



PERSONNEL COMMITTEE

2.00 PM - MONDAY, 11 JANUARY 2016

COMMITTEE ROOMS 1/2 - PORT TALBOT CIVIC CENTRE

PART 1

1. To receive any declarations of interest from Members.

Report of Head of Participation

2. Communities 4 Work Funding (*Pages 3 - 12*)
3. Cynnydd ESF Funding (*Pages 13 - 22*)
4. Looked After Children Pupil Deprivation Grant (2015-17)
(*Pages 23 - 30*)

Report of the Head of Human Resources

5. Local Government Pay 2016 - Update (*Pages 31 - 40*)
6. Time to Change Wales Campaign (*Pages 41 - 50*)
7. JNC Youth and Community Workers - National Collective Bargaining (*Pages 51 - 52*)
8. Creation of New Post To Administrate the Safety Advisory Group
(*Pages 53 - 58*)
9. 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.

10. 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 Chief Executive

11. Environmental Health and Trading Standards (*Pages 59 - 68*)

Private Report of the Head of Transformation

12. New Structural Arrangement for Pupils Who Receive Their Education Otherwise Than at School (*Pages 69 - 98*)

S.Phillips
Chief Executive

Civic Centre
Port Talbot

Tuesday, 5 January 2016

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

11th January 2016

HEAD OF PARTICIPATION – C.MILLIS

Matter for Decision

Wards Affected: Bryn and Cwmavon, Cymmer, Glyncorrwg, Gwynfi, Pelenna, Briton Ferry East, Briton Ferry West, Coedffranc Central, Neath East, Neath North, Neath South, Aberavon, Sandfields East, Sandfields West, Glynneath, Godre'rgraig, Onllwyn, Pontardawe, Seven Sisters and ystalyfera

Communities 4 Work Funding

1. Purpose of Report

The purpose of the report is to seek Member approval in relation to the agreement of the use of funding from Welsh Government in order to employ ten staff for the period 2016 - 2018 for the Communities 4 Work national programme. Details of the posts to be established are as follows:-

Adult Mentor x 3 posts	Grade 6	JEID 3562
Youth Mentor x 3posts	Grade 6	JEID 3561
Triage Support Officer x 3 posts	Grade 5	JEID 3559
Claims and Monitoring Officer	Grade 6	JEID 3558

2. Executive Summary

Welsh Government has gained European Funding for an employment initiative from 2016 - 2018, in order to support individuals in Communities First Clusters to return to employment. Welsh Government has asked for Lead Delivery Bodies for Communities First to host the posts and place staff in Communities First Clusters. If funding is agreed by Welsh

Government, the Local Authority will have ten additional staff for two years for the Communities 4 Work programme.

3. Background

Communities First has been utilised in Neath Port Talbot since 2003. Welsh Government fund the programme. The current phase of the programme has three strands namely, Health, Learning and Prosperity.

The prosperity strand helps individuals with budgeting, welfare rights advice and personal development in order to be closer to the job market and be job ready. Communities 4 Work is a new initiative, again with funding from Welsh Government, in order to provide additional support to the prosperity strand of the Communities First programme.

Adult and youth mentors will work with individuals in the community. There will also be joint working with Job Centre Plus who also has workers to support the initiative. Triage support workers will be employed and based in the cluster to ensure individuals are signposted to the appropriate worker for support and the process is streamlined. A claims and monitoring officer will be employed centrally also.

It is proposed to have ten Communities 4 Work workers for the programme employed by Neath Port Talbot County Borough Council from 2016 - 2018. The award of funding will be £1,017,926.55 with the majority of this funding for staff resource.

4. Financial Impact

Financially the Local Authority will have ten new positions that can be advertised within the organisation.

The total cost of the funding is £1,017,926.55. This will have a positive financial impact to the organisation.

With regard to redundancies in the future Welsh Government has stated they will pay the statutory redundancy for periods that people are on the Communities 4 Work programme i.e two year period.

Communities First is currently awaiting funding agreement which it is anticipated will be less than current funding, if funded next year. The above posts could ensure new opportunities for staff if less funding is received going forward.

5. Equality Impact Assessment

An Equality Impact Assessment Screening Form has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessment it has been determined that this proposal does not require an Equality Impact Assessment.

The project is a positive for the organisation and the communities of Neath Port Talbot.

6. Workforce Impacts

By agreeing to accept the funding from Welsh Government, this should be a positive for staff in the organisation. Staff will be able to have greater recruitment opportunities within the organisation.

7. Legal Impacts

A draft letter of intent from Welsh Government has been sent to the authority's Legal Services for their consideration..

8. Risk Management

The cost of the project will be paid by the award of funding from Welsh Government. The 15% indirect cost given will cover premises costs. Statutory redundancy costs will be paid for by Welsh Government for service accrued for the duration of the project. Potentially there will be surplus costs for the Directorate for the period of the grant from Welsh Government. IT, travel and subsistence for staff will also be part of the award of funding. Therefore the risk is managed for the organisation.

If the project was not to be delivered by the organisation there would be less support available to the deprived communities and therefore less economically active communities over time.

9. Consultation

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

10. Recommendation

It is **RECOMMENDED** that Members **APPROVE** the use of the funding and the resource that is available for Communities 4 Work for the Education Directorate - three Youth Mentors, three Adult Mentors, three Triage Support Officers and a Claims and Monitoring Officer. The Head of Service can then arrange for recruitment to take place.

FOR DECISION

11. Implementation of Decision

The decision is proposed for immediate implementation..

12. Appendices

Appendix 1 - Financial Appraisal

Appendix 2 - Organisational Charts current and new

13. List of Background Papers

Equality Impact Assessment Screening Form.

14. Officer Contact

Chris Millis - Head of Participation, E mail - c.d.millis@npt.gov.uk or tel. 01639 763226

Neil Thomas - Participation Co-ordinator, E mail - n.g.thomas@npt.gov.uk or tel. 01639 68637

Appendix 1

POST / POSTHOLDER	PROPOSED CHANGE (New Post / Delete / Regrade)	PAY SCALES		ANNUAL COSTS	
		Current	Proposed	This Year	Max
Adult Mentor Post x3	New post Grade 6		24-27	£11,849	£72,523
Youth Mentor post x 3	New Post Grade 6		24-27	£11,849	£72,523
Triage support officer x 3	New post Grade 5		20-24	£10,765	£65,890
Claims and monitoring officer	New post Grade 6		24-27	£3,950	£24,174
On costs				£11,328	£79,066
Total				£49,741	£314,176

SET UP COSTS:

	This Year	Maximum
Costs	£	£
Recruitment Costs		0
Accommodation Costs		
Office Costs		
I.T	10,000	
Other (Specify)		
Total Set Up Costs	<u>10,000</u>	<u>0</u>
Funding of Set Up Costs		
Revenue Budget		
Reserves		
Special Grant: Communities First	(10,000)	
Other (Specify)		
Total Funding of Set Up Costs	<u>0</u>	<u>0</u>

RECURRING COSTS:

	This Year	Maximum
Costs	£	£
Employee Costs (Financial Appraisal Statement)		
> Starting Salary	£49,741	
> Additional cost at Maximum Salary		£314,176
Employee Training & Seminars		
Accommodation Running Costs		
Travel & Subsistence	£1,667	£10,000
Other Running Costs	£13,711	£84,626
Total Recurring Costs	<u>£65,119</u>	<u>£408,802</u>

Funding of Recurring Costs		
External Sources		
Specific Grant:Communities First	(£65,199)	(£408,802)
Funding from External Agencies		
Service Level Agreement		
Other (Specify)		
Internal Sources		
HRA		
Existing Budget Allocation		
Additional Guideline Allocation		
Other (specify) :		
Total Funds Available	<u>(£65,119)</u>	<u>(£408,802)</u>
Refer to this statement in the report's section on Financial Appraisal.		

Please note there will be general costs such as IT, training and travel added for staff.

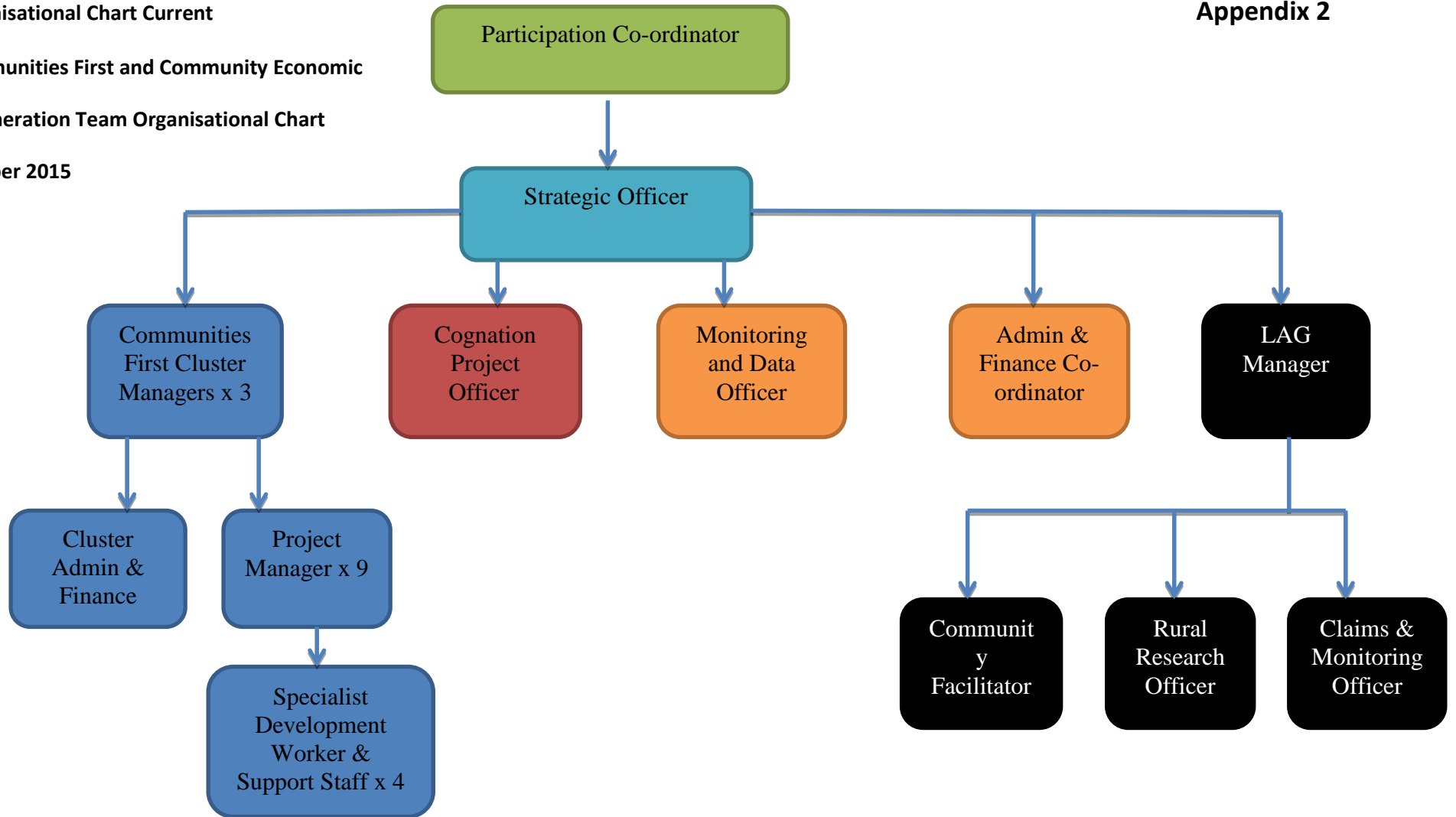
Organisational Chart Current

Communities First and Community Economic

Regeneration Team Organisational Chart

October 2015

Appendix 2

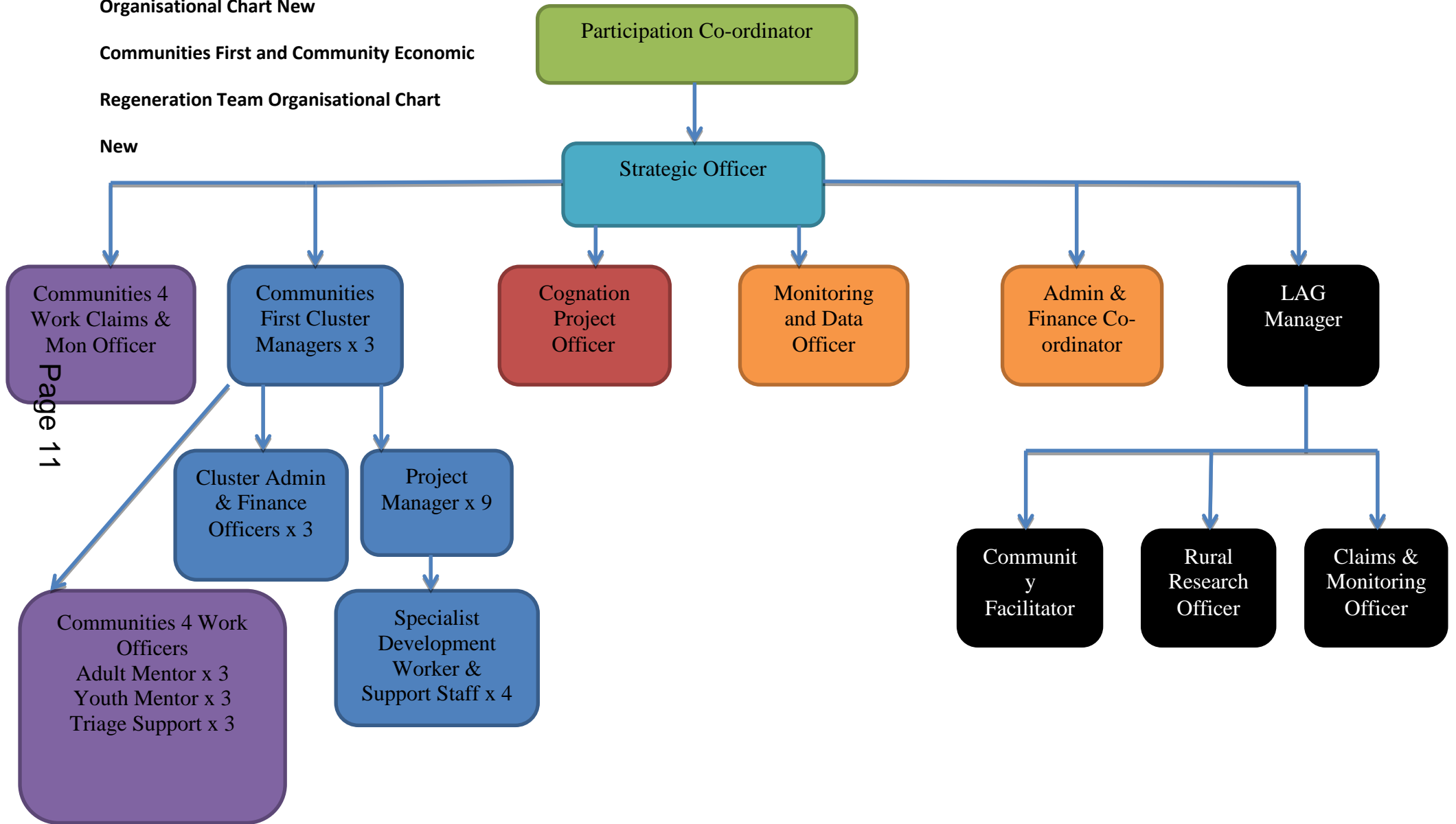


Organisational Chart New

Communities First and Community Economic

Regeneration Team Organisational Chart

New



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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

11th January 2016

HEAD OF PARTICIPATION – C.MILLIS

Matter for Decision

Wards Affected: All Wards

Cynnydd ESF Funding

1. Purpose of Report

The purpose of this report is to seek Member approval in relation to the agreement of the use of funding from Welsh Government in order to employ seven full time and four part time staff for the period 2016 - 2018 for Cynnydd Project funded by ESF.

The posts which need to be established on a temporary basis are:-

MEAS Teacher x 0.5	UPS 3
Cynnydd Worker x 6.5	YCW 13-16
Administration Officer x 0.5	Grade 7
Finance Officer x 0.5	Grade 7
Counsellor/Therapist	Grade 8

2. Executive Summary

Cynnydd is an operation that has been submitted under Specific Objective 2 (To reduce the number of those at risk of becoming not in education, employment or training (NEET), amongst 11-24 year olds) of the 2014-2020 West Wales and the Valleys ESF Operational Programme. It will operate in the unitary authority areas of Ceredigion, Pembrokeshire, Carmarthenshire, Swansea and Neath Port Talbot (NPT) by a consortium of eleven beneficiaries comprising the local authorities and Further Education (FE) colleges in these areas, together with Careers Wales. The lead beneficiary is Pembrokeshire County Council.

Cynnydd will provide a range of interventions which will complement and add value, but do not duplicate mainstream services managed by Engagement and Progression Co-ordinators (EPCs) in the delivery of the Youth Engagement & Progression Framework (YEPF) across the Education through Regional Working (ERW) Region.

Within Neath Port Talbot the operation is targeted at those young people aged 11 – 19 who are identified as being most at risk of disengaging from education and by, association, at highest risk of becoming NEET.

3. Background

The Youth Engagement and Progression Framework identifies the 'brokerage role', as being key to the successful implementation of the framework. Currently there is insufficient capacity within NPT to meet the needs of young people as required by this role. Therefore, subject to approval by Welsh European Funding Office (WEFO), the Council will be looking to recruit Cynnydd Workers. These workers will work closely with secondary schools and any educated other than at schools (EOTAS) provision. The young people will be identified using the Vulnerable Assessment Profile (VAP) and practitioner input. The workers will liaise closely with the school, Careers Wales advisors and any other relevant services to plan and deliver work with the young people most at risk.

The Cynnydd Workers will be responsible for delivering interventions, providing support and facilitating access to services and opportunities. Some of these services/opportunities will be from a framework of procured providers which will form part of the bid via a commissioning process. Youth workers have the professional attributes to be able to engage with these very vulnerable and sometimes challenging young people. They also have the capacity to work with them in the evenings, over school holidays and to 'keep in touch with them' post 16. This is essential to ensure retention in post 16 provision.

4. Financial Impact

The total cost of the funding is £2,078,187. Direct ESF funding is £1,454,731 with a match funding contribution £623,456 which will be made up of current staff time. This will have a positive financial impact to the organisation.

With regard to redundancies in the future, the project will follow the guidelines set out in the Welsh European Funding Office document:

5. Equality Impact Assessment

An Equality Impact Assessment Screening Form has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessment it has been determined that this proposal does not require an Equality Impact Assessment.

6. Workforce Impacts

This will have a positive impact on the workforce as all the posts identified above will be advertised following the authority's usual recruitment processes, with priority being given to at risk employees.

7. Legal Impacts

The Council will be required to enter into an agreement with Welsh Government that will contain a number of obligations that the Council must comply with in receipt of the grant funding including principles relating to procurement, state aid and operational performance. This document has been reviewed by the Head of Legal Services and following receipt of the final version for signature it will be duly signed by the Council and returned to Welsh Government.

8. Risk Management

The cost of the project will be paid by the award of funding from ESF. The project is dependent on match funding which has been agreed from the Youth Service, the EOTAS provision and the MEAS Service. The non staffing costs will cover premises costs, activity and resources.

Statutory redundancy costs will be paid for by Welsh Government. Potentially there will be surplus costs for the Directorate for the period of the grant from Welsh Government. IT, travel and subsistence for staff will also be part of the award of funding. Therefore the risk is managed for the organisation.

If the project was not to be delivered by the organisation there would be less support available to young people who are at risk of disengagement and risk of increasing youth unemployment rates over time.

9. Consultation

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

10. Recommendation

It is **RECOMMENDED** that Members **APPROVE** the use of the funding and the resource that is available for the Cynnydd Project for the Education, Leisure and Lifelong Learning Directorate by establishing the following temporary posts:-

MEAS Teacher x 0.5	UPS 3
Cynnydd Worker x 6.5	YCW 13-16
Administration Officer x 0.5	Grade 7
Finance Officer x 0.5	Grade 7
Counsellor/Therapist	Grade 8

FOR DECISION

11. Implementation of Decision

The decision is proposed for immediate implementation.

12. Appendices

Appendix 1 - Financial Appraisal
Appendix 2 – Organisational Chart

13. List of Background Papers

None

14. Officer Contact

Chris Millis - Head of Participation, E mail - c.d.millis@npt.gov.uk or tel. 01639 763226

Neil Thomas - Participation Co-ordinator, E mail - n.g.thomas@npt.gov.uk or tel. 01639 686376

POST / POSTHOLDER	PROPOSED CHANGE (New Post / Delete / Regrade)	PAY SCALES		ANNUAL COSTS	
		Current	Proposed	This Year	Max
Cynnydd Workers x 6.5	New post YCW 13-16	N/A	YCW 13-16	£164,265	£167,567
MEAS Teacher 0.5	New Post Upper Pay Scale 3	N/A	UPS3	£19,046	£19,428
Counsellor/ Therapist	New post Grade 8	N/A	APT&C Grade 8	£27,123	£29,321
Monitoring officer 0.5	New post Grade 7	N/A	APT&C Grade 7	£15,209	£16,826
Finance Officer 0.5	New Post Grade 7	N/A	APT&C Grade 7	£15,209	£16,826
On costs				£74,756	£78,917
Total				£308,887	£321,187

SET UP COSTS:

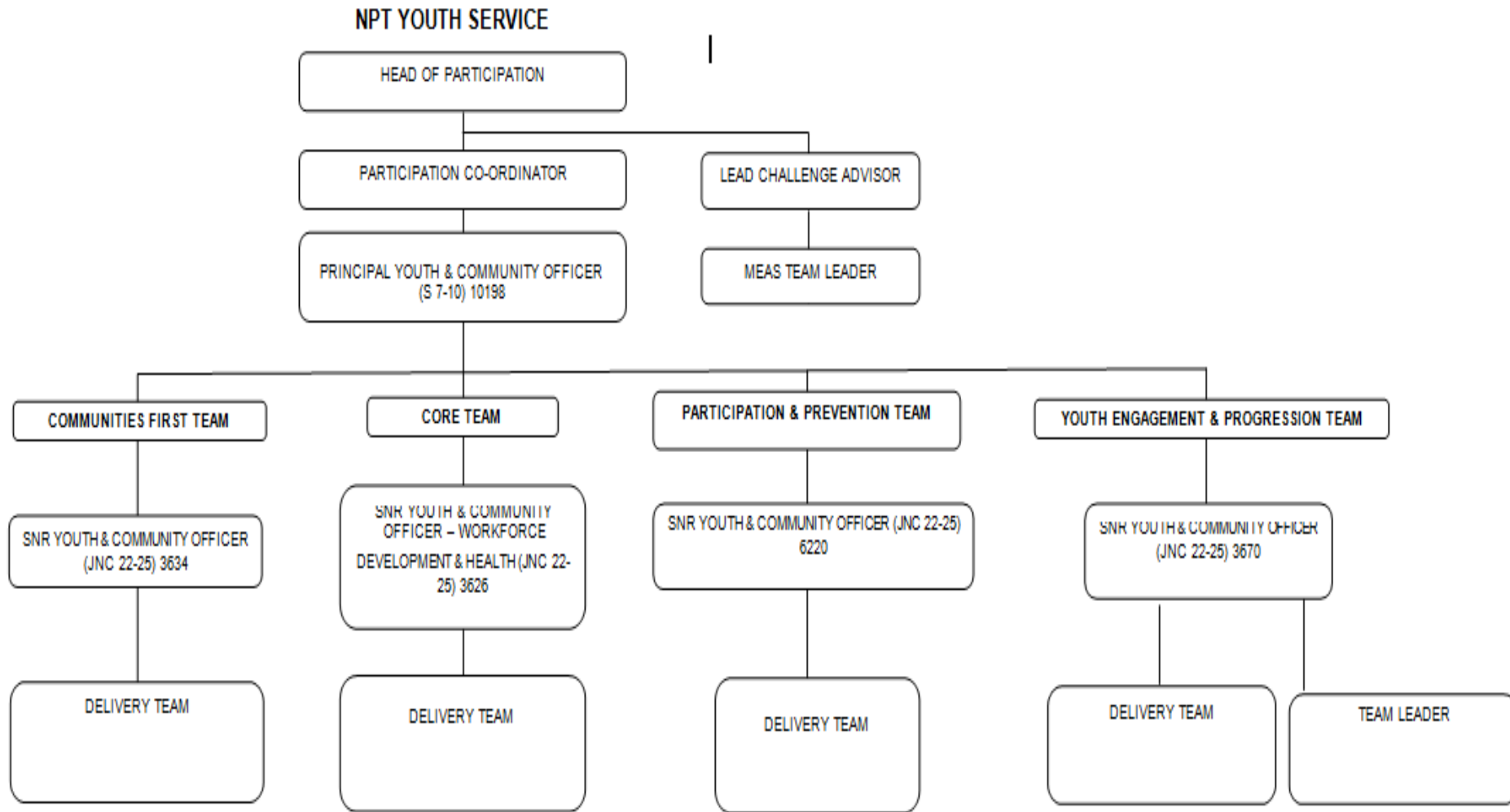
	This Year	Maximum
Costs	£	£
Recruitment Costs		0
Accommodation Costs		
Office Costs		
I.T	5,000	
Other (Specify)		
Total Set Up Costs	<u>5,000</u>	<u>0</u>
Funding of Set Up Costs		
Revenue Budget		
Reserves		
Special Grant:		
Other (Specify)		
Total Funding of Set Up Costs	<u>5,000</u>	<u>0</u>

RECURRING COSTS:

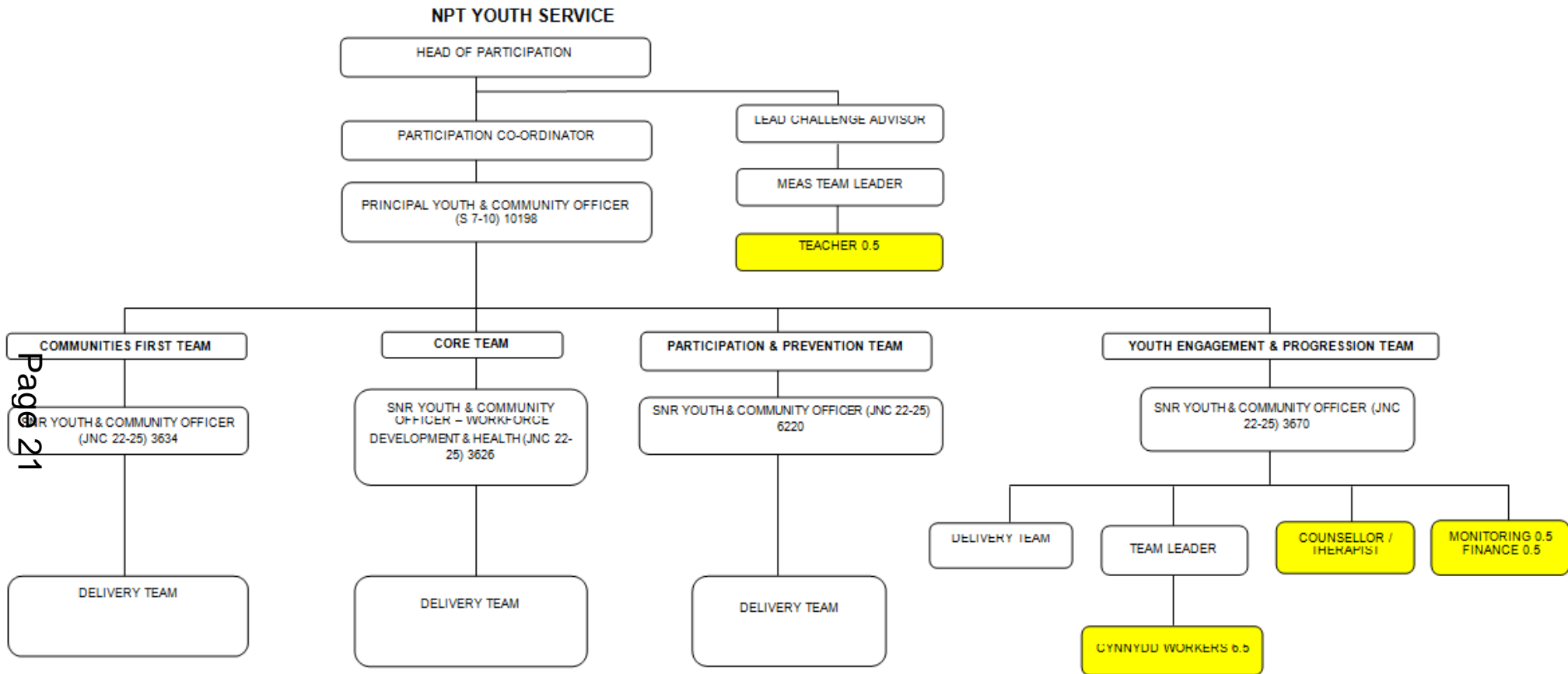
	This Year	Maximum
Costs	£	£
Employee Costs (Financial Appraisal Statement)	308,887	321,187
> Starting Salary		
> Additional cost at Maximum Salary		
Employee Training & Seminars	3,000	3,000
Accommodation Running Costs	2,500	2,500
Travel & Subsistence	9,798	9,798
Other Running Costs	192,882	192,882
Total Recurring Costs	<u>517,067</u>	<u>529,367</u>
Funding of Recurring Costs		
External Sources		
Specific Grant:	522,067	529,367

Funding from External Agencies		
Service Level Agreement		
Other (Specify)		
Internal Sources		
HRA		
Existing Budget Allocation		
Additional Guideline Allocation		
Other (specify) :		
Total Funds Available	<u>522,067</u>	<u>529,367</u>
Refer to this statement in the report's section on Financial Appraisal.		

CURRENT STRUCTURE



PROPOSED STRUCTURE



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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

11th January 2016

HEAD OF PARTICIPATION – C.MILLIS

Matter for Decision

Wards Affected: All Wards

Looked After Children Pupil Deprivation Grant (2015-17)

1. Purpose of Report

The purpose of this report is to seek approval to establish temporary and seconded posts to 31st March 2017 within the Looked After Children's Team in order to build capacity within the Team.

2. Executive Summary

It is Welsh Government's intention that Local Education Authority's adopt a more strategic approach towards the delivery of services for our most vulnerable children, with a greater emphasis being placed on regional working. The funding for Looked After Children changed during the 2015 / 16 financial year, the Local Education Authority is now responsible for the strategic deployment of the funding.

This has meant additional grant funding has been provided to Neath Port Talbot Council of £265,000. In order to adhere to the terms and conditions of this additional grant funding there is a need to build additional capacity within our Looked After Children Team.

3. Background

From the Children in Need Census 2014, NPT has the third highest percentage of Children in Need in Wales (6.3%) and the highest percentage of Looked After Children (LAC). NPT has double the national average percentage of LAC pupils.

The LAC team provide a wide range of detailed support, interventions and extra-curricular opportunities, to ensure participation and enjoyment of learning for children 'looked after'. The team raise standards for learners 'looked after' through supporting Children's Services staff, carers and schools to reduce barriers to learning, and providing individual needs led packages of additional support.

Communication and regional partnerships are strong, contributing towards comprehensive strategic direction, policy and practice, in order to meet local, regional and national needs for children 'looked after'.

3.1 Traditionally the Looked After Children Team comprised of two full time permanent employees, namely:-

- Looked After Children's Co-ordinator
- Looked After Children's Education Officer.

3.2 Traditionally the funding was directly passed out to our schools on a per pupil basis. Going forward, the funding will be managed by the Local Education Authority working closely with our schools.

3.3 Within Neath and Port Talbot there are currently 218 "looked after" children being educated within the Authority and another 52 children being educated in schools in other Authorities (these figures can vary).

3.4 For the financial year 2015 / 16 this has meant a distribution of grant funding of £265,000

3.5 In order to build capacity within the service it is recommended that the following temporary / seconded posts be built into the existing structure to 31st March 2017:-

- Temporary Teacher Development Officer – 0.8 FTE
- Seconded Educational Psychologist – 1 FTE
- Temporary Teaching Assistants – 2.5 FTE
- Seconded Resource and Communications Officer – 0.2 FTE

4. Financial Impact

All posts will be 100 % grant funded. However, the Council will be liable for any redundancy payments to employees when the grant funding ceases and the temporary contracts end. This will only be the case for employees who are not redeployed or who are not returning to their substantive post.

5. Equality Impact Assessment

An Equality Impact Assessment Screening Form has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessment it has been determined that this proposal does not require an Equality Impact Assessment.

. 6. Workforce Impacts

Increased capacity within the Looked After Children team to work with vulnerable pupils.

7. Legal Impacts

No legal impacts

8. Risk Management

Failure to implement the proposed recommendations would mean that the Authority would not be able to deliver services to Looked After Children in line with Welsh Government recommendations and a potential repayment of the additional grant funding.

9. Consultation

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

10. Recommendation

It is **RECOMMENDED** that Members **APPROVE** the creation of additional temporary posts and secondment opportunity.

FOR DECISION

11. Reasons for Proposed Decision

To build workforce capacity in the Looked After Children's team in line with the terms and conditions of additional grant funding from Welsh Government.

12. Implementation of Decision

The decision is proposed for immediate implementation.

13. Appendices

Appendix 1 - Financial Appraisal

14. List of Background Papers

Equality Impact Assessment Screening Form.

15. Officer Contact

Nicky Sneezum - LAC Education Coordinator

Telephone: 01639 685709

Email: n.sneezum@npt.gov.uk

SET UP COSTS

	<u>Current Year</u>	-	-	-	-	<u>Comments</u>
	<u>£</u>					
-						
-						
<u>Costs</u>						
Recruitment Costs						
Accommodation Costs						
Office Costs						
Others						
Total Set Up Costs	<u> </u>				-	
<u>Funding of Set Up Costs</u>						
Revenue Budget						
Reserves						
Special Grant						
Other (Specify)						
Total Funding of Set Up Costs	<u> </u>				-	

RECURRING COSTS

	<u>Current Year</u>	-	<u>Next Year</u>	-	<u>Max in Full Year</u>
	<u>£</u>		<u>£</u>		<u>£</u>
-					
-					
<u>Costs</u>					
Employee Costs (Financial Appraisal Statement)			238,544		
> Starting Salary					
> Additional cost at Maximum Salary	165,780				
Accommodation Running Costs					
IT Annual Costs					
Other Running Costs (specify)	99,270		26,506		
Total Recurring Costs	<u>265,050</u>		<u>265,050</u>		
<u>Funding of Recurring Costs</u>					
<u>External Sources</u>					
Specific Grant:	265,050		265,050		
- staffing costs					
- other					

Funding from External Agencies			
Service Level Agreement			
Other (specify)			
<u>Internal Sources</u>			
HRA			
Existing Budget Allocation			
Additional Guideline Allocation			
Other (specify)			
Total Funds Available	<u>265.050</u>	<u>265,050</u>	<u> </u>

LAC

Change of Employee Structure in LAC Budgets

Employee Costs per post

Post	FTE	Proposed Change	Pay Scales	Annual Costs (including NI & Pension Costs)		
				This Year 15-16	2016/17	Funding
LAC Education Co-Ordinator	1.00	Permanent	35-39a	44,577	46,198	100% Core Funded
LAC Education Officer	1.00	Permanent	31-35a	39,977	41,530	100% Grant Funded
Teacher Development Officer	0.80	Temporary	TM 1-6	23,022	26,450	100% Grant Funded
Resource & Communications Officer	0.20	Temporary	SCP 20 - 24a	1,409	5,730	100% Grant Funded
Educational Psychologist	0.40	Temporary	SQ 1-9	14,673	26,064	100% Grant Funded
Educational Psychologist	0.60	Temporary	SQ 1-9	19,978	35,951	100% Grant Funded
Teaching Assistant	1.00	Temporary	20-24a	12,902	17,083	100% Grant Funded
Teaching Assistant	0.50	Temporary	20-24a	3,118	12,473	100% Grant Funded
Teaching Assistant	1.00	Temporary	20-24a	6,121	27,064	100% Grant Funded
Grant Funding				165,777	238,544	
Total Funding Available				-265,000		
Left To Spend				-99,223		

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

11th January 2016

Head of Human Resources – Sheenagh Rees

Matter for Information

Wards Affected: all wards

Local Government Pay 2016 - Update

1. Purpose of Report

The purpose of this report is to update Members in relation to national pay negotiations for Local Government Pay 2016..

2. Final Pay Offer

The National Employers met with the unions on 3rd December and again on 9th December and have now made a final pay offer. The National Employers have formally asked that the unions consult their members on this final offer. Attached as Appendix One is letter received from the Local Government Employers which contains the details of the Employers' final offer.

3. Recommendation

It is **RECOMMENDED** that members **NOTE** the information contained in Appendix One in relation to the Local Government Employers final offer.

FOR INFORMATION.

4. Officer contact

Sheenagh Rees – Head of Human Resources

s.rees5@npt.gov.uk

Tel: 01639 763315

5. Appendices

Appendix 1 – Letter received from the Local Government Employers

6. List of Background Papers

None

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**To: Chief Executives in England, Wales and N Ireland
(additional copies for HR Director and Finance Director)
Members of the National Employers' Side
Regional Directors**

9 December 2015

Dear Chief Executive,

LOCAL GOVERNMENT PAY 2016

I am writing to update you on the work we have been doing on your behalf on the local government national pay negotiations for 2016.

The National Employers met with the unions on 3 December and again today and have now made a final pay offer. A letter sent to the trade unions is attached at **Annex A** and a copy of the Employers' press release is attached at **Annex B**.

The Employers were clear with the unions from the outset that they wished to reach a final position that both Sides would wish to see as the basis for an agreement. Therefore the Employers have formally asked that the unions consult their members on this final offer and they will spend the next few days considering this request.

The Employers' final offer was constructed in such a way as to clearly reflect the views expressed by attendees at each of the regional pay consultation briefings that were held during September. There was overwhelming support among councils for the Employers to seek a two-year agreement with a headline of one per cent in each of 2016 and 2017 in addition to increasing the bottom pay points to take account of the new National Living Wage.

I am sure that your council will be well aware of the challenge we face in the coming years of having to increase the bottom pay point by potentially 32% to achieve the Government's target of 60% of median earnings (currently forecast to be around £9.35 per hour) in 2020. This obviously necessitates us having to increase subsequent pay points in order to maintain differentials. The National Employers have asked to work with the unions over the coming months to find a way that fairly and affordably meets this objective and the offer was constructed in a way that supported this longer term target of restructuring the national pay spine.

The National Employers made the following final offer to the unions:

From 1 April 2016:

- On SCP 6, £900 (equivalent to 6.6%)
- On SCP 7, £900 (equivalent to 6.6%)
- On SCP 8, £900 (equivalent to 6.5%)
- On SCP 9, £900 (equivalent to 6.4%)
- On SCP 10, £900 (equivalent to 6.3%)
- On SCP 11, £300 (equivalent to 2.0%)
- On SCP 12, £300 (equivalent to 2.0%)
- On SCP 13, £250 (equivalent to 1.6%)
- On SCP 14, £250 (equivalent to 1.5%)
- On SCP 15, £200 (equivalent to 1.2%)
- On SCP 16, £200 (equivalent to 1.2%)
- On SCP 17, £175 (equivalent to 1.01%)
- On SCPs 18 and above, 1.0%

and...

From 1 April 2017:

- On SCP 6, £500 (equivalent to 3.4%)
- On SCP 7, £500 (equivalent to 3.4%)
- On SCP 8, £475 (equivalent to 3.2%)
- On SCP 9, £400 (equivalent to 2.6%)
- On SCP 10, £375 (equivalent to 2.5%)
- On SCP 11, £300 (equivalent to 1.9%)
- On SCP 12, £300 (equivalent to 1.9%)
- On SCP 13, £300 (equivalent to 1.9%)
- On SCP 14, £300 (equivalent to 1.8%)
- On SCP 15, £300 (equivalent to 1.8%)
- On SCP 16, £250 (equivalent to 1.5%)
- On SCP 17, £225 (equivalent to 1.3%)
- On SCPs 18 and above, 1.0%

The total increase to the national paybill resulting from this offer is 2.4% over two years (covering the period 1 April 2016 to 31 March 2018). Approximately 0.4% of this figure is designed to meet our immediate obligations under the National Living Wage and to start the process of moving towards the expected level of the Living Wage by 2020. This final offer is at the limit of affordability for councils.

In addition, subject to agreeing terms of reference, the Employers offered to meet a non-pay element of the unions' claim which seeks, "*...a joint review of term-time working and an NJC approach to deliver fair, consistent and transparent contracts for school support staff...*"

We have been very clear in numerous meetings and conversations over many months that our room for manoeuvre in negotiations was very limited. We have also reiterated that for the NJC to retain credibility it was incumbent on both Sides to quickly provide advice and a way ahead to 2020 to meet the huge challenge we face from the impact of the National Living Wage. I shall keep you informed of developments.

Yours faithfully,



Sarah Messenger
Head of Workforce

Heather Wakefield, Justin Bowden, Fiona Farmer
Trade Union Side Secretaries
NJC for Local Government Services
UNISON Centre
130 Euston Road
London NW1 2AY

9 December 2015

Dear Heather, Justin and Fiona,

LOCAL GOVERNMENT PAY 2016

Further to our meeting today, I am writing on behalf of the Employers' Side of the NJC to respond formally to the Trade Union Side's pay claim.

The National Employers wish to make the following final offer that we believe balances the desire to provide a pay increase for all NJC employees with councils' limits of affordability:

From 1 April 2016:

- On SCP 6, £900 (equivalent to 6.6%)
- On SCP 7, £900 (equivalent to 6.6%)
- On SCP 8, £900 (equivalent to 6.5%)
- On SCP 9, £900 (equivalent to 6.4%)
- On SCP 10, £900 (equivalent to 6.3%)
- On SCP 11, £300 (equivalent to 2.0%)
- On SCP 12, £300 (equivalent to 2.0%)
- On SCP 13, £250 (equivalent to 1.6%)
- On SCP 14, £250 (equivalent to 1.5%)
- On SCP 15, £200 (equivalent to 1.2%)
- On SCP 16, £200 (equivalent to 1.2%)
- On SCP 17, £175 (equivalent to 1.01%)
- On SCPs 18 and above, 1.0%

and...

From 1 April 2017:

- On SCP 6, £500 (equivalent to 3.4%)
- On SCP 7, £500 (equivalent to 3.4%)
- On SCP 8, £475 (equivalent to 3.2%)
- On SCP 9, £400 (equivalent to 2.6%)
- On SCP 10, £375 (equivalent to 2.5%)
- On SCP 11, £300 (equivalent to 1.9%)
- On SCP 12, £300 (equivalent to 1.9%)
- On SCP 13, £300 (equivalent to 1.9%)

- On SCP 14, £300 (equivalent to 1.8%)
- On SCP 15, £300 (equivalent to 1.8%)
- On SCP 16, £250 (equivalent to 1.5%)
- On SCP 17, £225 (equivalent to 1.3%)
- On SCPs 18 and above, 1.0%

The total increase to the national paybill resulting from this offer is 2.4% over two years (covering the period 1 April 2016 to 31 March 2018). Approximately 0.4% of this figure is designed to meet our immediate obligations under the National Living Wage and to start the process of moving towards the expected level of the Living Wage by 2020. This final offer is at the limit of affordability for councils.

In addition, the Employers have agreed to your request for, “...a joint review of term-time working and an NJC approach to deliver fair, consistent and transparent contracts for school support staff...” As a first step, we suggest that the Joint Secretaries draft Terms of Reference for this work.

Finally, we wish to enter quickly into detailed discussions over the coming months on how the NJC can ensure that the national pay structure can be adapted fairly and affordably to meet the requirements of the National Living Wage.

We have formally requested that you now put this offer to your members for consultation and understand that you will be considering this over the next few days.

Yours sincerely,



Sarah Messenger
Employers' Secretary

PRESS RELEASE: 9 DECEMBER 2015**Council employees' pay offer announced**

Council employees have been offered a two-year pay increase from 1 April 2016. The majority of employees - those on salaries starting at £17,714 per annum - would receive an uplift of one per cent on 1 April 2016 and a further one per cent on 1 April 2017, with those on lower salaries receiving higher increases to take account of the new National Living Wage.

The National Employers, who negotiate pay on behalf of 350 local authorities in England, Wales and Northern Ireland, made the offer to unions today. It will affect over 1 million employees.

Cllr Sian Timoney, Chair of the Employers' Side, said:

"Despite the challenge of the recent Spending Review and new National Living Wage, there is a broad consensus among councils that there should be a pay offer to staff this year"

"This offer balances our commitment to increase the pay of our hardworking employees with the responsibility we have to address the ongoing financial pressures we face"

"We believe that this is a fair deal for employees, given the limits of what we can afford, and a fair deal for the taxpayers and residents who use and pay for the vital services which local government provides"

Notes to editors

The total increase to the national paybill resulting from this offer is 2.4% (£364.175m) over 2 years (covering the period 1 April 2016 to 31 March 2018). Approximately 0.4% of this figure is designed to meet our immediate obligations under the National Living Wage and to start the process of moving towards the expected level of the Living Wage by 2020. This final offer was at the limit of affordability for councils.

This pay offer does not apply to council chief executives, senior officers, teachers or firefighters, who are covered by separate national pay arrangements.

The National Joint Council negotiates the pay, terms and conditions of staff in local authorities. It agrees an annual uplift to the national pay spine, on which each individual council decides where to place its employees. Each council takes into account a number of factors such as job size and local labour market conditions when deciding an employee's salary. There are no nationally determined jobs or pay grades in local government, unlike in other parts of the public sector.

-ENDS-

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

11th January 2016

Head of Human Resources – Sheenagh Rees

Matter for Information

Wards Affected: all wards

Time to Change Wales Campaign

1. Purpose of Report

The purpose of this report is to inform Members of the Time to Change Wales campaign and the pledge made by Western Bay in relation to this.

2. Background information

The Time to Change Wales campaign mirrors the campaign undertaken in England and seeks to address discrimination on the grounds of mental health. The campaign is delivered by a partnership of three leading Welsh mental health charities, Mind Cymru, Hafal and Gofal. It is funded by the Big Lottery, Comic Relief and the Welsh Government.

3. Western Bay Partners Pledge

The Western Bay Chief Executives have given their support to explore a joint pledge by the Western Bay partners to the Time to Change Wales Pledge.

The Pledge isn't a quality mark, accreditation or endorsement. There is no test or application, organisations are required to commit to taking actions that are realistic and right for them which in turn should lead to a reduction in discrimination within the organisation and the wider community.

Every organisation is different and there are various ways the pledge can be put into action. The Western Bay partners have completed an action plan, with common themes which will allow a joint commitment to the pledge. The action plans for each of the Western Bay partners are slightly different to allow for local implementation. The Neath Port Talbot Action Plan is attached as **Appendix One**.

3. Financial Appraisal

There is no financial impact in relation to this Pledge.

4. Equality Impact Assessment

An Equality Impact Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessment it has been determined that this proposal does not require an Equality Impact Assessment.

5. Workforce Impact

There are no workforce impacts associated with this pledge as it builds on good practice already operating within the Council.

6. Recommendation

It is **RECOMMENDED** that members **NOTE** the Joint Pledge made by all partners within Western Bay in relation to the Time to Change Wales campaign.

FOR INFORMATION.

7. Officer contact

Sheenagh Rees – Head of Human Resources
s.rees5@npt.gov.uk
Tel: 01639 763315

8. Appendices

Appendix 1 – Action Plan

9. List of Background Papers

ACTION PLAN

Strategic Theme	Activity Description	Internal Lead	Timescales	Time to Change Wales Resources	Performance Indicator (optional)
Identify a Lead Champion	Identify a Lead Champion e.g. Chief Exec/Chair/Exec Director	BE	October 31 st 2015		Named Exec Lead agreed to sign the pledge
		Chief Executive/Leader	CX Lead Champion TC 20/12/15		
		DS	March 2014		Named Member lead
Launch	Organise a pledge signing event with above	CW/KR	Before 20 th December 2015	TTCW publicity materials and press release templates	Event successfully undertaken with publicity photographs and press release
Media/publicity campaign	Increase awareness of the pledge through publicity/media campaigns (e.g. Intranet, press releases etc)	PD/KR	Dec 15/Jan 16		Intranet article published encouraging staff to engage with key concepts through discussion forum and link to 'Time to Change' website
		AJ/KR			Internet article to be published. Article in The Loop to be written. Information to be shared with Trade Unions for them to promote jointly.
		PJ/KR			Launch at the Civic Centre. Intranet article published

					encouraging staff to engage with key concepts through discussion forum and link to 'Time to Change' website
		KR/PW		TTCW publicity, materials and press release	E learning January Launch Intranet publicity Training /awareness / communication programme agreed
Management development	Include 'Time to Change' resources within 'Staff Health & Wellbeing' elements of Leading to Deliver & Managing Deliver leadership programmes	PD	Oct 2015	TTCW Logo and promotional materials.	Related PowerPoint and Handouts to include key messages and link to 'Time to Change' website
	Adapt ILM courses to highlight managements role in supporting employee health and well-being.	LD	March 2015	TTCW Logo and promotional materials.	Revised ILM schedules
	Include 'Time to Change' resources within 'Staff Health & Wellbeing' elements of Leading to Deliver & Managing Deliver leadership programmes	CG		TTCW Logo and promotional materials.	
	Include awareness of TTCW campaign in management and staff development programmes	NF/CH	From April 2016	TTCW Logo and promotional materials.	Increased awareness and understanding of MH and reduced stigma
Staff Induction	Include 'Time to Change' messages within HB Induction	ML	Oct 2015	TTCW Logo and promotional materials.	Related PowerPoint and Handouts to include key messages and link to 'Time to Change' website
	Include 'Time to Change' messages within NPT Induction	LD	March 2015	TTCW Logo and promotional materials.	Incorporate into induction checklist. Provide managers

					with materials to highlight to new employees
	Induction Toolkit currently being developed (alert to all HoS to include in current induction Jan 16)	CG	May 2016	TTCW Logo and promotional materials.	Related PowerPoint and Handouts to include key messages and link to 'Time to Change' website
	Include awareness of TTCW campaign and support offered within BCBC induction	NF CH DB	From April 2016	TTCW Logo and promotional materials.	Incorporated into induction programmes
Encourage employees to become Champions	Encourage ABM staff to pledge as individual's via Time to change Website	GB/PD	Ongoing after launch		Time to Change to feedback number of ABM pledges (if possible)
	Encourage NPT staff to pledge as individual's via Time to change Website	AJ/CF	Ongoing after launch		
	To be added to SMAC Pages on StaffNet with links	CG	Jan 16		
	Encourage BCBC staff to pledge as individual's via TTCW website and raise awareness via learning and development programmes Health Network directorate champions as a contact point for Physical activities	GE/PW	February 2016 following local launch	TTCW materials	Increased awareness and personal pledges
Employee training	Include 'Time to Change' messages and website details within ABM's 'Stress Awareness' training for staff	PD	Oct 2015	TTCW Logo and promotional materials.	Related PowerPoint and Handouts to include key messages and link to 'Time to Change' website
				TTCW Logo and promotional materials.	
	Include in Well Being Training	CG	Jan 16	TTCW Logo and promotional	

				materials.	
	Include TTCW awareness as part of all training programmes including induction and management development	NF CH GE	From April 2016	TTCW Logo and promotional materials. Training programmes	Increased awareness and reduced stigma
Improving Well-being	Continue promoting PHW's '5 a day for Wellbeing' across the Health Board	Wellbeing through Work team	Ongoing		
	Provision of life-style screening and health fairs	KS	Ongoing		
	Continue providing the Stress Management and Counselling Service which includes one to one counselling sessions; support for managers with employees with mental health issues and stress awareness sessions within departments.	Corporate Health, Safety & Well Being Service and Executive Board.	Ongoing		
	Promotion of wellbeing and healthy living across the council Continue to publicise lifestyle screening, health checks and vaccinations	Corporate wellbeing group SH Comms team Health and Safety team	ongoing	TTCW logo and promotional materials. Training programmes and publicity	Reduced sickness Improved health and wellbeing
Resources for employees	Continue promoting & providing non-stigmatising resources for staff to enhance and manage Health & Wellbeing e.g. Lighten Up programme, Staff Counsellors and Clinical Psychologist, Occupational Health, Wellbeing through Work, Stress Control, 'ACTivate your Life' courses & Staff Wellbeing Project	Related service leads	Ongoing		Evidence of programme of events during 2015-16 advertised to staff through various methods (Intranet, information boards etc)
	Continue promoting & providing non-stigmatising resources for	KS	Ongoing		

	staff to enhance and manage Health & Wellbeing e.g. providing external counselling when appropriate,, updating the OH website, in-house Occupational Health service, Wellbeing through Work, Stress Control, 'ACTivate your Life' courses & wellbeing events				
	Continue promoting the Helping Hands Services (facilitated by employee volunteers). Continue promoting & providing non-stigmatising resources for staff to enhance and manage Health & Wellbeing	Corporate Health, Safety & Well Being Service and Executive Board.	Ongoing		
	Continue promoting and providing non stigmatising resources for staff to enhance and manage health and wellbeing e.g Occupational health service, counselling. Training on stress management and mindfulness . Activate your life courses and wellbeing events . health checks and self help advice on line (WBScheme) Bridgenders page to publicise activities eg groups looking for new members	JB SH CMB PW	ongoing	TTCW promotional material	Evidence of numbers accessing occupational health , training and accessing e learning and self help programmes.Impact on sickness levels
Health and well-being support	Continue providing opportunities for staff to promote health and wellbeing in/out of work e.g. Cycle to Work scheme, discounted membership fees for local leisure facilities, Chair's Challenge, Pedometer Challenge etc				Evidence of continued engagement with named schemes

Continue providing opportunities for staff to promote health and wellbeing in/out of work e.g. Cycle to Work scheme, discounted membership fees for local leisure facilities, cholesterol testing, blood pressure checks, flexible working etc.	KS	Ongoing		
Continue providing opportunities for staff to promote health and well-being in and out of work.	Corporate Health, Safety & Well Being Service and Executive Board.	Ongoing		
Continue providing opportunities to promote wellbeing at work Cycle to work scheme, BCBC discounted staff membership to Halo centres, workplace walks and pedometer challenge Care First counselling services 24/7	Corporate wellbeing group SH CMB Comms Team	ongoing	TTCW and BCBC promotional materials	Evidence of numbers accessing schemes , health checks and training

Key Organisation
Western Bay Health & Social Care Partnership
Abertawe Bro Morgannwg University Health Board
Neath Port Talbot County Borough Council
City and County of Swansea
Bridgend County Borough Council

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

11th January 2016

Head of Human Resources – Sheenagh Rees

Matter for Information

Wards Affected: all wards

JNC Youth and Community Workers – National Collective Bargaining

1. Purpose of Report

The purpose of this report is to update Members in relation to the proposal to assimilate Youth and Community Workers from the JNC Agreement ('The Pink Book') to Local Government Services terms and conditions ('The Green Book').

2. Background Information

Significant changes have affected the youth and community workforce over recent years and workforce numbers have declined as a result of services being reconfigured. In this context, the Local Government Association (LGA) decided to seek the views of local authorities on the possible assimilation of this workforce to Local Government Services terms and conditions.

There was a clear consensus that there would be support for this move and also for the National Employers to move away from separate collective bargaining arrangements which exist through the JNC.

3. Current Position

The JNC Employers Side and the Trade Union Side at Joint Secretariat level met in late October. The Employers' Side decided that it wishes to pursue and support the assimilation and withdrawal of national bargaining through the JNC. However there has been no joint agreement with the Trade Union Side but the Employers' Side intend to pursue this separately.

It is also the intention of the Employers' Side to pursue an agreement with JNC that broadly mirrors whatever agreement is reached for Green Book employees in 2016.

There is no timescale for this process, however when updates and advice is received from the Employers' Side, Members will be updated.

4. Recommendation

It is **RECOMMENDED** that members **NOTE** the information in relation to the proposal to assimilate Youth and Community Workers from the JNC Agreement ('The Pink Book') to Local Government Services terms and conditions ('The Green Book').

FOR INFORMATION.

5. Officer contact

Sheenagh Rees – Head of Human Resources

s.rees5@npt.gov.uk

Tel: 01639 763315

6. List of Background Papers

None.

CHIEF EXECUTIVE'S OFFICE

HEAD OF HUMAN RESOURCES – S.REES

11th January 2016

MATTER FOR DECISION

Wards Affected: all wards

CREATION OF NEW POST TO ADMINSTRATE THE SAFETY ADVISORY GROUP

1. Purpose of Report

The purpose of this report is to seek Member approval to create a part-time Grade 3 administrator post to support the Council's Safety Advisory Group.

2. Background

- 2.1 The Safety Advisory Group (SAGs) is co-ordinated by the Council and made up of representatives from the emergency services including Police, Fire and Ambulance Services, the event organiser, and relevant officers of the Council including health and safety, environmental health and building control.
- 2.2 SAGs were recommended as a result of the Hillsborough Stadium Disaster and are now recognised as a fundamental core planning forum for safety event planning. SAGs provide a forum for discussing and advising on public safety at an event. They aim to help organisers with the planning and management of an event and to encourage co-operation and co-ordination between all relevant parties.
- 2.3 The role of the SAG is separate from the operational management of the event. It is the event organiser / management team that will be ultimately responsible for the health and safety planning. The SAG is there in an advisory capacity, providing independent advice to event organisers, who retain legal responsibility for ensuring a safe event.

- 2.4 For a SAG to operate effectively it must have effective administrative support, ensuring co-ordination of meetings and participants, timely dissemination of information and importantly, record keeping.
- 2.6 Over the past 6 month period, there have been over 26 public and community events within the NPT area with over 30,000 participants and members of the public in attendance.
- 2.8 Where a claim is made against the Council as a result of an incident or accident at an event, there is a legal duty to provide related documentation to evidence the health and safety planning, so for example minutes of SAG demonstrating that the event was discussed with multi-agency partners, registration forms, management arrangements and planning and event de-briefs.

3. SAG at NPT

- 3.1 SAG is currently chaired by an Environmental Health Officer. No administrative support is in place.
- 3.2 In order to ensure that risks associated with event management across the NPT County Borough can be managed, it is important that SAGs continue to be properly discharged and robust administration is key to this.

4. Proposal

- 4.1 It is proposed that an administrative support post is created, employed for 3 days a week on a 0.6 FTE basis, and managed by the Council's Lead Health and Safety Officer. The job has been job evaluated at NPT Grade 3. If approved, it is intended that appointment will be made from within the pool of Council employees currently designated at risk of redundancy.

5. Financial impact

- 5.1 The annual cost of employing a part-time Grade 3 equate to £12,000 per annum including on costs. The costs of this post will be jointly funded by ELLL, Environment and HR, from within existing budget allocations. A financial appraisal is attached at Appendix 1.

6. Legal Impacts

- 6.1 In relation to potential breaches of the Health & Safety at Work Act (HSWA) (the relevant statutory provisions are offences under Section 33 of the HSWA), committed on or after the 12th March 2015, the maximum penalty in the magistrates' court is an unlimited fine or imprisonment for a term not exceeding 6 months, or both. In the Crown Court, the maximum penalty is an unlimited fine or imprisonment not exceeding two years, or both.

7. Risk Management

Due consideration has been given within this report for the need to maximise potential revenue through the continuation of SAG whilst minimising the potential risk of litigation through channelling appropriate resources into risk management.

8. Equality Impact Assessment

An Equality Impact Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessment it has been determined that this proposal does not require an Equality Impact Assessment.

9. Consultation

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

10. Recommendation

It is recommended that Members APPROVE the creation of a part-time (0.6 FTE) Grade 3 Administrator post to support the Safety Advisory Group.

FOR DECISION

11. Officer contact

Sheenagh Rees, Head of Human Resources, tel: 01639 763315,
email: s.rees5@npt.gov.uk

Shaun Burgess, Corporate Occupational Health, Safety and Joint
Emergency Planning Manager, tel: 01639 763955, email:
s.a.burgess@npt.gov.uk

Financial Appraisal

<u>FUNDING STATEMENT</u>	<u>Full</u>
<u>Costs</u>	<u>Year</u>
	<u>£</u>
Employee Costs (Financial Appraisal Statement)	
> Salary	11,579
> Additional cost at Maximum Salary	1,140
Accommodation Running Costs	
IT Annual Costs	
Other Running Costs (specify)	
	<hr/>
Total Recurring Costs	<u>12,719</u>
<u>Funding of Recurring Costs</u>	
<u>External Sources</u>	
Specific Grant:	
- staffing costs	
- other	
Funding from External Agencies	
Service Level Agreement	
Other (specify)	
<u>Internal Sources</u>	
HRA	
Existing Budget Allocation	4,719
Additional Guideline Allocation	8,000
Other (specify)	
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Total Costs	<u>12,719</u>

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