



PERSONNEL COMMITTEE

2.00 PM - MONDAY, 18 NOVEMBER 2024

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

Webcasting/Hybrid Meetings:

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

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

Report/s of the Head of People and Organisational Development

Matter/s for Decision

4. Annual Equalities Report 2023 2024 (*Pages 9 - 48*)
5. Social Partnership Duty Annual Report (*Pages 49 - 58*)
6. Christmas and New Year Holiday Arrangements 2025 2026 and 2026 2027 (*Pages 59 - 70*)
7. Volunteering Policy (*Pages 71 - 106*)

Matter/s for Information

8. Workforce Information Quarter 2 (*Pages 107 - 126*)

9. Employers for Carers, Carer Confident Benchmark Scheme
(Pages 127 - 134)
10. Employment Rights Bill (Pages 135 - 140)
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 item of business which involves the likely disclosure of exempt information as defined in Paragraph 15 of Part 4 of Schedule 12A of the above Act.

Private Report/s of the Head of People and Organisational Development

Private Matter/s for Information

13. National Pay Negotiations Update (Exempt under Paragraph 15)
(Pages 141 - 144)

K.Jones
Chief Executive

Civic Centre
Port Talbot

Wednesday, 6 November 2024

Committee Membership:

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

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

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

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

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PERSONNEL COMMITTEE

(Multi-Location Meeting - Council Chamber, Port Talbot & Microsoft Teams)

Members Present:

2 September 2024

Chairperson: Councillor S.A.Knoyle

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

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

Officers in Attendance: N.Daniel, S.Rees, C.Lewis and T.Davies

1. **Chairs Announcements**

The Chair welcomed all to the meeting.

2. **Declarations of Interest**

The following Officer made a declaration at the start of the meeting:

Sheenagh Rees - Minute No 4 - Additional Annual Leave Day. She considered this interest to be pecuniary, so left the meeting for the whole of the item.

3. **Minutes of the Previous Meeting**

RESOLVED: The minutes of the 11 March 2024 were agreed as an accurate record.

4. **Additional Annual Leave Day**

Members queried how annual leave for non teaching staff was allocated by the school, and practically put into place. Officers would take this question back to the Education section, and email the answer to all Personnel Committee Members.

RESOLVED: 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.

5. **Agency Usage Monitoring Report**

The Committee queried whether there was any central support from HR to support the ongoing aim of reducing agency workers. Officers advised that there was, and gave the example of Social Services, which used to have a high expenditure on agency workers, until a peripatetic team of social workers was created, which worked out to be very cost effective and significantly reduced the reliance on agencies. This is now an example of good practice.

Members were keen that actions continue to reduce agency usage, especially within the Environment section.

RESOLVED: That the report be noted.

6. **Revised Long Service Award Scheme**

It was confirmed that long service awards for school staff would need to be approved by each Governing Body, as the payment would come out of the schools delegated budget

RESOLVED: That the revised Long Service Award Scheme, as detailed at Appendix 1 to the circulated report, be approved.

7. **Revised Recruitment Policy**

Members were pleased with the changes overall, but expressed concerns that managers could still choose to not use the anonymised application forms. Officers would monitor usage of the forms, and bring back data to a future meeting of the Personnel Committee.

The Armed Forces Veterans guaranteed interview scheme was discussed, in conjunction with outside agencies recruitment, and data around the subject.

RESOLVED: That the revised Recruitment and Selection Policy, as detailed at Appendix 1 to the circulated report, be approved.

8. **Workforce Information Report Quarter 4 2023 / 2024**

RESOLVED: That the report be noted.

9. **Workforce Information Report Quarter 1 2024 / 2025**

Officers highlighted a rise in sickness absence, which was a reflection of the current trend across the country.

RESOLVED: That the report be noted.

10. **APSE Award - Shortlist for Best Workforce**

Personnel Committee Members were pleased to note the achievements of the teams nominated at the APSE Awards. The award ceremony would take place on 13 September in Bristol, and on behalf of the Committee, the Chair sent congratulations to all.

RESOLVED: That the report be noted.

11. **Urgent Items**

RESOLVED: No urgent items were received.

12. **Access to Meetings**

RESOLVED: That pursuant to Section 100A(4) and (5) of the Local Government Act 1972, the public be excluded for the following item 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.

13. **National Pay Negotiations Update (Exempt under Paragraph 15)**

RESOLVED: That the private report be noted.

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

18 November 2024

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

Matter for Decision

Wards Affected: All Wards

Equalities Employment Information 2023/24

1. Purpose of the Report

To seek Members approval for the publication of equalities employment information for the year 2023-2024, prior to its publication on the Council's website, and the employment-related equality objectives.

2. Background

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

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

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

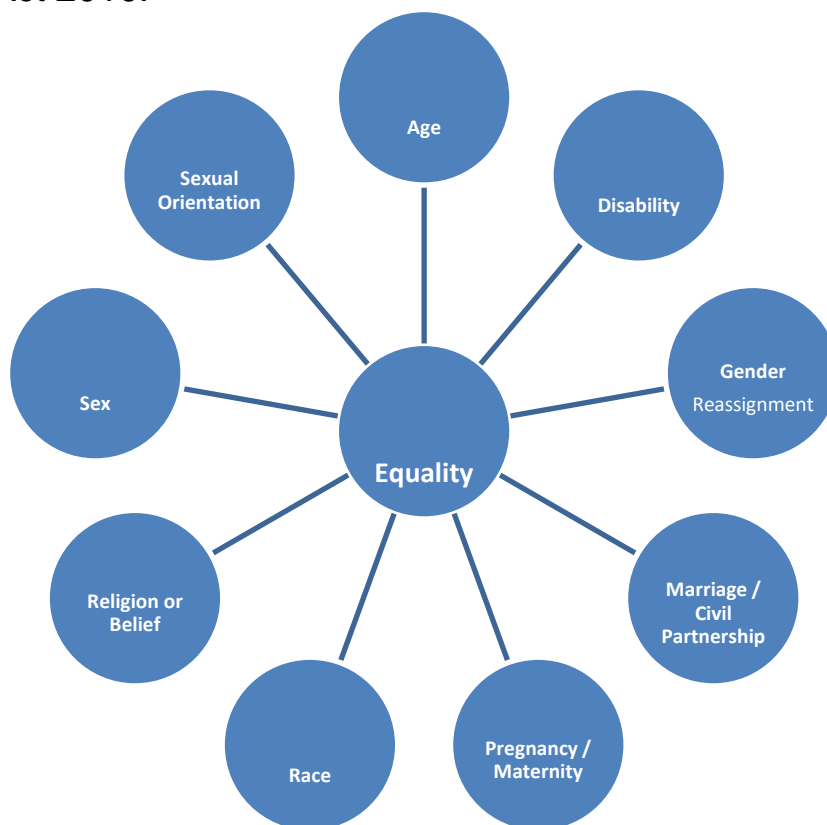
- Prepare and publish one or more equality objectives

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

The duty to publish information

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

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



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

4. The Equalities Employment Information

The data has been analysed by the protected characteristics shown in the diagram above. The data set out in Appendix One is either for the 12 month period 1st April 2023 to 31st March 2024, or, where appropriate, a snapshot of the workforce on 31st March 2024.

All data has been collated from the iTrent HR/Payroll employee record database.

5. Financial Impact

No implications.

6. Integrated Impact Assessment

IIA attached

7. Valleys Communities Impact

No implications.

8. Workforce Impacts

No implications.

9. Legal Impacts

No implications.

10. Risk Management

No implications.

11. Recommendation

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

FOR DECISION

12. Reason for Decision

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

13. Implementation

To be implemented immediately

14. Appendices

Appendix 1 – Equalities Employment Information 2023 - 2024

Appendix 2 - Integrated Impact Assessment

15. List of Background Papers

None

16. Officer Contact

Sheenagh Rees, Head of People & Organisational Development,

Email – s.rees5@npt.gov.uk

Diane Hopkins, Principal HR Manager,

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

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Approval of the Council's Annual Equalities in Employment Report for 2023 / 2024
Service Area: All Council Employees.
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 approval of the Report does not have an impact on protected characteristics, as it simply provides statistical information that we are required to provide as part of the Public Sector Equality Duty. All the policies and initiatives we have introduced that are detailed in this report reflect decisions already made, and which will have been subject to a full impact assessment which would have been shared and scrutinised by this Committee and the trade unions. The Report for 2023 /
Disability		X				
Gender Reassignment		X				
Marriage/Civil Partnership		X				
Pregnancy/Maternity		X				
Race		X				
Religion/Belief		X				
Sex		X				

Sexual orientation		X				2024 does not introduce any changes to conditions of service.
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4. Does the initiative impact on:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language		X				
Treating the Welsh language no less favourably than English		X				The Report, once approved by Members, will be translated into Welsh and made publicly available in Welsh.

5. Does the initiative impact on biodiversity:

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

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


	Yes	No	Details
Long term - how the initiative supports the long term well-being of people			N/A
Integration - how the initiative impacts upon our wellbeing objectives			N/A
Involvement - how people have been involved in developing the initiative			N/A
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions			N/A
Prevention - how the initiative will prevent problems occurring or getting worse			N/A

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

A full impact assessment (second stage) is not required	X
Reasons for this conclusion	
<p>A full impact is not required as there is no impact on any protected group as a result of this report – the Annual Equalities in Employment Report provides a statistical analysis of our workforce and applicants who apply for jobs across the Council and is a Report summarising actions we have taken to support this. It also has no negative impact on bio-diversity or the Welsh Language. However, it should be noted that in all employment matters, the Council complies with relevant employment legislation, including the Equality Act 2010, the Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. The Council always seeks to ensure that there is no discrimination on the grounds of protected characteristics to its employees and applicants who apply for our jobs.</p>	

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

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	Name	Position	Signature	Date
Completed by				
Signed off by	Sheenagh Rees	Head of People & OD		30 th October 2024

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Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

**ADRODDIAD BLYNYDDOL
CYDRADDOLDEBAU MEWN
CYFLOGAETH
2023/2024**

**ANNUAL EQUALITIES IN
EMPLOYMENT REPORT
2023/2024**



Introduction

It gives me great pleasure to introduce the Council's Annual Equalities in Employment Report which details the Council's approach to providing information on its work in respect of equality and diversity during 1st April 2023 to 31st March 2024.

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

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

Councillor Simon Knoyle

Cabinet Member for Finance, Performance and Social Justice



Equalities Employment Data

2023/2024

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

Employment related data for the following protected characteristics is covered:

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

Data is analysed against the following criteria:

- People employed by the Council on 31st March 2024 by protected characteristic
 - Men and women employed, broken down by:
 - Occupational area
 - Grade and pay
 - Contract type, i.e. permanent or fixed term / temporary
 - Working pattern, i.e. full-time or part-time
- People who have applied for jobs with the Council
- Employees involved in grievance procedures
- Employees involved in Dignity at Work procedures
- Employees subject to disciplinary procedures
- Employees who have left the Council's employment.
- Employees who have successfully applied for training
- Employees who have completed training

Overview of the Council

The Council employs 6,549 employees

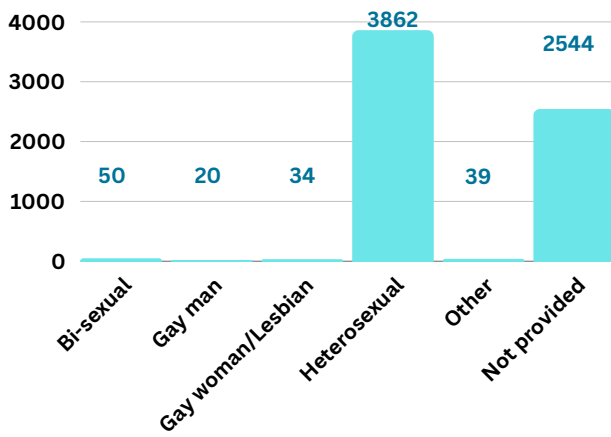


29%



71%

Sexual Orientation



Average Age

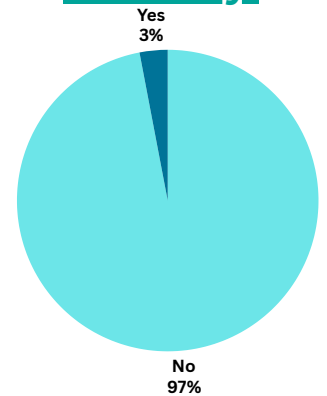


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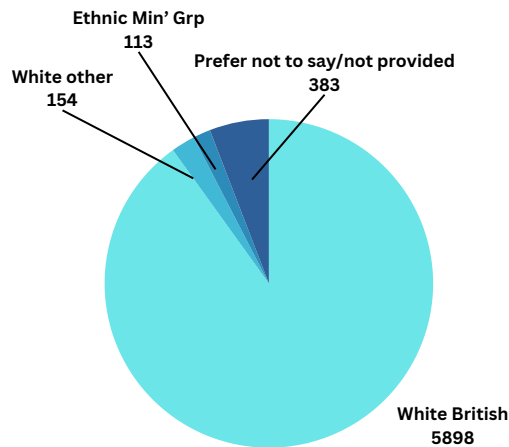


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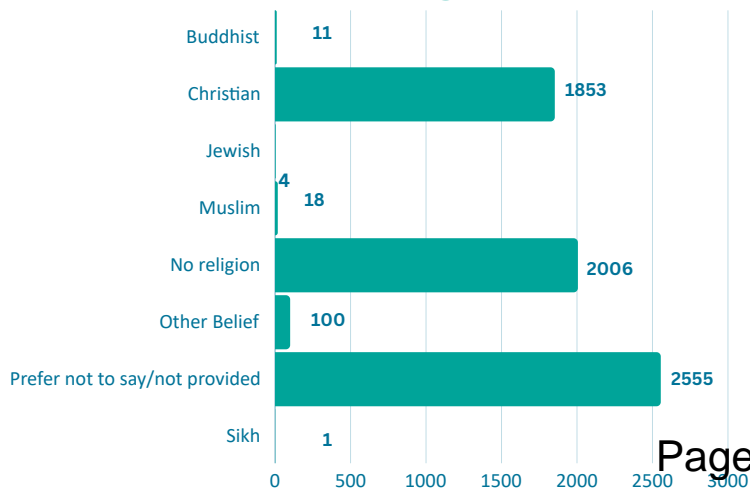
Disability



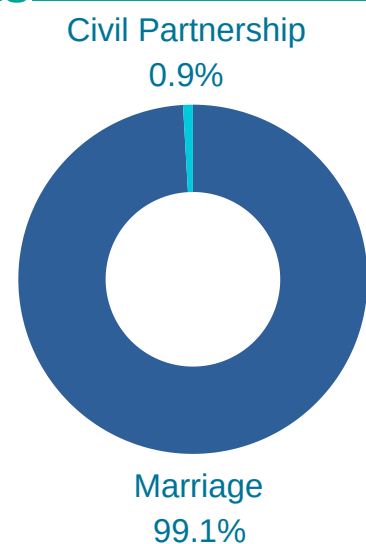
Race



Religion



Marriage & Civil Partnership



Age

Average Age

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



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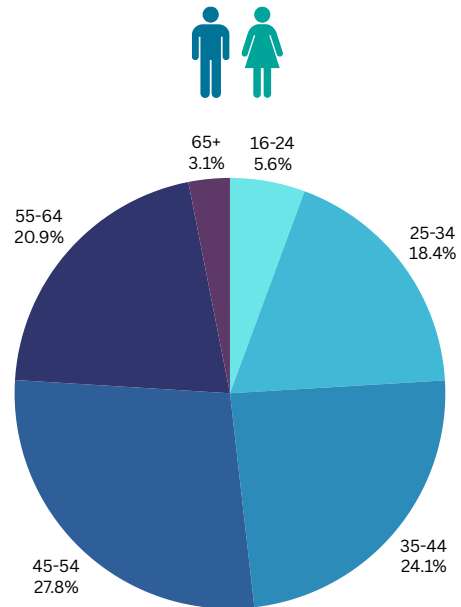
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Age Range

		
16-24	148	221
25 - 34	362	844
35 - 44	383	1198
45 - 54	486	1334
55 - 64	458	912
65+	84	119



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

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

We have amended our Succession Planning Toolkit following feedback from managers.

We have built links with the Job Centre 50+ champion for south wales, receiving guidance on recruitment procedures to increase accessibility and have attended a 50+ workshop at the Job Centres in Neath and Port Talbot showing how NPT are age friendly in recruitment practices.

Apprentice numbers continue to increase with 185 Apprentices currently on programmes. 75 new Apprenticeship placements were created in 23/24 with 13 achieving a qualification. A UKSPF funded programme will see the number of apprenticeships increase further in 2024 / 2025.

Recruitment

Age Range	Applicants	Shortlisted	Appointed
16-24	1112	406	110
25 - 34	2291	719	191
35 - 44	1609	614	142
45 - 54	945	417	124
55 - 64	492	244	72
65+	44	25	6

6625 people applied for 682 jobs with the Council during 2023/24 with 645 appointments made.

9% of applicants were internal applicants from within the Council's workforce.

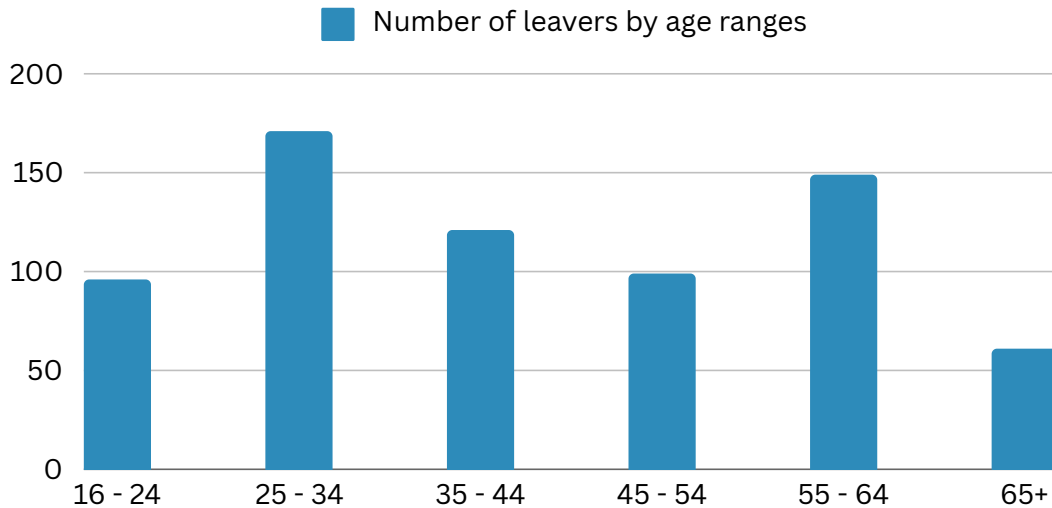
We continue to advertise our posts internally and externally simultaneously and this year, 91% of applicants were from external applicants. This has increased by 5% compared to last year

The Talent Management Team continues to provide bespoke recruitment support to managers. In addition to this they attend Jobs Fairs at NPT college, local universities, the Port Talbot Employment Hub and other venues to promote all our vacancies.

They organise 'Want to Work' days at the Job Centres to promote hard to fill roles across the Council and they have made contacts with the Job Centre Plus, Business in the Community, Local Universities, NPT college, the Refugee Network, Maximus, NPT Community Association and numerous other partners to advertise our vacancies to a wide pool of talent.

We have purchased a Linked In recruiter licence, so NPT has its own page to advertise our vacancies. Linked In is an inclusive recruitment platform and not only advertises our vacancies, but individuals who have registered with certain skills receive an email notification of vacancies specific to their skills. Every minute, 8 people are recruited on LinkedIn from over 4.9 million users. With an increasing competition for talent, we need to innovate and strategically adapt our approaches to source talent and this is part of that.

Leavers

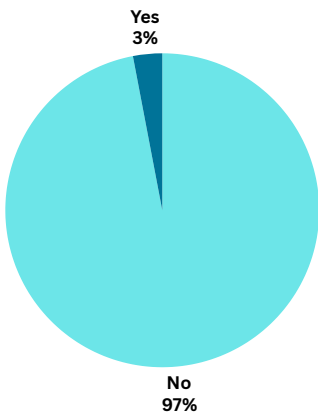


697 employees left the Council during the period. This number includes temporary and casual workers whose contracts may have come to an end and those employees who have resigned.

Understanding why people leave is important to us and in order to encourage people to tell us the reasons why they leave we have changed our processes. Whilst every leaver receives an exit questionnaire to complete, previously they had the option to have an exit interview with someone in their team. We have changed this so that leavers are now contacted directly and invited to an exit interview with a member of the Talent Management Team to encourage them to participate. We anticipate that going forward we will have a better understanding of why people leave.

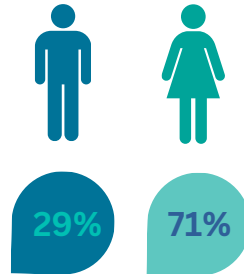
Disability

Declared Disabilities



Employee Male/Female Split

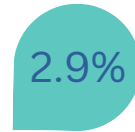
Percentage of males and females who have declared a disability.



This is representative of the make up of the workforce

Leavers

Number of leavers that had a disability



3 % of employees have declared that they have a disability, this has remained the same from last year. The declaration of a disability is dependant on the employee sharing this information with the Council.

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

In partnership with Time to Change Wales we continue to develop and implement evidence based actions that support mental health and well-being in the workplace. We have been proud to be in partnership with TTCW since 2019. In 2023 / 24 we recruited and trained 33 Mental Health Champions across the workforce. Champions are people with an interest in or experience of mental health problems and they are at the heart of the TTCW campaign to challenge the stigma associated with mental health. They share their story with their colleagues, and help signpost to sources of help and advice. Two of our champions produced films of their story this year to help colleagues.

In January 2024 we implemented an Employee Assistance Programme offering every employee in the council access to confidential counselling services as well as a range of other benefits which could include holistic health and well-being support.

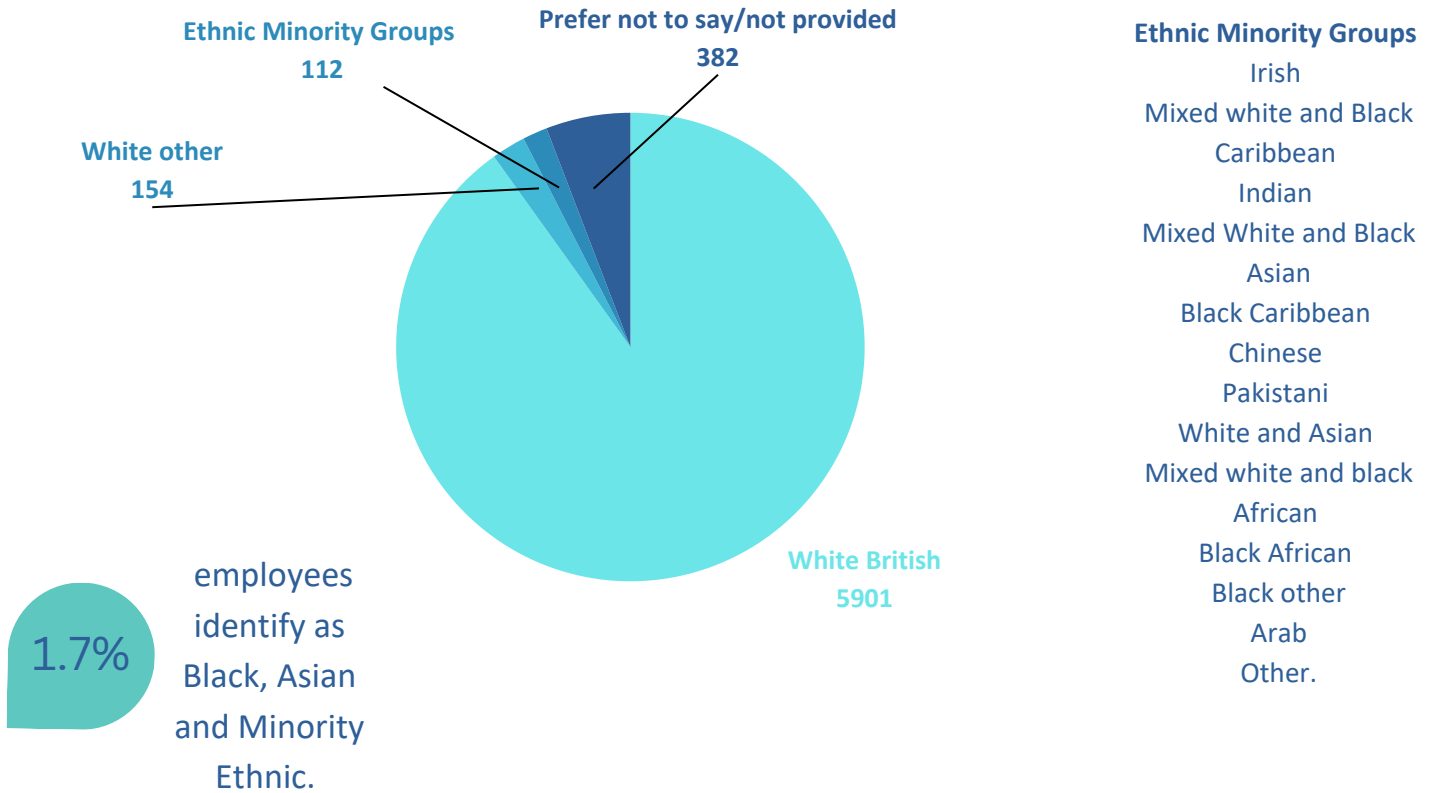
We continue to promote our Reasonable Adjustments Disability Passport to ensure that our employees who have a disability are supported in the workplace.

Recruitment

414 (6%) applicants who applied for a post with the Council declared a disability. Out of these 414, 49 (12%) were shortlisted for interview. 22(5%) of those shortlisted were successful and were appointed to the post.

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

Race





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

It is disappointing to note this year that we have had a slight decrease in the number of employees from ethnic minority groups. Last year the number of employees was 114 (1.8%) to 112 (1.7%). It is hoped that this will increase next year due to our recruitment activities discussed earlier in this report.

The Ethnic Employee Network currently has 20 members and meets every 2-3 months. The network have established a chair from within and are now able to manage meetings and agenda self-sufficiently. The network is consulted on major employee policy developments as a key stakeholder and help us to develop policy in a way that supports ethnic minority employees.

Employee Male/Female Split

		
White/British	1743	4158
White Other	43	111
Ethnic Minority Group	47	65
Prefer not to say/Not Provided	88	294

Male/female split of ethnic minority employees



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

Recruitment

6625 people applied for 682 jobs with the Council during 2023/24.

Ethnic Minority Groups

Applicants

2023/2024	2022/2023	2021/2022
771	447	286

Shortlisted

2023/2024	2022/2023	2021/2022
160	97	38

Appointed

2023/2024	2022/2023	2021/2022
21	25	9

It is positive to note that the number of applicants and shortlisted applicants from ethnic minority groups has increased year on year since 2021/2022. What is disappointing that the number appointed has reduced slightly. We have a number of actions in place around this:-

As part of the Anti-Racism Action Plan, we aim to remove barriers to employment and promotion opportunities for ethnic minority employees and have done so by trialling anonymised application forms and adding a clear Anti-Racism Statement to our Jobs website. We have also added Employee Network and Anti-Racism Action Plan information into Corporate Induction sessions.

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

The Talent Management Team attend the ethnic employee network for ideas around increasing our recruitment reach to encourage applicants. They have links with race equality first for guidance on recruitment strategies around the anti racism charter. Contacted the Welsh Government for guidance on enhancing diversity in recruitment, actively use LinkedIn for a more diverse pool of candidates and attend University jobs fairs, expanding our access to all students from Swansea, Cardiff, Pontypridd, Carmarthen etc.

Leavers

697 employees left the authority during the period.

Ethnic Minority Group leavers
(of total leavers)



2.7%

Ethnic Minority Group leavers
(of total workforce)



1.7%

Sex

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



Recruitment

6625 people applied for 682 jobs with the Council during 2023/24.

A table with three rows and three columns. Above the columns are icons for a male (blue) and a female (teal). The table contains the following data:

	Male	Female
Applicants	2496	4027
Shortlisted	791	1501
Appointed	228	449

38% of all applications were made by males and 61% females. This represents the same figures as last year. 1% of applicants did not specify a gender.

The number of females shortlisted has increased this year with 35% male and 65% females being shortlisted (61% last year)

Out of these, 66% of all successful applicants were female and 34% male. The number of successfully appointed females however has slightly decreased from last year which was 68% female and 32% male

We set out actions to support the progression of women in our workplaces via the Gender Equality Action Plan originally developed in partnership with Chwarae Teg via the Fair Play Employer Scheme.

Key activity in 2023 / 2024:

Neath Port Talbot County Borough Council was awarded the 'Womenspire Fair Play Employer Award' recognising our achievements towards gender equality within the workplace



An event was held to mark International Women's Day (8th March) where four inspirational female employees from across the Council spoke about their careers. The event was well attended and enjoyed by all.

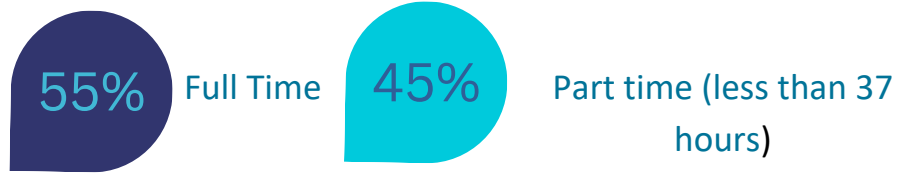
Flexible working policies and options have been re-publicised via communication channels to ensure all our employees (men and women) are aware of the opportunities available to them.

The Menopause Action Plan and Menopause Pledge are supporting and showing support to employees via communication channels and activities. This work won an Innovation Award at the Employee Recognition Awards 2023.

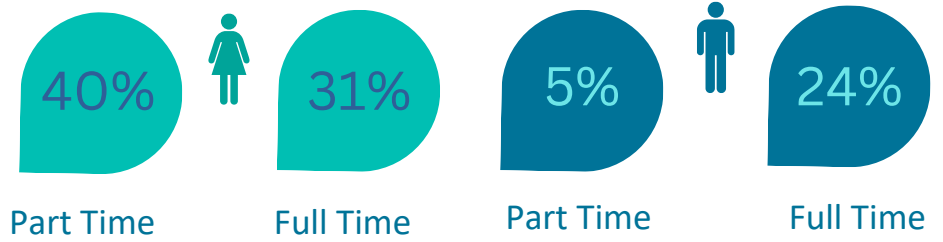
The launch of the Ment2Be NPT mentoring scheme developed to support low paid women access advice and guidance to help them with career development and progression

Contract Type

		
Permanent	1670	3773
Fixed Term	96	291
Temporary	174	735



Male/Female of total workforce



Leavers

There were 697 leavers during the period.

Male/Female of total leavers



Male/Female leavers of the total workforce



Gender Pay

Gender Pay Gap for 31st March, 2022

4.26%

Mean

3.56%

Median

All employees (excluding schools)

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

Gender Pay Gap for 31st March, 2023

3.67%

Mean

3.28%

Median

All employees (excluding schools)

All employees (including schools)

	Mean	Median
♂	£16.36	£14.65
♀	£15.76	14.17

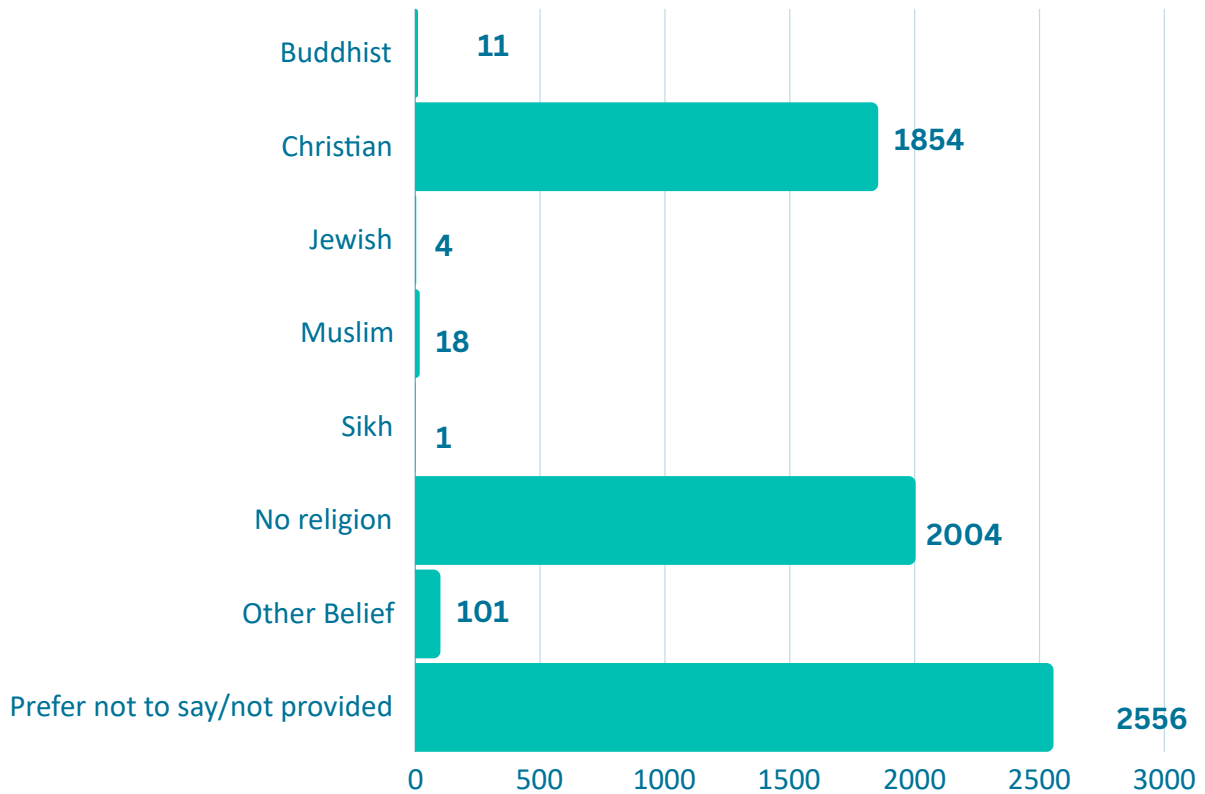
	Mean	Median
♂	£18.90	£15.52
♀	£17.87	£14.00

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

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

Religion/Belief

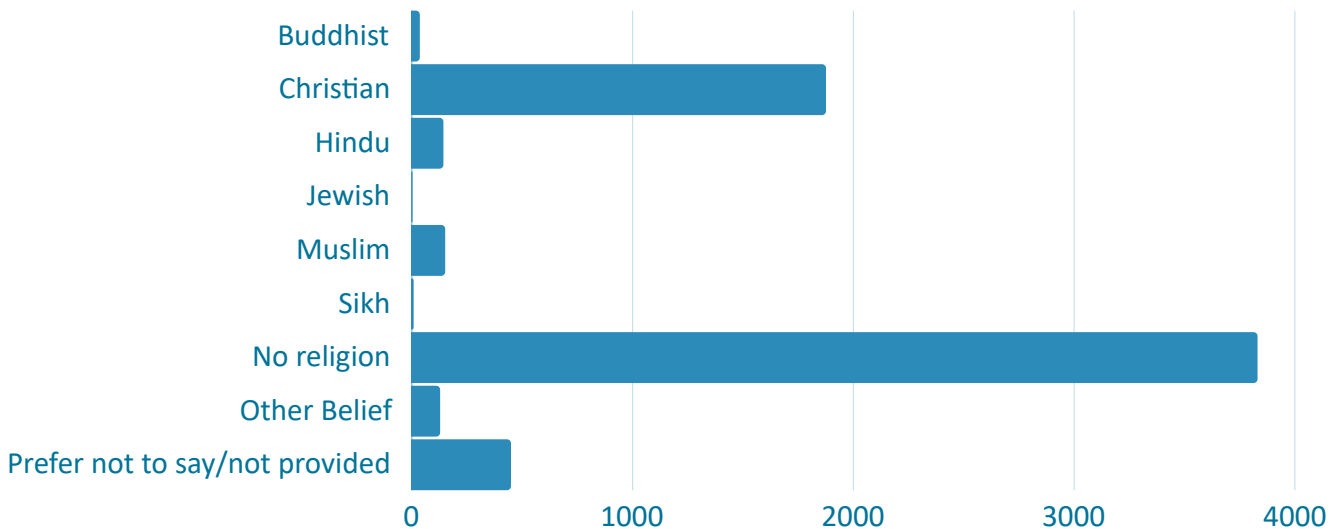
A wide range of beliefs and non-beliefs are represented within our employee profile



The highest percentage of employees declaring their religion is Christian (all denominations), with 28% of employees declaring this. 31% declared no religion, with 39% preferring not to say.

Recruitment

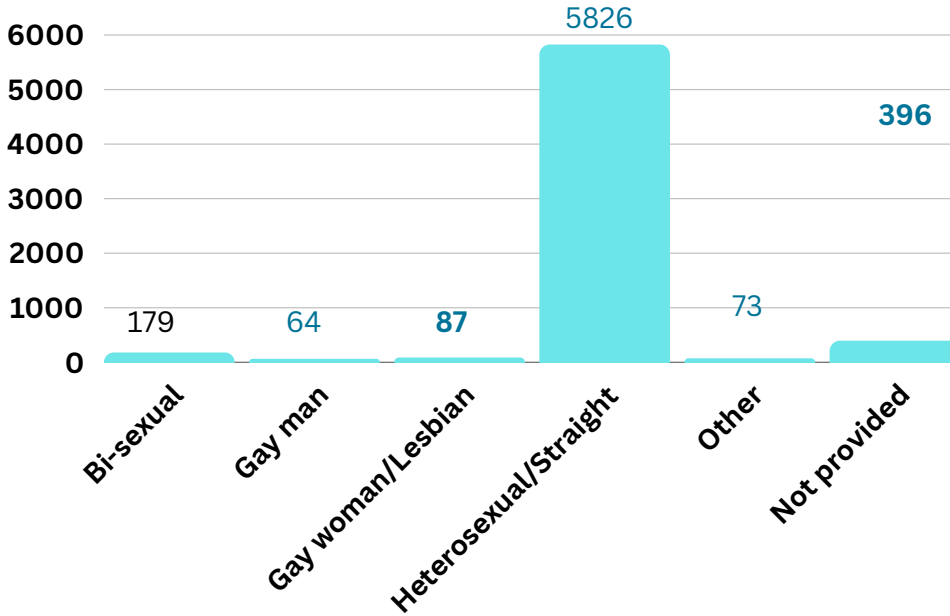
6625 people applied for 682 jobs with the Council during 2023/24.



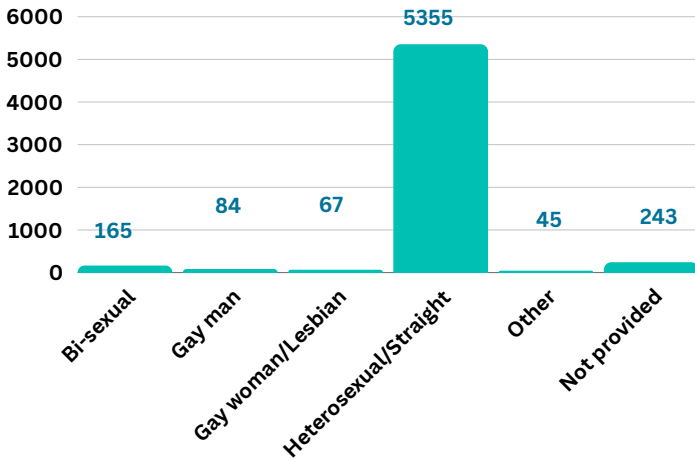
The highest proportion of applicants (59%) stated they had no religion, this is in line with the 2021 census. The next highest percentage (31%) were Christian (all denominations). These figures are similar to previous years.

Sexual Orientation

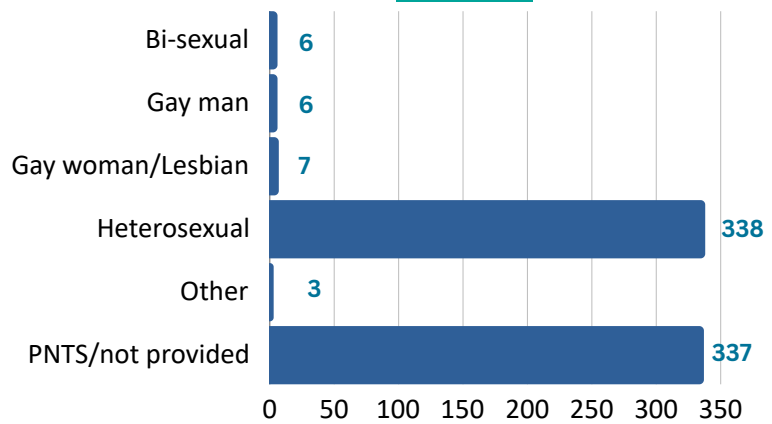
Employees



Recruitment



Leavers



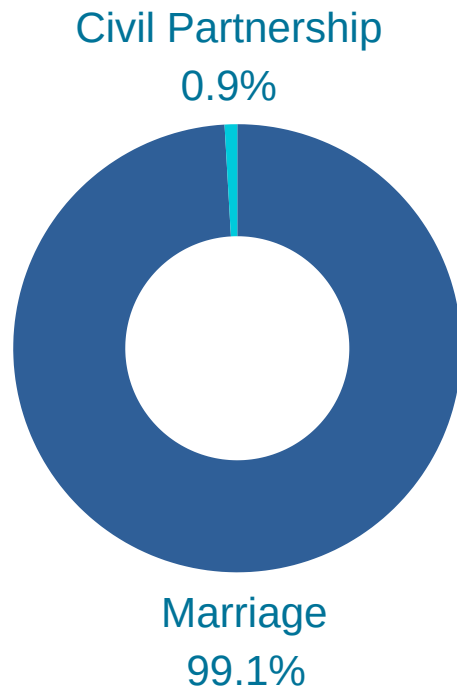
Gender Reassignment

This year, no employees stated that their gender was different to that assigned at birth.

The Council has had in place a Gender Reassignment Policy since July 2019 to support trans employees. This year we are reviewing the policy and introducing Guidance to ensure it is still up to date and fit for purpose.

The Council's Learning, Training and Development team run awareness training sessions for employees in relation to gender reassignment.

Marriage & Civil Partnership



Pregnancy & Maternity

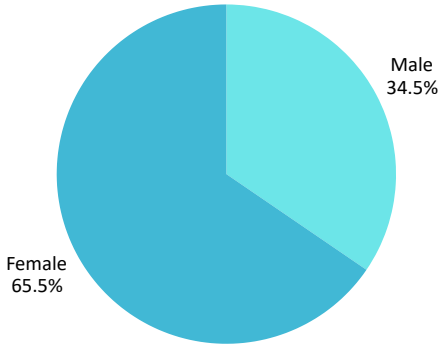
- 108 employees have taken Maternity leave
- 25 employees have taken Paternity Leave
- 2 employees have taken Adoption Leave
- 5 employees have taken Shared Parental Leave

Occupational Areas of Work

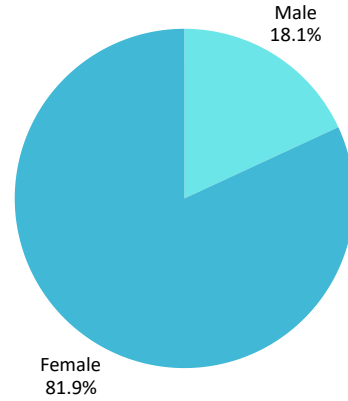
The graphs below show a breakdown of each Directorate with the male and female split. The percentages refer to the percentage of the Directorate's workforce.

e

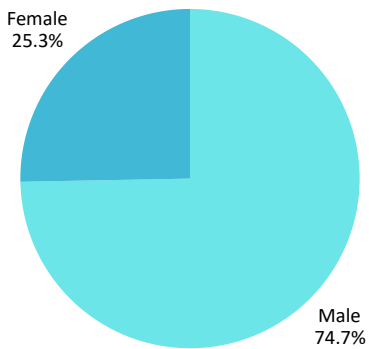
Strategy & Corporate Services



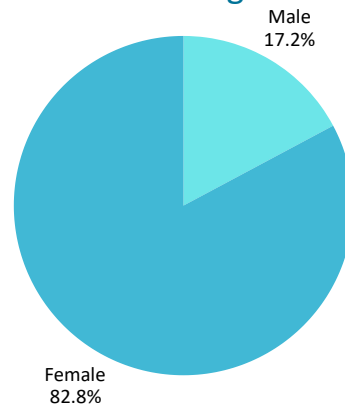
Education, Leisure & Lifelong Learning



Environment & Regeneration



Social Services, Health & Housing

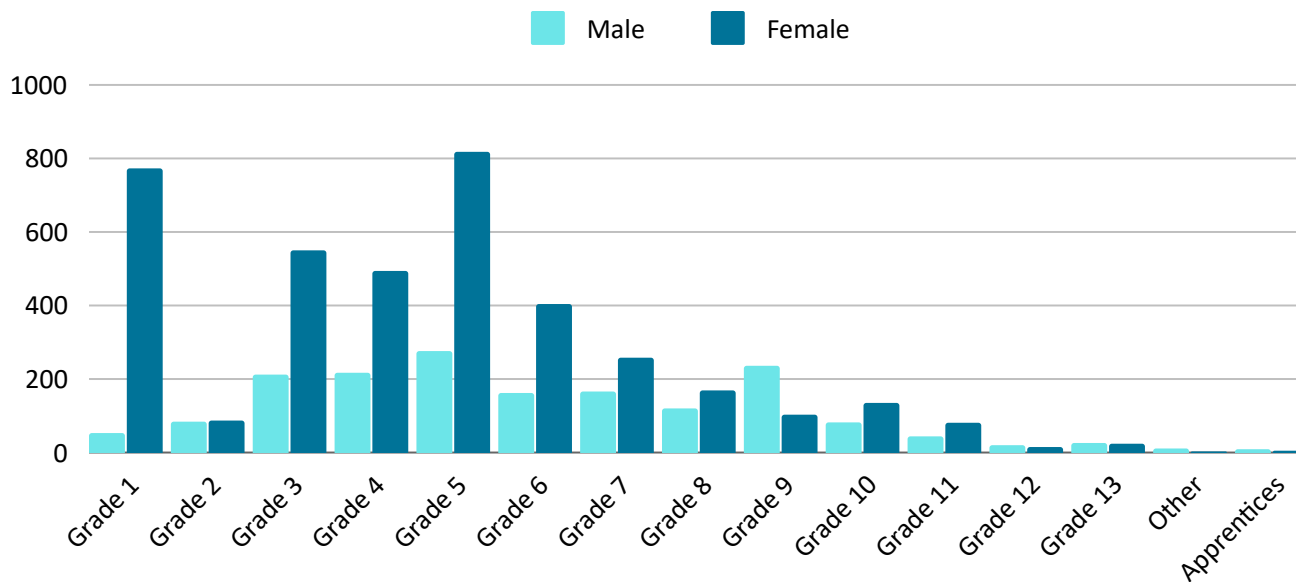


Grade & Pay



Chief Officers



Salary Range	♂	♀	Total
£114,811 - £155,792 (Chief Exec)		1	1
£117,379 - £126,424 (Director)	3	1	4
£95,609 - £105,213 (CFO)	1		1
£81,966 - £89,958 (HOS)	11	6	17
Total	15	8	23

Local Government Services (Green Book) Employees





Teacher Leadership Groups

Deputy Heads/ Teachers in Charge			Total
£48,012 - £100,343	40	66	106



Heateacher Salary Pay Point			Total
£54,316-£71,195	4	3	7
£54,316-£72,263	0	1	1
£57,064-£84,536	6	25	31
£61,547-£66,148	0	1	1
£61,547-£86,636	5	7	12
£61,547-£83,699	0	2	2
£66,148-£88,780	3	1	4
£72,895-£97,923	2	1	3
£78,547-£110,681	3	1	4
£84,536-£119,117	3	2	5
Total	26	44	70

Teacher Leadership Groups



Teacher Salary Range			Total
£30,742 - £42,466 (Main Scale)	74	212	286
£44,024- £47,340 (UPS 1-3)	173	575	748
£20,674 - £32,696 (Unqualified)*	9	22	31
Total	265	833	1098



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

Soulbury (Blue Book) Groups



Advisor/Inspector Salary Range			Total
£40,540-£43,224 (1-3)	1	0	1
£45,857-£49,878 (5-8)	0	1	1
£45,857-£52,805 (5-10)	0	1	1
£54,166-£56,976 (11-15)	0	3	3
£58,308-£65,794 (14-20)	0	1	1
£59,777-£67,133 (15-21)	1	0	1
£65,097-£68,301 (19-22)	0	1	1
£67,133-£70,739 (21-24)	1	0	1
£69,586-£76,899 (23-29)	1	0	1
£70,739-£78,146 (19-30)	1	1	2
£70,739-£71,971 (24-25)	1	1	2
£70,739-£74,403 (24-27)	0	2	2
£70,739-£73,173 (24-26)	0	1	1
£70,739-£70,739 (24)	0	1	1
Total	6	13	19

Soulbury (Blue Book) Groups

Educational Psychologist Salary Range			Total
£35,228 - £37,828 (Assistant)	0	4	4
£42,422 - £8,348 (Scale A)	0	9	9
£52,678- £69,010 (Scale B)	0	4	4
Total	0	17	17

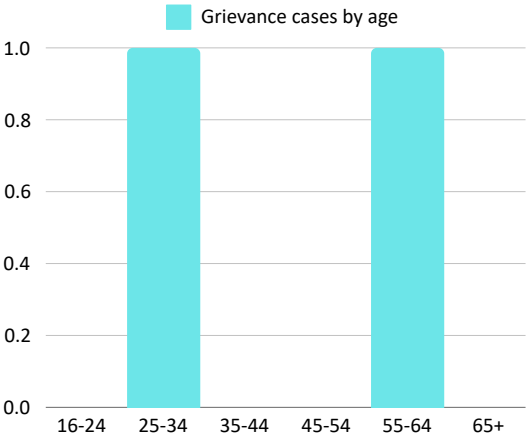
Youth & Community Service Officer Salary Range			Total
£49,953 - £53,648 (7 – 10)	1	0	1

Youth & Community Workers (Pink Book)

Salary Range			Total
£29,606 - £32,341 (13 – 16)	14	30	44
£33,141 - £35,547 (17 – 20)	4	3	7
£37,467 - £40,465 (22 – 25)	2	3	5
Total	20	36	56
Part Time at various rates	19	25	44
Total	39	61	100

Employees involved in Grievance Procedures 2023/2024

There were 2 grievance cases during this period and shown below are graphs breaking these cases down by protected characteristic.



Married/Civil Partnership



Disability



Religion/Belief

- 1 - Christian
- 1 - Other

Sexual Orientation

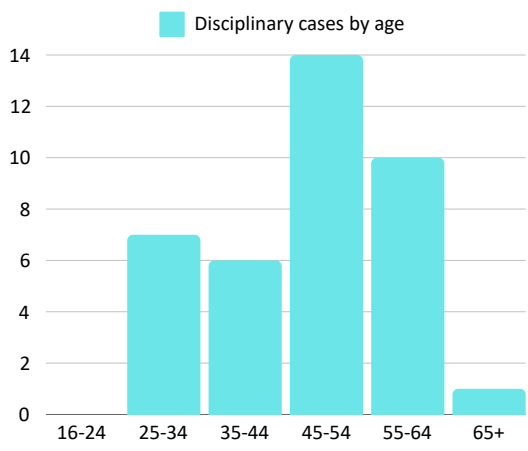
- 2- Hetrosexual/Straight

Employees who brought a Dignity at Work Complaint 2023/2024

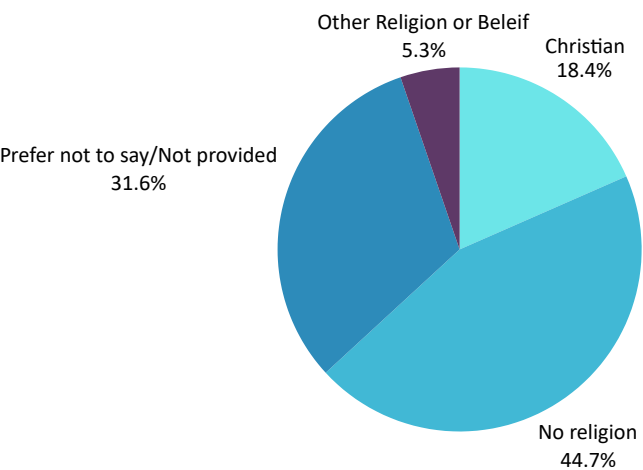
There were no Dignity at Work complaints during this period.

Employees subject to Disciplinary Procedures 2023/2024

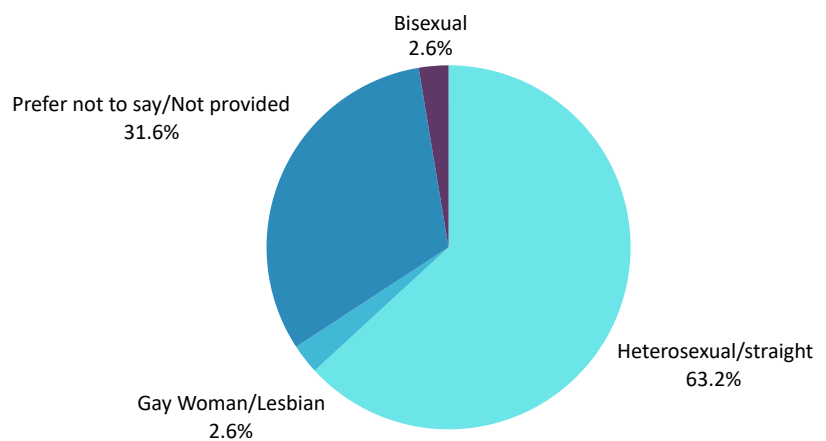
There were 38 disciplinary cases during this period and shown below are graphs breaking these cases down by protected characteristic.



Religion/Belief



Sexual Orientation



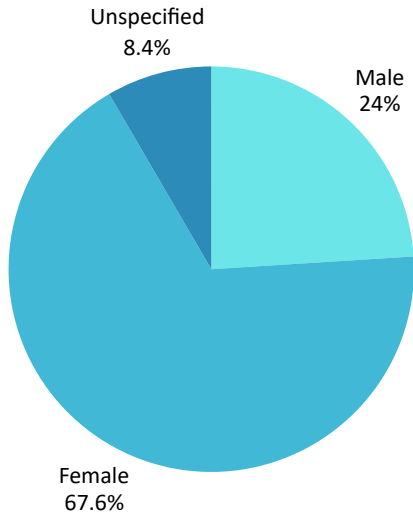
Learning

Training data now includes South Wales Trunk Road Agency (SWTRA), not accounted for in previous year reports. SWTRA training is now fully administered by Learning, Training & Development Team

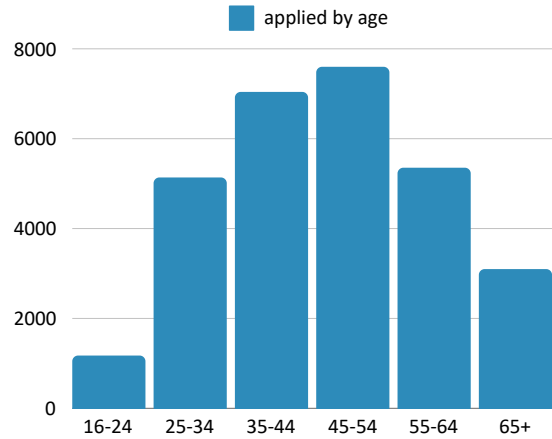
35,356 learning applications approved in 2023/2024.

33,871 of these are employees of the Council.

Gender



Age



Gender Reassignment

10

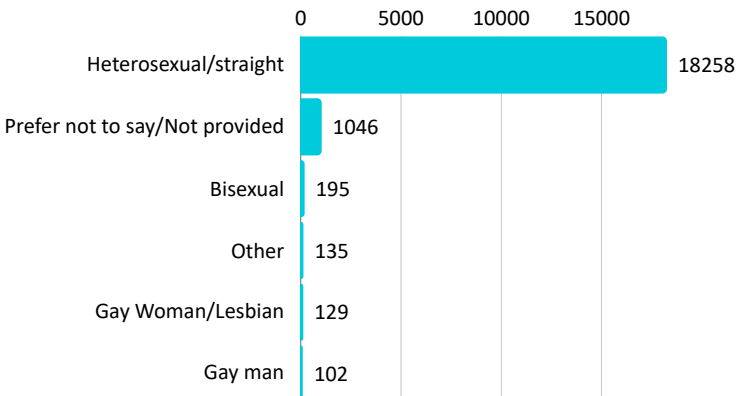
Pregnancy & Maternity

1010

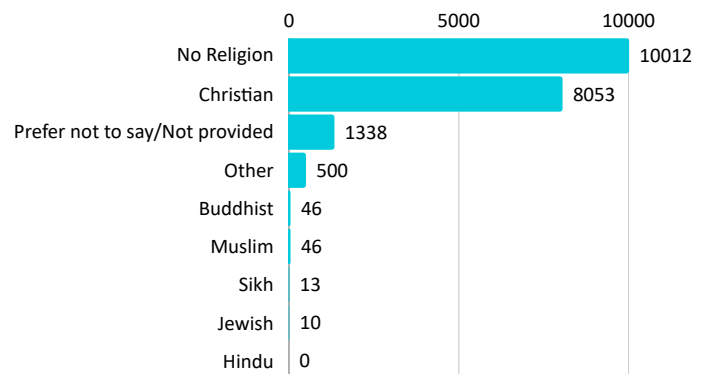
Paternity

252

Sexual Orientation



Religion/Belief



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

Course Title	No of Staff who attended
Equalities in the Workplace	50
Unconscious Bias & Cultural Competencies	130
Violence Against Women, Domestic Abuse and Sexual Violence	5385
WRAP (Workshop to Raise Awareness of Prevent)	4921
Safeguarding (Children & Adults)	11842
Dementia related training or awareness	807
Autism related training or awareness	901
Dyslexia /Dyspraxia/ Specific Learning Difficulties / ADHD / Neurodiversity in the Workplace	189
Transgender Awareness	118
Far Right Extremism & Counter Narrative Training	8
Hate Crime	34

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

18 NOVEMBER 2024

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

Matter for Approval

Wards Affected: All wards

Social Partnership Duty Annual Report

1. Purpose of Report:

The purpose of this report is to seek Member approval for the Social Partnership Duty Annual Report to be submitted to the Social Partnership Council for scrutiny.

2. Executive Summary:

The Social Partnership and Public Procurement (Wales) Act 2023 (The SPPP) requires the council, as a public body, to produce an annual report to evidence how they have complied with the Social Partnership Duty. This report must be submitted to the Social Partnership Council (SCP) for scrutiny. Section 18 of the Act states:

Social Partnership reports:

- (1) A public body must prepare, in respect of each financial year, a report of what it has done to comply with the duty.
- (2) The report must be agreed with the public body's recognised trade unions or (where there is no recognised trade union) other representatives of its staff, or contain a statement explaining why it was not agreed.
- (3) The public body must publish the report, and submit it to the SPC, as soon as reasonably practicable after the end of the financial year.

The SPPP Act does not provide a template for the Annual Report. This report summarises the actions taken with the council's recognised trade unions to implement the duty in Neath Port Talbot Council.

3. Background:

The SPPP Act provides for a framework to enhance the well-being of the people of Wales by improving public services through social partnership working, promoting fair work and social responsible public procurement. It is intended to

complement other legislation, including the Socio-economic Duty and the Well-being of Future Generations (Wales) Act 2015 (WFGA 2015).

The SPPP Act 2023 requires the council, in carrying out sustainable development, in so far as is reasonable, to seek consensus or compromise with their recognised trade unions, when setting their well-being objectives (in line with the Well-being of Future Generations (Wales) Act 2015) and making decisions of a strategic nature about the reasonable steps they intend to take to deliver those objectives set.

Section 16(2) of the Act sets out a number of specific requirements relating to the Duty, which the council must comply with when 'seeking consensus or compromise'. The requirements are intended to ensure that trade unions are fully and properly involved when a public body sets its well-being objectives, or when making strategic decisions. It states that: in order to seek consensus or compromise, a public body must include its recognised trade unions or other representatives of its staff in the process of setting objectives or making decisions, by (in particular):-

(a) consulting them at a formative stage of the process, and

(b) otherwise involving them throughout the process by:

(i) providing sufficient information to enable them to properly consider what is proposed, and

(ii) providing sufficient time to enable them to adequately consider what is proposed and respond.

4. Our Approach at Neath Port Talbot

In preparation for the legislation which came into effect on 1st April 2024, throughout 2023, colleagues from the trade unions, Corporate Policy, Performance & Engagement Team and HR Team began discussing how we would work together to implement the legislation.

As well as including this as an agenda item in formal Staff Council meetings, and more informal briefings, we also held a joint 'refresher' workshop on the Well-being of Future Generations (Wales) Act 2015 for trade union colleagues, and then spent time understanding and considering the SPPP Act, and what the requirements would mean for us.

We jointly attended the Welsh Government Social Partnership event held in Cardiff in September 2023, and this provided a really positive opportunity for us to spend time together, focussing on what social partnership means for us.

Together we determined that we could already demonstrate that we met some aspects of the legislation – we have a long and proud history of working together

in social partnership. When setting our well-being objectives in 2021 / 2022 (see the council's Corporate Plan 2022/2027: "Recover, Reset, Renew"), trade union partners were already involved in and consulted on the development of the council's four well-being objectives as key stakeholders, and from an early stage in the development process. We did not however formally seek consensus specifically with the trade unions, and in our discussions around the new duty in 2023, recognised together that this would require us to set aside more time for this when next reviewing our well-being objectives.

5. Review of the Corporate Plan 2024/2027

In 2023, the council launched consultation in relation to the Corporate Plan 2024/2027, via the Let's Keep Talking Campaign. The aim of the consultation was to ensure that the corporate plan remains relevant, and that nothing had fundamentally changed from the perspective of consultees over the 12 – 18 month period since the original consultation. The consultation aimed to answer the following questions:

- What matters to you or your business/organisation now?
- What matters to you or your business/organisation for the future?
- What could be done in your community to improve life for residents or businesses - these could be physical things or services?

Trade unions were identified as key stakeholders in this consultation and a workshop was held with them on 11th July 2023. Following the widespread consultation, a draft revised plan was produced taking into account the feedback received from trade unions and all other stakeholders. No changes were proposed in relation to the four well-being objectives; the revised document focussed on the key strategic priorities to achieve the objectives. Consultation in relation to the revised plan took place over a number of months.

On 5th June 2024, a consultation meeting was held with trade union colleagues, providing them with an overview of the draft Corporate Plan and the priorities required to deliver the Plan. They then had the opportunity following this meeting to provide their feedback on the draft Corporate Plan.

We received comprehensive feedback from the Trade Unions on the above, which resulted in an amendment to the Corporate Plan and some additional comments which were noted and fed back to Directors. Their feedback has also resulted in the creation of a sub-group of our Local Government Services Forum to further develop actions on how we work together to deliver outcomes relating to 'Green and Sustainable Practices'.

The Leader of the council wrote to the Chair of the Joint Trade Unions on 25th July 2024, asking for confirmation that consensus has been reached on the content of

the Corporate Plan. The Chair of the Joint Trade Unions confirmed consensus had been reached with thanks.

6. Financial Impacts:

No impacts.

7. Integrated impact assessment:

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

8. Valleys Communities Impacts:

No Impacts.

9. Workforce Impacts:

By achieving a consensus with trade union colleagues on the content of the Corporate Plan 2024/2027 and the priorities required to deliver it, this will have a positive impact on employee relations across the council.

10. Legal Impacts:

No impact.

11. Risk Management Impacts:

No impact.

12. Crime and Disorder Impacts

No impact.

13. Counter Terrorism Impacts

No impact

14. Consultation:

There is no requirement under the Constitution for external consultation on this item. As discussed in the report, trade unions colleagues have been fully consulted at all stages. Trade union colleagues have agreed this report.

15. Recommendations:

It is **RECOMMENDED** that Members **APPROVE** the Social Partnership Duty Annual Report to be submitted to the Social Partnership Council.

FOR DECISION

16. Appendices:

Appendix 1 - Integrated Impact Assessment Screening Form

17. List of background papers:

None.

18. Officer Contact

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

Diane Hopkins, Principal HR Manager: e-mail d.b.hopkins@npt.gov.uk

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Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Social Partnership Duty Annual Report
Service Area: All Council Employees
Directorate: All

2. Does the initiative affect:

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

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

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

4. Does the initiative impact on:

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

5. Does the initiative impact on biodiversity:

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

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

	Yes	No	Details
Long term - how the initiative supports the long term well-being of people	x		The social partnership duty requires the council and recognised trade unions to work together in partnership to develop well-being objectives and discuss how the objectives will be achieved.
Integration - how the initiative impacts upon our wellbeing objectives	X		The duty places an emphasis on considering fair working practices when developing well-being objectives.
Involvement - how people have been involved in developing the initiative	x		The trade unions were involved in the initial review of the Corporate Plan, as key stakeholders, and then again once the draft plan was produced taking into account feedback received, trade unions were consulted and had an opportunity to provide further feedback. This feedback led to amendment to the plan.
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions	X		As a social partnership, council officers and trade unions attended two Welsh Government events attended by a range of public sector employers and trade unions, and participated in useful discussions about how we would approach the new social partnership duty.
Prevention - how the initiative will prevent problems occurring or getting worse	x		Working together in partnership helps us to share problems and work together to develop joint solutions.

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

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

Reasons for this conclusion

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

A full impact assessment (second stage) **is** required

Reasons for this conclusion

Page 58

	Name	Position	Signature	Date
Completed by				
Signed off by	Sheenagh Rees	Head of People and Organisational Development	<i>Sheenagh Rees</i>	6 th November 2024

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

18 November 2024

Head of People and Organisational Development

Sheenagh Rees

Matter for Information

Wards Affected: all wards

Christmas and New Year Holiday Arrangements 2025/2026 and 2026/2027

1. Purpose of Report

- 1.1 The purpose of this report is to seek Member approval for the opening/closing arrangements for the main Civic Offices during the Christmas and New Year Holiday periods 2025/2026 and 2026/2027.
- 1.2 The decision in relation to the opening/closing arrangements for the main Civic Offices during the Christmas and New Year Holiday period is planned in advance each year for forward planning/Committee cycle meeting purposes.
- 1.3 Some services have also requested 2 year forward planning to facilitate working arrangements for their employees, and as approximately 50% of the Council's workforce now utilises the digital iTrent system for recording annual leave, 2 year planning also facilitates early configuration of holidays within the system.

2. Background information

The prescribed bank holidays for the 2025/2026 festive period are as follows:

Thursday 25th December 2025 Christmas Day
Friday 26th December 2025 Boxing Day
Thursday 1st January 2026 New Year's Day

The prescribed bank holidays for the 2026/2027 festive period are as follows

Friday 25th December 2026 Christmas Day

Monday 28th December 2026 Boxing Day

Friday 1st January 2027 New Year's Day

- In addition to the above, Local Government Services employees are awarded an **Extra Statutory Holiday** during this period, the timing of which is to be determined by the Authority.
- Employees are also entitled to an **additional day of annual leave** which is allocated over the Christmas Holiday Period.
- It has also been past practice since the inception of the Authority to award a **½ day special leave** to employees on the afternoon of the last working day before Christmas.

3. Proposed Holiday Arrangements

- 3.1 Managers of all business critical services across the Council will ensure that all such services continue to be available on a 24 / 7 basis, where necessary, and that standby / callout arrangements are in place so that appropriate responses can be made to emergencies arising during the holiday period.
- 3.2 The proposals below are primarily concerned with working arrangements over the holiday period.
- 3.3 These proposals require employees to use one day annual leave / flexi leave / time off in lieu for one day over each of the prescribed Christmas and New Year Holiday periods.
- 3.4 The following allocation of days for each year is proposed:

2025/2026

Monday	22 nd December 2025	Normal Working Day
Tuesday	23 rd December 2025	Normal Working Day
Wednesday	24 th December 2025	AM – Normal working day PM - Half day special leave granted
Thursday	25 th December 2025	Christmas Day Bank Holiday
Friday	26 th December 2025	Boxing Day Bank Holiday
Monday	29 th December 2025	Extra Statutory Day
Tuesday	30 th December 2025	Additional Annual Leave Day (*)
Wednesday	31 st December 2025	Council Closure – all employees required to use one day of annual leave/flexi leave/TOIL
Thursday	1 st January 2026	New Year's Day Bank Holiday
Friday	2 nd January 2026	Normal Working Day

2026/2027

Monday	21 st December 2026	Normal Working Day
Tuesday	22 nd December 2026	Normal Working Day
Wednesday	23 rd December 2026	Normal Working Day
Thursday	24 th December 2026	AM – Normal working day PM - Half day special leave granted
Friday	25 th December 2026	Christmas Day Bank Holiday
Monday	28 th December 2026	Boxing Day Bank Holiday
Tuesday	29 th December 2026	Extra Statutory Day
Wednesday	30 th December 2026	Additional Annual Leave Day (*)
Thursday	31 st December 2026	Council Closure – all employees required to use one day of annual leave/flexi leave/TOIL
Friday	1 st January 2027	New Year's Day Bank Holiday

3.5 (*) On these dates, some services will require employees to work and employees will be able to take their annual leave on alternative dates, so that service delivery is not detrimentally affected. Where employees are required to work, the relevant Head of Service will notify employees as soon as possible and will ensure that necessary welfare facilities and management support is available.

3.6 These proposals were developed in consultation with Heads of Service, Corporate Directors and senior managers. The Trade unions consulted with their members and the arrangements above were supported by the majority of their members.

4. Implementation

In order to ensure that employees are aware of these arrangements, details will be placed on NPT Connect in the Employee News section, an article will be placed in the weekly sway and on Viva Engage. Heads of Service will be requested to cascade the information to managers and employees within their respective service areas.

5. Financial Impact

The decision has been made taking into account the impact on our citizens and employees during a time when there is a reduced requirement for our services and the majority of employees want to take their annual leave to spend time with family and friends.

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 Implications

8. Workforce Impacts

These proposals will impact on all employees and arrangements will be made to ensure that employees are aware of their particular service arrangements.

9. Legal Impacts

There are no legal impacts associated with this proposal.

10. Risk Management

There are no risks associated with this report.

11. Consultation

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

12. Recommendation

It is **RECOMMENDED** that members approve the proposals in relation to Christmas / New Year holiday arrangements for 2025/2026 and 2026/2027.

FOR DECISION

12. Officer contact

Sheenagh Rees – Head of People and Organisational Development - s.rees5@npt.gov.uk

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

13. List of Background Papers Page 62

None.

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Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Christmas and New Year Holiday Arrangements 2025/2026 and 2026/2027
Service Area: All Council Employees other than those employed directly by School's operating under fully delegated powers
Directorate: All

2. Does the initiative affect:

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

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

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

Sexual orientation		X				
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4. Does the initiative impact on:

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

5. Does the initiative impact on biodiversity:

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

such as air quality, flood alleviation, etc.						
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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	N/A – internal policy
Integration - how the initiative impacts upon our wellbeing objectives		x	As above.
Involvement - how people have been involved in developing the initiative	x		Heads of Service and the trade unions were consulted on their views regarding this proposal and these were fully considered.
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions		x	N/A – this is specific to Neath Port Talbot Council.
Prevention - how the initiative will prevent problems occurring or getting worse		x	N/A – internal policy

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

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

A full impact assessment (second stage) is required	<input type="checkbox"/>
Reasons for this conclusion	

	Name	Position	Signature	Date
Completed by	Diane Hopkins	Principal HR Manager	<i>D B Hopkins</i>	30/10/2024
Signed off by	Sheenagh Rees	Head of People and Organisational Development	<i>Sheenagh Rees</i>	30/10/2024

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

18 NOVEMBER 2024

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

Matter for Approval

Wards Affected: All wards

Volunteering Policy

1. Purpose of Report:

The purpose of this report is to seek Member approval for a new Volunteering Policy to be implemented across the Council.

2. Executive Summary:

Volunteers play an important role in supporting many public services, offering their time and expertise to supplement the work of paid employees. Currently there is no standardised framework across the Council to manage volunteers and their recruitment, training and ongoing support. This policy has been developed with input from interested parties across the Council to provide clear procedures for volunteer management, ensuring both the Council and the volunteer understand their rights, responsibilities and the scope of their involvement. It is anticipated that this will help maximise the benefits volunteers bring to the Council and ensure volunteers are treated equitably and provide clarity on roles, expectations and responsibilities.

3. Background

The purpose of the Volunteering Policy is to develop and promote best practice in the involvement and support of volunteers in the work of Neath Port Talbot County Council.

This policy aims to:

- Encourage the development of volunteering in all areas of the Council.

- Recognise and promote the importance of volunteering to the work of the Council.
- Ensure support, training and supervision for Council volunteers.
- Identify the standards to which Council employees and volunteers are expected to adhere.
- Provide guidance based on best practice to Council staff working with volunteers and to ensure the application of the Council's Equal Opportunities Policy to volunteering.
- Ensure that volunteering with the council is an enjoyable and rewarding experience.

The Council aims to work with local communities and partners to develop a diverse range of suitable volunteering activities that are relevant for the people of Neath Port Talbot.

4. Key Elements of the Policy

Clarity of Roles and Expectations

It is important that the roles, responsibilities and expectations of both volunteers and the Council are defined. This ensures that volunteers understand their duties and the limits of their involvement, preventing confusion or misunderstandings

Risk Management

It is important that as a Council we comply with relevant regulations in relation to health and safety, safeguarding and insurance requirements. It also outlines processes for managing risks, including data protection and confidentiality

Standardisation and Fair Treatment

It is important that we have consistency in how volunteers are recruited, trained and managed, ensuring that all volunteers are treated fairly and equitably, promoting accountability in the volunteer management process.

Volunteer Retention and Engagement

By providing a structured framework for recruitment, support and recognition, this will help to enhance volunteer retention and engagement. Volunteers are more likely to stay with if their contribution is valued and supported.

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:

Having a volunteer policy ultimately helps protect both the council and volunteers, fostering a positive, productive and safe environment for everyone involved.

9. Legal Impacts:

No impact.

10. Risk Management Impacts:

No impact.

11. Crime and Disorder Impacts

No impact.

12. Counter Terrorism Impacts

No impact

13. Consultation:

There is no requirement under the Constitution for external consultation on this item. However, trade unions colleagues have been fully consulted on the Policy and have confirmed their agreement with it.

14. Recommendations:

It is **RECOMMENDED** that Members **APPROVE** the implementation of a Volunteering Policy

FOR DECISION

15. Appendices:

Appendix 1 –Volunteering Policy

Appendix 2 - Integrated Impact Assessment Screening Form

16. List of background papers:

None.

17. Officer Contact

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

Diane Hopkins, Principal HR Manager: e-mail d.b.hopkins@npt.gov.uk

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Volunteering Policy
Service Area: All Council Employees other than those employed directly by School's operating under fully delegated powers
Directorate: All

2. Does the initiative affect:

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

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

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

Sex		X				
Sexual orientation		X				

4. Does the initiative impact on:

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

5. Does the initiative impact on biodiversity:

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

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



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

	Yes	No	Details
Long term - how the initiative supports the long term well-being of people	X		A volunteering policy supports long-term wellbeing by fostering social connections, enhancing mental health, promoting physical activity, encouraging skill development, reducing social isolation, and positively impacting vulnerable groups with additional support within our communities.
Integration - how the initiative impacts upon our wellbeing objectives	X		The policies commitment to encouraging and supporting volunteering positively impacts the Council's Wellbeing Objective for all of <i>our communities are thriving and sustainable</i> .
Involvement - how people have been involved in developing the initiative	X		Departments who are already recruiting and supporting volunteers within the Council have been consulted as well as our recognised trade union colleagues.
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions	X		In creating the policy, links with the voluntary sector, particularly NPTCVS and the Police in relation to Employer Supported Policing have been strengthened.
Prevention - how the initiative will prevent problems occurring or getting worse	X		This initiative will have a positive impact on the workforce by increasing opportunities to volunteer, adding value and building relationships and volunteering resilience within the local community.

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 assessment is not required as there is no impact on any protected group. It also has no impact on bio-diversity or the Welsh Language.	

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

	Name	Position	Signature	Date
Completed by	Tom Owen	HR Manager		15/10/2024
Signed off by	Sheenagh Rees	Head of People and OD		17 th October 2024



Volunteering Policy

Version	Date	Action
Version 1	October 2024	New Policy

Introduction

Volunteering is an unpaid activity where someone freely gives their time, effort and skills to help an organisation or an individual. Volunteers are not paid and do not have a legally binding contractual relationship with the Council. As a Council we value the contribution made by volunteers and are committed to involving volunteers in appropriate positions and in ways which are encouraging, supportive and which develop volunteering.

This policy sets out the broad principles for individuals who volunteer for the Council.

Managers are advised to read the Guidance for Managers of Volunteers attached as **Appendix One** prior to recruiting volunteers.

For information on school-based volunteering please see [here](#).

Aim

The purpose of this policy is to develop and promote best practice in the involvement and support of volunteers in the work of Neath Port Talbot County Council. This policy aims to:

- Encourage the development of volunteering in all areas of the Council.
- Recognise and promote the importance of volunteering to the work of the Council.
- Ensure support, training and supervision for Council volunteers.
- Identify the standards to which Council employees and volunteers are expected to adhere.
- Provide best practice guidance to Council staff working with volunteers and to ensure the application of the Council's Equal Opportunities Policy to volunteering.
- Ensure that volunteering with the council is an enjoyable and rewarding experience.

The Council aims to work with local communities and partners to develop a diverse range of suitable volunteering activities that are relevant for the people of Neath Port Talbot.

Statement of Values and Principles

Volunteering is supported and encouraged by the Council and is not intended to be a substitute for paid employment. The role of volunteers complements but does not replace the role of our employees.

Appropriate steps will be taken to ensure that our employees are clear about the role of volunteers, and to foster good working relationships between employees and volunteers.

No enforceable obligation can be imposed on volunteers to attend, give or be set a minimum amount of time to carry out the tasks involved in their voluntary activity. Likewise, Neath Port Talbot County Council cannot be compelled to provide either regular tasks, payment or other benefit for any activity undertaken by the volunteer.

Managing NPT Employees who volunteer

Our own employees may wish to volunteer, either with a service of the Council, or with an external charity or body, and should gain management approval before committing. Managers must discuss this with their employee to understand any impact on their own service needs and to be aware of any time commitments this entails. The manager also needs and to be satisfied that the volunteering work does not create a conflict of interest. If an employee volunteers, they should do so in their own time or by taking appropriate paid or unpaid leave in line with council leave policies.

If employees wish to volunteer with the Police, please refer to the Council's [Employer Supported Policing Scheme](#).

There are certain things you will need to check with your employee before they undertake and commit to any volunteering:

- Does the role cause a conflict of interest to their jobs with the Council?
- Will the employee need time off during their contracted hours? How much flexibility are you willing to give them in line with business needs and relevant policies? Will they need time off for training? Please also note that any volunteering commitments are subject to the working time directive and therefore employees cannot work for more than 48 hours a week on average.

- Discuss business needs i.e. if the employee is signed up to volunteer but another member of staff becomes ill and needs covering during that time, will they be able to still volunteer? What is the expectation from the charity/body they are volunteering with? Where possible, volunteering should be supported, but a discussion to explore all options in the event of urgent business needs should be held.
- What will they gain from volunteering? Is there a way you can also support their experience or development as well?

We aim to support volunteering however there may be times where a line manager is unable to approve a request from an employee to undertake a volunteering activity elsewhere in the council due to a conflict of interest, or due to business needs such as the required time away from work. Where a request is declined, the line manager will provide full details of this to the employee. Receiving a refusal does not prevent employees from requesting time off to volunteer in the future. There is no right of appeal against a refusal to take part in volunteering.

For employees who wish to volunteer, this guidance note acts in accordance with Section 13 of the Council's [Employee Code of Conduct](#).

Recruitment and Selection of Volunteers

The Council is committed to equal opportunities and believes that volunteering should be open to all. The acceptance of a volunteer to a particular role is made on merit, the sole selection criterion being the individual's suitability to carry out the agreed tasks. Any person must be aged 16 or over to volunteer with the Council (unless the individual is volunteering for a service area that requires the individual to be 18 years of age by law to undertake the duties of the role)

Volunteers who are considered unsuitable for a particular task will either be offered alternative voluntary involvement within the Council or referred to the Neath Port Talbot Council for Voluntary Service (NPTCVS), which coordinates volunteering opportunities across the county borough.

The council will carry out safer recruitment checks on all volunteers, which may include evidence of Right to Work in the UK, references, DBS and basic health checks where the role requires these.

Recruitment of volunteers within Social Care is governed by regulations set out by the Care and Social Services Inspectorate for Wales (CSSIW) and Social Care Wales.

Please see Appendices below in relation to the relevant documents which need to be completed when recruiting volunteers:-

Appendix One: Guidance for Managers of Volunteers

Appendix Two: Volunteer Advertisement Template

Appendix Three: Volunteer Information Form

Appendix Four: Volunteer Reference Request

Appendix Five: Volunteer Role Description

Neath Port Talbot Council for Voluntary Service (NPTCVS)

NPTCVS is a Charitable Company that supports, promotes and develops the participation of voluntary organisations, community groups and individuals in the voluntary sector in Neath Port Talbot. Their role is to provide support to volunteers, volunteer involving organisations and the third sector, and to be an influential voice in Neath Port Talbot. NPTCVS' digital platform allows members of the public to register their interest in volunteering, find opportunities for themselves and to record their volunteer hours.

Registered Office:

Neath Port Talbot CVS
Tŷ Margaret Thorne
17-19 Alfred Street
Neath
SA11 1EF.

Email: info@nptcvs.org.uk

Website: <https://www.nptcvs.wales/> (external website)

Managing Volunteers

Managers are advised to read the Guidance for Managers of Volunteers (attached as **Appendix One**) to ensure they are confident in managing volunteers. This includes how to recruit volunteers, as well as ensuring appropriate induction, and Health and Safety risk assessments are carried out. Managers are also required to ensure they provide ongoing supervision support, as they would for employees.

Health and Safety

The Council has a duty of care to avoid exposing our volunteers to health and safety risks. All volunteers will be made aware of the Council's Health and Safety Policies and Procedures and any practical safety concerns as part of their induction. Volunteers are expected to comply with the Council's Health and Safety Procedures. All volunteer roles will be risk assessed, covering both the tasks involved and the environment in which they will be conducted. In addition, where a volunteer makes us aware of a pre-existing medical condition or disability, an individual risk assessment may also be necessary. If the role requires PPE, the council will provide this as they would to an employee.

Training

The council supports volunteer's personal and professional development, and as such, all volunteers will be able to access Neath Port Talbot County Borough Council's online e-Learning modules, if they wish to complete them during their volunteering placement. Volunteers should contact the training department for login details (email training.admin@npt.gov.uk).

Confidentiality and Data Protection

All supervisors must ensure that during induction volunteers are aware of the Council's confidentiality and Data Protection Policies. If their role requires, volunteers must receive appropriate training.

Safeguarding

All supervisors must ensure that volunteers are aware of, and have received, the appropriate training in the [Council's Corporate Safeguarding Policy](#).

Neath Port Talbot County Council follows the procedures outlined by the Disclosure and Barring Service to ensure the safety of children and vulnerable adults. A volunteer wishing to participate in an activity that is outlined in the DBS Criteria cannot participate in the Volunteering Activity until a cleared DBS has been provided.

Expenses

It is important that volunteers are not financially out-of-pocket and that the Council reimburses expenses promptly where claimed, ensuring that financial reasons do not exclude potential volunteers. The line manager must ensure an appropriate budget is available to cover this expenditure.

Where expenses are to be paid, the line manager should discuss and agree them before the volunteer starts. Mileage rates should not exceed the Council's mileage rate and receipts must support mileage and any other out-of-pocket expenses.

Volunteers in Receipt of Benefits

It is the responsibility of the volunteer to establish whether volunteering is going to affect their entitlement to any social security benefits. Further advice should be obtained from the Department of Work and Pensions (DWP), Job Centre Plus or Citizens Advice Bureau.

Insurance

The Council does not insure the volunteer's personal possessions against loss or damage. Where volunteers drive as part of their voluntary activity, and use their own vehicle, they must ensure they possess the relevant class of insurance. Further guidance should be sought from the volunteer's own insurance company. Volunteers are authorised to use Council vehicles as long as the licence checks are carried out and the trips are authorised by the manager. (See Driving at Work Policy [here](#)).

Complaints

As volunteers are not employees, they are unable to access the Council's Grievance Policy and Procedure. However, they are entitled to use the Council's Complaints procedure. Complaints by volunteers should be raised in the first instance with their Volunteer Supervisor, and dealt with informally where possible. Where appropriate, the complaint will be investigated fully by the Supervisor, or if the complaint is against their own Supervisor, by another Volunteer Supervisor or line manager.

If a complaint is made against a volunteer, this will be investigated by the relevant supervisor. Every attempt will be made to resolve the matter as quickly and informally as possible. If the issue cannot be satisfactorily resolved, then the volunteer may be told their services are no longer required with immediate effect.

Equality and Diversity

Neath Port Talbot County Borough Council is a Disability Confident Employer, and is committed to equal opportunities and fair treatment for all. Whilst volunteers are not employees and are therefore not protected as employees under the Equality Act, it is not acceptable to discriminate against them. We will ensure that volunteering opportunities are inclusive and available to all. Volunteers still have a right not to be discriminated against, in the same way as a customer or service user has this right.

Any decisions made about a volunteer's suitability for tasks, or regarding their ongoing volunteering within the Council, will be made fairly and in line with equality legislation.

There is an expectation that all our volunteers will adhere to the Council's equality policies, ensuring that their own conduct when carrying out volunteering tasks does not discriminate against others or breach equality legislation.



Guidance for Managers of Volunteers

Introduction

The Council recognises that some employees wish for an opportunity to develop professional and personal skills whilst helping local people, the community or improving the environment. By encouraging voluntary activities, the Council demonstrates that it values its employees, local groups and seeks to play a leading role in the socio-economic and cultural development of the communities that it serves as part of its commitment to community engagement. The Council also recognises the important role that volunteers play in supporting Libraries, Museums, and other services and therefore welcomes and encourages volunteers from the community. Volunteers bring with them a range of skills and experience that can enhance the services of the Council.

This guidance explains how managers can engage volunteers to support our services, what you should do to manage volunteers effectively, and where you can go for support.

For employees who wish to volunteer, this guidance note acts in accordance with Section 13 of the Council's [Employee Code of Conduct](#).

This document does not apply to work experience placements or secondments, including placements of school-age children, for whom separate procedures apply.

For information on school-based volunteering please see [here](#).

Volunteers Approaching You

You may be approached by a volunteer enquiring about volunteering opportunities without you having advertised an opportunity. In this instance, you should consider whether you have a volunteering opportunity you could offer the individual.

If you do not have an opportunity, then please direct them to Neath Port Talbot Council for Voluntary Service (NPTCVS) who coordinate all volunteering activities within Neath Port Talbot and who may therefore be able to support them in finding suitable volunteering opportunities.

If you are able to accommodate a volunteering request or opportunity, then please read through this guidance, from Volunteer Selection onwards. You will need to obtain the appropriate information from the volunteer to ensure that you are able to support them in their tasks, and we recommend that you do this by asking them to complete a Volunteer Information Form (attached as Appendix 2). It is for you as the manager to arrange for the volunteer to start, and you only need to contact HR during this process should you need a DBS check to be carried out, or for advice.

Advertising

Volunteering opportunities should be advertised via NPTCVS, and Managers should contact NPTCVS via info@nptcvs.org.uk to discuss.

Volunteering opportunities can also be advertised via the Council's jobs pages. Managers should contact the Employment Support Team (jobs@npt.gov.uk) with a copy of their completed Volunteering Opportunity Advert (see **Appendix Two**)

Should managers wish to advertise a vacancy via NPT Council's social media pages they should contact marketing@npt.gov.uk.

Selecting Volunteers

Prospective volunteers will be required to complete the Volunteer Information Form (See **Appendix Three**)

Any person must be aged 16 or over to volunteer with the Council, with the exception of those volunteering in Regulatory Services for roles requiring an under 16 year old e.g. for retail regulation testing in Trading Standards.

Where you have received multiple expressions of interest for a volunteering role, or the role involves working with children or vulnerable adults, you should speak to each volunteer to find out more information. This will be an informal discussion where you can determine their reasons for seeking this volunteering opportunity and will help you to make an informed decision about suitability.

As part of this discussion, you should make it clear to the potential volunteer the tasks that you wish them to carry out, as well as agree with them their availability. You need to consider before this discussion, whether or not you have a minimum time requirement for the proposed activity.

Where you consider volunteers to be unsuitable for your volunteering activity, it is best practice to inform them of this, and to signpost them back to NPTCVS and other relevant voluntary organisations as appropriate.

Safer Recruitment Checks

All volunteers will be asked to provide evidence of their Right to Work in the UK, and managers will be responsible for checking this document, and obtaining a copy on for their records.

Some volunteering opportunities will require the volunteer to have an enhanced DBS check where the role involves working with children or vulnerable adults. In these cases, the manager is responsible for obtaining two references. References should be from a current/last employer or, for those volunteers who are retired, self-employed, unemployed or a student, character references are acceptable. Please send the volunteers contact details to HR for an enhanced DBS check to be undertaken.

For some roles, references will not be required, however it is the manager's decision whether they are needed. Many volunteers choose to take part in an activity they have no prior experience of. Managers should consider the nature of the tasks being done, who they may be in contact with, either face to face or remotely, and what information a reference will provide, when deciding if the role requires a reference. For example, if the

role will be closely supervised and does not involve any contact with children or vulnerable adults then you may not think obtaining references are necessary.

A Volunteer Reference Request is attached to this document (see **Appendix Four**).

Where the role involves manual work a health check may be required. Please contact the Occupational Health Unit to request they contact the volunteer for Health Surveillance, as you would for an employee undertaking this activity.

DBS Checks

All volunteers should have a Volunteer Role Description outlining their duties and responsibilities. Please see example in **Appendix Five**). The recruiting manager is responsible for producing the Role Description and assessing whether the role requires a DBS check. Managers should make sure that if a DBS check is necessary that this is outlined within the role description and that volunteers understand what this is and why it is required. For roles that do require a DBS check, volunteers should not commence their activity until the DBS check has been received.

For Standard and Enhanced checks the recruiting manager will be notified of the outcome via the online e-bulk system. In the case of an individual having criminal convictions on the DBS check, the recruiting manager will receive an email notification for standard/enhanced checks from the e-bulk system and should then obtain a copy of the disclosure from the volunteer. The manager should refer to the guidance in Appendix 2 of the Safer Recruitment Policy to determine whether it is necessary to carry out a risk assessment based on the convictions.

The Disclosure and Barring Service (DBS) do not charge to obtain a DBS check for volunteers. However, an administrative fee of £5.75 will be charged.

When managing volunteers, managers should ensure they regularly review the Council's Safeguarding policies and procedures to ensure that current safeguarding best practice is adhered to.

For further information on DBS checks please see [here](#).

First Day

In preparation for the volunteer's first day, you should ensure that you have completed the following:

- That all employees within their team are aware that a volunteer will be starting and what activities and duties they are responsible for.

- A review of your current risk assessments and work procedures to ensure that they are still fit for purpose and that if any additional measures are needed that you record these within your risk assessment.
-

In addition to the above, you should consider the following before the volunteer starts work:

- Resources and equipment e.g. PPE, specific clothing required for the function, computer etc.
- Arrangements for the first day, for example, meeting with the volunteer, setting aside time to welcome the individual and explain what is expected of them.
- What useful information and documents need to be given to the volunteer e.g. any processes, Health and Safety Policy etc.
- Ensure that they are aware of the responsibility that they have in safeguarding children and adults by completing the mandatory e-learning module on safeguarding
- Health and Safety: what information / guidelines are relevant to the volunteer?
- Who will be responsible for providing ongoing support during the whole volunteering activity and for allocating tasks?

Induction

Managers should ensure that any new volunteer is warmly welcomed into the Council and that they're made to feel as comfortable as possible on their first day. They should also receive a team induction and full site tour if necessary as well as introductions to all of their colleagues. You should also let the volunteer know that they can refuse demands made of them if they don't feel that they have the appropriate skills to carry them out. The Corporate Induction Checklist is available [here](#) if recruiting managers wish to use this as a starting point for induction.

If the volunteer is going to have contact with the public or external people then you will need to ensure that an ID badge is provided to them. Please access NPT connect [here](#) to arrange for an ID badge to be printed.

Volunteers will be given access to Neath Port Talbot County Council's online e-Learning modules. Depending on the role, managers will need to make the decision on what training needs to be undertaken. For example, a volunteering role within Human Resources would require the individual to undertake the e-learning module on GDPR due to the nature of the role. Please ask the volunteer to let the Council's training department know (training.admin@npt.gov.uk) if they need access to these modules, and they will provide login details.

Volunteer Personal Folder

Managers should maintain a personal folder for each volunteer in order to keep a record of their contact details, an emergency contact, their role description, any references and proof of right to work, along with any other documents you deem important to the volunteer.

Supervising Volunteers

Managers are responsible for ensuring that volunteers receive support and supervision during their time with the Council. The level of supervision will complement the nature of the role and the experience of the volunteer. You will need to ensure that all volunteers have a nominated volunteer supervisor in order for them to deal with problems that arise or to provide support where necessary.

Managers should ensure that once the volunteer has been inducted and commenced their role that they conduct regular supervision sessions with the volunteer, offering relevant training where appropriate and dealing queries that the volunteer may have.

It is also best practice to agree in advance with the volunteer, any times when they will not be available, so that you can consider any continuity of service requirements. Remember, volunteers do not need to adhere to the Council's Annual Leave policy. However, volunteers should inform you if they are going to be unavailable for their task for any length of time. If you become overly concerned about the irregular attendance of a volunteer, then please arrange to discuss this with them, and try and agree a solution. If the volunteer is unable to guarantee their regular attendance, then you may wish to consider terminating their involvement with the service.

Dealing with Complaints and Volunteer Problems

Although the majority of volunteers find their experience rewarding, there may be occasions when problems occur. Most issues can be resolved quickly through an informal discussion with the volunteer. However, sometimes a more formal approach is needed. If you find yourself in this position, you should consider carefully how the situation can be resolved. For example, you may find it necessary to consider ending the activity. If in doubt, seek advice from your line manager.

Complaints about volunteers:

A complaint may arise for a number of reasons, and could be made by a service user, another volunteer or an employee. If a complaint is made against a volunteer you should endeavour to investigate the causes of the complaint as promptly as possible. It may be possible to resolve the issue informally through discussion with the volunteer. Try to agree

what changes need to be made, and a timescale for when you would expect the changes to be in place.

If it is not possible to resolve the issue via an informal discussion, you should invite the volunteer to a formal meeting to discuss the issues with you and your line manager. This meeting should attempt to resolve any concerns. If this still fails to resolve the issue, then you may need to consider bringing the activity to an end.

Please also remember that volunteers are not paid employees, therefore the Council's code of conduct does not apply and you should not attempt to follow the Council's disciplinary or grievance procedures.

Complaints by volunteers:

Volunteers may themselves have a complaint, for example about other volunteers, employee, service users/customers, or general complaints about the task they are carrying out. Volunteers should feel able to make a complaint, and you should reassure them that everything they say will be treated in confidence, and will have no impact on the continuation of their activity.

It is in everyone's interest to resolve issues as soon as possible. An informal discussion or meeting may well resolve any concerns that exist. You should always try to resolve complaints at as low a level as possible. Volunteers may feel the need to take notes during any meetings, and this is perfectly normal so you should feel free to take notes yourself.

Equality & Diversity

The Council has a responsibility to look after volunteers' wellbeing, and it is important for volunteer morale, that volunteers feel that they are treated fairly; therefore, exercising good practice is a clear way to ensure that we are fulfilling our duties as an organisation.

When producing a role description, or recruiting to a volunteer role, it is important that you make it clear that you do not intend to create a contractual relationship with a volunteer. However, as a matter of respect and dignity, volunteers deserve to be treated fairly and inclusively wherever reasonable.

Please be aware that whilst volunteers are not employees, they will be engaged in delivering a service on the Council's behalf. Therefore, their actions will impact on the

Council and we will be held legally responsible if a volunteer behaves unlawfully or inappropriately whilst carrying out volunteering activities. This is true, even if you are not aware of the conduct and you did not approve it. Volunteers are expected to act in accordance with equality legislation and to ensure they do not discriminate against service users, employees or other volunteers.

Insurance

Volunteers are covered under the Council's insurance policies as the volunteer is carrying out work for and under the guidance of the Council.

You must complete all relevant health and safety checks prior to allowing volunteers to undertake their tasks. This may include carrying out risk assessments and providing training; such as manual handling to mitigate any risk. You will also need to ensure that volunteers are provided with the necessary PPE before undertaking their role.

If driving is a part of the volunteer role or if motoring expenses are to be claimed you should ensure that you have checked the driving documents of the volunteer prior to the task commencing. Check for:

- Valid MOT certificate
- Current insurance. Volunteers should inform their insurance company that they will be driving in a voluntary role. Some insurers may see this as 'Business' and require a change in premium.
- Evidence of current Road Tax

Expenses

Volunteers are not employees and therefore receive NO remuneration for the activity they carry out. However, volunteers should not be 'out of pocket' for carrying out activities for the Council. The Council will pay reasonable out of pocket expenses for anybody who chooses to volunteer with us, such as mileage if required to drive. Any pre agreed expenses can be paid via iTrent.

You should discuss any necessity to claim expenses during the initial discussion with the volunteer.

Volunteers Claiming Benefits

Unemployed volunteers are entitled to volunteer for the Council whilst claiming benefits. Unemployed volunteers claiming Job Seekers Allowance or Universal Credit have the following obligations:

- Continue to actively seek employment
- Attend interviews with 48 hours' notice
- Start work within one week

Unemployed volunteers claiming benefits are able to seek support and information from DWP about volunteering whilst claiming. If a volunteer is claiming incapacity benefit, it is their responsibility to ensure they are not breaking any rules by volunteering.

Information Governance

Volunteers are obliged to comply with the Data Protection and Freedom of Information Acts. Managers should alert volunteers to their responsibilities during induction ensuring that volunteers fully understand this and/or undertake appropriate training where required.

Termination

As with employees there are numerous reasons why a volunteer may cease their involvement with the Council. They may choose to leave or you may choose to end their activity.

If a volunteer chooses to leave they are not obliged to provide you with any period of notice although should ask volunteers to let you know as soon as they are able to of their decision to leave. Before the volunteer leaves, it is good practice to hold a meeting with them to discuss how their activity progressed, and whether they have any suggestions to help us improve our engagement with volunteers in the future.

Alternatively, you may decide to end your involvement with the volunteer. There are two main reasons why you may want to do this:

- The activity has a specific end date.
- The volunteer is no longer suitable for the role.

If the activity has a specific end date or is drawing to an end you should let the volunteer know as soon as possible, and assist them in trying to find a new activity. If you are unable to identify any other suitable activities, please signpost the volunteer to NPTCVS.

If you consider that the volunteer is no longer suitable for the activity, there is no obligation to provide any notice to the volunteer, particularly if there is a code of conduct issue. However, it is best practice to give the volunteer at least 5 days' notice of the termination of their activity.

It is the manager's responsibility to ensure that any resources provided to the volunteer during their time with the Council, are recovered at the end of the volunteering relationship. This could include ID badges, mobile telephones, PPE etc. It is good practice to convene an exit meeting, to thank the volunteer for their time, ask for feedback on their volunteering experience, and to recover any outstanding items.

Volunteers who are leaving the organisation who have made a regular commitment to it should be offered a reference and/or statement of their achievements. Also, ensure that their services are properly appreciated.

Volunteer Advertisement Template

Exciting Volunteer Opportunities Available with Neath Port Talbot Council!

Neath Port Talbot Council is pleased to announce volunteering opportunities within our various service areas. We invite passionate individuals to join us in making a positive impact in our community.

Neath Port Talbot Council is committed to improving the quality of life for all residents. From providing essential services to fostering community engagement, we strive to create a supportive environment where everyone can flourish.

Volunteer Roles Available:

Service Role Area:
Title:

Description: [Briefly describe the role and responsibilities]

Requirements: [Specify any necessary skills, qualifications, or commitments]

[Repeat for each service area and corresponding roles as needed]

How to Apply:

If you're interested in contributing your time and skills to Neath Port Talbot Council, please contact the manager responsible for the specific service area of interest. They will provide you with more information about the role and the application process.

Neath Port Talbot Council is totally committed to safeguarding and promoting the welfare of [children and young people/vulnerable adults] and expects all volunteers to share this commitment.

Contact Information:

For inquiries or to express interest in a specific volunteer role, please contact the relevant manager:

[Service Area Manager Name]: [Contact Information]

[Service Area Manager Name]: [Contact Information]

[Service Area Manager Name]: [Contact Information]

Volunteer with Neath Port Talbot Council today!

[Neath Port Talbot Council Website/URL]

[Social Media Icons/Links]

Volunteer Information Form

Personal Details			
Title:		Full Name:	
Age:	<input type="checkbox"/> Below 16 <input type="checkbox"/> 16-17 <input type="checkbox"/> 18+	Phone Number:	
Full address:			
Email Address:			
Are you able to drive?	If yes – licence: <input type="checkbox"/> Cat B (car) <input type="checkbox"/> Automatic (car) <input type="checkbox"/> Other:		
Access to own vehicle?			
Are you currently:	<input type="checkbox"/> Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Student		
Emergency contact:	Name: _____ Relationship to you: _____ Phone Number: _____		

Safer Recruitment Details	
Please provide details of one referee – this will be your current/last employer, or a suitable character referee if you are self-employed, unemployed, retired or a student	
Referee 1 details:	Name: _____ Company: _____ Phone Number: _____ Email address: _____
Referee 2 details:	<p style="text-align: center;">Please only complete this box if you wish to volunteer with either children or vulnerable adults.</p> Name: _____ Company: _____ Phone Number: _____ Email address: _____
Do you have a current DBS (last 3 years):	If yes: <input type="checkbox"/> Children workforce <input type="checkbox"/> Adult workforce Have you subscribed to the DBS Update Service? <input type="checkbox"/> Yes <input type="checkbox"/> No

Volunteering details

What geographical area are you looking to volunteer in?

What days / times are you available for volunteering?

Please put an **X** in the boxes below or outline any other availability here:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							
Evenings							

Are you able to speak Welsh or other language?

Please outline the types of volunteering activities / the area of volunteering you are interested in:

Is there any assistance or reasonable adjustments you would need from us to facilitate your volunteering?

Please outline any training, qualifications, skills or experience, you have, which you feel are relevant to the volunteering you are seeking:

E.g.: a degree in Social Work, work experience of gardening, previously volunteered with Samaritans, qualified to use Ride On Mowers etc.

Please outline your reasons for seeking volunteering:

Privacy Notice

Your data will be processed by Neath Port Talbot Council only for the specific purposes of assessing your expression of interest, to appropriately match you to suitable volunteering opportunities, and to ensure your safety whilst volunteering with the Council. The processing of your personal data is necessary in order to take steps at your request prior to entering into a contract/agreement. Neath Port Talbot Council will not share your data with any other organisation.

For further information about how Neath Port Talbot Council processes personal data and your rights please see our privacy notice on our website -

[NPT Connect - Privacy Notice for Employees.docx - All Documents \(sharepoint.com\)](#)

Declaration

By submitting this form, I agree that any information I provide may be used and shared within Neath Port Talbot Council for the above purposes.

By submitting this form, I consent to Neath Port Talbot Council undertaking checks as appropriate to the role applied for.

By submitting this form, I am confirming that I am fit to work.

I certify that the information given within this application form is correct and that I have not omitted or misrepresented any details.

Signed:

Date:

Thank you for expressing an interest in volunteering with Neath Port Talbot Council. Someone from the relevant Service will soon be in touch to discuss moving forwards.

Volunteer Reference Request

The below individual has applied for a volunteering placement and as part of our standard safer recruitment process we are seeking a reference in support of their application. I would be grateful if you could answer the following questions based on your knowledge and experience of the person, giving as much information as you can.

Volunteer details:

Volunteers Name: _____ Volunteers Address: _____

Referee details:

Name: _____ Contact details: _____

Date: _____

This is: an employment reference or a character reference

If employment reference – please state your:

Organisation: _____ Position held: _____

Employed by you as / How do you know the volunteer:

Job Title / Relationship: _____

Dates employed by you / How long have you known the volunteer:

From : _____ / _____ / _____ To: _____ / _____ / _____

Could you please rate the following in relation to the individual (please tick as appropriate)

	Excellent	Good	Fair	Poor
Time keeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If 'fair' or 'poor' has been ticked for the above, please comment further:

[Manager] This post involves working with children / vulnerable adults: Yes No:

[Referee] If yes is ticked, would you have any concerns about this person working with a child / vulnerable adult?
No Yes due to

Please comment on the volunteer's character/personality with reference to particular strengths and weaknesses, and to qualities such as punctuality, communication skills and teamwork:

Please provide any information relating to the individual that you feel is relevant for us to know:

Thank you for your assistance in completing this reference.

VOLUNTEER ROLE DESCRIPTION

Title: [Title of the Volunteer Role]

Service Area: [Service Area or Department Name]

Overview:

The [Title of the Volunteer Role] plays a crucial role in supporting the mission and objectives of [Service Area or Department Name] within Neath Port Talbot Council. Volunteers in this role will contribute their time and skills to [briefly describe the purpose or goal of the role].

Key Responsibilities:

- [List specific tasks or duties the volunteer will be expected to perform]
- [Provide details on any training or support provided to volunteers]
- [Include information about any relevant policies or procedures volunteers should be aware of]

Requirements:

- [Specify any required skills, qualifications, or experience]
- [Mention any physical or time commitments, if applicable]

Benefits:

- Gain valuable experience in [mention specific areas relevant to the role]
- Make a meaningful difference in the lives of Neath Port Talbot residents
- Join a supportive community of like-minded individuals
- Enhance your skills and build your resume while making a positive impact

Location:

[Specify if the role is location-specific or remote]

Time Commitment:

[Provide details on the expected time commitment, such as hours per week or month]

How to Apply:

To express interest in the [Title of the Volunteer Role], please contact [Service Area or Department Name] at [contact information]. We look forward to welcoming dedicated individuals to our team!

Contact Information:

For enquiries or further information, please contact [Contact Person] at [email address] or [phone number].

[Neath Port Talbot Council Website/URL]

[Social Media Icons/Links]



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNCIL

PERSONNEL COMMITTEE

18 NOVEMBER 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 2024/25 Quarter 2 Workforce Information report. The report is attached at Appendix 1.

Executive Summary:

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

Workforce Information:

This data set has been developed to provide Members with:

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

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

Joiners / Leavers

403 new employees started work for the council between 1st April 2024 – 30th September, 2024, compared with 425 leavers.

Schools have the highest number of leavers which equates to 51% of overall leavers. This is a common theme due to high levels of temporary contracts across our schools.

Support Services & Transformation have the second highest number of leavers, accounting for 12% of all leavers followed by Streetcare Services at 8% of overall leavers for Q2. This is consistent with previous quarters.

The top leaving reason in Quarter 1 was 'Resignation - Personal', accounting for just under 17% of all leavers, followed by 'Retirement' (14%) and "End of Contract" (12%). The Talent Management Team continue to support managers to secure and retain talent where required. The team also undertake reviews of exit questionnaires and meet with impending leavers to establish why the employee is leaving the organisation.

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 6.39. This is an increase when compared to the same quarter last year, which was 5.8. The increase is consistent with other Welsh Councils who are also reporting an increase in sickness absence.

Long-term absences contribute to three quarters of the entire FTE days lost for Q2 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 report sets out the 'Top 10 Reasons for Sickness Absence'; we can see that stress and bereavement represent the highest reasons for sickness absence again for this quarter. However, bereavement has seen a slight decrease in number of days when compared to the same quarter last year. Anxiety Disorders and Post Operation have seen the greatest increase when compared to the same quarter last year.

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 which includes a dedicated helpline, signposting and free counselling. The salary finance benefit is also available to access salary advances, savings and financial advice for employees.

The highest average FTE days absent for quarter 1 was in Adult Services (11.2 days), Streetcare Services (9.7 days), and Engineering and Transport (8 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 or tel. 01639 763315

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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 2 2024/25

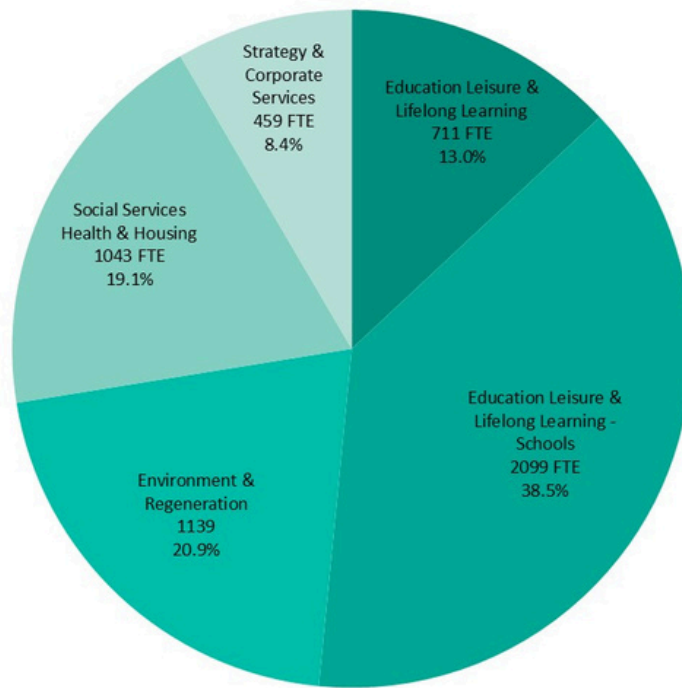
Overview of the Council's Workforce

Headcount 6549

Staffing costs account
for 49% or £134million ^{YTD}
of gross expenditure



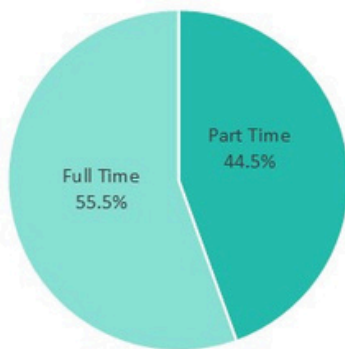
Employees - FTE by Directorate



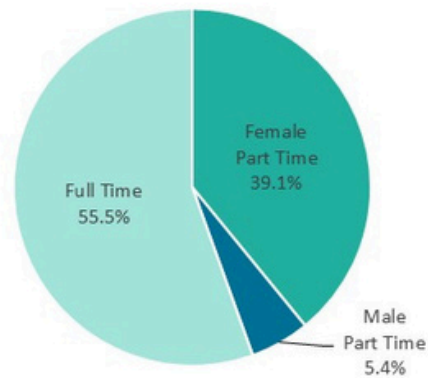
(FTE - Full-time equivalent)

Working Patterns

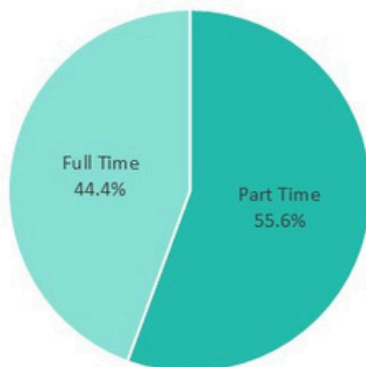
Total Workforce



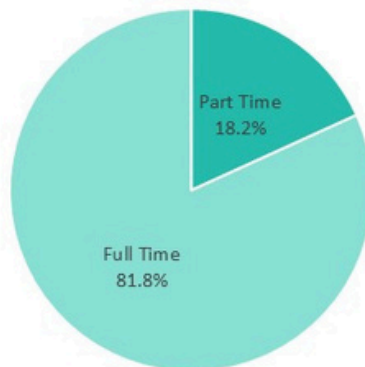
Total Workforce



Female Employees



Male Employees

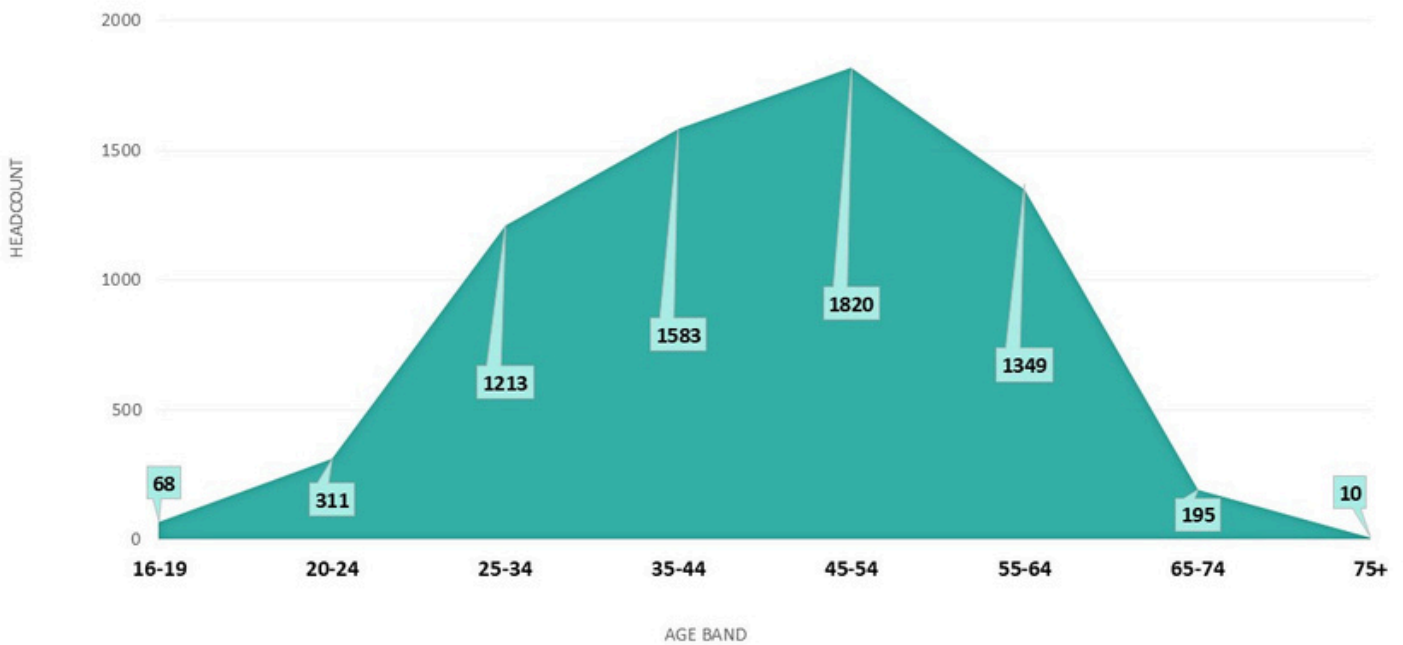


Protected Characteristics - Employees

Sex



HEADCOUNT PER AGE BAND



3 %

of employees have identified themselves as having a Disability

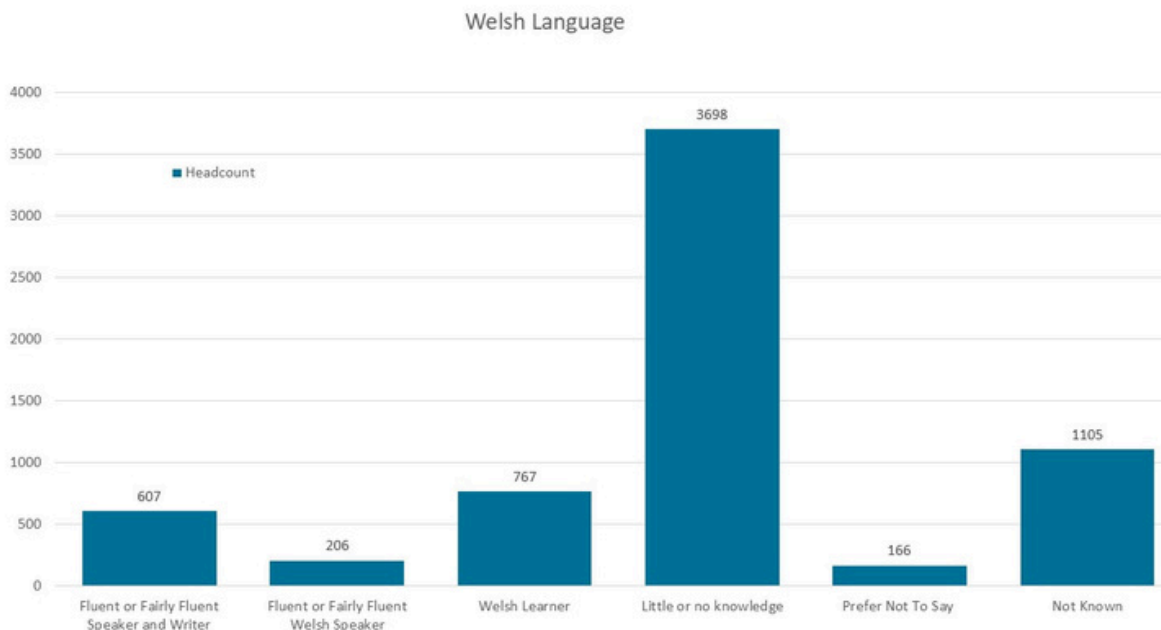
The overall proportion of Black, Asian & Minority Ethnic employees is

1.6%

2.3%

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

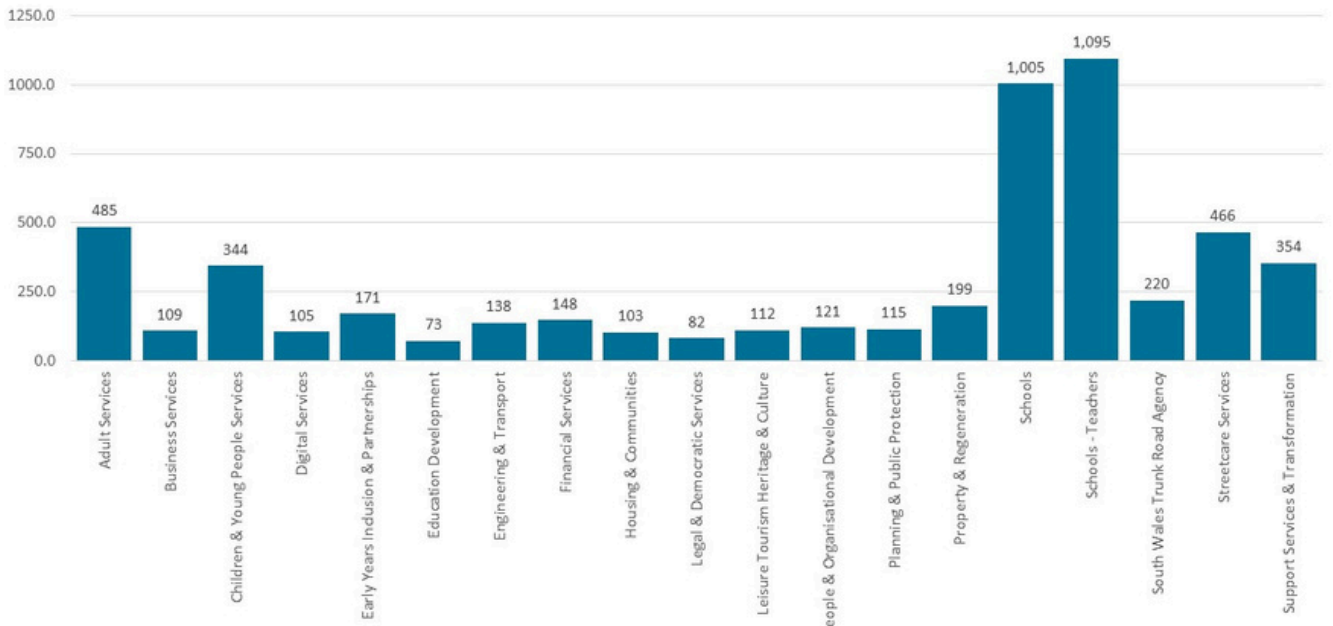
Employees' Welsh Language Ability



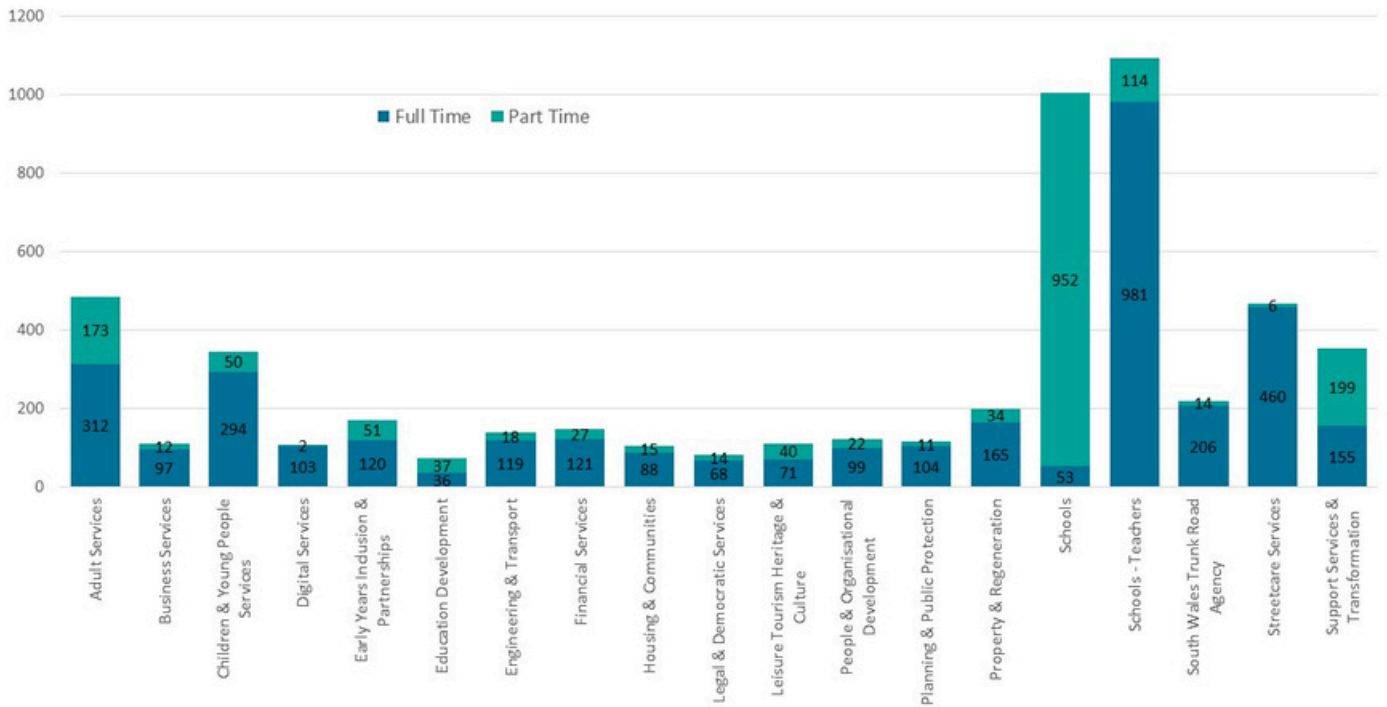
These figures are self-reported by employees

Employees by Service Area

Full Time Equivalent Per Service Area



Full Time/Part Time FTE Per Service Area



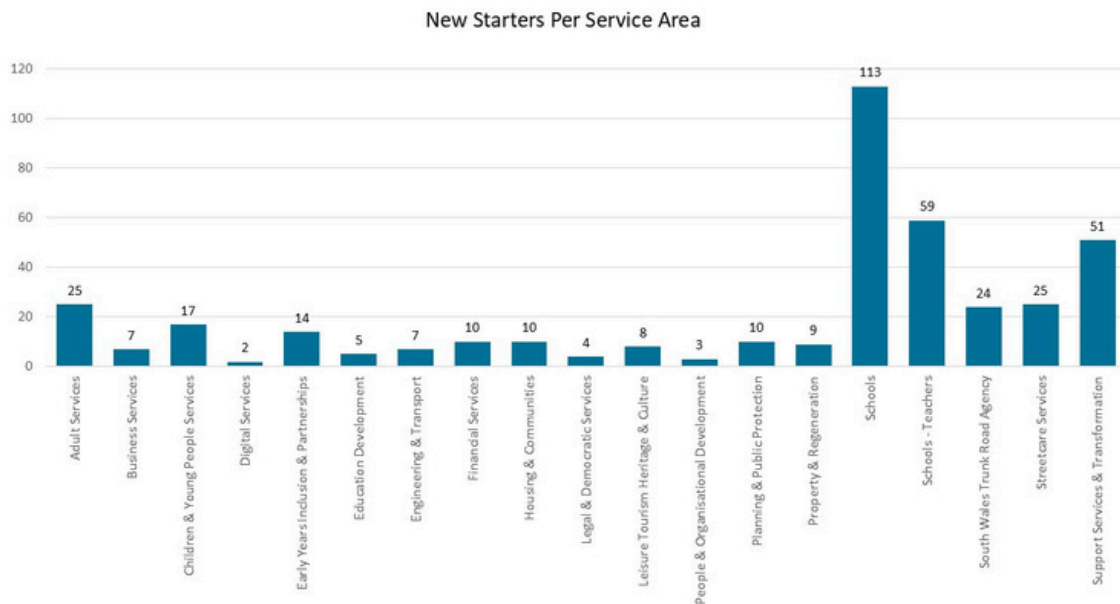
Joiners

403 employees have joined the Council between 1st April 2024 and 30th September 2024

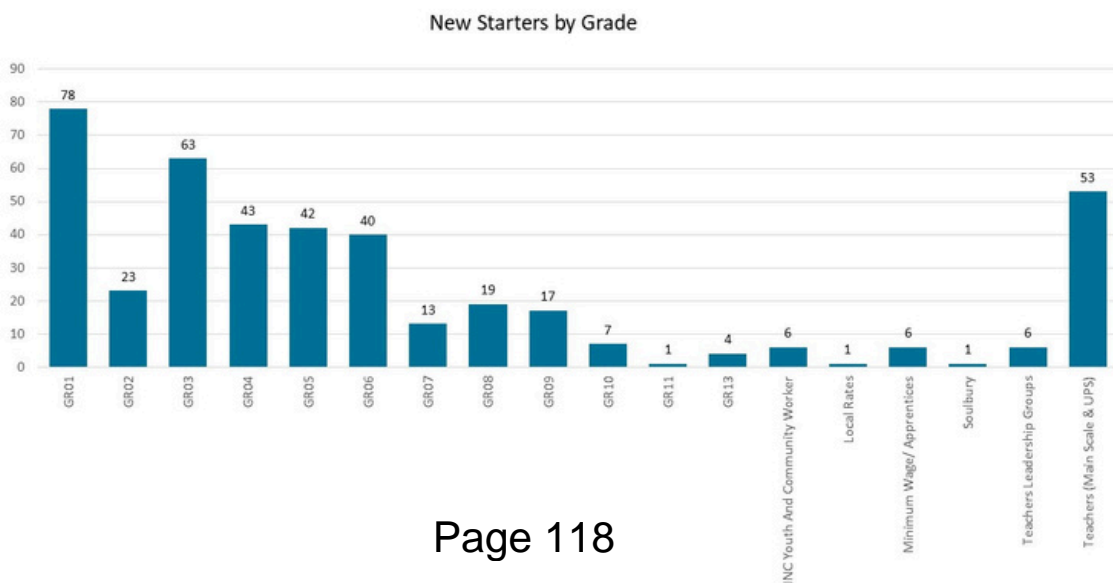
Joiners - these are employees new to the Authority

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



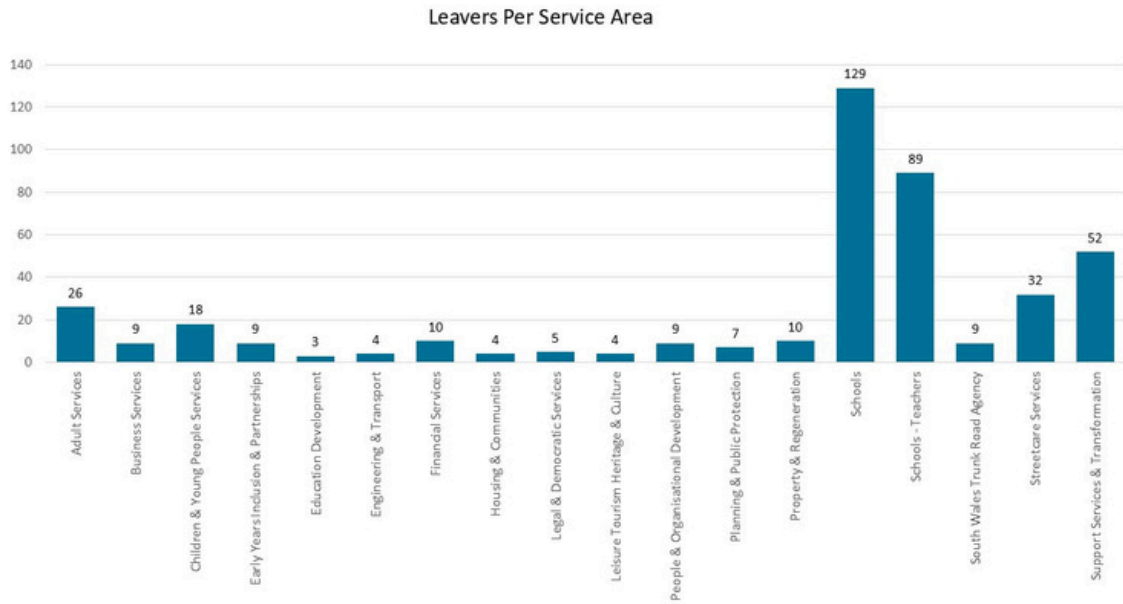
Leavers

425 employees have left the Council between 1st April 2024 and 30th September 2024

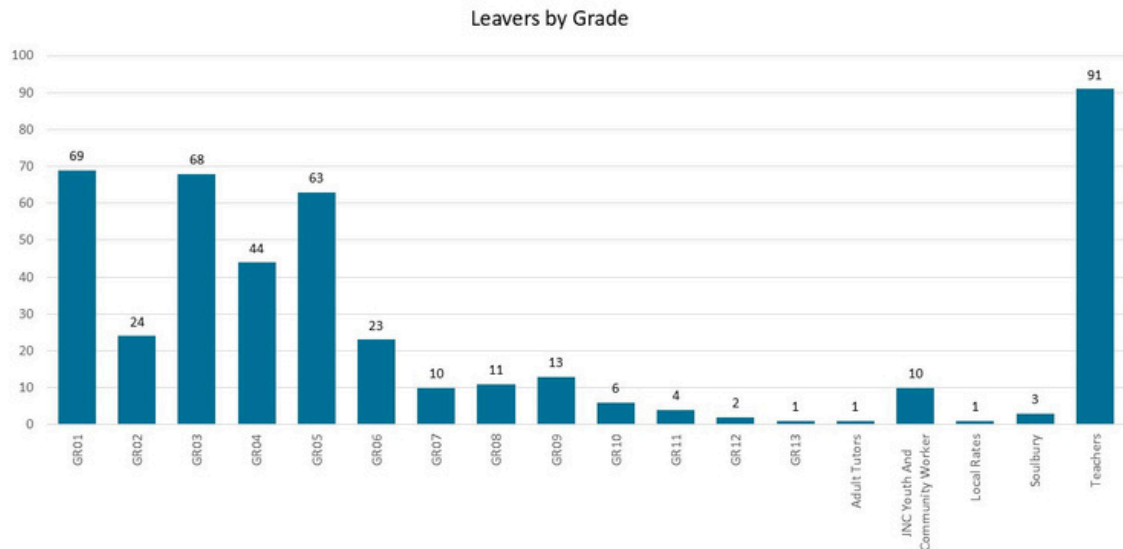
Leavers - these are people who have left all jobs with the Authority

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

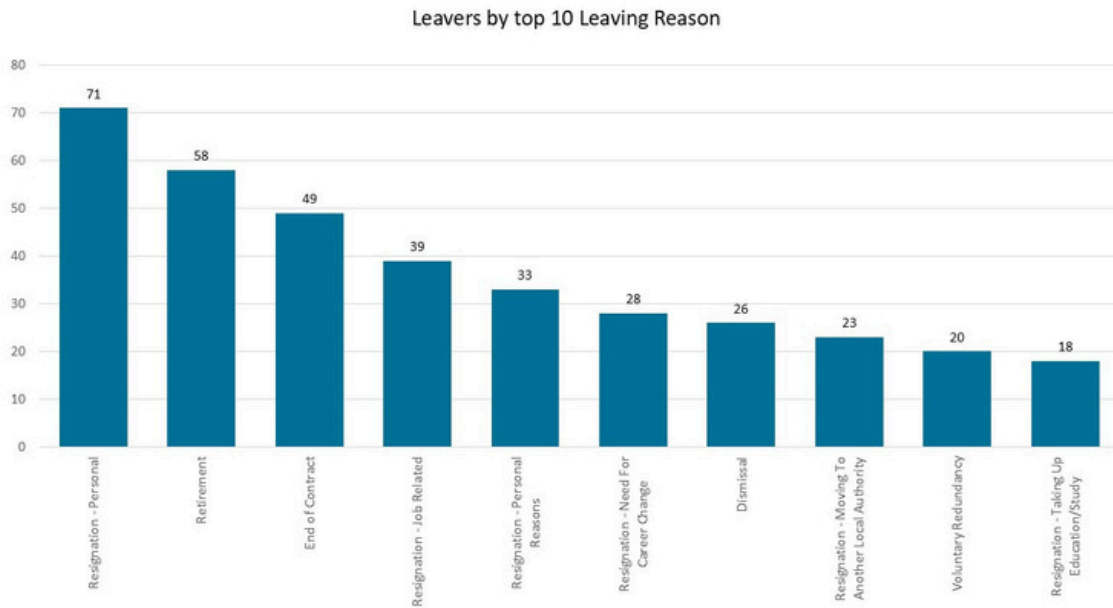
Leavers per Service Area



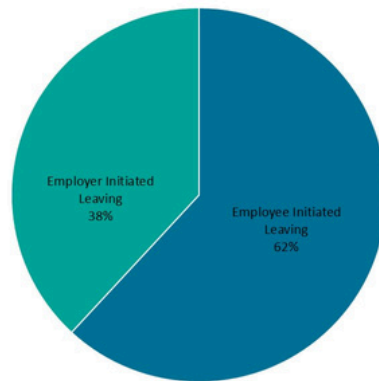
Leavers per Grade



Leavers by top 10 Leaving Reasons



Employer / Employee initiated Leaving Reasons



Between 1st April 2024 and
30th September 2024

- 1 Voluntary Redundancy
- 19 Voluntary Redundancies (Schools)
- 6 Compulsory Redundancies (Schools)

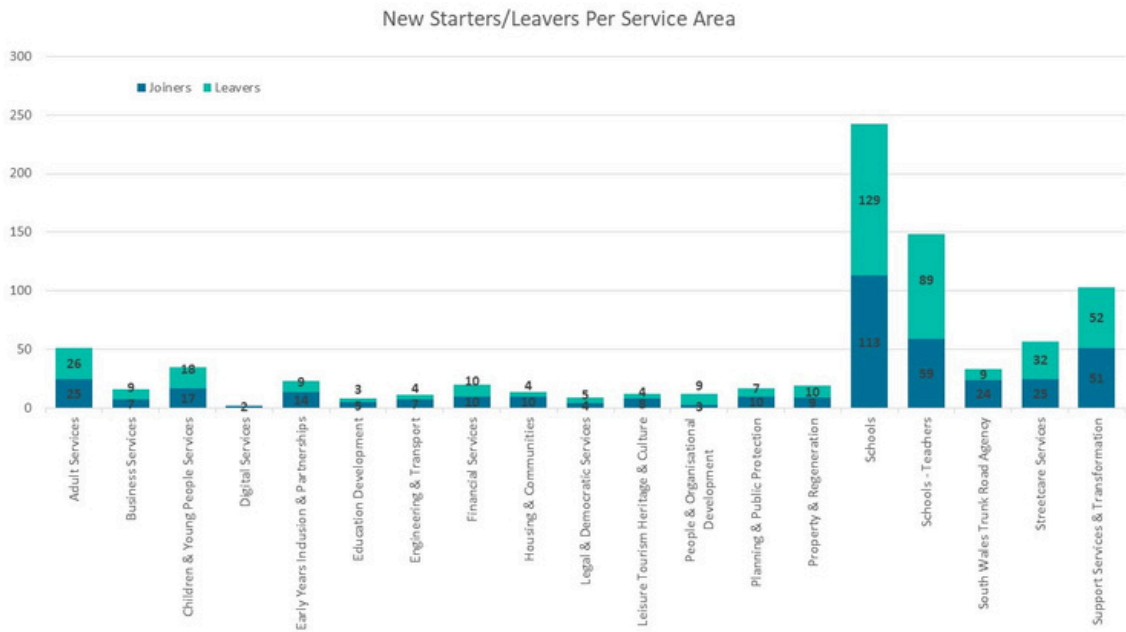
Joiners/Leavers

Joiners - employees who are new to the authority *

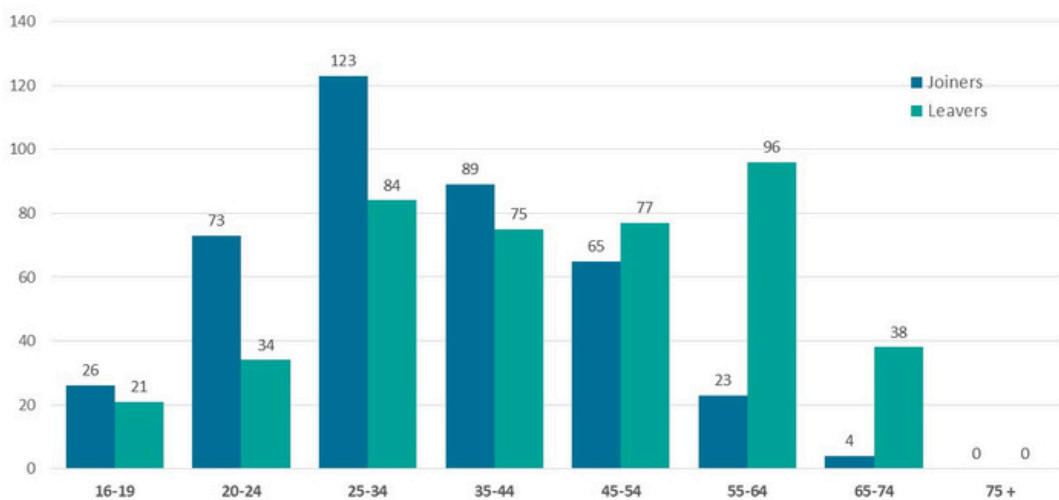
Leavers - employees who have left all jobs with the authority

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

Joiners/Leavers per Service Area



Joiners / Leavers per Age Band





Sickness Absence Quarter 2 2024/25

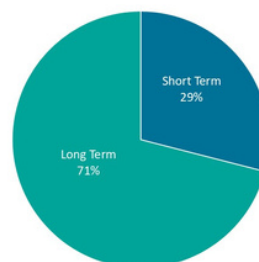
Number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence during the year

ID	Measure	Data Item(s)	Staff (exc teachers)	Teachers	All staff Q2 2024/25	All staff Q2 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	8217.5	1823.51	10041.01	9044.19
		Number of working days/shifts lost to long-term sickness absence during the year	22341.55	2365.21	24706.76	22603.64
		Number of working days/shifts lost to sickness absence during the year	30559.05	4188.72	34747.77	31647.83
		Average number of full-time equivalent (FTE) employees	4325.30	1109.31	5434.61	5388.56
		PI Value			6.39	5.8

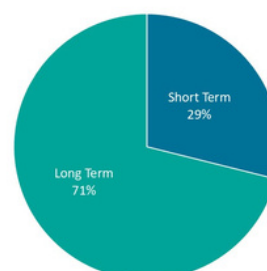
Ratio of short and long term sickness - number of FTE days lost (Including teachers)

Quarterly Comparisons

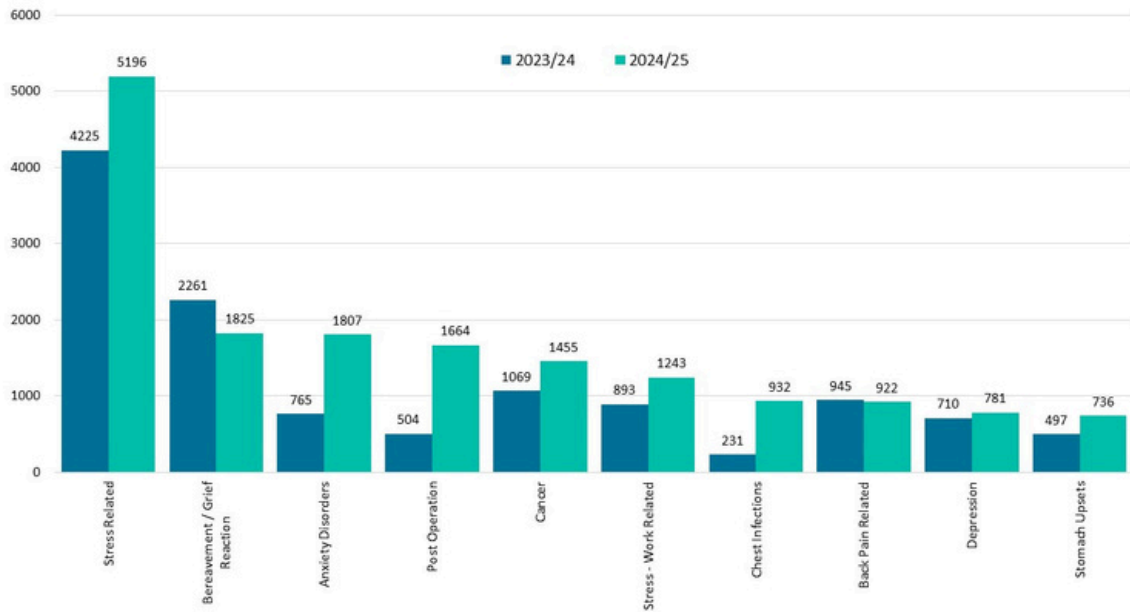
1st April 2023
to
30th September 2023



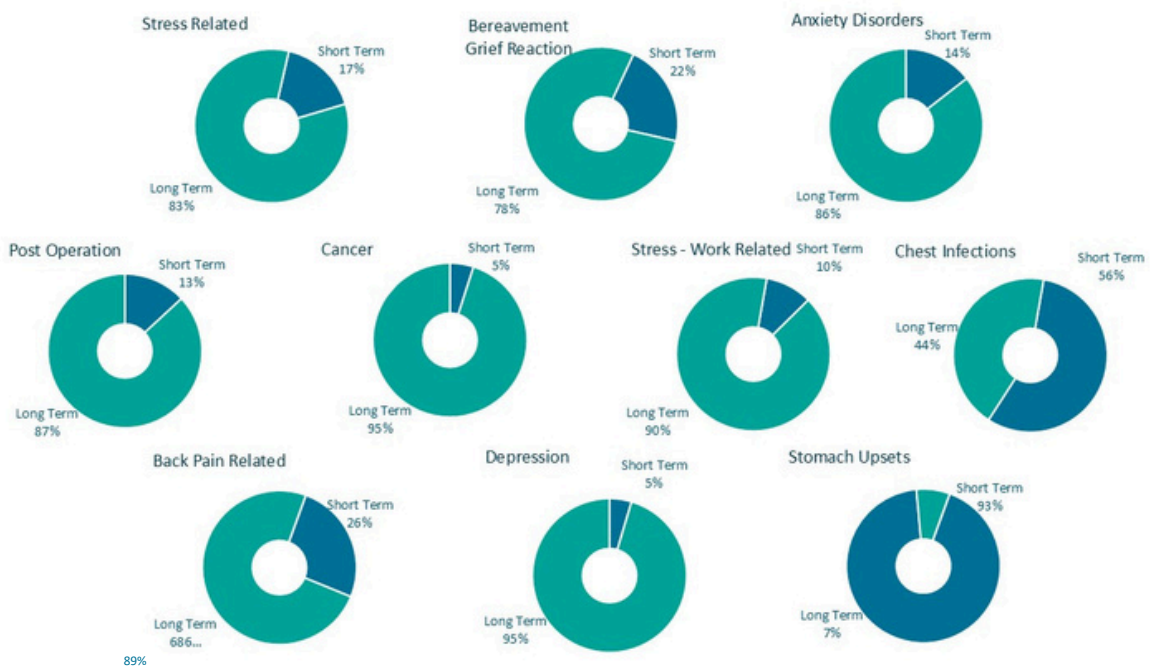
1st April 2024
to
30th September 2024



Sickness Absence Reasons - Top Ten



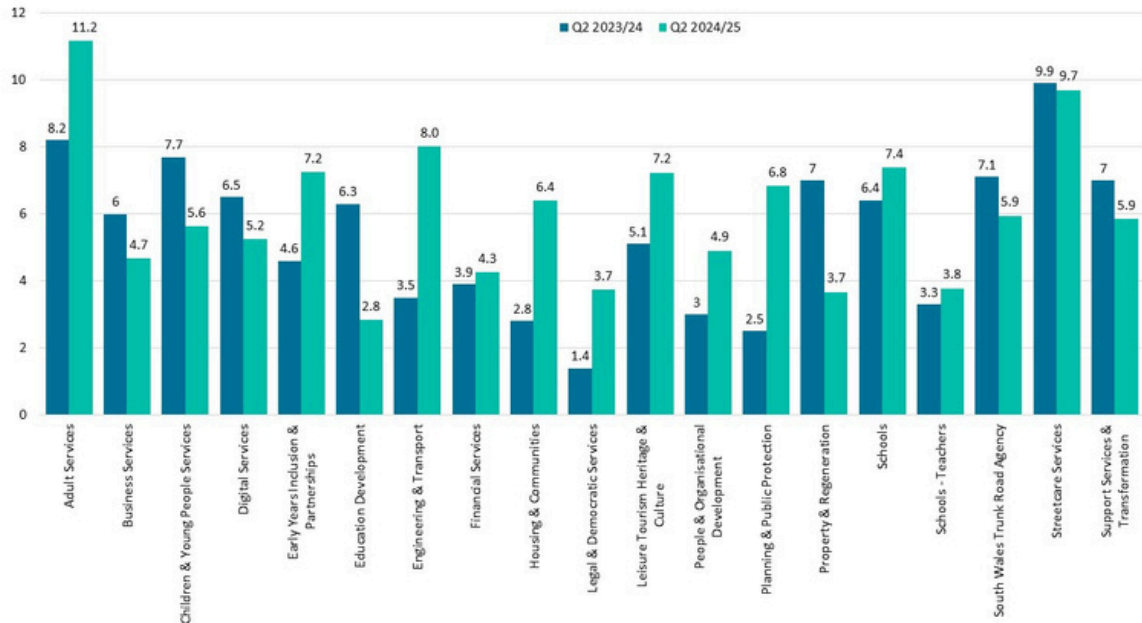
Long Term / Short Term Comparison (Top 10 reasons)



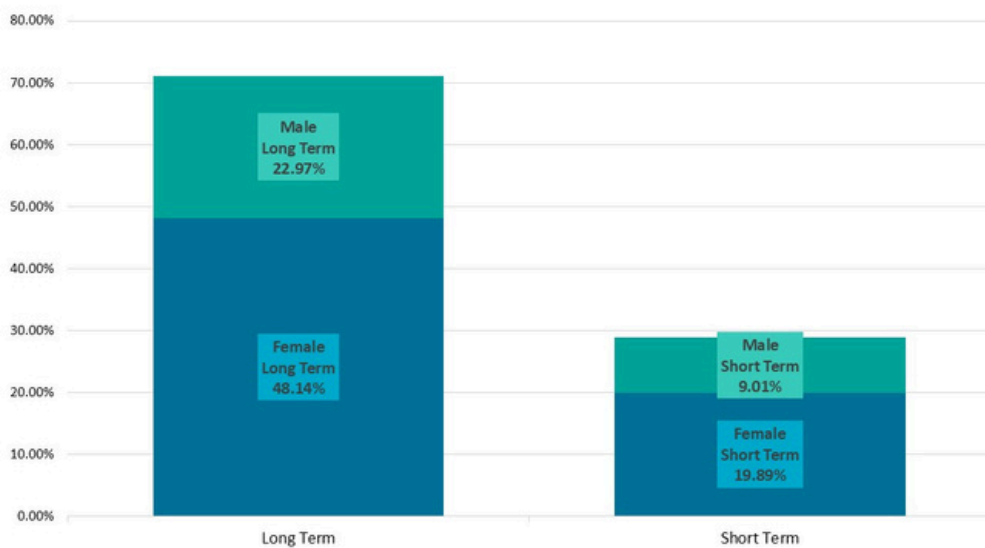
Overview of Sickness per Service Area

Average number of Sick days per Full Time Equivalent Employee

Quarter 2 2023/24 and 2024/25 comparison

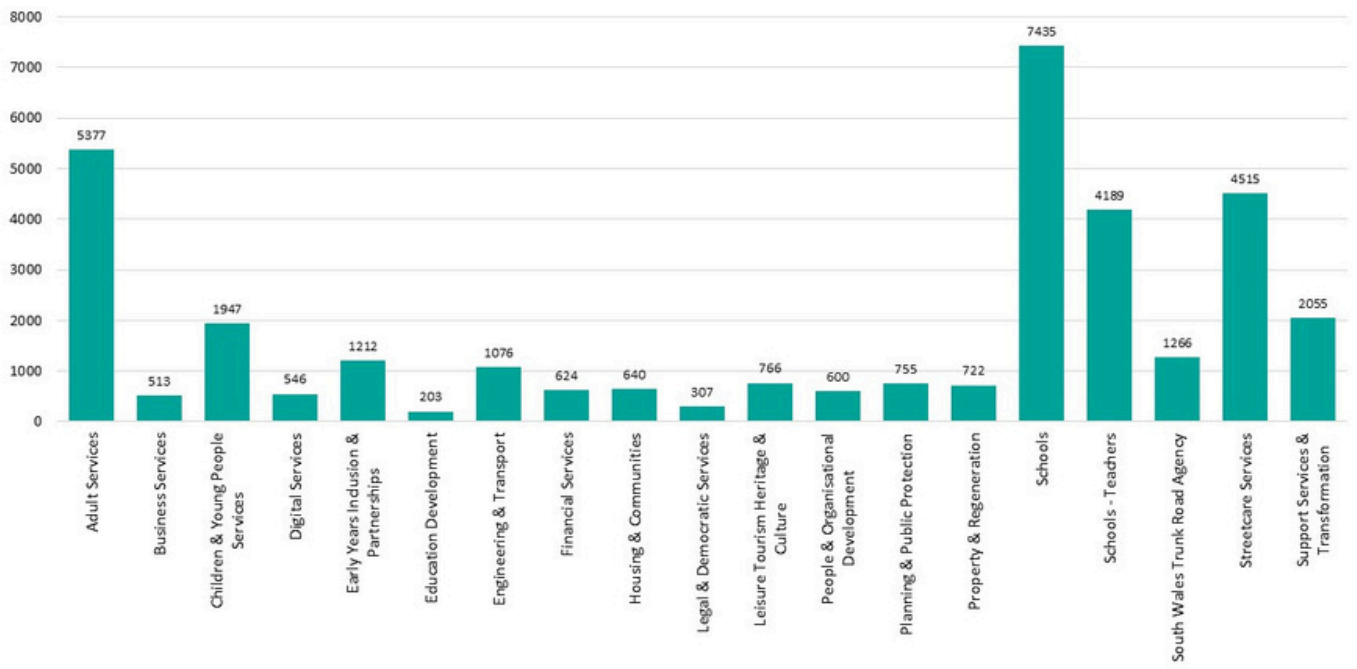


Long Term / Short Term Sickness per Gender



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

November 2024

Head of People & Organisational Development – Sheenagh Rees

Matter for Information

Wards Affected:

All Wards

Employers for Carers, Carer Confident Benchmark Scheme

1. Purpose of Report

The purpose of this report is to update members in relation to Neath Port Talbot Borough Council successfully being awarded the Employers for Carer's, Carer Confident Scheme, benchmark of Level 2 (Accomplished).

2. Executive Summary

In 2022, Members approved the Council's Employers for Carers (EfC) subscription membership.

Membership to EfC has enabled us to implement carer confident work practices. As a member we have had access to a toolkit to support employees who are carers, so that their skills and experience can be retained within the organisation.

Officers across People & Organisational Development have used the membership to help us build on creating a positive and inclusive workplace for all employees – including the growing numbers who are, or will become, carers. The evidence we have been able to demonstrate because of this, allowed us to apply to the Benchmarking Scheme which

has resulted in Neath Port Talbot Council becoming a Carer Confident Accomplished Employer

3. Background information

A carer is someone who provides unpaid care by looking after an older, disabled or seriously ill family member, partner, or friend.

Carers Wales is part of Carers UK - the UK's only national membership charity for unpaid carers. Founded nearly 60 years ago, their mission is to make life better for carers, by giving expert information, advice and assistance and ensuring that employers have the support to retain and empower employees with caring responsibilities.

Carers Wales are passionate about promoting the rights of carers in work and encouraging employers to develop and implement policies and practices that support carers to enter and remain in the workplace and to have the opportunity to thrive in their role.

Membership of Employers for Carers includes our own personalised digitalised online platform. It contains useful practical guides, e-learning and toolkits to support carers and line managers, best practice examples, templates, sample policies and case studies; all designed to help build our strategy around supporting working carers. The platform is co-branded to reflect NPT's corporate identity and is available in English and Welsh.

We have received training sessions to raise awareness to employees about carers in the workplace, training for HR Officers and line managers on how to support carers, sessions for carers signposting them to information, advice and assistance and support to establish a Workplace Champions Network. We also receive a range of promotional materials to help promote membership, available in English and Welsh, along with use of EfC logo on job adverts, website, intranets, email footers, etc.

The Council's Future of Work Strategic Workforce Plan 2022 - 2027 includes priorities to develop actions to help us retain talent, develop an inclusive workplace, where employees feel valued and motivated, as well as supporting the health and well-being of our employees.

Membership of EfC enabled us to apply to become a Carer Confident Employer.

4. The Employers for Carers, Carers Confident Benchmarking Scheme

Carer Confident, the Employers for Carers Benchmarking Scheme: supports employers to build a positive and inclusive workplace for employees who are, or will become, carers and to make the most of the talents that carers can bring to the workplace.

Carer Confident employers recognise the importance of retaining valued employees, reducing absence and unnecessary recruitment costs, and increasing resilience, engagement, and productivity.

The cost of not supporting working carers:

The number of working carers will increase as the population ages and people live longer with disability. To recruit and retrain a new employee cost on average the same cost of a year's annual wage of that role. Carers (if unsupported) are working below their potential, reducing hours, or giving up opportunities for promotion. Carers are twice as likely to suffer from stress (if unsupported) – it's the key reason carers give up work or reduce their hours of working.

The Benchmarking Scheme has three levels designed to support throughout the journey towards building a positive and inclusive workplace for all employees who are, or who will become, carers. The scheme has been designed to be progressive, starting at Level 1: Active, then moving to Level 2: Accomplished, and finally on to Level 3: Ambassador.

To achieve Level 2, we have been able to demonstrate that the Council:

- Has a process and support in place to help carers identify themselves in the workplace.
- Includes carers in the development of policies and guidance, and processes to support carers within the workplace.
- Has well documented policies and guidance in place which cover caring and carers.

- Provides a range of practical support for carers in the workplace.
- Communicates support available for carers throughout the organisation.
- Enables carers to feel comfortable in accessing available support both from within and outside the organisation.

Evidence submitted of activity to date included:

- Chief Executive video promoting support for unpaid carers and the Employers for Carer's membership.
- Carers Wales Award - Home Care were successful in securing the Line Manager recognition award for the ongoing support provided to employees at the Carers Wales' Carers Week Awards.
- Presentations to employees, Accountable Managers, Cabinet, HR & Trade Union Colleagues, LLAN Head teacher group.
- Carers Staff Survey.
- Campaign to recruit Carers Champions.
- Drop-in sessions for Carers Rights Day 2022/23 and planned session for 2024.
- Developed Viva Engage Carers Channel, weekly promotions of self-awareness and support materials.
- EfC included in the on boarding and induction for new starters.

The Certificate now recognises Neath Port Talbot Council as a Carer Confident Accomplished Employer.

The Carer Confident Employer logo can now be used to promote externally both in English and Welsh.

The Council will be added to the Carer Confident employer list on the EfC website and publicised that we are a Carer Confident Accomplished employer in their monthly e-bulletin and via EfC LinkedIn page.

5. Financial impact

The fee per level of Carer Confident is £500 and included:

- access to web-based materials for assessment process, Telephone support
- Assessment of evidence and written feedback report,
- An award certificate and achieved Carer Confident level logo

This will be funded from within the allocated budget.

6. Integrated impact assessment

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

7. Workforce impacts

The intention behind the Carer Confident is to have a positive impact on staff who are, or will become, carers and to build a supportive and inclusive workplace to make the most of the talents that carers can bring to the workplace. Trade unions are supporting the initiative and are key members of the project team established to deliver the scheme.

8. Legal impacts

No implications

9. Risk Management impacts

No impact.

10. Crime and Disorder Impacts

No impact.

11. Counter Terrorism Impacts

No impact.

12. Consultation

There is no requirement for external consultation on this item.

13. Recommendations:

That Members NOTE the information provided in relation to Neath Port Talbot Borough Council successfully being awarded the Employers for Carer's, Carer Confident Scheme, benchmark Level 2: Accomplished.

For Information Only

14. Appendices

Appendix 1 – Certificate of Achievement

15. Officer contacts

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

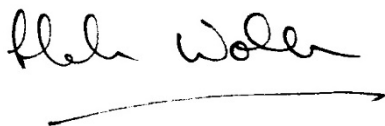
Lynne Doyle, Corporate Learning, Training & Development Manager (project lead), l.doyle@npt.gov.uk

Certificate of Award

This certificate recognises

**Neath Port Talbot
Borough Council**

as a Carer Confident Accomplished employer



Helen Walker, Chief Executive, Carers UK

Awarded on: 02/10/2024

Period of award: 02/10/2024 – 01/10/2027

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

18 NOVEMBER 2024

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

Matter for Information

Wards Affected: All wards

The Employment Rights Bill

1. Purpose of Report:

The purpose of this report is to provide Members with information on the new Employment Rights Bill which was introduced to Parliament on 10th October 2024.

2. Executive Summary:

The Employment Rights Bill is a legislative measure aimed at enhancing and modernising protections for employees. It seeks to address gaps in existing employment law, introduce new worker rights and improve enforcement mechanisms. This report summarises the key provisions of the Bill and outlines any changes that will occur when it comes into force.

3. Background:

The Employment Rights Bill, introduced to Parliament on 10 October 2024, is the first phase of delivering the Government's Plan to Make Work Pay.

The aim of the Bill is to support employers, workers, and unions to get Britain moving forward and fulfils the Government's commitment to introduce legislation within 100 days. It will also update and modernise the legislative framework in relation to employment rights.

Currently, there is no date provided on when this Bill will commence, however consultation has commenced on some of the key changes proposed.

4. Key Provisions of the Employment Rights Bill

4.1 Day One Rights for Unfair Dismissal

The Bill proposes to provide employees with protection from unfair dismissal from the first day of employment and introduces the concept of an "initial period of employment" (IPE), during which a modified version of the right to unfair dismissal will apply. The duration of this initial period is not specified in the Bill but will be determined through regulations. The government's current preference is for a nine-month period.

Currently, employees need two years of continuous service to qualify for unfair dismissal protection. In addition to this, employers can use their discretion on whether to implement probationary periods.

4.2 Flexible Working Rights

One of the central provisions of the Bill is the expansion of flexible working rights. The Bill introduces a "day one right" for employees to request flexible working arrangements, meaning they will no longer need to wait for 26 weeks of continuous employment to make a request. Employers are able to refuse a request, but they will have to be required to provide specific, valid reasons within a shorter decision making period.

There is no change required to our policy in this area.

4.3 Family Friendly Policies

The Bill introduces a number of new entitlements in relation to family friendly policies, see below:-

- Day One entitlement to Paternity Leave and Unpaid Parental leave
- The ability for parents to take their Paternity Leave and pay after their Shared Parental Leave and pay
- The introduction of a new right to unpaid Bereavement Leave, allowing employees to take leave from work to grieve the loss of a loved one
- New protections from dismissal for a woman who is pregnant and for six months after her return to work

These changes will require some amendments to our policies. In relation to Bereavement Leave, we provide up to 5 days **paid** bereavement leave for immediate and close relative but the definition of immediate and close relative may need to be further amended when the regulations are implemented.

4.4 Gender Pay Gap and Menopause Action Plans

Large employers (Over 250 employees) will be required to publish Annual Reports on gender pay gaps and implement menopause support action plans.

Whilst we already publish an annual Gender Pay Gap report and we have a Menopause Action Plan in place, going forward we will need to publish our Menopause Action Plan.

4.5 Zero Hours Contracts

The measures aim to tackle one-sided flexibility in zero hours contracts through a right to guaranteed hours with a contract that reflects the number of hours regularly worked, a right to reasonable notice of shifts and to payment for shifts cancelled or curtailed at short notice.

The Council does not utilise zero hours contracts, we utilise casual contracts with no mutuality of obligation and under our Charter for Casual, Temporary and Fixed Term Employees, if casuals work regularly over a 12 week period, then they are transferred to a temporary contract.

4.6 Sexual Harassment at Work

Employers have a duty to take reasonable steps to prevent sexual harassment at work. The Employment Rights Bill strengthens the employers' duty to prevent sexual harassment of their employees by requiring them to take all reasonable preventative steps including:-

- Introducing an obligation on employers to not permit harassment of their employees by third parties
- specifying steps which are to be regarded as 'reasonable' for an employer to take in order to prevent sexual harassment

The level of expectation of what an employer is supposed to do to prevent sexual harassment at work already changed on 26th October 2024 with the introduction of The Worker Protection (Amendment of Equality Act 2010) Act 2023. This includes carrying out risk assessments, having policies, having clear processes for reporting and handling complaints. A further report on this will be provided to Personnel Committee in due course.

4.7 Ending Fire and Rehire Provisions

The Employment Rights Bill will make any dismissal automatically unfair if the main reason for the dismissal is either that the employee refused to agree to a variation of contract sought by the employer, or to enable the employer to recruit

another person (or rehire the employee) under new terms but with substantially the same duties.

This would not adversely impact on us as a Council as we always endeavour to seek agreement to any variation of contract.

4.8 Statutory Sick Pay

Statutory sick pay will be paid from first day of sickness (it's currently three days waiting and payment from day four). Also, the lower earnings threshold for SSP will be removed.

4.9 Collective Redundancy Consultation

The obligation to collectively consult on redundancies is triggered when 20 or more employees are dismissed across and entire business or at individual establishments. Currently, this applies when an employer proposes 20 or more redundancies within 90 days at one establishment.

The Bill changes this requirement which means that when deciding whether there are 20 or more redundancies, the number across the whole organisation should be calculated and separate establishments not treated separately.

4.10 Trade Union Legislation

The Bill looks to modernise trade union legislation giving trade unions greater freedom to organise, represent and negotiate on behalf of their workers.

We have a strong social partnership culture across the Council, so whilst the legislation is changing, it is not anticipated that the amendments to the Bill will require us to make a lot of changes to our policies and practices.

4.11 Fair Pay

The Bill also is looking to introduce measures to ensure workers get fair pay for a fair day's work. Currently, we are unsure if the below are applicable to Wales. These additional proposals include:-

- re-instatement of the School Support Staff Negotiating Body to improve terms and conditions for school support staff •

- establishment of a Fair Pay Agreements process in the adult social care sector
- re-introduction of the two-tier code on procurement ensuring that employees working on outsourced contracts will be offered terms and conditions broadly equivalent to those transferred from the public sector

5 Financial Impacts:

These changes will have a financial impact on the Council. However until the Bill is implemented into legislation (as some aspects are out for consultation and may change) we will not know what this will be at present.

6 Integrated impact assessment:

There is no requirement for an Integrated Impact Assessment as this report is for information only.

7 Valleys Communities Impacts:

No Impacts.

8 Workforce Impacts:

The aim of this Bill is to support the government's mission to increase productivity and create the right conditions for long-term sustainable, inclusive, and secure economic growth. It is anticipated that some of these proposals will have a positive impact on our workforce.

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 as it is for information only.

14 Recommendations:

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

FOR INFORMATION

15 Appendices:

None

16 List of background papers:

None.

17 Officer Contact

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

Diane Hopkins, Principal HR Manager: e-mail d.b.hopkins@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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