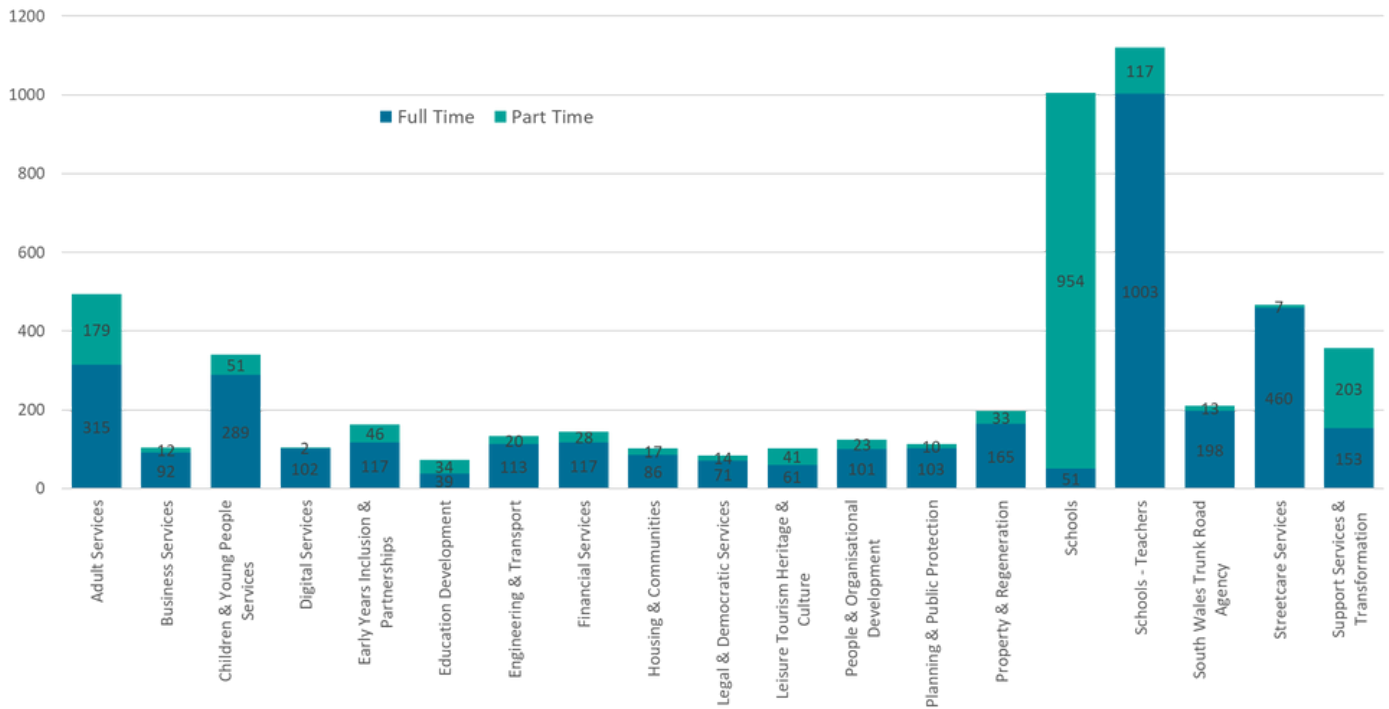
These figures are self-reported by employees

Employees by Service Area

Full Time Equivalent Per Service Area



Full Time/Part Time FTE Per Service Area



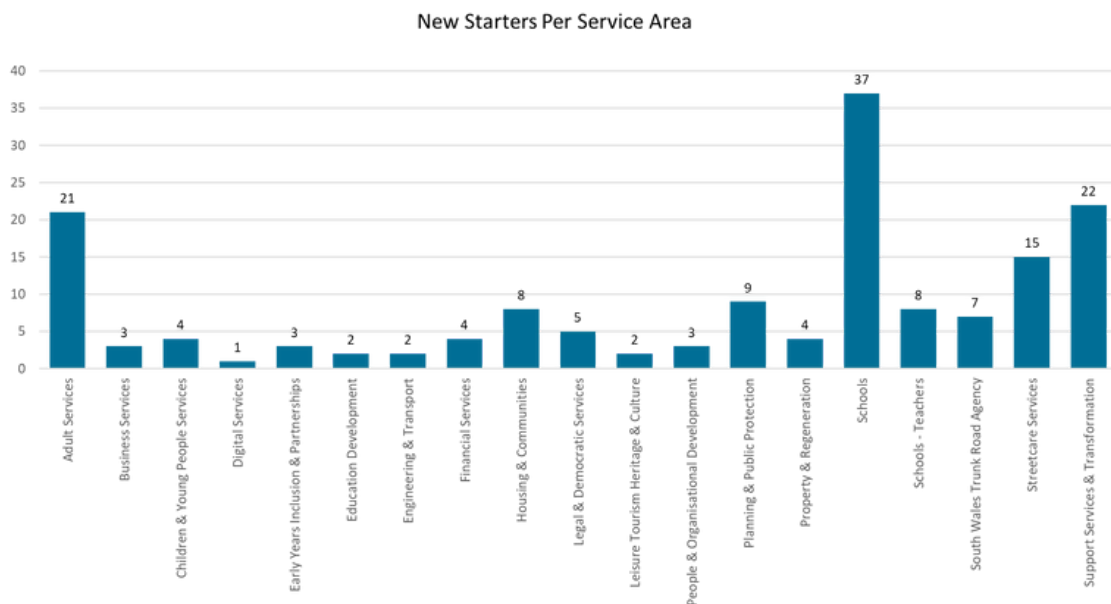
Joiners

160 employees have joined the Council between 1st April 2024 and 30th June 2024

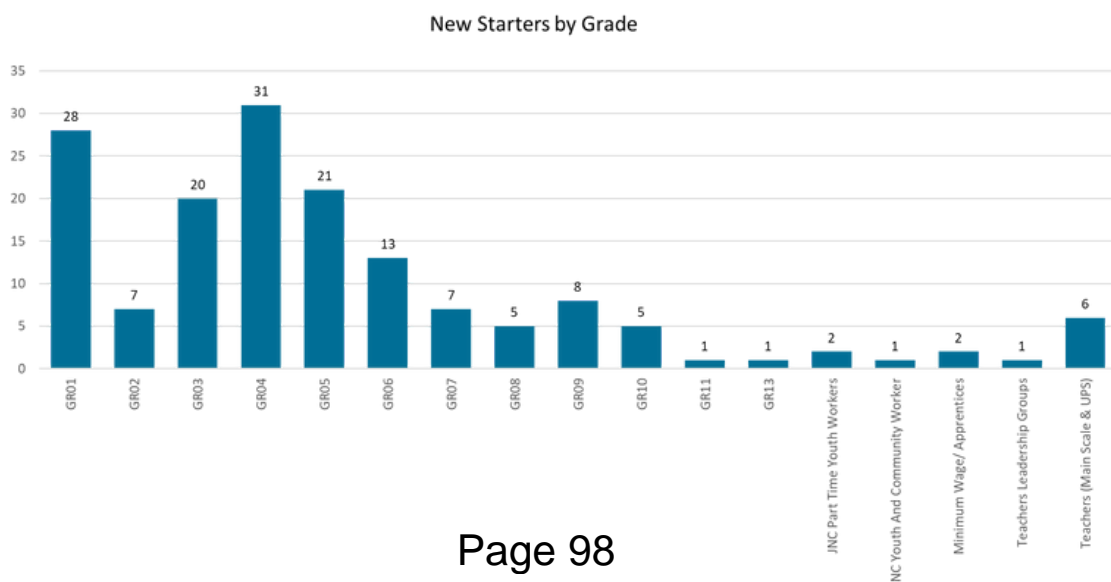
Joiners - these are employees new to the Authority

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



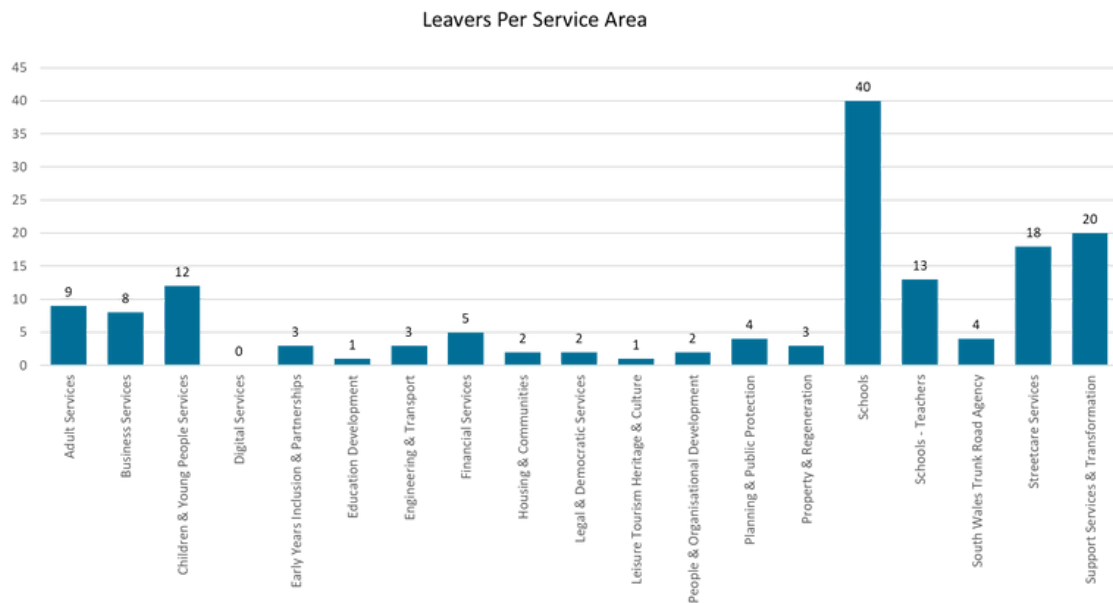
Leavers

150 employees have left the Council
between 1st April 2024 and 30th June 2024

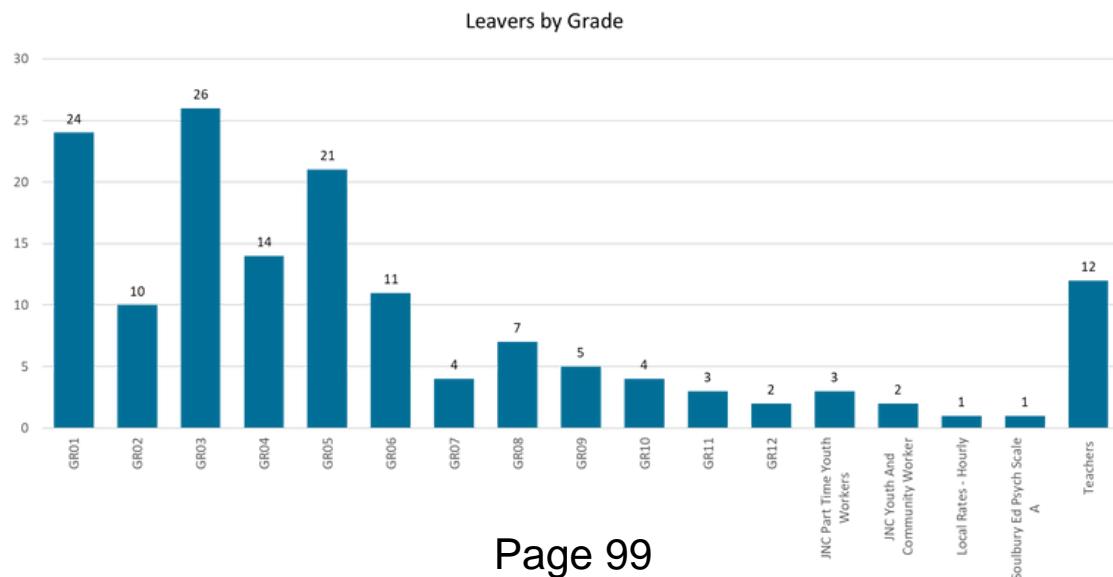
Leavers - these are people who have left all jobs with the Authority

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

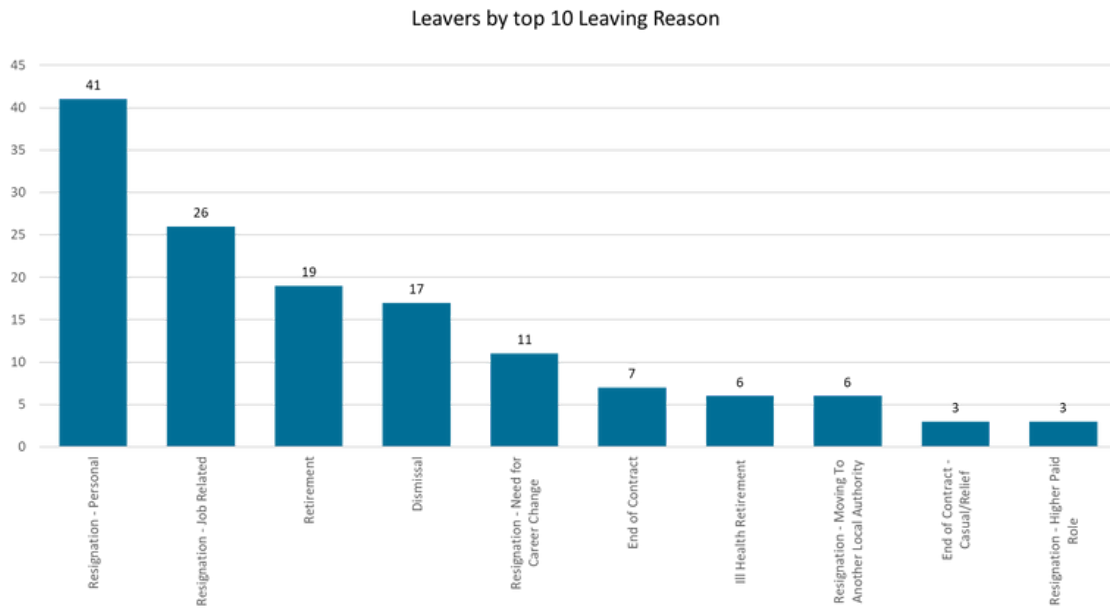
Leavers per Service Area



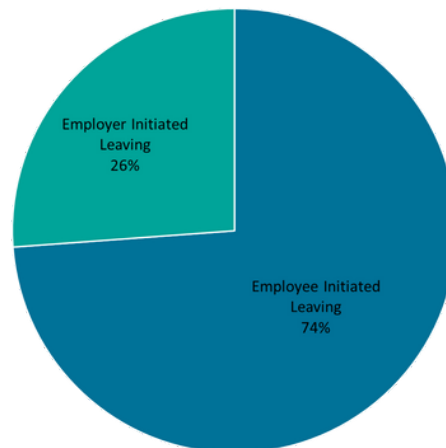
Leavers per Grade



Leavers by top 10 Leaving Reasons



Employer / Employee initiated Leaving Reasons



Between 1st April 2024
and 30th June 2024

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

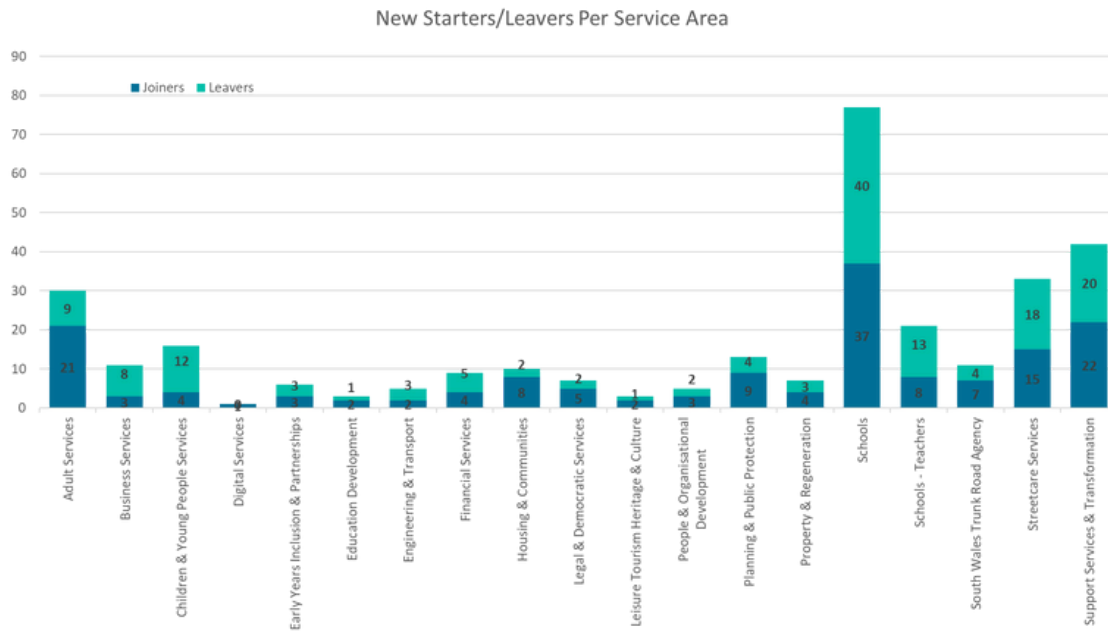
Joiners/Leavers

Joiners - employees who are new to the authority *

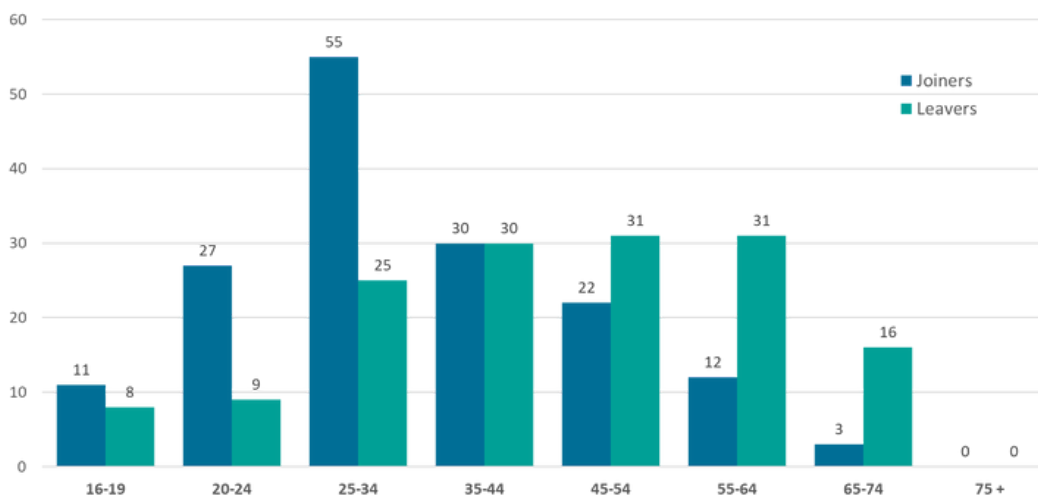
Leavers - employees who have left all jobs with the authority

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

Joiners/Leavers per Service Area



Joiners / Leavers per Age Band





Sickness Absence Quarter 1 2024/25

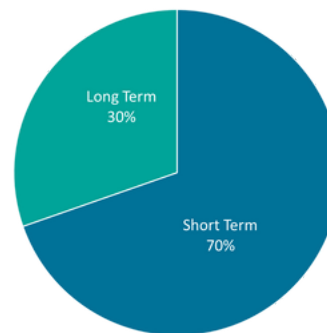
Number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence during the year

ID	Measure	Data Item(s)	Staff (exc teachers)	Teachers	All staff Q1 2024/25	All staff Q1 2023/24
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	4187.2	1030.09	5217.29	10852.54
		Number of working days/shifts lost to long-term sickness absence during the year	10282.79	1315.86	11598.65	4728.23
		Number of working days/shifts lost to sickness absence during the year	14469.99	2345.95	16815.94	15580.77
		Average number of full-time equivalent (FTE) employees	4310.	1121.82	5432.07	5346.09
		PI Value			3.43	2.9

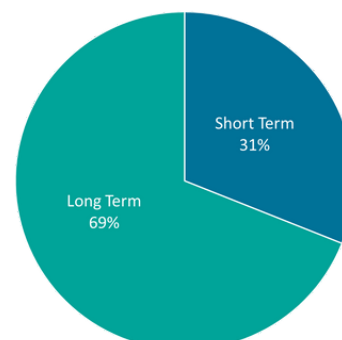
Ratio of short and long term sickness - number of FTE days lost
(Including teachers)

Quarterly Comparisons

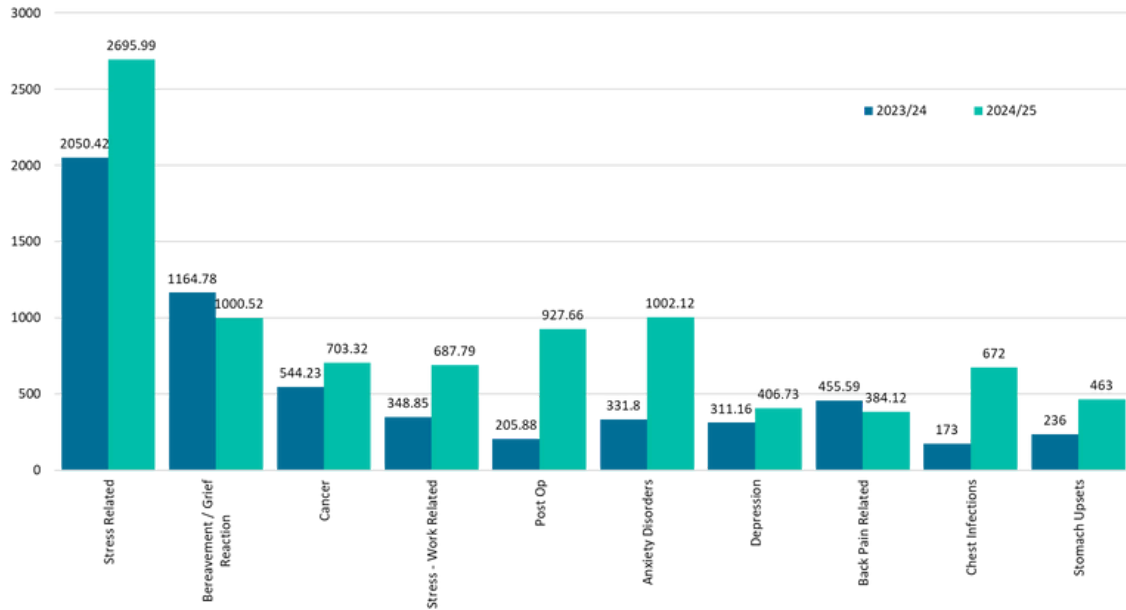
1st April 2023
to
30th June 2023



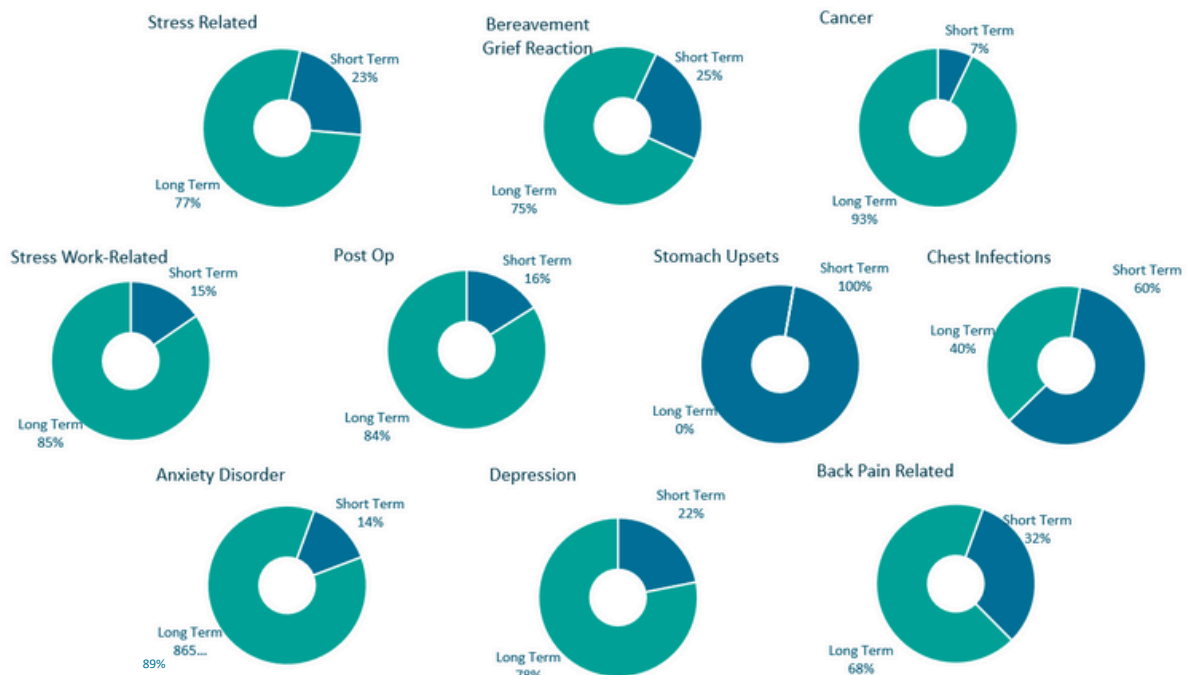
1st April 2024
to
30th June 2024



Sickness Absence Reasons - Top Ten



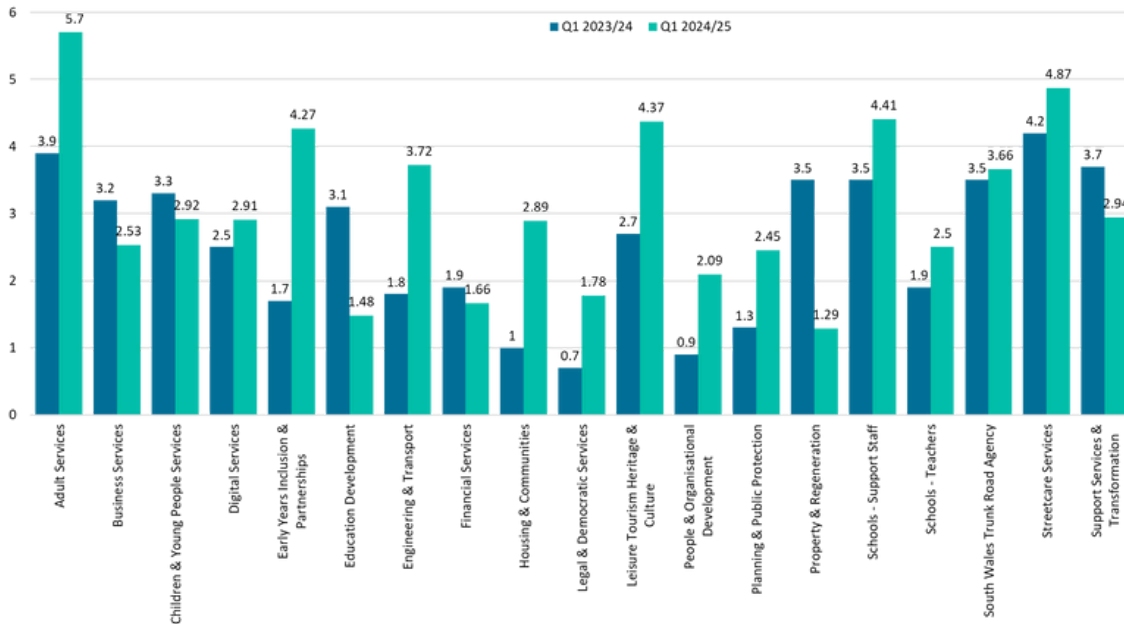
Long Term / Short Term Comparison (Top 10 reasons)



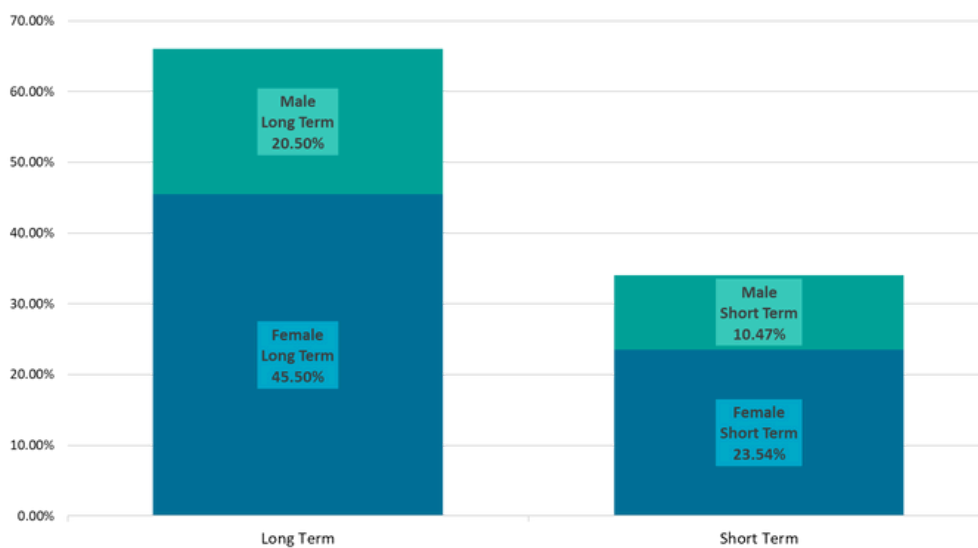
Overview of Sickness per Service Area

Average number of Sick days per Full Time Equivalent Employee

Quarter 1 2023/24 and 2024/25 comparison

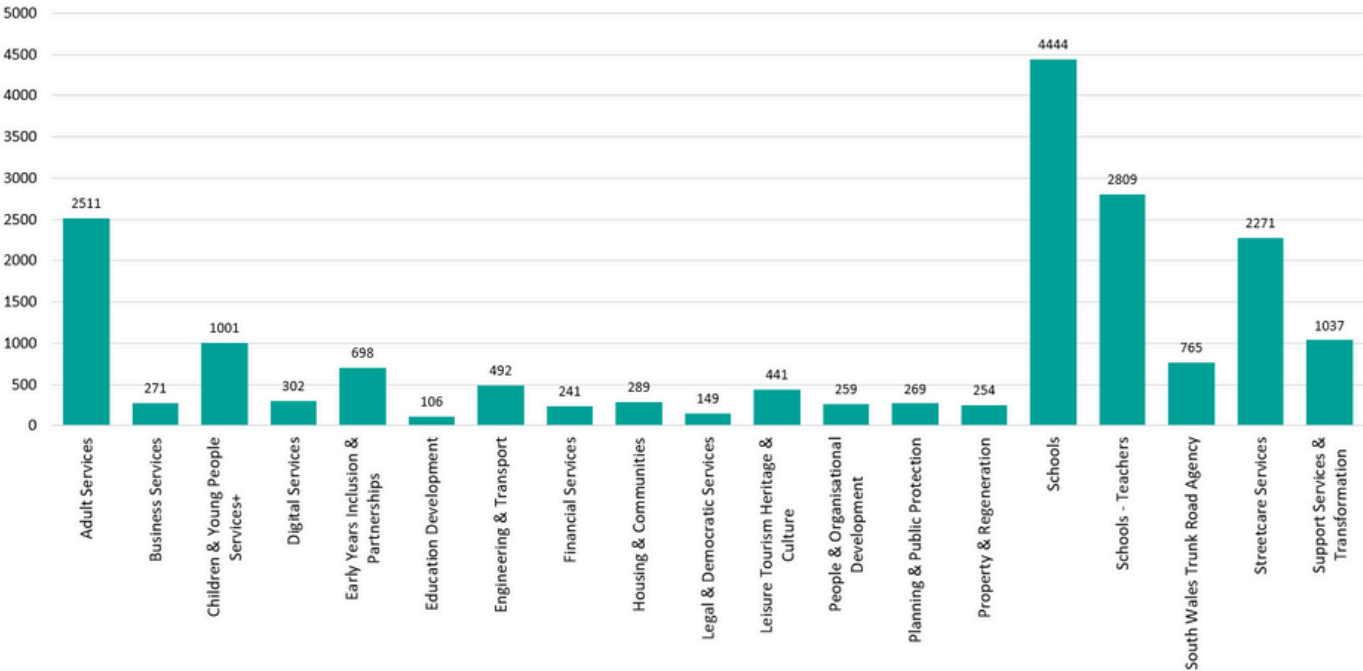


Long Term / Short Term Sickness per Gender



Total FTE Working Days Lost Per Service Area

Total number of FTE Working Days Lost Per Service



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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

2ND SEPTEMBER 2024

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

Matter for information

Wards Affected: All wards

APSE AWARDS – Best Workforce Initiative

Purpose of Report

The purpose of this report is to inform members that the council has been shortlisted for the final of the Association for Public Sector Excellence (APSE) Awards 2024 in the Best Workforce Initiative category.

Executive Summary:

The council has been shortlisted for the final of the APSE Awards, in the Best Workforce Initiative category. The submission focused on the Future of Work Strategic workforce plan. The awards presentation takes place in September 2024.

Background:

The Association for Public Service Excellence (APSE) is owned by its members and, working on their behalf, maintains and develops a network of local government officers, managers and councillors from local authorities across England, Northern Ireland, Scotland and Wales. Working on a not-for-profit basis, APSE is dedicated to promoting excellence in the delivery of frontline services to local communities around the UK. Through the extensive APSE network, more than 300 local authorities and organisations are able to share information and expertise on vital frontline services, ask for advice and innovative solutions, and develop new, viable ways forward in an effort to help one another.

As part of this commitment to excellence the annual awards are designed to recognise excellence in public sector service delivery. This year the awards presentation will be held in Bristol on 12th September 2024.

Best workforce initiative

The submission to the APSE awards is summarised as follows:

Our Future of Work Strategy builds on the council ambition that Neath Port Talbot residents will live good lives; it delivers a holistic strategic approach for our workforce focussing on fair working practices and ensuring that every person in our workforce can realise their career aspiration. Our approach places employee voice at the heart of what we do. In 2022 we became the first CIPD People Development Partner in Wales, demonstrating our commitment to better work and working lives.

Our strategy sets out 7 clear priorities that ensure we can attract and retain the right people into our workforce, through an employment offer, reward and recognition strategies, career development pathways and a talent management strategy that make people enthusiastic about working for us. Our equality, diversity and inclusivity offer links to this – we want our workplaces to be places that are welcoming to everyone. And importantly, we have placed good leadership as a key strand of our strategy – developing confident, capable and compassionate leaders to lead Team NPT.

As well as submitting a copy of the strategy, APSE were also provided with information on the activity that has been undertaken to deliver the strategy, as well as data and metrics in relation to the impact of that activity.

We are delighted to have been shortlisted for the final. APSE themselves have said: “these awards are extremely competitive with only the very best submissions having been shortlisted in each category and you are to be commended for reaching the finals of the 2024 awards”.

We are the only welsh council shortlisted in this category; the list of finalists is as follows:

- Highland Council
- Kirklees Council
- Neath Port Talbot Council
- ODS (Oxford Direct Services)
- Ringway / Gloucestershire County Council
- South Tyneside Council
- Wigan Council

As well as being shortlisted for best workforce initiative the council has also been shortlisted in the Best Service Team: Soft Facilities Management category for the School Catering Service, and excitingly, for Best Council of the year.

Financial Impacts:

There are no financial impacts associated with this report.

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:

Being shortlisted for this award recognises the council's strategic approach to workforce planning.

Legal Impacts:

No implications.

Risk Management Impacts:

No implications.

Consultation:

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

Recommendations:

It is recommended that:

Members note the information provided in relation to the APSE awards and receive an update following the awards presentation on 12th September 2024.

FOR INFORMATION**Officer contact**

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

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

Document is Restricted

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