



PERSONNEL COMMITTEE

2.00 PM - MONDAY, 24 NOVEMBER 2014

COMMITTEE ROOMS 1/2 - PORT TALBOT CIVIC CENTRE

PART 1

1. To receive any declarations of interest from Members.

Report of the Head of Children and Young People Services

2. Safeguarding, Reviewing and Quality Assurance Service (*Pages 1 - 6*)

Report of the Director of Social Services, Health and Housing

3. Hillside Secure Children's Home (*Pages 7 - 14*)

Report of the Head of Human Resources

4. National Pay Negotiations Update (*Pages 15 - 18*)
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 Community Care and Housing Services

7. Proposed re-structure to implement the Modernising of Day Opportunities for Older People (*Pages 19 - 24*)

Private report of the Head of Human Resources

8. Holiday Pay and Overtime Case Law Update (*Pages 25 - 34*)
9. Voluntary Redundancy Scheme - Update (*Pages 35 - 40*)

S.Phillips
Chief Executive

Civic Centre
Port Talbot

Tuesday, 18 November 2014

Committee Membership:

Chairman: Councillor A.N.Woolcock

Vice Chairman: Councillor S.Jones

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

**Non Voting
Members:** Councillors M.L.James, Mrs.S.Miller, P.D.Richards,
J.Rogers and A.J.Taylor

SOCIAL SERVICES, HEALTH & HOUSING

REPORT OF THE HEAD OF CHILDREN & YOUNG PEOPLE SERVICES - A. JARRETT

24th November 2014

SECTION A – MATTER FOR DEICISION

WARDS AFFECTED: ALL

Safeguarding, Reviewing and Quality Assurance Service

1. Purpose of Report

1.1 To Seek Member Approval to establish a Performance, Quality and Practice Manager Post (Grade 11) (utilising a current vacancy within the service) and for a Complaints Officer (Grade 8) and an Engagement and Participation Officer (Grade 8) to be appointed within Children and Young People Services.

2. Background Information

- 2.1 Since its launch in 2013 our Performance and Quality Assurance Framework has continued to be implemented across the service. This has incorporated the establishment of methods for measuring and evaluating the quality of our service provision and using findings to identify priorities for improvement and further develop services.
- 2.2 These methods include a programme of routine thematic case file audits, responding to and learning from complaints and obtaining feedback from service users.
- 2.3 Whilst the Service has made progress in improving the quality of casework, there is now a need for dedicated resource in order to undertake a further step change and equip the service to embed quality assurance throughout its everyday activity. The Performance, Quality and Practice Manager's post will ensure that regular audit work is undertaken within and across the service, results collated and actions followed up.
- 2.4 Using external auditors continues to be a financial pressure on the service with there being an ongoing need to commission independent auditors to

compliment the limited capacity of managers to participate in quality assurance activity.

- 2.5 The CSSIW report “Inspection of Children’s Services in Neath Port-Talbot County Borough Council” (January 2014) commented “a comprehensive and detailed quality assurance framework has been developed but not rolled out. An action plan is required to support this work to become embedded in practice. The key areas for improvement have been identified and there is a need for systematic quality assurance to be implemented”. It was also recognised “external resources have been secured to undertake audit work, as capacity in the newly recruited management team has been restricted due to competing demands”. This continues to be a financial pressure on the service with there being an ongoing need to commission independent auditors to compliment the limited capacity of managers to participate in quality assurance activity.
- 2.6 CSSIW also recommended “plans to implement the quality assurance framework should be prioritised and include using the outcome of complaints to inform practice”. The recently published Welsh Government “Guide to handling Complaints and Representations by Local Authority Social Services” (August 2014) reinforced this stating “it is important that local authorities learn from these complaints and where necessary use them to identify where services should be changed and improved”. This guidance also states that local authorities should appoint a complaints officer who has “sufficient capacity, authority and independence to manage the complaints and representation process effectively, to deliver a child centred service where appropriate and to contribute to service development”. The creation of a post within Children Services will enable us to achieve this.
- 2.7 Finally, it was also observed by the CSSIW that “a comprehensive Participation, Engagement and Advocacy protocol developed in partnership with the third sector was drafted in September. There are plans to implement the protocol across both community services and children’s services. It is not clear how social workers are to be engaged in this work, but there were indications that the voice of children looked after was being more strongly represented”. The service had already recognised that implementation of this protocol was a priority and an action plan for achieving this was under development ; however it will require dedicated resources to ensure we hear the voices of children and use their views to decide how we shape services and resources in the future. This will be the over-arching responsibility of the Engagement and Participation Officer.

3. **Proposal**

- 3.1 It is therefore proposed that a team is established to drive forward this work programme with a Performance, Quality and Practice Manager Grade 11 working to the Principal Officer for Safeguarding, Reviewing and Quality assurance and themselves supervising a Complaints Officer, Grade 8 and Engagement and Participation Officer, Grade 8.

4. **Financial Appraisal**

- 4.1 See appendices A&B. The Director of Social Services, being prudent, removed £100K from the CYPS placement budget last year to fund independent stage 2 complaint investigations on the basis that complaint numbers were very high and of a complex nature. This year, however, the service has managed to reduce complaints by over 60% and so those monies will not be needed if the complaints process continues to be tightly managed. The proposed CYPS complaints officer will fulfil this role and will ensure that fewer cases progress to an independent and costly Stage 2.

5. **Recommendation**

It is recommended that Members APPROVE the establishment of a Performance, Quality and Practice Manager Post (utilising a current vacancy within the service) and for a Complaints Officer and an Engagement and Participation Officer to be appointed within Children and Young People Services.

6. **Officer Contact**

Andrew Jarrett, Head of Children & Young Services
Email: a.jarrett@npt.gov.uk
Tel: 01639 763327

Laura Kinsey, Principal Officer
Email: l.kinsey@npt.gov.uk
Tel: 01639 763322

Appendix B

Personnel report – Funding statement
– Budget Book Page 2006

	First year (2/12th)	Full Year
SET UP COSTS		
Recruitment		
Accommodation		
Office		
Other		
Total		
Funded from:		
Revenue budget		
Reserves		
Specific grant		
Other(specify)		
Total		
RECURRING COSTS		
Employee costs (see financial appraisal)		
Starting salary	12,401	76,926
Additional at top of scale		
Accommodation		
Travel		
Other (specify)		
Total	12,401	76,926
Funded from:		
<u>External sources</u>		
Specific grant		
External agencies		
Service level agreement		
Other (specify)		
<u>Internal sources</u>		
HRA		
Existing budget allocation (Complaints)	12,401	76,926
Additional guideline allocation		
Other (specify)		
Total	12,401	76,926

This page is intentionally left blank

SOCIAL SERVICES, HEALTH AND HOUSING

REPORT OF THE DIRECTOR OF SOCIAL SERVICES, HEALTH AND HOUSING – N. JARMAN

24th November 2014

SECTION A – MATTER FOR DECISION

WARDS AFFECTED: ALL

Hillside Secure Children's Home

1. Purpose of Report:

To seek members approval for the proposed Education Department revised staffing structure at Hillside Secure Children's Home.

2. Background:

2.1. The education provision at Hillside has a number of unusual characteristics:-

- It caters for small groups of young people with a very complex range of needs.
- The young people are transient with 50% being resident for less than 8 weeks and an average length of stay of just over 3 months.
- The provision is not registered as a school, but is required to provide a broad balanced curriculum that meets the education and learning needs of all resident young people.
- Hillside and the education provision is managed through the Social Services Department and all related governance and processes. It does not have a School Board of Governors.
- Support for the Education Staff is being provided, under contract, from Cefn Saeson Comprehensive School. This enables continued professional development, career progression and opportunities for professional exchange as there would be in mainstream schools.

2.2. The Youth Justice Board for England and Wales reduced the number of contracted beds they commission from Hillside from 17 to 10 as of 1st April 2014. The financial pressures alongside this reduction and as a consequence of this reduction, requires an even greater focus on cost efficiency and effectiveness and the requirement to make every cost effective saving possible.

- 2.3. The percentage of young people admitted to Hillside within the last 12 months aged 15 years and over has significantly increased. To respond to this change a curriculum review has been undertaken and the education provision plans to provide an increased range of vocational training and employment skill alongside the maintenance of the core academic subjects.
- 2.4. The Care and Social Services Inspectorate Wales (CSSIW) inspect Hillside annually and invite Estyn Education Inspectors to inspect the education provision. There have been significant recent improvements within education below is the introduction to the last Estyn inspection report:-

Inspectors found that there had been significant changes to the management of education at the centre. The new senior management team were working effectively with the centre manager and senior care staff to ensure that both the learning and care needs of children and young people were being met. Teachers had been given new leadership responsibilities and were enthusiastic about these and motivated to play an active role in the centre's improvement journey.

As a result of the visit we are content that progress has been made against all the recommendations and good progress has been made in some areas. However, we are recommending that we undertake a further visit to evaluate the continued progress against those recommendations that were only partly addressed this time.

- 2.5. To ensure the education provision continues to make the required progress against the Estyn recommendations and to provide the required management and support to drive up standards and achieve sustainable positive outcomes for young people, the Council has put in place a contractual agreement with Cefn Saeson School to provide the required levels of strategic and operational support to manage the education provision within Hillside.
- 2.6. Part of the contractual agreement with Cefn Saeson School identified the requirement for a curriculum review, skills audit and staffing structure review. This work was been completed and The Personnel Committee agreed the staffing structure changes with the Education Department at Hillside.
- 2.7. A slight revision of the structure is required; to provide additional in-class support, two Teaching Assistants Level 1 (scp 8-11) to provide support to Young People at Hillside consistent with advice from Estyn; to bring the scale of the Assistant Manager (Education) in line with similar posts in other institutions, the post was previously Leadership scales 6-10 and is now Leadership scales 9-13; an additional post of a Higher Level Teaching Assistant Level 4 scp 24-27 with the deletion of a Level 3 scp 15-20. This will allow greater flexibility to cover teaching colleagues.

3. Proposal:

- 3.1. To implement the required staffing structure to deliver the appropriate curriculum and achieve sustainable high standards of education and learning, ensuring young people achieve their maximum potential.
- 3.2. Key benefits of the proposed staffing changes are:-
- To provide a value for money service that achieves maximum benefits to all stakeholders.
 - The provision of a wider and broader range of vocational subjects and opportunities.
 - To provide the required cover arrangements and quality of cover teacher required for planned and unplanned absences.
 - It provides the funding for the contract agreement with Cefn Saeson School to provide the strategic and operational management to deliver on all aspects of required standards and school improvements.
 - It provides the management support and deputising function in the absence of the Assistant Manager of Education.
 - It utilises the broad range of knowledge and skills of the Senior Learning Leader and four Learning Leaders to take on responsibilities for areas of the education provision to support the role of the Assistant Manager of Education.
 - It provides for a flexible and pupil targeted timetable to provide for the diverse and changing education and learning needs of the young people.
 - It provides a skilled, motivated workforce and the facility for continuous professional development of all education staff.
 - It provides increased opportunities for 1:1 and small group education, learning and support in any subject and at any level.

4. Financial Appraisal:

- 4.1 The Education budget (£514,042) presented to Personnel committee on 13/5/14, is configured into Hillside's operational budget and is identified within Appendix 2 alongside the budget for the proposed staffing changes.
- 4.2. The overall additional costs identified within the proposed changes amounts to £49,777. These additional costs will be funded from Hillside's budget, either from an underspend in the budget or if not from Hillside Reserve budget.
- 4.3. A fee of £100,000 has been allocated to pay for the contract agreement with Cefn Saeson School to provide the required strategic and operational leadership and

management to achieve the required changes and sustainable improvements within the education provision at Hillside.

The proposed changes will therefore be fully met from Hillside's general budget.

5. Funding Statement Appendices:

5.1. Staffing structure proposal (Appendix 1).

5.2. Financial appraisal (Appendix 2).

6. Recommendation:

6.1. It is recommended that Members approve the restructure of the education staff team.

For Decision.

7. List of Background Papers:

CYP & E Cabinet Board Report on Hillside Education Provision (03/04/14).

CSSIW Inspection Report reported to CYP&E Committee (03/04/14).

8. Officer Contact:

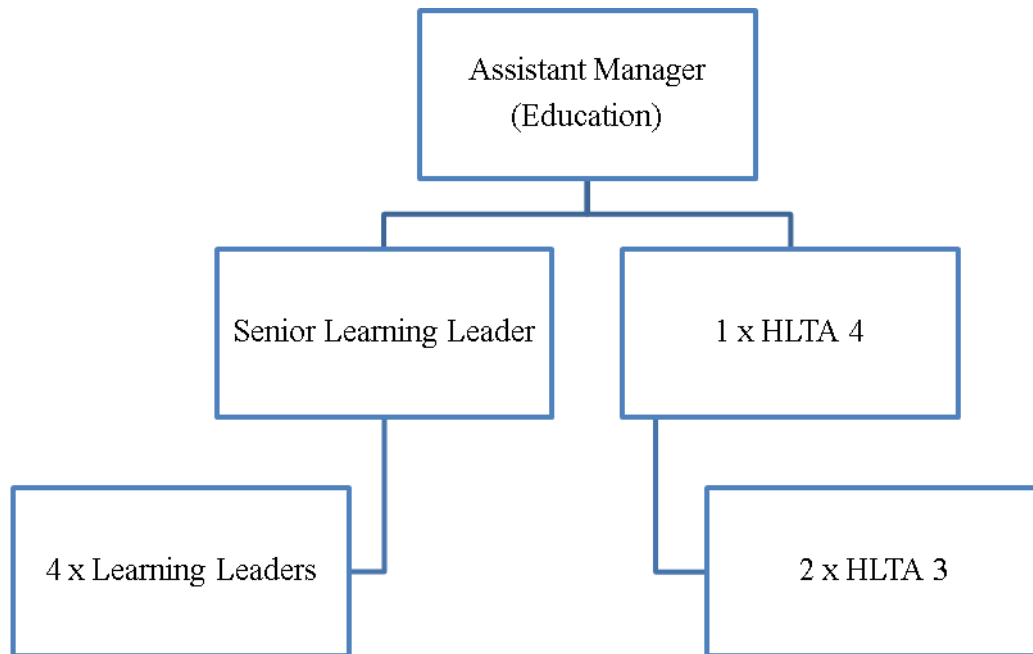
Nick Jarman – n.jarman@npt.gov.uk

Mark Lazarus – m.lazarus@npt.gov.uk

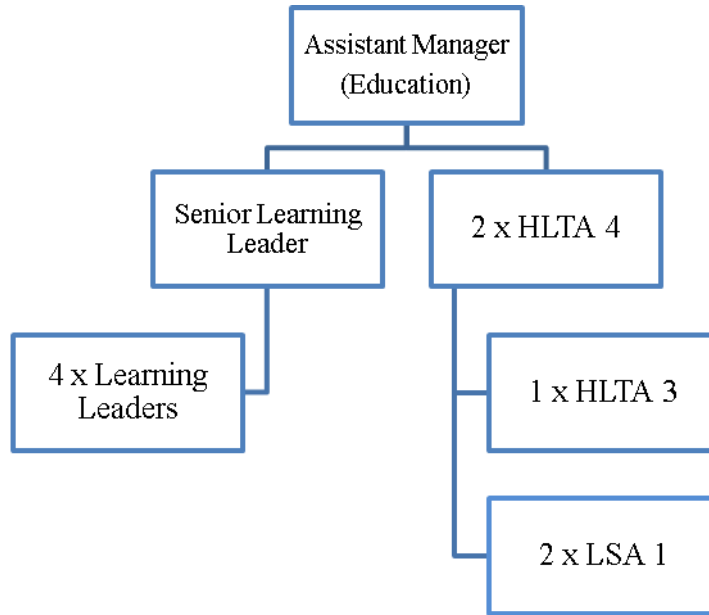
Dave Cole – d.cole@npted.org

Current and Proposed Staffing Structure

Current Staffing Structure



Proposed Staffing Structure:



Financial Appraisal**Current Staffing Structure and Costs**

Post	Grade	SUA	CHA	Salary & Allowances and On Costs
Assistant Manager Education	L 6 – 10	2,194	-	57,541
Senior Learning Leader	L 2 - 6	2,194	-	52,383
Learning Leader	L 1-3	2,194	-	48,837
Learning Leader	L 1-3	2,194	-	48,837
Learning Leader	L 1-3	2,194	-	48,837
Learning Leader	L 1-3	2,194	-	48,837
HLTA 4	G6	-	-	23,755
HLTA 3	G5	-	-	23,755
HLTA 3	G5	-	-	23,755
				376,537
Total Staffing Budget				376,537

Total Education Budget for 2014/2015	£514,042
Total current Staffing Budget 2014/15	376,537
Contract Agreement Fee with Cefn Saeson	100,000
Education Provision Costs	34,200
Total Education Costs	510,737
Surplus	3,305

Proposed Staffing Structure and Costs

Post	Grade	SUA	CHA	Salary & Allowances and On Costs
Assistant Manager Education	L 9 – 13	2,194	-	60,932
Senior Learning Leader	L 2 - 6	2,194	-	52,880
Learning Leader	L 1-3	2,194	-	50,467
Learning Leader	L 1-3	2,194	-	50,467
Learning Leader	L 1-3	2,194	-	49,299
Learning Leader	L 1-3	2,194	-	49,299
HLTA 4	G6	-	-	25,893
HLTA 4	G6	-	-	25,893
HLTA 3	G5	-	-	23,525
LSA 1	G2	-	-	15,482
LSA 1	G2	-	-	15,482
Cover costs	-	-	-	10,000
Total Staffing Budget				429,619
Total Staffing Budget				429,619

Current Staffing Budget	376,537
Proposed Staffing Budget	429,619
Additional staffing costs	53,082

Total Education Budget for 2014/2015	514,042
--------------------------------------	---------

Total Proposed Staffing Budget 2014/15	429,619
Contract Agreement Fee with Cefn Saeson	100,000
Education Provision Costs	34,200
Total Education Costs	563,819

Overall Additional costs	49,777
--------------------------	--------

CHIEF EXECUTIVE'S OFFICE

REPORT OF THE HEAD OF HUMAN RESOURCES – S.REES

24th November 2014

SECTION B - MATTER FOR INFORMATION

WARDS AFFECTED: All

National Pay Negotiations Update

1. Purpose of Report

- 1.1. The purpose of this report is to update Members in relation to the pay negotiations for LGS 'Green Book' employees and the agreement that has been reached at a national level.

2. Background

- 2.1 Members have received regular reports throughout 2014 providing updates on the national discussions between local government employers and trade unions in relation to the 2014 pay offer for LGS 'Green Book' employees. These discussions resulted in a dispute at national level, which led to strike action in July 2014. Further strike action was scheduled for 14th October 2014.
- 2.2 At the last meeting of this Committee, I advised Members that discussions between the National Joint Secretaries had resulted in a revised pay proposal that the Employers were prepared to put to a formal consultation of councils. The Trade Unions agreed to call off the strike action planned for 14th October 2014 to consult with their memberships in parallel.

3. The agreement

The National Joint Council for Local Government Services confirmed on 14th November 2014 that agreement in relation to pay for 'Green Book' LGS employees has now been reached. Details of the agreement are as follows:

- A long term deal to run from 1st January 2015 (i.e. not backdated to 1st April 2014) through to 31st March 2016
- 2.2% increase on SCP 11 and above (NPT Grade 3 and above)
- Higher % increases on SCP 5 to 10 (NPT Grades 1 and 2) to provide a new minimum hourly rate at SCP 5 of £7.00 per hour (currently £6.50 per hour).
- The deletion of SCP 5 on 1st October 2015 to make the minimum hourly rate £7.06 per hour.
- Non-consolidated lump sum payments of between £100 and £325 to employees on SCP 5 – 25 to be paid in December.
- 0.45% of proposed new salaries to employees on SCP 26 – 49, of which £100 non-consolidated payment to be paid in December and the remaining balance to be paid (non-consolidated) in April 2015
- A commitment to joint working for the future that will ensure that NJC is focused on issues of importance to both employers and employees.

4. **Implementation**

4.1 Technical guidance has been issued by the Local Government Employers to help employers implement what is quite a complicated pay agreement. Some key points are as follows:

- The non-consolidated payments should be paid only to employees who are in post on 1st December 2014. The payments are not ‘back pay’ so should not be paid to any employees who leave employment prior to 1st December 2014.
- In relation to non-consolidated payments for employees on SCP 26 - 49 employers can pay the whole sum in December if they so wish. NPT has agreed with the trade unions that the whole sum will be paid in December.
- Non-consolidated payments should be paid pro-rata to part-time employees. Where employees work variable hours, each Authority is to determine how it will do this. NPT has agreed with the trade unions that a 12 week referencing period will be used for this purpose.

- The non-consolidated payments do not apply to employees who are being paid above SCP 49, regardless of any higher SCP the authority has in place. NPT's Green Book pay scale extends to SCP 52. Therefore any employees paid SCP 50 – 52 will not receive a non-consolidated payment.
- 4.2 The Council has agreed with the trade unions that the pay contributions and the revised Green Book pay scale, as set out in the 2013 Workforce Strategy Collective Agreement, will apply to the % increases on the salary scale points (the employees affected to receive half of any % increase pay award, whilst the Council retains half), but that it will not be applied to the non-consolidated payments. Employees will receive these in full (pro rata for part-time employees).

5. **Recommendation**

It is **RECOMMENDED** that Members NOTE the pay negotiations update and that agreement in relation to LGS 'Green Book' pay has been reached at a national level and will be implemented in Neath Port Talbot County Borough Council in line with the national agreement.

FOR INFORMATION

6. **Officer Contact**

For further information on this report item, please contact Sheenagh Rees, Head of Human Resources on Ext 3315 or email s.rees5@npt.gov.uk or telephone: 01639 763315.

This page is intentionally left blank

NOT FOR PUBLICATION

Document is Restricted

This page is intentionally left blank

NOT FOR PUBLICATION

Document is Restricted

This page is intentionally left blank

NOT FOR PUBLICATION

Document is Restricted

This page is intentionally left blank