



### ***PERSONNEL COMMITTEE***

***10.00 AM - MONDAY, 8<sup>TH</sup> SEPTEMBER 2014***

***PORT TALBOT CIVIC CENTRE, COMMITTEE ROOMS 1 & 2***

#### **PART 1**

1. To receive any declarations of interest from Members.

#### **Report of the Head of Financial Services**

2. Court Deputy Section (*Pages 3 - 8*)

#### **Report of the Head of Human Resources**

3. Equalities Information Report (*Pages 11 - 30*)
4. Local Government Pension Scheme Discretions Policy (*Pages 31 - 42*)
5. Any urgent items (whether public or exempt) at the discretion of the Chairman pursuant to Section 100B (4) (b) of the Local Government Act 1972.
6. Access to Meetings - to resolve to exclude the public for the following items pursuant to Section 100A (4) and (5) of the Local Government Act 1972 and the relevant Exempt Paragraphs of Part 4 of Schedule 12A to the above Act.

#### **PART 2**

#### **Private Report of the Head of Human Resources**

7. Voluntary Redundancy Scheme (*Pages 45 - 58*)
8. Strike - 14th October 2014 (*Pages 59 - 60*)

9. Human Resources Support to School Budget Setting Process 2014 (*Pages 61 - 68*)

**Private Report of the Head of Resources and Commissioning**

10. Restructuring of Staffing at Neath Library (*Pages 71 - 76*)
11. Revised Staffing Structure - Pontardawe Arts Centre, Princess Royal Theatre and Margam Park (*Pages 77 - 84*)

**S.Phillips**  
**Chief Executive**

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

**Tuesday, 2<sup>nd</sup> September 2014**

**Committee Membership:**

**Chairman:** Councillor A.N.Woolcock

**Vice Chairman:** Councillor S.Jones

**Members:** Councillors R.Davies, J.Dudley, L.H.James,  
Mrs D.Jones, E.V.Latham, C.Morgans, S.Rahaman,  
P.A.Rees, A.L.Thomas and A.H.Thomas

**Non Voting Member:** Councillors J.Rogers, P.D.Richards, M.L.James,  
A.J.Taylor and Mrs.S.Miller  
(attendance as appropriate)

c.c. Superintendent of Police, Neath  
Chief Fire Officer, Neath

**PERSONNEL COMMITTEE**

**8 SEPTEMBER 2014**

**DIRECTOR OF FINANCE AND CORPORATE SERVICES OFFICE**

**REPORT OF THE HEAD OF FINANCIAL SERVICES**

**– D. REES**

**INDEX OF REPORT ITEM**

**PART 1. Doc Code: PERS-080914-REP-DR**

**SECTION 1 – MATTER FOR DECISION**

<b>SECTION 1 – MATTER FOR DECISION</b>		
<b>Report Item</b>	<b>Page Nos</b>	<b>Wards Affected</b>
Court Deputy Section		All

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## **COURT DEPUTY SECTION**

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

- 1.1 To seek Member approval for an additional Grade 5 Officer within the Court Deputy section.

### 2. **Background Information**

- 2.1 The Court Deputy service provides financial support to vulnerable citizens across the County Borough who lack capacity to manage their financial affairs.
- 2.2 The service receives referrals from social workers and is a service of last resort i.e. all other options for providing financial support have been exhausted. Without the intervention of the service vulnerable residents could otherwise be placed at risk of exploitation or eviction/disconnection if their financial affairs are not being managed adequately. The service also plays a key role in ensuring prompt payments of debts owed to the Authority for services received e.g. residential, homecare, day services etc.
- 2.3 In recent years the service has seen a significant increase in the number of cases they are handling due to the transfer of the residential homes to Gwalia, and the strategic policy to de-register homes to a supported living model whereby residents have their own tenancy. The number of cases has increased from 124 to 194 since April 2010 – an increase of 56%.
- 2.4 To date there has been no increase in the staff resource to reflect the increasing caseload.
- 2.5 Work is currently ongoing with Bridgend County Borough Council to develop a Joint Adult Family Placement scheme. As part of this work it has been proposed that NPTCBC Court Deputy Section provide the Court Deputy service for the scheme which will initially include an additional 12 residents from the Bridgend locality.
- 2.6 Given the recent increase in caseload it will not be possible to absorb the workload within the existing staff resource, and it is therefore proposed that an additional member of staff is recruited, to be funded by a contribution from Bridgend CBC. Further income from users is also being sought.

### 3. **Proposal**

3.1 The proposal is as follows:

- Recruit an additional Grade 5 (SCP court deputy case worker) at a maximum annual cost of £27,410 inclusive of oncosts.
- To be funded from income received from services provided to Bridgend CBC

4. **Financial Appraisal**

4.1 The cost of employment will be fully met from income received from Bridgend CBC.

5. **Recommendation**

5.1 Members approve the establishment of an additional case worker in the Court Deputy Service.

**FOR DECISION**

6. **Background Papers**

Court Deputy File

7. **Wards Affected**

All.

8. **Appendices**

Appendix 1 – Funding statement and Financial Appraisal

Appendix 2 – Current and Proposed structure

9. **Officer Contact**

Mrs S.E. Gorman, Chief Accountant – Financial Services  
[s.gorman@npt.gov.uk](mailto:s.gorman@npt.gov.uk), tel 01639 763937

**Funding Statement**

<b><u>SET UP COSTS</u></b>	<b><u>Current Year</u></b>	<b><u>Full Year</u></b>	<b><u>Maximum</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>£</u></b>
<b><u>Costs</u></b>			
Recruitment Costs			
Accommodation Costs			
Office Costs			
Others			
<b>Total Set Up Costs</b>			
<b><u>Funding of Set Up Costs</u></b>			
Revenue Budget			
Reserves			
Special Grant – Foundation Phase			
Other (Specify)			
<b>Total Funding of Set Up Costs</b>			
<b><u>RECURRING COSTS</u></b>	<b><u>Current Year</u></b>	<b><u>Full Year</u></b>	<b><u>Maximum</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>£</u></b>
<b><u>Costs</u></b>			
Employee Costs (Financial Appraisal Statement)	12,075	24,150	27,410
> Current Salary including employers			
Accommodation Running Costs			
Travel			
Other Running Costs = Redundancies			
<b>Total Cost / (Saving)</b>	<b><u>12,075</u></b>	<b><u>24,150</u></b>	<b><u>27,410</u></b>
<b><u>Funding of Additional Recurring Costs</u></b>			
<b><u>External Sources</u></b>			
- Staffing costs			
- Other			
Funding from External Agencies – BCBC	-12,075	-24,150	-27,410
Other (specify)			
<b><u>Internal Sources</u></b>			
Existing Budget Allocation - (Funded from existing Margam revenue staffing budgets)			
Existing Budget Allocation – Transferred from ELLL Service			
Additional Guideline Allocation			
Other (specify)			
<b>Total Funds Available</b>	<b><u>-12,075</u></b>	<b><u>-24,150</u></b>	<b><u>-27,410</u></b>
<b><u>TOTAL COST/ (SAVING)</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

**Financial Appraisal**

<b>Post</b>	<b>Proposed Change (New Post/Delete/Regrade etc)</b>	<b>Pay Scales</b>		<b>Annual costs/(Savings)</b>		
		<b>Current</b>	<b>Proposed</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>Max of Grade</b>
Court Deputy Case Officer	new		Gr 5	12,075	24,150	27,410
	<b>TOTAL</b>			<b>12,075</b>	<b>24,150</b>	<b>27,410</b>



Financial Services Division

Court Deputy Service Structure (current and proposed)

Current structure

<b>Manager</b> 1 fte grade 11
<b>Officer</b> 3.81 fte grade 5
<b>Assistant</b> 2 fte grade 4

Proposed structure

<b>Manager</b> 1 fte grade 11
<b>Officer</b> 4.81 fte grade 5
<b>Assistant</b> 2 fte grade 4

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**PERSONNEL COMMITTEE**

**8<sup>th</sup> September 2014**

**CHIEF EXECUTIVE'S OFFICE**

**REPORT OF THE HEAD OF HUMAN RESOURCES –  
G. JONES**

**INDEX OF REPORT ITEMS**

**PART 1. Doc Code: PERS-080914-REP-CE-GJ**

<b>SECTION A – MATTERS FOR DECISION</b>		
<b>Report Item</b>	<b>Page Nos</b>	<b>Wards Affected</b>
Equalities Information Report		All
Local Government Pensions Scheme Discretions Policy		All

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## **Equalities Employment Information 2013-2014**

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

To seek Members approval for the publication of equalities employment information for the year 2013 - 2014, prior to its publication on the Council's website, and the employment-related equality objectives.

### **2. Background**

#### **The legislative framework**

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.

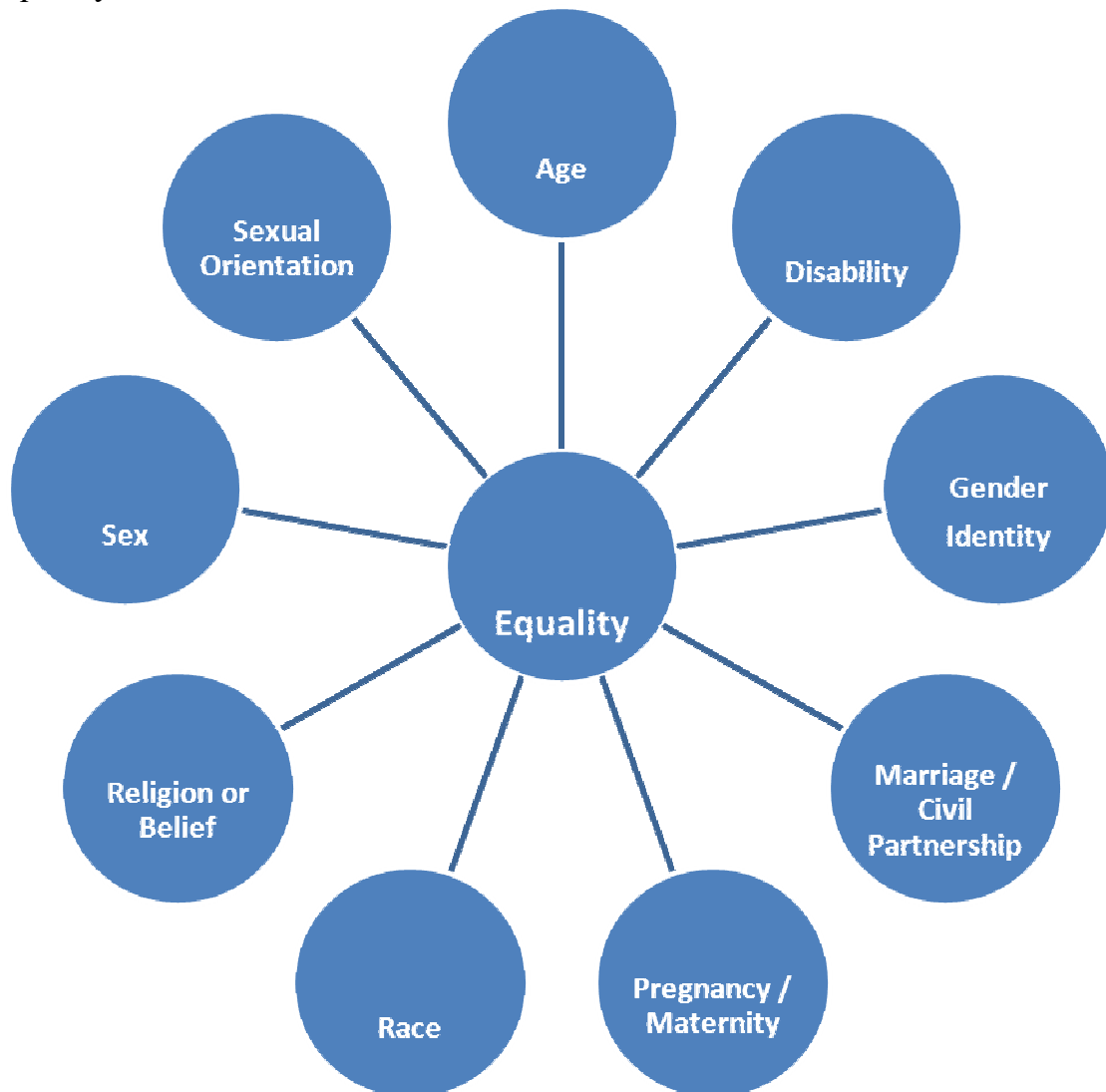
In addition to the general equality duty there are specific duties which came into force within 2011. Under the specific duties, Public Bodies are required to:

- 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.

### **3. The Equalities Employment Information**

The data has been analysed by the protected characteristics of gender, race, disability and age and by specific criteria. The data in relation to these characteristics is of good quality. However, there are gaps in the information that the Council is currently able to collect in relation to the following protected characteristics: gender reassignment, pregnancy and maternity, religion and belief and sexual orientation

The data set out in Appendix 1 is either for the 12 month period 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014, or, where appropriate, a snapshot of the workforce on 31<sup>st</sup> March 2014.

The data has been collated from the Vision employee record database, with the exception of recruitment (for which there is a separate database) and training (for which there is limited use of the corporate database).

#### **4. Employment-Related Equality Objectives**

The Council's SEP included the following employment-related objectives:

- expand data collection to all protected characteristics
- develop pay and employment data to better understand the reasons for the pay gap and to identify any actions which may be feasible to close the pay gap.

Under its commitment to developing data in relation to the protected characteristics, and pay and employment data, the Council has established a development project under the Efficiencies Programmes Board. Dedicated resource has been allocated to this project, with the aim of improving the quality of the data held on the integrated HR / Payroll I.T. system, VISION, and to improve the quality of the data that can be extracted from the database. The project plan includes addressing the requirements for complete data collection for equality monitoring purposes.

#### **5. Consultation**

This report will be discussed with all recognised trade unions at meetings of the various collective bargaining groups during the period September to December 2014.

The employment equality objectives will be reviewed in this way. These discussions will be in the context of the Council's Workforce Strategy Collective Agreement 2013-2016, and financial cuts and recruitment freezes and therefore any equality initiatives must be within existing resources, with limited opportunity to change the make-up of the workforce.

#### **6. Recommendation**

It is RECOMMENDED that the enclosed equalities employment information, together with the update on the two employment-related equality objectives, is APPROVED by Members.

## **FOR DECISION**

### **7. Appendices**

Appendix 1 – Equalities Employment Information 2013 - 2014

### **8. Wards Affected**

All

### **9. Officer Contact**

Sheenagh Rees, Principal HR Manager, Principal HR Manager, Email – [s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk) or tel. 01639 763012



**Neath Port Talbot County Borough Council**

**EQUALITIES EMPLOYMENT INFORMATION 2013-2014**

**Introduction**

The data in this report relates to all employees of Neath Port Talbot County Borough Council including those employed by schools, with the exception of voluntary-aided and faith schools.

The Council has, for an extended period of time, collected employment related data for the following protected characteristics:

- Age
- Disability
- Ethnicity
- Gender

Data is analysed against the following criteria:

- People employed by the Council on 31<sup>st</sup> March 2014 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 who have successfully applied for training
- Employees who have completed training
- Employees involved in grievance procedures
- Employees subject to disciplinary procedures
- Employees who have left the Council's employment.

The following gaps exist in the data that we are able to collect:

- The protected characteristics: gender reassignment, pregnancy and maternity, religion and belief and sexual orientation.
- Employees who have applied to change position within the authority, identifying how many were successful and how many succeeded in their application – the data relating to recruitment includes internal and external candidates, but is not able to differentiate between the two.
- Employees who applied for training and who were unsuccessful. The Council currently records only applications that are supported by the employee's manager. There is no provision on the corporate training database to record unsupported applications and this matter is being considered by a regional working group advised by the WLGA.
- Employees who are the subject of grievances. Grievances often fail to identify such a person; they may instead relate to a decision/policy rather than another employee.

The Council has recognised that current arrangements for collecting employment data need to be improved. The Council's Efficiency Programme Board has established a priority project to develop the Council's employment database, VISION. This project aims to expand the data collected in relation to the protected characteristics and to improve the quality of the data collated.

## THE PROTECTED CHARACTERISTICS

### AGE

The data shows that in 2013 / 2014 the highest percentage of the workforce is in the age category 45-54, closely followed by those aged 35-44. This is consistent with previous years.

Age Range	% of total workforce	% of total workforce	% of total workforce	Head count
	2011/2012	2012/2013	2013/2014	2013/2014
16-19	1%	1%	1%	42
20-24	5%	6%	5%	364
25-34	20%	19%	18%	1359
35-44	25%	25%	25%	1859
45-54	31%	28%	30%	2222
55-64	18%	19%	19%	1407
65-74	1%	2%	2%	111
75+	0%	0%	0%	6
<b>Total</b>			100%	7370

### DISABILITY

1.6% of employees have identified themselves as having a disability. The numbers of employees identifying themselves as disabled has reduced by a head count of 9 from 2012 / 2013.

Group	% of workforce	% of workforce	% of workforce	Total
	2011/2012	2012/2013	2013 / 2014	2013 / 2014
Disabled	2%	1.7%	1.6%	119
Not Disabled	98%	98.3%	98.4%	7251
Total			100%	7370

The Council continues to be a “Two Ticks” employer. To use the Positive about Disabled People two ticks symbol the Trust must demonstrate its commitment regarding recruitment, training, retention and disability awareness. These commitments are:

- to interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities
- to discuss with disabled employees, at any time but at least once a year, what both parties can do to make sure disabled employees can develop and use their abilities
- to make every effort when employees become disabled to make sure they stay in employment
- to take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work
- to review these commitments each year and assess what has been achieved, plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans

## **GENDER**

The gender profile for 2013 / 2014 is 74% female: 26% male. This is higher than the national average for local government, in which women make up 71% of the workforce. In 2012 / 2013 the profile was 71% female: 29% male.

<b>Gender</b>	<b>% of workforce 2012 / 2013</b>	<b>% of workforce 2013 / 2014</b>	<b>Head count 2013 / 2014</b>
Female	71%	74%	5478
Male	29%	26%	1892
<b>Total</b>		<b>100%</b>	<b>7370</b>

## ETHNICITY

The overall proportion of black and minority ethnic (BME) employees in the workforce is 1.1%. To set this in the context of the local population, according to the 2011 Census, the proportion of black and minority ethnic residents within Neath Port Talbot County Borough Council equates to 1.9%.

In 2012 / 2013 the proportion of black and minority ethnic employees was 1.2%. 2013 / 2014 has seen a head count reduction of 8 BME employees.

	2012 / 2013	2013 / 2014
Other Ethnic Group	22	16
Irish	11	9
Mixed White & Black Caribbean	8	6
Indian	5	8
Asian Other	10	12
Black British	0	0
Mixed White & Black Asian	6	4
Black Caribbean	3	3
Bangladeshi	3	4
Chinese	5	4
Pakistani	6	4
White & Asian	3	3
Mixed White & Black African	0	0
Black African	4	4
Black Other	5	6
<b>Sub Total</b>	<b>91</b>	<b>83</b>
White British	6926	6905
White Other	123	108
Prefer Not to Say	261	274
<b>Total</b>	<b>7401</b>	<b>7370</b>

## MEN AND WOMEN AT WORK

### OCCUPATIONAL AREA OF WORK ON 31<sup>ST</sup> MARCH 2014

<b>CHIEF EXECUTIVES</b>	<b>Female</b>	<b>Male</b>
Corporate Strategy	53	16
Corporate Strategy & Democratic Services	69	6
Human Resources	122	6
Total	122	33
<b>% of directorate workforce</b>	<b>85%</b>	<b>15%</b>
<b>31<sup>st</sup> March 2013 comparison</b>	<b>83%</b>	<b>17%</b>
<b>31<sup>st</sup> March 2012 comparison</b>	<b>83%</b>	<b>17%</b>

<b>EDUCATION, LEISURE &amp; LIFELONG LEARNING</b>	<b>Female</b>	<b>Male</b>
Partnerships & Community Development	348	173
Schools	2483	471
Schools Inclusion & Lifelong Learning Development	104	33
Support Services & Commissioning Development	757	71
Total	3692	748
<b>% of directorate workforce</b>	<b>83%</b>	<b>17%</b>
<b>31<sup>st</sup> March 2013 comparison</b>	<b>81%</b>	<b>19%</b>
<b>31<sup>st</sup> March 2012 comparison</b>	<b>83%</b>	<b>17%</b>

<b>ENVIRONMENT</b>	<b>Female</b>	<b>Male</b>
Engineering & Transport	77	106
Planning	26	29
Property & Regeneration	162	87
South Wales Trunk Road Agency	21	85
Streetcare Services	28	423
Total	314	730
<b>% of directorate workforce</b>	<b>30%</b>	<b>70%</b>
<b>31<sup>st</sup> March 2013 comparison</b>	<b>27%</b>	<b>73%</b>
<b>31<sup>st</sup> March 2012 comparison</b>	<b>30%</b>	<b>70%</b>

<b>FINANCE &amp; CORPORATE SERVICES</b>	<b>Female</b>	<b>Male</b>
Financial Services	152	48
ICT	28	76
Legal & Democratic Services & Monitoring	54	25
Total	234	149
<b>% of directorate workforce</b>	<b>61%</b>	<b>39%</b>
31 <sup>st</sup> March 2013 comparison	<b>60%</b>	<b>40%</b>
<b>31<sup>st</sup> March 2012 comparison</b>	<b>62%</b>	<b>38%</b>

<b>SOCIAL SERVICES HEALTH &amp; HOUSING</b>	<b>Female</b>	<b>Male</b>
Business Strategy & Public Protection	150	45
Children & Young People Services	232	68
Community Care & Housing Services	736	128
Total	1118	241
<b>% of directorate workforce</b>	<b>82%</b>	<b>18%</b>
31 <sup>st</sup> March 2013 comparison	<b>80%</b>	<b>20%</b>
<b>31<sup>st</sup> March 2012 comparison</b>	<b>84%</b>	<b>16%</b>

## **GRADE AND PAY**

### **Chief Officers**

Females now make up 24% of the Chief Officer workforce, compared with 14% in 2012 / 2013.

<b>Salary Range</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
£122,049 - £134,253	0	1	1
£98,745 - £108,618	0	4	4
£68,439 - £75,279	5	11	16
Total	5	16	21

## LGS (Green Book) Employees

The overall gender distribution of LGS employees is consistent with 2012 / 2013, however the percentage of female employees in grade 1 has increased by 8% and the percentage of female employees in grade 13 has decreased by 5%.

Salary Range	Female	% female	Male	% male	Total
Grade 1	645	99%	14	1%	659
Grade 2	181	60%	120	40%	301
Grade 3	610	69%	277	31%	887
Grade 4	568	78%	159	22%	727
Grade 5	869	73%	328	27%	1197
Grade 6	332	63%	196	37%	528
Grade 7	161	55%	133	45%	294
Grade 8	139	53%	122	47%	261
Grade 9	189	63%	110	37%	299
Grade 10	90	53%	80	47%	170
Grade 11	55	54%	47	46%	102
Grade 12	8	25%	24	75%	32
Grade 13	11	28%	28	72%	39
Foundation Modern Apprentices	7	54%	6	46%	13
<b>Total</b>	<b>3865</b>	<b>70%</b>	<b>1644</b>	<b>30%</b>	<b>5509</b>

## Teacher Leadership Groups

These figures are consistent with 2012 / 2013.

Deputy Heads / Teachers in Charge	Female	%	Male	%	Total
£37,461- £78,298	68	63%	40	37%	108

Headteacher Groups	Salary Range	Female	%	Male	%	Total
<b>Group 1</b>	£42,379- £55,553	10	63%	6	37%	16
<b>Group 2</b>	£44,525- £64,367	25	68%	12	32%	37
<b>Group 3</b>	£48,024- £64,367	4	40%	6	60%	10
<b>Group 4</b>	£51,614- £69,275	2	50%	2	50%	4
<b>Group 5</b>	£56,950- £76,409	0	0%	3	100%	3
<b>Group 6</b>	£61,288- £86,365	0	0%	4	100%	4
<b>Group 7</b>	£65,963- £92,948	1	33%	2	67%	3

## Teachers



Compared with 2012 / 2013 these figures show an increase of 3% in female teachers in the lower qualified pay band, and an increase of 8% in female teachers in the unqualified pay band. The upper pay band remains unchanged.

<b>Salary Range</b>	<b>Female</b>	<b>%</b>	<b>Male</b>	<b>%</b>	<b>Total</b>
£21,588 - £31,552	219	80%	56	20%	275
£34,181 - £36,756	574	76%	178	24%	752
£15,817 - £25,016*	17	81%	4	19%	21
	810	77%	238	23%	1048

\* unqualified teachers

## **Soulbury (Blue Book) Groups**

### **Advisor/Inspector**

<b>Salary Range</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
£44,230 - £47,742	-	1	1
£44,230 - £46,614	1	-	1
£45,348 - £48,988	1	-	1
£47,269 - £53,554	2	-	2
£47,742 - £51,246	-	1	1
£47,742 - £53,499	1	-	1
£54,090 - £57,305	1	-	1
<b>Total</b>	6	2	8

### **Educational Psychologist**

<b>Salary Range</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
£34,273 - £47,778	5	1	6

### **Youth & Community Service Officer**

<b>Salary Range</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
£33,891 - £37,240	-	1	1
£40,659 - £43,791	1	-	1

## Youth & Community Workers (Pink Book)

Salary Range	Female	%	Male	%	Total
£14,283 - £ 36,741	2	25%	6	75%	8
£17,874 - £19,833	7	88%	1	12%	8
£22,713 - £25,125	4	24%	13	76%	17
£25,830 - £27951	2	67%	1	33%	3
£29,646 - £32,289	1	33%	2	67%	3
	16	41%	23	59%	39

## CONTRACT TYPE

The gender profile:

- permanent posts = 72% female: 28% male
- fixed term posts = 79% female: 21% male
- temporary posts = 84% female: 16% male

The overall gender profile of the Council's workforce is 74% female: 26% male. The contract type shows a slightly lower proportion of females are in permanent employment, and an increased proportion are in fixed term and temporary posts compared with the overall gender profile of the workforce. The percentage of females in temporary posts has increased by 6% compared with 2012 / 2013.

Contract Type	Females	Males	Total
Permanent	4027	1586	5613
Fixed Term	381	101	482
Temporary	1065	210	1275
<b>Total</b>	5473	1897	7370

## WORKING PATTERN

- 69% of the Council's workforce is in part time employment, i.e. contracted to work less than 37 hours a week. This is an increase of 6% compared with 2012 / 2013.
- 31% of the workforce is in full time employment. This is a decrease of 6% compared with 2012 / 2013.
- Female part time employees represent over half (58%) of the workforce, an increase of 5% compared with 2012 / 2013.
- This is followed by an equal split of male (16%) and female (16%) full time employees.
- The smallest proportion (10%) of the workforce is male part time employees (no variation on 2012 / 2013).

<b>Gender</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Total</b>
Female	1160	4317	5477
Male	1152	741	1893
<b>Total</b>	2312	5058	7370

**PEOPLE WHO HAVE APPLIED FOR JOBS WITHIN THE COUNCIL**

5520 people applied for 487 jobs, with 511 appointments made in 2013 / 2014. 24% of applicants were internal applicants from within the Council’s existing workforce.

As a result of the Forward Financial Plan, external recruitment has been reduced significantly to specialist and hard to fill posts only. The main emphasis of recruitment at present is redeployment activity for employees ‘at risk’ of redundancy.

	% of all applicants	% shortlisted	% appointed
Female	67%	72%	34%
BME	3%	2%	0.5%
Disabled	3%	3%	0.19%
Age 16-19	9%	14%	15%
Age 20-24	22%	15%	17%
Age 25-34	28%	16%	16%
Age 35-44	18%	22%	20%
Age 45-54	17%	21%	21%
Age 55-64	6%	12%	11%
Age 65-74	0	0	0
Age 75+	0	0	0

**EMPLOYEES WHO HAVE SUCESSFULLY APPLIED FOR TRAINING**

**Training Applications Granted - gender, disability & ethnicity**

<b>Directorate</b>	<b>Female</b>	<b>% female</b>	<b>Male</b>	<b>% male</b>	<b>Total</b>	<b>Disabled</b>	<b>% disabled</b>	<b>BME</b>	<b>% BME</b>
CEX	194	83	39	17	233	7	16	2	5
ELLL	1975	75	642	25	2617	41	2	28	1
ENV	210	15	1162	85	1372	28	2	8	1
F&CS	95	55	77	45	172	5	3	0	0
SSHH	4476	83	951	17	5427	177	3	102	2
<b>Total</b>	<b>6950</b>	<b>71</b>	<b>2871</b>	<b>29</b>	<b>9821</b>	<b>231</b>	<b>2</b>	<b>130</b>	<b>1</b>

**Training Applications Granted - age range**

<b>Age range</b>	<b>Directorate</b>						
	<b>CEX</b>	<b>ELLL</b>	<b>ENV</b>	<b>FCS</b>	<b>SSHH</b>	<b>Total</b>	<b>%</b>
16-21	1	121	31	1	138	292	3
22-30	25	385	122	17	734	1283	13
31-40	46	670	242	42	1135	2135	22
41-50	92	771	409	42	1817	3131	32
51-60	46	581	464	66	1449	2606	26.6
61-65	23	70	93	4	138	328	3
65+	0	19	11	0	16	46	0.4
<b>Total</b>	<b>233</b>	<b>2617</b>	<b>1372</b>	<b>172</b>	<b>5427</b>	<b>9821</b>	

**EMPLOYEES WHO HAVE SUCCESSFULLY COMPLETED TRAINING**

**Employees who completed training - gender, disability & ethnicity**

<b>Directorate</b>	<b>Female</b>	<b>% female</b>	<b>Male</b>	<b>% male</b>	<b>Total</b>	<b>Disabled</b>	<b>% disabled</b>	<b>BME</b>	<b>% BME</b>
CEX	158	82	34	18	192	0	0	1	2
ELLL	1902	76	609	24	2511	40	2	28	1
ENV	191	15	1122	85	1313	27	2	8	1
F&CS	80	52	74	48	154	0	0	0	0
SSHH	3829	82	815	18	4644	145	3	84	2
<b>Total</b>	<b>6160</b>	<b>70</b>	<b>2654</b>	<b>30</b>	<b>8814</b>	<b>212</b>	<b>2</b>	<b>121</b>	<b>1</b>

**Employees who completed training - age range**

	Directorate						
Age range	CEX	ELLL	ENV	F&CS	SSHH	Total	%
16-21	1	111	31	1	104	248	3
22-30	24	378	118	17	652	1189	13
31-40	38	643	232	39	970	1922	22
41-50	77	757	391	38	1566	2829	32
51-60	35	541	441	58	1223	2298	26.6
61-65	17	62	90	1	115	285	3
65+	0	19	10	0	14	43	0.4
<b>Total</b>	192	2511	1313	154	4644	8814	

### Applicants who did not complete training - gender, disability & ethnicity

Directorate	Female	% female	Male	% male	Total	Disabled	% disabled	BME	% BME
CEX	36	88	5	12	41	0	0	1	1
ELLL	73	69	33	31	106	1	1	0	0
ENV	19	32	40	68	59	1	1	0	0
F&CS	15	83	3	17	18	0	0	0	0
SSHH	647	83	136	17	783	32	4	18	2
<b>Total</b>	790	78	217	22	1007	34	3	19	2

### Applicants who did not complete training - age range

	Directorate						
Age range	CEX	ELLL	ENV	F&CS	SSHH	Total	%
16-21	0	10	0	0	34	44	4
22-30	1	7	4	2	82	96	10
31-40	8	27	10	3	165	213	21
41-50	15	14	18	2	251	300	30
51-60	11	40	23	10	226	310	31
61-65	6	8	3	1	23	41	3.5
65+	0	0	1	0	2	3	0.5
<b>Total</b>	41	106	59	18	783	1007	

## EMPLOYEES INVOLVED IN GRIEVANCE PROCEDURES

<b>Female</b>	<b>Male</b>	<b>Total</b>
14	1	15

<b>Disability</b>	<b>BME</b>
0	0

<b>16-19</b>	<b>20-24</b>	<b>25-34</b>	<b>35-44</b>	<b>45-54</b>	<b>55-64</b>	<b>65-74</b>	<b>75+</b>
-	-	1	3	4	5	2	-

### Harassment at Work Stage 1 Complaints

Nature of complaint:

Bullying	8
Mixed complaints, involving disability, sex and sexual orientation discrimination	1

Complainants:

<b>Female</b>	<b>Male</b>	<b>Total</b>	<b>Disabled</b>	<b>BME</b>
6	3	9	-	-

<b>Age Range</b>				
		41-		
22-30	31-40	50	51-60	Unknown
2	-	3	2	2

### Preferred Option of Complainant

**Option A** - speak directly to the alleged harasser (either on their own or in the company of their Support Officer, TU representative or colleague or manager).

**Option B** - speak to their own immediate manager/supervisor (or his/her manager if it is their own manager/supervisor who is the alleged harasser) who will speak to the alleged harasser on their behalf.

**Option C** - ask their Trade Union representative or colleague to speak to the alleged harasser on their behalf.

**Option D** - take no action but keep a written record of events for future use.

<b>Option A</b>	<b>Option B</b>	<b>Option C</b>	<b>Option D</b>	<b>Stage 2</b>	<b>Unknown</b>
4	3	-	1	-	1

### Harassment at Work Stage 2 Complaints - none

## EMPLOYEES SUBJECT TO DISCIPLINARY PROCEDURES

Female	Male	Total
21	26	47

Disability	BME
NIL	NIL

16-19	20-24	25-34	35-44	45-54	55-64	65-74	75+
-	2	9	5	14	14	3	-

### EMPLOYEES WHO HAVE LEFT THE COUNCIL'S EMPLOYMENT

The figures below exclude casual workers:

Department	Female	Male	Grand Total
CHEX	16	9	25
ELLL	958	208	1166
ENV	88	169	257
F&CS	40	23	63
SSHH	241	63	304
Grand Total	1343	472	1815

Female	Male	Total	Disabled	BME
1343	472	1815	31	28
74%	26%	100%	2%	2%

### Age range

Department	16-19	20-24	25-34	35-44	45-54	55-64	65-74	75+	Grand Total
CHEX		1	4	6	5	8	1		24
ELLL	13	211	275	225	200	213	28	1	1166
ENV	12	32	40	28	49	80	14	2	257
F&CS		2	14	14	14	19			63
SSHH	3	14	57	67	93	61	9		304
Grand Total	28	260	390	340	361	381	52	3	1815



## **LOCAL GOVERNMENT PENSION SCHEME DISCRETIONS POLICY**

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

- 1.1 The purpose of this report is to seek Member approval for the Neath Port Talbot County Borough Council Local Government Pension Scheme (LGPS) Employer Discretions Policy (attached).

### **2. Background Information**

- 2.1 Members will be aware that the LGPS in England and Wales was amended from 1<sup>st</sup> April 2014 so that benefits accruing for service after 31<sup>st</sup> March 2014 will accrue on a Career Average Re-valued Earnings (CARE) basis, rather than on a final salary basis.
- 2.2 As a result of the changes, the LGPS regulations stipulate that employers are required to have a Discretions Policy in place in relation to mandatory discretions which they have the power to exercise in relation to members of the CARE scheme and on certain other discretions they may exercise if they choose to in relation to members of the LGPS.
- 2.3 The employer must formulate, publish and keep the policy under review.

### **3. Discretions within LGPS for Decision**

- 3.1 The Regulations required that decisions were made in relation to five key mandatory discretions by 30<sup>th</sup> June 2014, and a report was presented to Members on 7<sup>th</sup> April 2014 in relation to these decisions, and approved by Members at that committee.
- 3.2 The policy attached at Appendix 1 includes the mandatory discretions (see section 2 Mandatory decisions), as well as a number of other discretions which the Council has the power to exercise.
- 3.3 Unless otherwise stated, where decisions are required in relation to discretions, these will be considered and decided upon by the Council's Pension Panel.

#### **4. Recommendation**

- 4.1 It is **RECOMMENDED** that Members approve the Neath Port Talbot County Borough Council Local Government Pension Scheme (LGPS) Employer Discretions Policy (attached).

#### **FOR DECISION**

#### **5. Officer Contact**

- 5.1 For further information on this report item, please contact either:

Graham Jones, Head of Human Resources on Ext 3315 or email [g.jones@npt.gov.uk](mailto:g.jones@npt.gov.uk) or;

Sheenagh Rees, Principal HR Manager on Ext 3012 or email [s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk)

#### **6. Background Papers**

Local Government Pension Scheme

#### **7. Wards Affected**

All

#### **8. Appendices**

Appendix 1 - Local Government Pension Scheme Discretions Policy (Appendix 1).

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

# **LOCAL GOVERNMENT PENSION SCHEME DISCRETIONS**

## **SCOPE**

The policy set out in this document applies to all employees, who are employed under the terms and conditions of Neath Port Talbot County Borough Council who have elected to join the Local Government Pension Scheme

**Date of Issue: July 2014**

## **1. Introduction**

- 1.1 This document sets out below the discretions to be applied within Neath Port Talbot County Borough Council.
- 1.2 In formulating and reviewing its policy, Neath Port Talbot County Borough Council must have regard to the extent to which the exercise of its discretionary powers could lead to serious loss of confidence in the public service.
- 1.3 Whilst this Policy Statement sets out the general position, the Authority must consider every application on its merit. Where there are extraordinary or justifiable circumstances, a departure from policy may be appropriate.

## **2. Mandatory Discretions under LGPS 2014**

- 2.1 Scheme employers, participating in the LGPS in England and Wales are required to formulate, publish and maintain a written statement of policy on certain discretions set out in the Local Government Pension Scheme Regulations.

### **2.2 *Funding of Additional Pension***

Employers will determine whether, how much, and in what circumstances to contribute to a Shared Cost Additional Pension Contribution (SCAPC)

#### **Policy**

**The Council has determined that it will not fund SCAPCs due to the associated increased costs.**

### **2.3 Flexible Retirement**

Employers will determine whether to permit an application for flexible retirement for an active LPGA member, age 55 or over who, reduce their working hours or grade, and, if so,

- Whether, in addition to the benefits accrued prior to 1 April 2008 (which must be paid), to permit the member to choose to draw:
  - All, part or none of the pension benefits accrued after 31 March 2008 and before 1 April 2014 and/or
  - All, part or none of the pension benefits accrued after 31 March 2014

- whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement

#### **Policy**

**Please refer to the Council's Flexible Retirement Policy which sets out the Council's policy in relation to flexible retirement.**

#### **2.4 *Waiving of actuarial reduction***

Employers will determine whether to waive any actuarial reduction that would be applied to an active LGPS member, age 55 or over who, either voluntary retires or is granted flexible retirement

#### **Policy**

**The Council will not exercise this discretion other than in exceptional circumstances, and at the approval of the Director of Finance & Corporate Services and Head of Human Resources.**

#### **2.5 *Award of Additional Pension***

Employers will determine whether to grant extra annual pension of up to £6,500\* to an active LGPS member or within 6 months of leaving to a member whose employment was terminated on the grounds of redundancy or business efficiency.

\* Figure at 1 April 2014. This figure will be increase each April (starting April 2015) under the Pension (Increase) Act 1971 (as if it were a pension with a Pension Increase date of 1 April 2013)

#### **Policy**

**The Council will not exercise this discretion in all but very exceptional circumstances, and at the approval of the Director of Finance & Corporate Services and Head of Human Resources.**

#### **2.6 *Switch back on the 85 year rule***

Employers will determine whether to switch back on the 85 year rule for members voluntarily retiring on or after age 55 and before age 60 before 2020.

## **Policy**

**The Council will consider each case on its own merits with full business cases to be approved by the Director of Finance & Corporate Services and Head of Human Resources.**

### **3. Optional Discretions under LGPS 2014**

3.1 There are a number of other discretions which Scheme employers may exercise under the LGPS Regulations 2013, where a written policy is not required; however, it is appropriate that these are listed to ensure clarity on the employer's stance on these matters.

#### **3.2 *Funding of Additional Voluntary Contributions***

Employers will determine whether, how much, and in what circumstances to contribute to a Shared Cost Additional Voluntary Contribution (SCAVC)

## **Policy**

**The Council has determined that it will not fund SCAVCs due to the associated increased costs.**

#### **3.3 Permit a late transfer in of previous pension rights**

Employers, with the agreement of the City and County of Swansea Pension Fund, will determine whether to permit a Scheme member to elect to transfer other pension rights into the LGPS if the member has not made an election within 12 months of joining the Scheme.

## **Policy**

**Extensions only to be allowed in exceptional circumstances and where the delay was outside of the member's control.**

#### **3.4 Permit a late election to retain separate LGPS benefits**

Employers will determine whether to permit an extension to the 12 month time limit within which a Scheme member may elect not to aggregate a previous deferred benefit with their new LGPS employment (or ongoing concurrent LGPS employment).

## **Policy**

**Extensions only to be allowed in exceptional circumstances and where the delay was outside of the member's control.**

### **3.5 Allocation of pension contribution band**

Employers will determine how the pension contribution band to which an employee is to be allocated on joining the Scheme and at each subsequent April will be decided and the circumstances in which the contribution band will be reviewed in the course of a Scheme year

## **Policy**

**All fixed, regular payments which are considered pensionable are taken into account. Regular reassessments and re-bandings will take place to take into account, for example, pay awards, increments and promotions.**

### **3.6 Calculation of assumed pensionable pay**

Employers will determine whether to include the amount of any 'regular lump sum payment', received by the member in the 12 months preceding the commencement of a period of absence or the date at which ill health retirement or death occurred, in the calculation for assumed pensionable pay. A 'regular lump sum payment' is a payment for which the member's employer determines there is a reasonable expectation that such a payment would be paid on a regular basis.

## **Policy**

**Generally a lump sum payment made in the previous 12 months will not be considered a "regular lump sum", however each case will be considered on its merits.**

## **4. Summary of the discretions to be exercised on and after 1 April 2014 in relation to scheme members (excluding councillor members) who ceased active membership between 1 April 2008 and 31 March 2014**

**4.1** Scheme employers are required to prepare, publish and review a written policy in relation to:

**4.2** **Early payment of deferred pension benefits**

Employers will determine whether to grant applications for the early payment of deferred pension benefits on or after age 55 and before age 60

**Policy**

**The Council will consider each case on its own merits, provided there are no additional associated costs to the Council.**

**4.3 Waive actuarial reduction on compassionate grounds**

Employers will determine whether, on compassionate grounds, to waive any actuarial reduction that would normally be applied to deferred benefits or suspended tier 3 ill health pensions which are paid before age 65

**Policy**

**The Council will consider each case on its own merits with full business cases to be approved by the Director of Finance & Corporate Services and Head of Human Resources.**

**4.4 Early payment of suspended tier 3 ill health pension**

Employers will determine whether to grant applications for the early payment of a suspended tier 3 ill health pension on or after age 55 and before age 60

**Policy**

**The Council will determine eligibility in accordance with the LGPS regulations and medical advice. The Council will consider each case on its own merits with full business cases to be approved by the Director of Finance & Corporate Services and Head of Human Resources.**

**4.5 Grant extra membership**

Employers will determine, within 6 months of the date of termination, whether to grant extra membership to a Scheme member whose employment was terminated before 1 April 2014 on the grounds of redundancy or business efficiency

**Policy**



The Council has determined that this discretion will not be exercised.

5. **Summary of the discretions to be exercised on and after 1 April 2014 in relation to active councillor members, councillor members who ceased active membership on or after 1 April 1998 and any other scheme members who ceased active membership between 1 April 1998 and 31 March 2008**

5.1 Scheme employers are required to prepare and keep under review a written policy in relation to:

**5.2 Early payment of pension benefits**

Employers will determine whether to grant applications for the early payment of pension benefits on or after age 50 and before age 60

**Policy**

The Council will consider each case on its own merits, provided there are no additional associated costs to the Council.

**5.3 Waive actuarial reduction on compassionate grounds**

Employers will determine whether, on compassionate grounds, to waive any actuarial reduction that would normally be applied to benefits which are paid before age 65

**Policy**

The Authority will consider the merits of each application submitted.

6. **Summary of the discretions to be exercised on and after 1 April 2014 in relation to scheme members who ceased active membership before 1 April 1998**

6.1 Scheme employers are recommended to formulate, publish and keep under review a statement of policy in relation to:

**6.2 Early payment of deferred pension benefits**

Employers will determine whether to grant applications for the early payment of deferred benefits on or after age 50 and before age 65 on compassionate grounds

**Policy**

The Council will consider each case on its own merits with full business cases to be approved by the Director of Finance & Corporate Services and Head of Human Resources.

7. **Summary of the discretions to be exercised under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006**

7.1 Scheme employers are required to formulate, publish and keep under review a statement of policy on two discretions under the above regulations and must be satisfied that the policy is workable, affordable and reasonable having regard to the foreseeable costs.

**7.2 Calculation of Redundancy Payment**

Employers will determine whether to base a redundancy payment on an employee's actual week' pay where it exceeds the statutory weeks' pay limit

**Policy**

**Refer to the current Management of Change in Partnership Policy and the Authority's current ER/VR/CR Scheme.**

**7.3 Make a termination payment**

Employers will determine whether to make a termination payment (inclusive of any redundancy payment) of up to a maximum of 104 weeks' pay.

A termination payment cannot be made if an employer makes an award of augmented membership (2007 regulations) or additional pension (2013 regulations)

**Policy**

**Refer to the current Management of Change in Partnership Policy and the Authority's current ER/VR/CR Scheme.**

8. **Summary of the discretions to be exercised under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000**

8.1 Although the 2000 Compensation Regulations have been revoked, they still apply to any Compensatory Added Years previously awarded by a Scheme employer before 1 April 2007.

8.2 Scheme employers, who made awards of Compensatory Added Years are required to formulate, publish and keep under review a statement of policy under the above regulations and must be satisfied that the policy is workable, affordable and reasonable having regard to the foreseeable costs.

**8.3 Abatement of annual compensatory added years' payment**

Employers will determine how a person's annual compensatory added years' payment is to be abated during, and following the cessation of, any period of re-employment by an employer who offers LGPS membership.

**Policy**

**The Council resolves to reduce or suspend the member's annual compensatory added years payment during any period of re-employment in local government in accordance with the regulations.**

**Each case will be considered on its own merits with due regard to the reduction.**

**8.4 Apportionment of annual compensatory added years**

Employers will determine how any surviving spouse's or civil partner's annual compensatory added years is to be apportioned where the deceased is survived by more than one spouse or civil partner

**Policy**

**The Council will consider each case on its own merits.**

**8.5 Suspension of spouse's annual compensatory added years**

Employers will determine whether the annual compensatory added years, paid to a spouse of a person who ceased employment before 1 April 1998, will continue to be paid if they remarry, enter into a civil partnership or cohabit after 1 April 1998

**Policy**

**The Council will consider each case on its own merits.**

## **9 Miscellaneous**

- 9.1 Any change to the discretions exercised under the LGPS Regulations can take immediate effect from the date the changes to the policies are agreed
- 9.2 Any change to the discretions exercised under the Discretionary Compensation Regulations 2000, the Discretionary Compensation Regulations 2006 or the Injury Allowances Regulations 2011 cannot take effect until one month after the date the statement of the amended policy is published
- 9.3 A copy of the discretionary policy should be sent to the City and County of Swansea Pension Fund.
- 9.4 A copy of any revised policy should also be sent to the City and County of Swansea Pension Fund within one month of its revision.

**PERSONNEL COMMITTEE**

**8<sup>th</sup> September 2014**

**CHIEF EXECUTIVE'S OFFICE**

**PRIVATE REPORT OF THE HEAD OF HUMAN RESOURCES  
– G. JONES**

**INDEX OF REPORT ITEM**

**PART 2. Doc Code: PERS-080914-REP-CE-GJ-PX**

*Not for publication pursuant to Section 100B(2) and (5) of the Local Government Act 1972 and Exempt Paragraphs 14 of Part 4 of schedule 12A to the above Act. Pursuant also to Paragraph 21 of the Schedule, and in all the circumstances of the case, the public interest in maintaining the exemption is considered to outweigh the public interest in disclosing the information.*

<b>SECTION A – MATTER FOR DECISION</b>		
<b>Report Item</b>	<b>Page Nos</b>	<b>Wards Affected</b>
Voluntary Redundancy Scheme		All
<b>SECTION B – MATTERS FOR INFORMATION</b>		
<b>Report Item</b>	<b>Page Nos</b>	<b>Wards Affected</b>
Strike – 14 <sup>th</sup> October 2014		All
HR Support to School Budget Setting Process 2014		All

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## PERSONNEL COMMITTEE

8<sup>TH</sup> SEPTEMBER 2014

### DIRECTORATE OF EDUCATION, LEISURE & LIFELONG LEARNING

### PRIVATE REPORT OF THE HEAD OF RESOURCES AND COMMISSIONING – A. D. THOMAS

### INDEX OF REPORT ITEMS

### PART 2

*Not for publication pursuant to Section 100B(2) and (5) of the Local Government Act 1972 and Exempt Paragraphs 12 and 14 of Part 4 of schedule 12A to the above Act. Pursuant also to Paragraph 21 of the Schedule, and in all the circumstances of the case, the public interest in maintaining the exemption is considered to outweigh the public interest in disclosing the information.*

**Doc. Code: PERS-080914-REP-EL-ADT-PX**

<b>SECTION A – Matters for Decision</b>		
<b>Report Item</b>	<b>Page Numbers</b>	<b>Wards affected</b>
1. Restructuring of Staffing at Neath Library		All
2. Revised Staffing Structure – Pontardawe Arts Centre, Princess Royal Theatre and Margam Park		All

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