



PERSONNEL COMMITTEE

2.00 PM - MONDAY, 23 NOVEMBER 2015

COMMITTEE ROOMS 1/2 - PORT TALBOT CIVIC CENTRE

PART 1

1. To receive any declarations of interest from Members.

Report of the Head of Human Resources

2. Budget Proposals/Voluntary Redundancy Scheme (*Pages 3 - 6*)
3. Voluntary Redundancy Scheme 2015 - Update Report (*Pages 7 - 14*)
4. 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.
5. 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 Director of Social Services, Health and Housing

6. Creation of staffing structure to deliver the in-house advice and development areas of Direct Payments (*Pages 15 - 22*)

S.Phillips
Chief Executive

Civic Centre
Port Talbot

Tuesday, 17 November 2015

Committee Membership:

Chairperson: **Councillor A.N.Woolcock**

Vice
Chairperson: **Councillor S.Jones**

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

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

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

23rd November 2015

HEAD OF HUMAN RESOURCES – S.REES

Matter for Decision

Wards Affected: all wards

Budget Proposals / Voluntary Redundancy Scheme

1. Purpose of Report

The purpose of this report is to seek Member approval in relation to the employment actions necessary to support the Council's budget planning process for 2016 / 2017.

2. Budget Proposals

As a result of the scale of the budgetary challenges facing the Council a package of Forward Financial Plan-related proposals have been developed for consideration by Members in order to assist Members to set the Council's budget for 2016 / 2017, and beyond. Members will be asked to make decisions regarding these proposals and other associated topics over the coming months.

As a consequence of Members making decisions about service changes, it will be necessary in many cases to also make changes to jobs, organisational structures and/or working practices.

Widespread consultation is already underway with service users, trade unions and relevant employees about all such proposed changes.

As a result of the scale of the consultations required, and the need for urgency in relation to the actions needed to deliver a balanced budget for 2016 / 2017, Members are asked to delegate authority to each Corporate Director, in consultation with the Leader, relevant Cabinet Member and Head of Human Resources, to make the necessary decisions in relation to those changes to jobs, organisational structures

and/or working practices which will be needed to implement the service changes which are approved by Members.

In making such workforce-related decisions, each Corporate Director will take into account the need to fully comply with the Council's Managing Change in Partnership Policy and all other relevant Council employment policies, working in partnership with the trade unions, and also ensuring that trade unions and employees are properly consulted, alongside consideration of relevant equality impact assessments.

It is planned a report will be submitted to this Committee early in 2016 summarising all of the workforce-related actions which have been taken by Corporate Directors in accordance with the delegated authority recommended above.

3. Voluntary Redundancy Scheme

A VR Scheme was launched on 30th September and closed on 30th October 2015. Every employee of the Council, with the exception of those employed by School Governing Bodies and Chief Officers, received a letter inviting expressions of interest.

Member will receive an update report at Committee in relation to the expressions of interest received.

These expressions of interest are now being considered by Heads of Service. The Council's HR and payroll teams and the pensions team in the City and County of Swansea are working together to provide the necessary access to pension and redundancy figures to help with the assessment of each application.

Heads of Service are authorised under the Scheme to agree Voluntary Redundancy applications, and the consequential deletion of posts.

However, in order to release some employees under the VR Scheme, it will be necessary for some consequential organisational changes to be made in order to ensure service delivery. In light of the need for urgency in relation to decisions and actions, Members are requested to now authorise Corporate Directors to make such organisational changes.

It is planned a report will be submitted to this Committee early in 2016 which will summarise the decisions taken by each Corporate Director and Head of Service in relation to (a) leavers under the Voluntary

Redundancy Scheme and (b) all consequential workforce-related changes.

4. Risk Management

The Scheme is designed to limit the risk of Compulsory Redundancy as a result of the Council's cost reduction measures.

5. Financial Impact

The costs of Redundancy Payments are limited under the Scheme to the equivalent of 52 weeks' pay for the employee concerned. Where the total cost of early access to pension and the cost of statutory redundancy payments equates to more than 52 week's pay, the payback period may be extended up to 104 weeks, but subject to only early access to pension plus statutory redundancy pay being applicable, i.e. no discretionary severance payment. Heads of Service must authorise a business case setting out that the total costs of the VR do not exceed those as set out, and confirm that the post occupied by the VR leaver will be deleted to secure savings.

6. Consultation

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

7. Equality Impact Assessment

A full equality impact assessment will be carried out at the end of the VR process.

8. Recommendation

It is **RECOMMENDED** that Members:

(i) Authorise each Corporate Director, in consultation with the Leader, relevant Cabinet Member and Head of Human Resources, to make the necessary decisions in relation to changes to jobs, organisational

structures and/or working practices to facilitate the timely implementation of all service changes agreed by Members.

(ii) Authorise each Corporate Director to implement these decisions in line with the Council's Managing Change in Partnership Policy and other relevant employment policies.

(iii) Receive a report early in 2016 summarising all the decisions and actions taken in relation to the foregoing matters.

FOR DECISION

9. Officer contact

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

10. Appendices

None

11. List of Background Papers

The Neath Port Talbot County Borough Council ER/VR/CR Scheme 1st April 2015

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

23rd November 2015

HEAD OF HUMAN RESOURCES – S.REES

Matter for Information

Wards Affected: all wards

Voluntary Redundancy Scheme 2015 – Update Report

1. Purpose of Report

To provide Members with an update on expressions of interest submitted and associated actions to date in relation to the Voluntary Redundancy (VR) Scheme which was launched on 30th September 2015.

2. Background information

Personnel Committee approved a revised ER/VR/CR Scheme effective from 1st April 2015.

This Scheme was launched on 29th September 2015 and the deadline for expressions of interest to be submitted was 30th October 2015, however, Corporate Director's Group made the decision to extend the closing date to 12th November 2015.

3. Update on Expressions of Interest

Attached as Appendix 1, is a schedule of expressions of interest received and their current status, as at 17th November 2015. A table showing expressions of interest received, broken down into Heads of Service is also attached as Appendix 2.

Heads of Service are making decision on each expression of interest and these decisions are being actioned by HR Officers, Payroll officers and the City and County of Swansea Pension Section.

In order for the necessary savings to be made, all VR leavers are to exit the authority by no later than 31st March 2015. Attached as Appendix 3, is a Timetable for Actioning VR Expressions of interest. This has been developed to ensure that all necessary actions are completed so that the 31st March 2015 leaving date is achieved.

4. Risk Management

The Scheme is designed to limit the risk of Compulsory Redundancy as a result of the Council's cost reduction measures.

5. Financial Impact

Heads of Service must authorise a business case setting out that the total costs of the VR does not exceed the criteria of the Scheme and confirm that the post occupied by the VR leaver will be deleted to secure savings.

6. Consultation

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

7. Equality Impact Assessment

A full equality impact assessment will be carried out at the end of the VR process.

8. Recommendation

It is RECOMMENDED that Members NOTE the update in relation to the VR Scheme.

9. Officer contact

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

10. **Appendices**

Appendix 1 – Expressions of Interest as at 17/11/2015

Appendix 2 – Progress by Heads of Service at 17/11/2015

Appendix 3 - Timetable

11. **List of Background Papers**

The Neath Port Talbot County Borough Council ER/VR/CR
Scheme 1st April 2015

APPENDIX 1

**Voluntary Redundancy Scheme
Expressions of Interests as at 17th November 2015**

STATUS	14/10/15	21/10/15	28/11/15	05/11/15	11/11/15	17/11/15
CONTRACTUAL AGREEMENT (including bumped arrangements) Signed agreements are in place for these employees to leave the Council.	-	-	1	1	5	8
FORMAL OFFER STAGE HOS has made formal offer to employee in writing. 10 calendar day deadline to accept offer.	-	1	0	0	0	0
SEEKING BUMPED REDUNDANCY	-	4	4	7	7	4
INITIAL FIGURES WITH MANAGER/EMPLOYEE HOS has approved post to be deleted on cost and service grounds. VR estimate has been provided to employee by their HOS with 10 calendar day deadline to indicate whether or not to progress the VR to the formal offer stage.	5	10	84	156	236	253
VR ESTIMATES ARE BEING PREPARED HOS has approved post to be deleted subject to costs. Payroll / pension teams are currently working on the figures.	51	219	205	110	97	60
EXPRESSION OF INTEREST WITHDRAWN BY EMPLOYEE Employees have indicated they do not wish to progress with VR	3	5	6	6	12	12
EXPRESSION OF INTEREST REJECTED BY HOS VR estimate provided and rejected by HOS on grounds of cost, service requirements	1	3	42	44	49	60
NO ACTION TAKEN TO DATE	267	191	127	168	107	124
EXPRESSIONS OF INTEREST RECEIVED	327	433	469	492	513	521

APPENDIX 2**Progress by Head of Service as at 17th November 2015**

Head of Service	EOI RECEIVED	NO ACTION	EOI REJECTED BY HOS	EOI WITHDRAWN BY EMPLOYEE	VR ESTIMATE BEING PREPARED	INFORMAL OFFER MADE	FORMAL OFFER STAGE	CONTRACTUAL AGREEMENT	SEEKING BUMP
CORPORATE STRATEGY & DEMOCRATIC SERVICES	5	0	0	0	1	4	-	-	-
HUMAN RESOURCES	3	0	0	0	1	2	-	-	-
ENGINEERING & TRANSPORT	30	16	0	1	1	6	-	6	-
PLANNING	4	0	2	0	1	1	-	-	-
PROPERTY & REGENERATION	19	9	3	0	2	3	-	1	1
STREETCARE	70	33	0	0	5	31	0	1	-
SWTRA	0	-	-	-	-	-	-	-	-
FCS	17	5	0	0	3	9	-	-	-
ICT	3	0	-	1	1	1	-	-	-
LEGAL SERVICES	5	1	-	1	2	1	-	-	-
PARTICIPATION	46	3	10	1	5	25	-	-	2
TRANSFORMATION	78	19	43	2	7	6	-	-	1
BUSINESS STRATEGY & PUBLIC PROTECTION	31	6	-	5	7	13	-	-	-
CYP	16	10	2	-	4	-	-	-	-
COMMUNITY CARE	188	16	-	1	20	151	-	-	-
WESTERN BAY	6	6	-	-	-	-	-	-	-
Totals	521	124	60	12	60	253	0	8	4

APPENDIX THREE

For reference:

TIMETABLE FOR ACTIONING VR EXPRESSIONS OF INTEREST

Action	Guideline	Final deadline
Receipt of expression of interest		30 th October 2015
<u>Stage 1</u> HOS to make initial assessment and advise HR to proceed to obtain financial estimate	As soon as possible	20th November 2015
HOS (or relevant manager) to meet with all employees where the EOI has been rejected at Stage 1.	As soon as possible	18 th December 2015
<u>Stage 2 – informal offer stage</u> HOS receives figures and determines whether VR is affordable or not.	As soon as possible	15 th January 2016
HOS notifies employee if VR is affordable and provides figures for the employee to consider.	Within 5 working days of receipt of figures.	22 nd January 2016
HOS (or relevant manager) notifies employee if VR is unaffordable and that their EOI cannot proceed any further.	Within 5 working days of receipt of figures.	
Employee advises HOS whether or not s/he wants to proceed to final offer stage.	Within 10 working days of employee receiving figures	5 th February 2016
<u>Stage 3 – formal offer stage</u> HOS advises HR that employee will proceed to formal offer stage and provides completed and signed Business Case.	As soon as possible	12 th February 2016
HR provides formal written offer to	Within 10 working days	26 th February 2016

employee.	of receipt of HOS notification	
Employee signed response to the HR team to agree VR Officer.	Within 10 working days of receipt of formal offer.	11 th March 2016
HR team to notify payroll / pension team of VR leavers	As soon as possible	31 st March 2016

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By virtue of paragraph(s) 14 of Part 4 of Schedule 12A of the Local Government Act 1972.

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