



## ***PERSONNEL COMMITTEE***

***2.00 PM - MONDAY, 5 SEPTEMBER 2016***

***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. Equalities Employment Information 2015/2016 (*Pages 3 - 24*)
3. Disability Confident Employer Status (*Pages 25 - 58*)
4. HR Support to Schools Budget Setting Process and SSIP - Spring 2016 (*Pages 59 - 68*)
5. Soulbury Officers 2016 Pay Claim (*Pages 69 - 72*)
6. Youth and Community Officers 2016 Pay Claim (*Pages 73 - 76*)

### **Report of the Head of Participation**

7. Establish additional cleaning posts to Access Managed Services Division of Education, Leisure and Lifelong Learning Directorate (*Pages 77 - 82*)

### **Report of the Head of Corporate Strategy and Democratic Services**

8. Urgency Action - 0414 - Amendment to establishment structure in Homecare Personal Assistant Training Academy (*Pages 83 - 88*)
9. Urgency Action - 0014 - Establishment of a Grade 5 Business

Support Officer Corporate strategy and Democratic Services  
(Pages 89 - 90)

10. Urgency Action - 0503 - Proposed Appointment of Apprentices - Building Services (Pages 91 - 96)
11. 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.

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

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

**Tuesday, 30 August 2016**

**Committee Membership:**

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

**Vice**  
**Chairperson:**       **Councillor S.Jones**

**Members:**           Councillors Mrs.R.Davies, Mrs.L.H.James,  
E.V.Latham, Ms.C.Morgans, S.Rahaman,  
P.A.Rees, R.Phillips, 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

5th September 2016

## Report of the Head of Human Resources - Sheenagh Rees

### Matter for Decision

#### Wards Affected:

All Wards

## Equalities Employment Information 2015/2016

### 1. Purpose of the Report

To seek Members approval for the publication of equalities employment information for the year 2015 - 2016, prior to its publication on the Council's website, and the employment-related equality objectives.

### 2. Background

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

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

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

Prepare and publish one or more equality objectives

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

The duty to publish information

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

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



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

#### **4. The Equalities Employment Information**

The data has been analysed by the protected characteristics 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 1st April 2014 to 31st March 2015, or, where appropriate, a snapshot of the workforce on 31st March 2015.

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).

#### **5. Financial Impact**

There are no financial impacts associated with this report.

#### **6. 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 2016.

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.

## **7. Recommendations**

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

FOR DECISION

## **8. Appendices**

Appendix 1 – Equalities Employment Information 2015 - 2016

## **9. List of Background Papers**

None

## **10. Officer Contact**

Sheenagh Rees, Head of Human Resources,

Email – [s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk) or tel. 01639 763315

## **EQUALITIES EMPLOYMENT DATA 2015 - 2016**

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

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 2016 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 PROTECTED CHARACTERISTICS

### AGE

The data shows that in 2015 / 16, the highest percentage of the workforce is represented by the age category 45-54 years, closely followed by those aged 35-44 years. This is consistent with previous years.

Age Range	% of total workforce	Head count	% of total workforce	Head count
	2014/2015	2014/2015	2015/16	2015/2016
16-19	0%	31	0.7%	47
20-24	4%	282	4%	272
25-34	18%	1258	18%	1196
35-44	25%	1744	25%	1653
45-54	31%	2152	31%	2059
55-64	20%	1415	19%	1259
65-74	2%	116	1.5%	107
75+	0%	5	0.8%	5
<b>Total</b>	<b>100%</b>	<b>7003</b>	<b>100%</b>	<b>6598</b>

### DISABILITY

1.4% of employees have identified themselves as having a disability. The numbers of employees identifying themselves as disabled has reduced by a head count of 10 since 2014/15.

Group	% of workforce	Total	% of workforce	Total
	2014/15	2014/15	2015/16	2015/16
Disabled	1.5 %	109	<b>1.4%</b>	<b>90</b>
Not Disabled	98.5%	6893	98.6%	6508
Total	100%	7003	100%	6598

The Government has launched a new initiative called 'Disability Confident' which replaces the former 'Two Ticks' accreditation achieved by the Council. Disability Confident encourages employers to attract, recruit and retain disabled people who are eager to work and have the skills, talents and abilities that employers are looking for. The Council has recently become a 'Disability Confident' Employer and will adhere to the principles of this accreditation.



## GENDER

The gender profile for 2015 / 2016 is 74.6% female: 25.4% male. This is higher than the national average for local government, in which women make up 71% of the workforce.

In 2013 / 2014 the profile was 71% female: 29% male and 2014 / 2015, 74% female: 26% males.

<b>Gender</b>	<b>% of workforce 2014 / 2015</b>	<b>Head count 2014 / 2015</b>	<b>% of workforce 2015 / 2016</b>	<b>Head count 2015 / 2016</b>
Female	75%	5225	74.6%	4922
Male	25%	1778	25.4%	1676
<b>Total</b>	<b>100%</b>	<b>7003</b>	<b>100%</b>	<b>6598</b>

## ETHNICITY

The overall proportion of black and minority ethnic (BME) employees in the workforce is 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 2015 / 2016, the proportion of black and minority ethnic employees of the total workforce was 1%. This represents a decrease in headcount of 26 BME employees since 2014/15, however, the percentage of BME employees represented in the workforce is consistent at 1%.

	<b>2014 / 2015</b>	<b>2015 / 2016</b>
Other Ethnic Group	18	1
Irish	7	6
Mixed White & Black Caribbean	7	7
Indian	7	7
Asian Other	15	13
Black British	0	0
Mixed White & Black Asian	3	2
Black Caribbean	4	4

Bangladeshi	4	3
Chinese	5	6
Pakistani	4	2
White & Asian	3	3
Mixed White & Black African	0	0
Black African	4	3
Black Other	6	4
<b>Sub Total</b>	<b>87</b>	<b>61</b>
White British	6528	6170
White Other	105	93
Prefer Not to Say	283	274
<b>Total</b>	<b>7003</b>	<b>6598</b>

## MEN AND WOMEN AT WORK

### **OCCUPATIONAL AREA OF WORK ON 31<sup>ST</sup> MARCH 2016**

The gender split shows a significantly higher percentage of males employed in the Environment Directorate compared to females. All other Directorates show a higher percentage of females.

<b>CHIEF EXECUTIVES</b>	<b>Female</b>	<b>Male</b>
Corporate Strategy & Democratic Services	54	28
Human Resources	70	9
Total	124	37
<b>% of directorate workforce</b>	<b>77%</b>	<b>23%</b>
31 <sup>st</sup> March 2015	78%	22%
31 <sup>st</sup> March 2014	85%	15%

<b>EDUCATION, LEISURE &amp; LIFELONG LEARNING</b>	<b>Female</b>	<b>Male</b>
Schools	2319	450
Transformation	107	28
Participation	917	150
Total	3343	628
<b>% of directorate workforce</b>	<b>84%</b>	<b>16%</b>
31 <sup>st</sup> March 2015	84%	16%
31 <sup>st</sup> March 2014	83%	17%

<b>ENVIRONMENT</b>	<b>Female</b>	<b>Male</b>
Engineering & Transport	71	88
Planning	40	46
Property & Regeneration	95	60
South Wales Trunk Road Agency	21	77
Streetcare Services	18	422
Total	245	693
<b>% of directorate workforce</b>	<b>26%</b>	<b>74%</b>
31 <sup>st</sup> March 2015	26%	74%
31 <sup>st</sup> March 2014	30%	70%

<b>FINANCE &amp; CORPORATE SERVICES</b>	<b>Female</b>	<b>Male</b>
Financial Services	140	38
ICT	28	69
Legal & Democratic Services & Monitoring	50	23
<b>Total</b>	<b>218</b>	<b>130</b>
<b>% of directorate workforce</b>	<b>63%</b>	<b>37%</b>
31 <sup>st</sup> March 2015	63%	37%
31 <sup>st</sup> March 2014	61%	39%

<b>SOCIAL SERVICES HEALTH &amp; HOUSING</b>	<b>Female</b>	<b>Male</b>
Children & Young People Services	232	77
Commissioning & Support Services	149	41
Community Care & & Commissioning Services	173	45
Integrated Community Services	438	25
<b>Total</b>	<b>992</b>	<b>188</b>
<b>% of directorate workforce</b>	<b>84%</b>	<b>16%</b>
31 <sup>st</sup> March 2015	83%	17%
31 <sup>st</sup> March 2014	82%	18%

## **GRADE AND PAY**

### **Chief Officers**

Females now make up 21% of the Chief Officer workforce, compared with 25% in 2014/15.

<b>Salary Range</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
£123,269 - £135,596	0	1	1
£101,729 - £109,704	0	4	4
£70,508 - £77,553	4	10	14
<b>Total</b>	<b>4</b>	<b>15</b>	<b>19</b>

## LGS (Green Book) Employees

The overall gender distribution of LGS employees between grades is consistent with 2014 / 2015, however the percentage of female employees in grade 2 has decreased by 11% and the percentage of female employees in grade 13 has decreased by 10%.

<b>Salary Range</b>	<b>Female</b>	<b>% Female</b>	<b>Male</b>	<b>% Male</b>	<b>Total</b>
Grade 1	972	96%	38	4%	1010
Grade 2	150	67%	75	33%	225
Grade 3	509	69%	227	31%	736
Grade 4	554	79%	150	21%	704
Grade 5	834	74%	287	26%	1121
Grade 6	368	74%	132	26%	500
Grade 7	154	54%	131	46%	285
Grade 8	111	53%	97	47%	208
Grade 9	172	68%	82	32%	254
Grade 10	66	55%	55	45%	121
Grade 11	50	64%	28	36%	78
Grade 12	8	33%	16	67%	24
Grade 13	8	25%	24	83%	32
Foundation Modern Apprentices	10	37%	17	63%	27
<b>Total</b>	<b>3966</b>	<b>74%</b>	<b>1360</b>	<b>26%</b>	<b>5326</b>

## Teacher Leadership Groups

These figures are consistent with 2014 / 2015.

<b>Deputy Heads / Teachers in Charge</b>	<b>Female</b>	<b>%</b>	<b>Male</b>	<b>%</b>	<b>Total</b>
£38,598- £80,671	63	66%	32	34%	<b>95</b>

The percentage of females in Headteacher Group 3 and Group 4 has increased in both groups by 17% compared to 2014/15.

<b>Headteacher Groups</b>	<b>Salary Range</b>	<b>Female</b>	<b>%</b>	<b>Male</b>	<b>%</b>	<b>Total</b>
<b>Group 1</b>	£43,665- £57,237	9	64%	5	36%	<b>14</b>
<b>Group 2</b>	£45,876- £66,318	22	69%	10	31%	<b>32</b>
<b>Group 3</b>	£49,481- £66,318	4	44%	5	56%	<b>9</b>
<b>Group 4</b>	£53,180- £71,375	2	67%	1	33%	<b>3</b>
<b>Group 5</b>	£58,677- £78,726	0	0	5	100%	<b>5</b>
<b>Group 6</b>	£63,147- £88,984	0	0	3	100%	<b>3</b>
<b>Group 7</b>	£67,963- £95,766	1	20%	4	80%	<b>5</b>

## Teachers

Compared with 2014 / 2015, these figures show a decrease of 2% in female teachers in the highest pay band and a decrease of 1% in female teachers in the middle pay band.

<b>Salary Range</b>	<b>Female</b>	<b>%</b>	<b>Male</b>	<b>%</b>	<b>Total</b>
£22,244 - £32,831	230	78%	64	22%	<b>294</b>
£35,218 - £37,871	523	76%	161	24%	<b>684</b>
£16,298 - £25,776	15	75%	5	25%	<b>20</b>

## Soulbury (Blue Book) Groups

### Advisor/Inspector

<b>Salary Range</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
£48,792 - £55,280	4	1	<b>5</b>
£55,280 - £58,566	1	2	<b>3</b>

## Educational Psychologist

Salary Range	Female	Male	Total
£35,027 - £48,829	7	2	9

## Youth & Community Service Officer

Salary Range	Female	Male	Total
£34,637 - £38,059	0	0	0
£41,553 - £44,754	0	1	1

## Youth & Community Workers (Pink Book)

Salary Range	Female	%	Male	%	Total
£18,267 - £20,269	1	25%	3	75%	4
£23,213 - £25,678	15	79%	4	21%	19
£26,398 - £28,566	0	0	3	100%	3
£30,298 - £32,999	4	100%	0	0	4
Part time at various rates	33	56%	26	44%	59

## TUPE employees

There are five employees who have transferred into the Council under TUPE legislation and are not on the authority's pay and grading structure.

Salary Range	Female	Male	Total
£12,038 - £29,033	2	3	5

## CONTRACT TYPE

The gender profile:

- permanent posts = 73% female: 27% male
- fixed term posts = 81% female: 19% male
- temporary posts = 82% female: 18% male

This broadly mirrors the overall gender profile of the Council's workforce (74.6% female: 25.4% male).

The contract type shows a slightly lower proportion of females are in permanent employment (73%), and a higher proportion are in fixed term (81%) and temporary posts (82%) compared with the overall gender profile of the workforce. The percentage of females in temporary posts has decreased by 6% compared with 2014 / 2015.

<b>Contract Type</b>	<b>Females</b>	<b>Males</b>	<b>Total</b>
Permanent	3716	1400	5116
Fixed Term	329	79	408
Temporary	877	197	1074
<b>Total</b>	<b>4922</b>	<b>1676</b>	<b>6598</b>

## **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 represents the same as the previous year.
- 31% of the workforce is in full time employment, which represents the same as the previous year.
- Female part time employees represent over half (60%) of the total workforce, an increase of 1% compared with 2014 / 2015.
- Of those females employed, 20% work full-time hours and 80% work part-time hours.
- 62 % of Male employees work full-time hours and 38% part-time hours.
- The smallest proportion (10%) of the workforce are male part time employees (no variation from 2014/15).

<b>Gender</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Total</b>
Female	987	3927	4922
Male	1040	644	1676
<b>Total</b>	<b>2027</b>	<b>4571</b>	<b>6598</b>



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

4185 people applied for 498 jobs in 2015/ 2016, with 362 appointments made in 2015/16.

25% of applicants were internal applicants from within the Council's existing workforce.

This year, external recruitment has again been reduced significantly to only specialist and hard to fill posts, eg qualified social care workers. The main emphasis of recruitment at present is redeployment activity for employees 'at risk' of redundancy.

The data provided below has not changed significantly since last year due to the limited number of employees being recruited externally. Therefore, the profile of applicants will remain relatively consistent.

	% of all applicants	% shortlisted	% appointed
Female	67%	28%	11.5%
BME	3%	3.6%	3.4%
Disabled	4.9%	3.2%	1.4%
Age 16-19	9.2%	5.8%	9.2%
Age 20-24	19%	14.5%	15%
Age 25-34	28%	29.7%	27.7%
Age 35-44	19.5%	23.1%	21%
Age 45-54	17.2%	19.2%	18%
Age 55-64	6.6%	7.7%	7.8%
Age 65-74	0.3%	0.5%	0.8%
Age 75+	0	0	0

## **EMPLOYEES WHO HAVE SUCESSFULLY APPLIED FOR TRAINING** **2015/16**

### **Training Applications Approved - gender, disability & ethnicity**

Compared to 2014/15, the total number of training applications approved for females has increased by 3,468 and applications from males increased by 1,531. However, the overall percentage of applications approved divided by gender is comparable with the previous year. The % approved for females has increased by 2% since the previous year.

The % of applications approved for disabled employees has decreased slightly in all Directorates, except F&CS, which has increased significantly by 13.3%. The total % of applications approved for BME employees has decreased by 0.7% since the previous year.

<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	321	92	28	8	<b>349</b>	2	0.6	1	0.3
ELLL	2828	82	619	18	<b>3447</b>	29	0.8	45	1.3
ENV	306	18	82	82	<b>1719</b>	12	0.7	10	0.6
F&CS	44	65	35	35	<b>68</b>	10	14.7	0	0
SSHH	7336	81	19	19	<b>9050</b>	271	3	135	1.5
<b>Total</b>	<b>10835</b>	<b>74</b>	<b>3798</b>	<b>26</b>	<b>14633</b>	<b>324</b>	<b>2.2</b>	<b>191</b>	<b>1.3</b>

### **Training Applications Approved - age range**

The total number of applications approved has increased by 4,999 since last year.

Of the total number of applications approved, the % of applications analysed by age group is similar to the previous year, with the highest % falling in the age groups 41 – 50 years and 51 – 60 years.

	<b>Directorate</b>						
<b>Age range</b>	<b>CEX</b>	<b>ELLL</b>	<b>ENV</b>	<b>FCS</b>	<b>SSHH</b>	<b>Total</b>	<b>%</b>
16-21	15	44	37	0	147	243	1.7
22-30	21	628	195	12	1075	1931	13.1
31-40	63	768	302	25	1961	3119	21.3
41-50	162	1152	516	15	2864	4709	32.1
51-60	81	758	548	15	2658	4060	27.7
61-65	7	82	95	1	298	483	3.3
65+	0	15	26	0	47	88	0.6

<b>Total</b>	<b>349</b>	<b>3447</b>	<b>1719</b>	<b>68</b>	<b>9050</b>	<b>14633</b>	
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## **EMPLOYEES WHO HAVE SUCCESSFULLY COMPLETED TRAINING**

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

The total number of females who successfully completed training has increased by 3,037 since 2014/15. Similarly, the number of males has increased by 1,415.

Comparing 2014/15 with 2015/16, the % of disabled employees who have successfully completed training has increased from 2% to 2.2%, whereas the % of BME successfully completing training has decreased from 1.5% to 1.2%.

<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	285	91	28	9	313	2	0.6	1	0.3
ELLL	2711	82	607	18	3318	29	0.9	36	1.1
ENV	302	17.8	1402	82.2	1704	12	0.7	10	0.6
F&CS	43	64.2	24	35.8	67	10	15	0	0
SSHH	6141	80	1541	20	7682	230	3	112	1.5
<b>Total</b>	<b>9482</b>	<b>72.5</b>	<b>3602</b>	<b>27.5</b>	<b>13084</b>	<b>283</b>	<b>2.2</b>	<b>159</b>	<b>1.2</b>

### **Employees who completed training - age range**

The distribution of the % of employees who have completed training by age range remains comparable to the previous year where in both years, the two age categories of 41 – 50 year olds and 51 – 60 year olds show the highest % who completed training.

The % of employees who completed training in age group 16-21 year olds, has increased from 0.7% in 2014/15 to 1.8% in 2015/16.

	<b>Directorate</b>						
<b>Age range</b>	<b>CEX</b>	<b>ELLL</b>	<b>ENV</b>	<b>F&amp;CS</b>	<b>SSHH</b>	<b>Total</b>	<b>%</b>
16-21	15	40	37	0	139	231	1.8
22-30	17	602	191	12	958	1780	13.6
31-40	55	747	298	25	1690	2815	21.5
41-50	150	1095	513	15	2387	4160	32
51-60	69	737	544	14	2242	3606	27.6
61-65	7	82	95	1	224	409	3.1

65+	0	15	26	0	42	83	0.6
<b>Total</b>	<b>313</b>	<b>3318</b>	<b>1704</b>	<b>67</b>	<b>7682</b>	<b>13084</b>	

### APPLICANTS WHO DID NOT COMPLETE TRAINING

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

The overall % of disabled applicants and BME applicants who did not complete training have both slightly decreased since the previous year. The % of females who did not complete training has increased by 1.3% since 2014/15.

Directorate	Female	% female	Male	% male	Total	Disabled	% disabled	BME	% BME
CEX	36	100	0	0	36	0	0	0	0
ELLL	117	90.7	12	9.3	129	0	0	9	7
ENV	4	27	11	73	15	0	0	0	0
F&CS	1	100	0	0	1	0	0	0	0
SSHH	1195	87.3	173	12.7	1368	41	3	23	1.7
<b>Total</b>	<b>1353</b>	<b>87.3</b>	<b>196</b>	<b>12.7</b>	<b>1549</b>	<b>41</b>	<b>2.6</b>	<b>32</b>	<b>2.1</b>

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

The applicants with the highest % who did not complete training fall in the same age groups as 2014/15 i.e. age groups 41 – 50 years and 51 – 60 years. Age group 41-50 years shows the largest % increase of 4.4% compared to the previous year.

The age categories 16-21 years, 41-50 years and 61-65 years showed an increase in the % of those who did not complete training, whilst age categories 22-30 years, 31-40 years, 51- 60 years and over 65 years showed a decrease compared to 2014/15.

Age range	Directorate						
	CEX	ELLL	ENV	F&CS	SSHH	Total	%
16-21	0	4	0	0	8	12	0.8
22-30	4	26	4	0	117	151	9.7
31-40	8	26	4	0	271	304	19.6
41-50	12	57	3	0	477	549	35.4
51-60	12	21	4	1	416	454	29.3

61-65	0	0	0	0	74	74	4.8
65+	0	0	0	0	5	5	0.3
<b>Total</b>	<b>36</b>	<b>129</b>	<b>15</b>	<b>1</b>	<b>1368</b>	<b>1549</b>	

## **EMPLOYEES INVOLVED IN GRIEVANCE PROCEDURES 2015/16**

### **Grievance Cases:**

The number of grievance cases has increased in 2015/16.

	<b>Female</b>	<b>Male</b>	<b>Total</b>
<b>2015/2016</b>	<b>10</b>	<b>5</b>	<b>15</b>
2014/2015	6	2	8

Compared to 2014/15, the number of grievances submitted by disabled employees has decreased from 3 to 1, whereas grievances from BME employees remains at nil.

<b>Disability</b>	<b>BME</b>
1	0

In 2014/2015 and 2015/2016, employees in the age group 44-54 year olds submitted the highest number of grievances.

<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>
0	0	2	2	10	0	1	0

### **Dignity at Work Complaints**

There were no dignity at work complaints in 2015/16. This was also the case in 2014/15, where they were designated as Harassment at Work complaints.

## **EMPLOYEES SUBJECT TO DISCIPLINARY PROCEDURES**

### **Disciplinary Cases:**

The number of employees subject to disciplinary procedures has increased from 26 employees in 2014/15 to 39 in 2015/16.

	Female	Male	Total
<b>2015/2016</b>	<b>30</b>	<b>9</b>	<b>39</b>
2014/2015	14	12	26

Of the 39 employees subject to disciplinary action, none were disabled and none were from the BME group. This is the same as the previous year.

The age group 45-54 years shows the highest number of employees subject to disciplinary procedures this year and last year.

16-19	20-24	25-34	35-44	45-54	55-64	65-74	75+
0	2	6	5	19	7	0	0

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

**The figures below exclude casual workers:**

Of the 966 leavers in 2015/16, 16 were disabled employees and 12 BME employees. Of the 966, the number of females leaving compared to males was significantly higher, which is the same as 2014/15.

Female	Male	Total	Disabled	BME
722	244	<b>966</b>	16	12

The age group with the highest number of leavers was 55 - 64 year olds, which is the same age groups as the previous year.

Age Range							
16-19	20-24	25-34	35-44	45-54	55-64	65-74	75+
14	94	200	175	195	257	31	0

**The figures below include casual workers, who are classed as 'leavers' at the end of each assignment:**

Female	Male	Total	Disabled	BME
246	87	<b>349</b>	8	8

The age group with the highest amount of leavers is 25 – 34 years, which is the same as the previous year.

Age Range						

16-19	20-24	25-34	35-44	45-54	55-64	65-74	75+
7	56	104	65	66	37	14	0

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Personnel Committee

5th September 2016

## Report of the Head of Human Resources - Sheenagh Rees

### Matter for Information

#### Wards Affected:

All wards

## Disability Confident Employer Status

### Purpose of the Report

1. The purpose of this report is to inform Members of the Council's recent accreditation to become a Disability Confident Employer.

### Background

2. Disability Confident was launched as a campaign by the Government in July 2013. Its aim is to work with employers to challenge attitudes, increase understanding of disability, remove barriers, and ensure that disabled people have the opportunities to fulfil their potential and realise their aspirations.

### Disability Confident

Disability Confident encourages employers to attract, recruit and retain disabled people who are eager to work and have the skills, talents and abilities that employers are looking for as there are over 7 million people (17.5%) of working age in the UK who are disabled or have a health condition.

The aim of the Scheme is to:-

- engage and encourage employers to become more confident so they employ and retain disabled people;
- increase understanding of disability and the benefits of employing or retaining disabled people;
- increase the number of employers taking action to be Disability Confident; and
- make a substantial contribution towards halving the disability employment gap.

## **Disability Confident Employer**

As the Council was previously a Positive about Disabled People 'Two Ticks' Employer, we have now transitioned to Level 2 of the Disability Confident Scheme to become a Disability Confident Employer. This accreditation will last until 8th August 2017 and before the end of this period, the Council will carry out a self-assessment in order to continue our commitment to the Scheme.

The self-assessment will be based around a set of statements grouped into 2 themes:

- getting the right people for your business; and
- keeping and developing your people.

Further information on being a Disability Confident Employer is attached as Appendix One.

## **Financial Impact**

There are no financial impacts associated with this report.

## **Workforce Impacts**

3. Being a Disability Employer will have a positive impact of the workforce of the Council.

### **Legal Impacts**

4. There are no legal implications in relation to this report.

### **Risk Management**

5. There are no risks associated with this report.

### **Consultation**

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

### **Recommendations**

7. It is RECOMMENDED that Members NOTE this report.

FOR INFORMATION

### **Appendices**

8. Appendix One - Information on the Disability Confident Employer Scheme

### **List of Background Papers**

9. None

### **Officer Contact**

10. Sheenagh Rees, Head of Human Resources

Tel: 01639 763315

Email: [s.rees3@npt.gov.uk](mailto:s.rees3@npt.gov.uk)

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# LEVEL 2

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Hiring **good people**  
is good business

Be Disability Confident



# Disability Confident – EMPLOYER

## Contents

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This guidance explains how to become a Disability Confident employer at level 2 of the Disability Confident scheme.

# Introduction

The Disability Confident scheme aims to help you successfully employ and retain disabled people and those with health conditions. Being Disability Confident is a unique opportunity to lead the way in your community, and you might just discover someone your business can't do without.

It was developed by employers and disabled people's representatives to make it rigorous but easily accessible - particularly for smaller businesses.

The scheme is voluntary and access to the guidance, self-assessments and resources is completely free.

The 3 levels are designed to support you on your Disability Confident journey. You must complete each level before moving on to the next.

Your journey starts with:

- Reading the guidance
- providing your contact details
- signing up to the Disability Confident statements
- identifying at least one activity that you can offer to do.



[See how your business can be Disability Confident](#)

Once you have read this guidance you will need to confirm you have completed your self-assessment and inform us of the activities you are undertaking. Further details on this are in the '**What next**' section on page 23.

# Disability Confident – EMPLOYER

## Getting started

As you progress on your Disability Confident journey you may well have questions. To help you we have introduced a range of icons you can click on, which will take you to further information, advice and guidance. We have also added case studies and videos to bring the Disability Confident journey to life. The icons are as show below.



**Information**



**Case study**



**Guidance**



**Video**

We will continually add to and update the resources behind them. We are always interested in material employers have found helpful in their own Disability Confident journey. If you have any useful links please email them to the [Disability Confident team](#).



# Disability Confident – EMPLOYER

## Level 2 explained

To take the second step, from being Disability Confident committed to being a Disability Confident employer, you will need to self-assess your business against a set of statements, grouped into 2 themes:

### Theme 1 - Getting the right people for your business

- Core actions
- Activity

### Theme 2 - Keeping and developing your people

- Core actions
- Activity

For each of the two themes you'll need to agree to take all of the actions set out in the core actions list and at least one from the activity list.

# Disability Confident – EMPLOYER

## Theme 1 - Getting the right people for your business – core actions

As a Disability Confident employer my business is:

### 1. Actively looking to attract and recruit disabled people:

- make a commitment to employ and retain disabled people and ensure this is reflected in job adverts, at all levels
- connect with local (and if appropriate) national [disability organisations](#) to access networks of disabled people who want to work. For example, see the [Leonard Cheshire Disability - Change100 for businesses case study](#)
- run, support or participate in local disability jobs fairs or targeted recruitment campaigns. Contact your local Jobcentre Plus to see if there are any being organised near you
- develop links with Jobcentre Plus and access government resources (For example [Work Choice providers](#)) to advertise your jobs and attract disabled people to apply for opportunities
- placing job adverts in the disability press or on disability websites or both. For example:
  - Diversity Jobs
  - Evenbreak
  - Disability Now
  - provider websites

More information:



[Recruitment and disabled people](#)



[Leonard Cheshire - Change100 for businesses case study](#)



[Work Choice providers](#)

# Disability Confident – EMPLOYER

## Theme 1 - Getting the right people for your business – core actions

### 2. Providing a fully inclusive and accessible recruitment process:

- identify and address any barriers that may prevent or deter disabled people from applying for jobs, including where you advertise, the words you use and how people can apply
- make sure online or offline processes are fully accessible. For example provide a named contact, telephone number and email for applicants to request support or ask questions
- get your recruitment process tested by disabled people and if there is a barrier either remove it or provide an alternative way to apply
- provide a short but accurate job description that clearly sets out what the jobholder will be required to achieve, accepting there are different ways to achieve the same objective
- make sure you make all documentation available in different formats if required (written and on line)
- accept job applications in a variety of formats
- make sure people involved in the recruitment process are Disability Confident and know how to support disabled applicants

#### More information:



[Recruitment and disabled people](#)



[Business Disability Forum](#)



[Finding-inclusive-employers](#)



[Accessible communication formats](#)



[Recruiting disabled talent](#)



[Guidance finding talent - top tips](#)

# Disability Confident – EMPLOYER

## Theme 1 - Getting the right people for your business – core actions

### 3. Offering an interview to disabled people who meet the minimum criteria for the job

Some employers will be able to offer a guaranteed interview. If employers do not advertise a formal guaranteed interview they should make it clear in their recruitment material that **if a disabled applicant meets the minimum criteria for the job** (this is the description of the job as set by the employer) they will be given the opportunity to demonstrate their abilities at an interview.

To make interviews work well for disabled applicants you will have:

- made sure your recruiters (internal or external) know how to support disabled applicants
- identified the core elements of the job and made these known in your advert, job specification and on line
- provided an opportunity for disabled people to indicate that they are disabled or have a long-term health condition and are requesting an interview
- made sure you invite disabled people who meet the minimum criteria for the job when sifting job applicants

#### More information:



[Guaranteed Interview scheme](#)



[Evenbreak](#)



[Disability Rights UK](#)

# Disability Confident – EMPLOYER

## Theme 1 - Getting the right people for your business – core actions

### 4. Flexible when assessing people so disabled job applicants have the best opportunity to demonstrate that they can do the job.

This may include:

- planning for, and making reasonable adjustments to the assessment and interview process. For example, small things such as allowing candidates to complete a written test using a computer can make a big difference
- offering extended or working interviews to enable disabled people to demonstrate their potential
- making sure people involved in the interviewing process understand the Disability Confident commitment and know how to offer and make reasonable adjustments. (for example a later interview time that takes account of the longer journey time a disabled person may need).

#### More information:



[Considering other selection methods](#)



[Individuals with hidden impairments,](#)

# Disability Confident – EMPLOYER

## Theme 1 - Getting the right people for your business – core actions

### 5. Making reasonable adjustments as required

- make reasonable adjustments e.g. (such as changes to working patterns, adaptations to premises or equipment and provision of support packages) will ensure disabled workers are not disadvantaged when applying for and doing their jobs. This includes contract workers, trainees, apprentices and business partners
- often these adjustments will cost nothing or very little. The Access to Work scheme may be able to provide advice and assistance if there are extra costs involved
- it's important that your employees at all levels and any agencies you use know what to do and know where to turn to for advice

#### More information:



[Reasonable adjustments for disabled workers](#)



[Reasonable adjustments are often straightforward \(ACAS guide\)](#)



[Access to Work guide for employers](#)



[Access to Work guide for employers](#)

# Disability Confident – EMPLOYER

## Theme 1 - Getting the right people for your business – core actions

### 6. Encouraging our suppliers and partner firms to be Disability Confident

- as a Disability Confident employer you can encourage your partners, suppliers and providers to demonstrate their commitment to being Disability Confident. You may wish to consider setting clear performance indicators for your supply chain and partners

#### More information:



[The Clear Company](#)



[Business Disability Forum](#)

### 7. Ensuring employees have sufficient disability equality awareness.

- a Disability Confident employer will ensure all employees have sufficient disability equality awareness, taking into account their role. For example, staff carrying out recruitment will need to be fully aware of the steps to make a recruitment process fully accessible. Managers and supervisors will need to understand how to support their disabled staff. Other employees will need a general understanding of how attitudes, behaviours and environment can affect disabled people

# Disability Confident – EMPLOYER

## Theme 1 - Getting the right people for your business – activity

You must also commit to at least one action from the list below to be a **Disability Confident employer**.

**As a Disability Confident employer my business is:**

### 1. Providing work experience

- work experience is usually for a fixed period of time that a person spends with the business, when they can learn about working life and the working environment
- some work experience positions offer people the chance to try particular tasks. Others can provide an opportunity to watch and learn
- work experience also provides an opportunity for disabled people to demonstrate their abilities and helps build the resilience and behaviours they will need to succeed. Watch the Mencap and Inclusive Employer's video to see the experience of young people during Learning Disabilities Work Experience Week

**More information:**



[Not just making tea a guide to work experience](#)



[Mencap Work experience](#)



# Disability Confident – EMPLOYER

## Theme 1 - Getting the right people for your business – activity

### 2. Providing work trials

- this is a way of trying out a potential employee before offering them a job. It can be informal or by agreement with Jobcentre Plus
- if this is agreed with Jobcentre Plus, an employer can offer a work trial if the potential job is for 16 hours or more a week and lasts for at least 13 weeks. The work trial can last for up to 30 days

More information:



[Work-trials](#)

### 3. Providing paid employment (permanent or fixed term)

As well as providing employment opportunities, a Disability Confident employer will encourage disabled people to apply for their vacancies and support them when they do. Jobcentre Plus has a range of recruitment services that can help an employer seeking to recruit staff. An employer can get:

- [recruitment advice](#), including specialist support for businesses
- help setting up [work trials](#) to give an opportunity to see potential recruits in action in the work environment
- help through the [Work Choice or other other employment schemes](#), including Work Clubs and help with work experience

More information:



[Work trials](#)



[Recruitment and disabled people](#)



[Sector based work-academies employer guide](#)

# Disability Confident – EMPLOYER

## Theme 1 - Getting the right people for your business – activity

### 4. Providing apprenticeships

These are for new or current employees. They combine working with studying for a work-based qualification. As well as providing apprenticeship opportunities, a Disability Confident employer will encourage disabled people to apply for their vacancies and support them when they do. Employers based in England may be able to get a grant or funding to employ an apprentice. Apprentices must be paid at least the minimum apprenticeship wage.

The apprentice must:

- work with experienced staff
- learn job-specific skills
- study for a work-based qualification during their working week, such as at a college or training organisation

**More information:**



[Take on an apprentice](#)

### 5. Providing a Traineeship

Traineeships are designed to help young people who want to get an apprenticeship or job but don't yet have appropriate skills or experience.

**More information:**



[Traineeships fact sheet for employers](#)

# Disability Confident – EMPLOYER

## Theme 1 - Getting the right people for your business – activity

### 6. Providing paid internships or supported internships (or both)

A paid internship is a period of paid work experience between 1 and 4 months, aimed at college or university students and usually taking place during the summer. Typically the intern will work full time for a certain employer, where they will gain experience and basic knowledge about a particular business discipline. This valuable experience can be built upon during a placement year as well as in graduate employment. A supported internship is aimed at disabled people still in education who are seeking work experience and knowledge about a business discipline but whose disability is such that they need special support, often including a support worker or work coach to help them in the workplace. Supported internships do require time and commitment to set up, so might be most appropriate for a larger employer who could offer several of them at once or in succession, sharing support costs and setting up time.

#### More information:



[Advertise internship](#)



[Leonard Cheshire what we do Change100](#)



[Supported internship guidance](#)

### 7. Advertising vacancies and other opportunities through organisations and media aimed particularly at disabled people

This can help ensure the opportunities are seen by disabled people. Appropriate organisations include:

- [Diversity Jobs](#)
- [Evenbreak](#)
- [Disability Now](#)
- RNIB
- Provider websites
- Your local Council for Voluntary Service
- Your local disability rights organisation

# Disability Confident – EMPLOYER

## Theme 1 - Getting the right people for your business – activity

### 8. Engaging with Jobcentre Plus, Work Choice providers or local disabled people's user led organisation to access support when required (or both)

This may include:

- identifying and connecting with national local disabled people's networks and organisations (or both)
- identifying and connecting with Work Choice providers
- identifying and connecting with Job Clubs
- building links to specialist schools, colleges etc
- working with advocates

More information:



[What is a DPULO](#)



[Disabled peoples user led organisations list and contacts](#)



[Help for recruiters/work-choice](#)

# Disability Confident – EMPLOYER

## Theme 1 - Getting the right people for your business – activity

### 9. Providing an environment that is inclusive and accessible for staff, clients and customers

- access is not only about meeting the needs of people with physical impairments. It is also about meeting the access needs of people with, for example, sensory impairments or learning disabilities. An inclusive environment works better for everybody
- accommodating the needs of those customers, clients and service users who might be disabled can help you make sure that your business is accessible to everyone. It will also send a message to the world that disabled people are welcome in your business. In turn, this helps to attract applications from disabled people for vacancies or other opportunities you are offering
- find out more about inclusive environments
- see info graphic: Are your premises accessible?

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#### More information:



[infographic is your premises accessible](#)



[Inclusive-environments](#)

### 10. Offering other innovative and effective approaches to encourage disabled people to apply for opportunities and supporting them when they do

Your business may have developed other innovative and effective approaches beyond what we have set out here. If so we would like to hear what you are doing. If appropriate, we could include details and case studies in future versions of this scheme, to help other employers.

# Disability Confident – EMPLOYER

## Theme 2 - Keeping and developing your people – core actions

As a Disability Confident employer, my business is:

### 1. Promoting a culture of being Disability Confident

This is about building a culture in your business where your employees feel safe to disclose any disability or long-term health condition, feeling confident they will be supported as necessary. It's about creating positive messages in company literature, statements and plans, and challenging any negative images or prejudicial statements.

A Disability Confident employer will regularly consult with staff about their perceptions of issues, barriers or concerns and will report back on action taken to address these.

More information:



[The Clear Company](#)



[Business Disability Forum](#)

# Disability Confident – EMPLOYER

## Theme 2 - Keeping and developing your people – core actions

### 2. Supporting employees to manage their disabilities or health conditions

This could include:

- encouraging employees to be open and to discuss access and support needs
- making sure that employees know that should they acquire a disability or should an existing disability or health condition worsen, every effort will be made to enable them to continue in their current job or an alternative one
- providing support for existing employees who become disabled or experience health problems for example via occupational health sessions, offering flexible working patterns, offering home-working
- providing reasonable adjustments as necessary to support staff. This includes supporting applications to Access to Work for advice and financial support

More information:



[Recruiting disabled talent](#)

# Disability Confident – EMPLOYER

## Theme 2 - Keeping and developing your people – core actions

### 3. Ensuring there are no barriers to the development and progression of disabled staff

This could include:

- encouraging disabled staff to be ambitious and seek progression in the workplace, including increasing hours, taking on additional responsibilities and seeking promotion
- ensuring disabled staff are fully included in team meetings and informal communications
- monitoring, whether formally or informally, progression rates for disabled staff and ensuring they are in line with general progression rates
- regularly discussing training and development needs with all staff, including disabled staff and offering appropriate training support as necessary such as courses in alternative formats, special coaching if necessary, accessible training venues
- ensuring there are no unforeseen barriers to progression, such as changes to location or travel arrangements that a disabled member of staff could not do

The linked guide explores three areas of equality good practice to help with this action:

- equality policies
- equality training
- monitoring

**More information:**



[BBC disability talent](#)



[Case study an inclusive approach to developing disabled talent](#)



[Equality policies](#)



# Disability Confident – EMPLOYER

## Theme 2 - Keeping and developing your people – core actions

### 4. Ensuring managers are aware of how they can support staff who are sick or absent from work

This could include:

- having a clear process for managing absence and making sure all staff know about this process
- where appropriate, making a referral to the Fit for Work service
- ensuring that absent staff receive regular contact from their line manager to keep them in touch with work developments and so they know they are still valued
- when a staff member has recovered enough to return to work, making sure a support plan is in place. This might include temporary reductions in hours or changes to work patterns and any necessary reasonable adjustments. Where the employee is unable to continue in their current role, despite reasonable adjustments, you should explore suitable alternatives

### 5. Valuing and listening to feedback from disabled staff

This could include:

- ensuring there are opportunities for staff feedback, whether through formal staff surveys and forums or informally, and encouraging staff to participate in them
- encouraging the creation of disabled staff networks where appropriate and creating mechanisms for receiving feedback from them
- regularly reporting on issues raised and what action has been taken about them
- ensuring that line managers encourage staff to speak openly about their views, needs and ambitions in staff reviews, and act appropriately on the points raised

### 6. Reviewing this Disability Confident employer self-assessment

A Disability Confident employer will be looking to continually improve and to take account of changing advice and guidance. Regularly running through the self-assessment pack can help with this process.

# Disability Confident – EMPLOYER

## Theme 2 - Keeping and developing your people – activity

At least one of the activities below need to have been taken to become a Disability Confident employer

### 1. Providing mentoring, coaching, buddying and other support networks for staff

- providing access to support networks can be a good way of helping disabled staff or those with health conditions to develop their skills and build their confidence
- mentoring is a partnership between mentor and mentee, with both working together as equals, in a relationship based upon mutual respect. A mentor is an experienced individual who is willing to share their knowledge with someone less experienced. They involve themselves in helping to guide the career of the mentee through a process of regular meetings and discussions
- coaching is more focused on a specific area of work and is sometimes used as a short term approach. The coach seeks to use their own everyday experience to improve the performance of others by giving tuition or instruction
- a buddy is generally a nominated colleague who can provide support, guidance and training and promote confidence when a member of staff moves to a new working environment
- some companies also encourage staff to set up their own informal support networks, including virtual networks using email and messaging services

# Disability Confident – EMPLOYER

## Theme 2 - Keeping and developing your people – activity

### 2. Including disability awareness equality training in our induction process

ensuring that new staff and people moving posts receive the appropriate level of disability equality training, ensuring that they can identify and support colleagues and team members with disabilities and support needs. This will be particularly important for staff taking on line management responsibilities

### 3. Guiding staff to information and advice on mental health conditions

guiding staff to information on mental health and well-being in the work place can help them identify the symptoms and know how to support their team members and colleagues. [National and local helplines and support groups](#) access to Work provides a specific mental health support service

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#### More information:



[Employing disabled people and people with health conditions](#)

# Disability Confident – EMPLOYER

## Theme 2 - Keeping and developing your people – activity

### 4. Providing occupational health services if required

An occupational health service can provide support for existing employees who develop an impairment/condition or experience health problems. This can be done internally, for example through occupational health sessions, or might be done through an external provider. Access to Work may be able to offer advice and contribute to the costs of this.

See guidance for employers on using Fit for Work to help their employees stay in or return to work.

#### More information:



[Access to work](#)



[Fit for work guidance for employers](#)

### 5. Identifying and sharing good practices

- it shows leadership to share your best practice with your wider business community, and helps support others on their Disability Confident journey
- being a known exemplar of good practice can help attract disabled talent that you might otherwise have missed
- providing specific role models and case studies can help encourage other disabled staff in the organisation or amongst suppliers, networks or the wider community to be more confident and ambitious

# Disability Confident – EMPLOYER

## Theme 2 - Keeping and developing your people – activity

### Providing human resource managers with specific Disability Confident training

Give managers and people involved in human resources (this can include any recruitment agencies acting on behalf of the organisation) specific and continuing training to make sure the organisation is following current best practice in supporting disabled people.

### What happens next?

When you have completed level 2, you will need to [follow this link](#) to confirm that you:

- have undertaken and successfully completed the Disability Confident self-assessment
- are taking all of the core actions to be a Disability Confident employer
- are offering at least one activity to get the right people for your business and at least one activity to keep and develop your people.

In return we will send you a Disability Confident **employer badge** that you can use in your own business stationary and communications for 2 years. We'll also send you a certificate in recognition of your achievement and information about becoming a Disability Confident leader.

As part of awarding you your Disability Confident committed badge we will include your business name and expiry date for the badge on GOV.UK.

# Disability Confident – EMPLOYER

## Case studies and resources

Developed by employers and disabled people's representatives, this scheme is designed to help employers make the most of the opportunities provided by employing disabled people. See what others say about the benefits of being Disability Confident.

Click on the icons below to watch employers' testimonials on how disabled staff have made a positive difference to their businesses.



**IMG Productions** (IMG) is one of the world's leading television production companies. Their journey to becoming Disability Confident began when producer Simon Birri acquired a disability following a brain aneurysm.



**Chartwells Independent** have recruited, trained and supported Steven, who has autism. He has become a highly regarded member of the catering team at Old Swinford Hospital School in Stourbridge.



**EY** talk about their approach to recruiting talented disabled people and how they support staff who acquired a disability during their career.



The Recruitment Industry (**RIDI**) awards celebrate progress and recognise the success of organisations that are making headway in increasing the inclusion of disabled professionals.

# Disability Confident – EMPLOYER

## Definition of disability

Someone is disabled under the [Equality Act 2010](#) if they have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ adverse effect on their ability to carry out normal day-to-day activities

This means that, in general, the:

- person must have an impairment that is either physical or mental
- impairment must have adverse effects that are substantial
- substantial adverse effects must be long-term for example it takes much longer than it usually would to complete a daily task like getting dressed
- [long-term](#) substantial adverse effects must be effects on normal day-to-day activities such as a breathing condition that develops as a result of a lung infection

[Guidance for employers about their responsibilities under the Equality Act 2010](#)

## Long term health conditions

Examples of long term conditions include:

- high blood pressure
- depression
- dementia
- arthritis

Long term conditions can affect many parts of a person’s life, from their ability to work and have relationships, to their housing needs and educational attainment.

# Disability Confident – EMPLOYER

## Mental health conditions

A mental health condition is considered a disability if it has a long-term effect on your normal day-to-day activity. This is defined under the Equality Act 2010.

A condition is 'long term' if it lasts, or is likely to last, 12 months.

'Normal day-to-day activity' is defined as something you do regularly in a normal day. For example - using a computer, working set times or interacting with people.

If a mental health condition means they are disabled they can get [support at work](#) from their employer.

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There are many different types of mental health condition, including:

- depression
- anxiety
- bipolar disorder
- obsessive compulsive disorder
- schizophrenia
- self-harm

## What isn't counted as a disability?

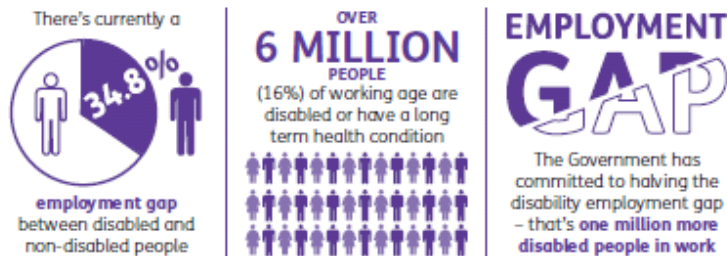
See [guidance on conditions that aren't covered by the disability definition](#), for example addiction to non-prescribed drugs or alcohol.



# Disability Confident – EMPLOYER

## Disability employment facts

Disability Confident employers recruit and retain disabled people and recognise how their skills can benefit their business.



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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Personnel Committee

5 September 2016

### Report of the Head of Human Resources – Sheenagh Rees

#### Matter for Information

#### Wards Affected:

All wards

#### HR Support to Schools Budget Setting Process and SSIP - Spring 2016

##### 1. Purpose of the Report

The purpose of this report is to provide Members with details of the HR support provided to schools facing financial difficulties as a result of budget pressures, following receipt of their budgets in March 2016. And to provide members with details of the HR support provided to schools affected by the Strategic School Improvement Programme (SSIP).

##### 2. Background

In order to prepare for the budget difficulties schools may face as a result of their budgets, the HR team had already taken the following actions during September / October 2015:

- Reviewed the already established Redundancy / Redeployment Policy and Procedure for All School Based Staff, ensuring the policy properly sets out a process for consultation, contained a fair and objective mechanism for redundancy selection and ensured that roles and responsibilities were clearly set out.

- Offered and arranged formal training sessions during January 2016 for Governors, Head Teachers and Bursars on the reviewed Policy.
- Encouraged the use of the Joint Pledge to Safeguard Employment in Schools, in association with the trade unions, Head Teachers, Governors and the Council.
- Supported the introduction of the LLAN and NAASH early retirement (ER) schemes in late 2015.
- Developed a VR process for schools where there was a budget deficit and/or school closure.
- Developed a timetable for schools with a budget deficit or school closure. The timetable sought to ensure that the various stages, including consultation with staff and trade unions, selection criteria and selection itself (where necessary), meetings and communication with affected staff and trade unions representatives, representation hearings and appeals hearing could all be carried out in the very limited time available.

Note: The Staffing of Maintained Schools (Wales) Regulations 2006 require notice to be issued to teaching staff by 31<sup>st</sup> May to terminate an employee's contract by the end of the summer term. If this deadline is not met, a dismissal may not be effective until the end of December, which would result in further cost implications for the school between September and December, potentially leading to more job losses.

- The HR team made arrangements to ensure that they were available as much as possible during March, April and May and to be available for significant overtime working out of office hours in order to be as responsive as possible to school requests for support.

13 schools made an initial contact with the HR team about potential difficulties in setting a budget.

In addition to the schools with difficulties in setting budgets, two schools amalgamated to form one Primary School (Melin Infants and Juniors) and the procedures for closure of 4 schools and the opening of one age 3-16 (Bae Baglan) school was concluded.

### **3. Voluntary Redundancy Process**

A Voluntary Redundancy (VR) Scheme for school based employees was launched in March 2016. The following reflects the numbers of applications and acceptances from school based employees.

66 Teaching Staff Applications for 2016 with 6 acceptances (5.4 FTE)

38 Support Staff Applications for 2016 with 12 acceptances (8.18 FTE)

It should be noted that all Voluntary Redundancies resulted in a post being lost from the respective schools, either directly or through a restructure.

### **4. Key Stages in the 2016 redundancy process due to budget deficit**

A total of 13 schools contacted the HR team to indicate difficulty in setting budgets, with the potential for an impact on staffing.

Headteachers were encouraged as far as possible to have an early discussion with HR to discuss indicative budgets. Where schools did involve HR at an early stage, in some instances early solutions were found that enabled schools to set budgets without having to consider actions such as compulsory job losses.

Five schools with a budget deficit were able to resolve their financial problems with the advice and support of the HR team, by proactively seeking volunteers for Voluntary Redundancy from the employees or ending temporary contracts.

Eight schools were unable to resolve budget difficulties and convened Staff Disciplinary and Dismissal Committees, one Secondary School and seven Primary Schools.

School Finance Sub Committees met in these schools in mid to end of March 2016 and where they were unable to set a budget, they referred the matter to their Staff Disciplinary and Dismissal Committee (SDC).

HR Officers attended to support the SDC in determining the actions required and, where necessary, develop Redundancy Selection Criteria. At this point, the SDC would establish the impact on staff, whether they would be seeking job losses, and if so, how many, and whether teaching or support staff would be affected. The SDC would also establish any other actions to be considered such as seeking to change terms and conditions of employment, i.e. reducing hours of work.

As a result of these meetings, the following reductions in staff numbers were identified in order to set budgets across the schools, this included actual posts and reduction in hours:

- 8.88 FTE Teaching Posts
- 12.23 FTE Support Staff Posts
- 2 x 13 week reductions (to support staff working 52 weeks per year)

A further series of meetings was arranged, in line with the Redundancy/Redeployment Policy. HR Officers attended throughout, supporting Head Teachers and Governors through the process, seeking legal advice on behalf of the Governors where necessary, liaising with trade unions and employees, and seeking to ensure support was in place for affected employees.

Meetings held by the committees and Headteachers included meeting with trade union representatives to consult on proposals, agree selection criteria (where necessary), provide information, respond to queries and address employees' concerns. Selection for redundancy was then carried out and Head Teachers met with individual employees affected to advise them on outcomes. In some instances employees made counter proposals to avoid redundancy, which were considered.

Employees were given the opportunity to make representations to the SDC and, following this further consideration was given to the decisions made. Where the decision was to proceed with redundancy the opportunity to appeal against this decision was given to affected employees.

Redeployment Liaison Officers (RLOs) were allocated from within the HR team to support employees at risk of redundancy. RLOs met with each affected individual to advise them about the

redeployment process and to provide support in completing paperwork.

All Staff Appeals were heard and redundancy notices issued, where no alternative had been identified, by 31<sup>st</sup> May 2016.

## **5. SSIP Processes**

It was reported to Members last year that the process for the redeployment of staff from Cwrt Sart Comprehensive, Glanafan Comprehensive, Sandfields Comprehensive and Traethmelyn Primary into the new Bae Baglan School, to open in September 2016 was completed in relation to permanent employees. This process involved a large assimilation, interview and appointment exercise involving all four schools. This process continued during 2015/16 to seek redeployment opportunities for the temporary and fixed term employees based at the four schools.

A Voluntary Redundancy Scheme for employees affected by the SSIP programme linked to Bae Baglan was launched in March 2015, with additional applicants in 2016 from these schools and the Melin amalgamation. The following reflects the numbers of applications and acceptances from school based employees.

28 Teaching Staff Applications for 2016 with 14 acceptances  
76 Support Staff Applications for 2016 with 22 acceptances

The process to amalgamate Melin Infants and Melin Junior Schools to form Melin Primary also commenced during this academic year.

Both the above SSIP processes involved consultation with relevant stakeholders and Trade Unions as part of formal processes.

There have been no compulsory redundancies as a result of the SSIP school closures in 2016, within minimal fixed term contracts ending.

## **6. Feedback from the 2016 process**

Practice has been established for the HR team to seek to receive feedback from key parties such as ELLL Management Team,

Challenge Advisors, Trade Unions etc to identify what worked well and what improvements can be made.

Trade unions will be invited to provide constructive feedback at consultation forums. This will then help inform any actions that need to be put in place before next year. The main concern of the trade unions, as with previous years, is that the timetable for consultation, selection and redundancy processes is tight, which puts more pressure on all those affected. The trade unions have particularly asked that school budgets can continue to be released as early as possible.

In the Autumn term of 2016, LLAN and NAASH will also be invited to feedback on the process, to determine any areas for action.

HR staff have already identified issues for action as follows:

- The HR team will review the policy and amend if necessary taking in account recent legal decisions.
- Guidance will be further enhanced to support schools in looking at actions alternative to redundancy, for example reducing hours of work, changing to term time working, etc.
- Alternative training arrangements were trialled this year with cluster schools and HR will liaise with Governor Support to arrange further training next year.
- The training will include how schools can better forward plan at a much earlier stage in the year to reduce the need to consider redundancies at this later stage in the year. This includes forward financial planning of school budgets, with head teachers supported by bursars / PSOs. Where schools start to consider their budget position in a planned and considered way, at the earliest stage possible, it could prevent having to take action such as compulsory redundancy.
- Release of indicative budgets at an earlier stage will help ensure that meaningful consultation can take place. Head teachers, Chairs of Governors and the trade unions, have reported increased pressure as a result of the tight timeframe to complete the various stages of the process.



- Bursars have a HR dimension contained within their job evaluated job descriptions, for example, issuing statements of particulars to school staff. Head teachers and bursars need to understand the importance of ensuring that statements of particulars, and contractual letters are clear and up-to-date – if a member of staff is employed on a temporary contract for instance, it is important that there is a clear end date to the contract, and that this is up-to-date. HR will continue to arrange further training as needed for bursars to improve their knowledge and understanding of key processes that they are responsible for, such as issuing contractual documentation and maintaining up-to-date and accurate employee records.
- The Director of Education Leisure and Lifelong Learning will write to schools the reaffirm the pledge before the 2017/18 budget is issued.

## **2. Financial Impact**

In early March 2016 the Director of ELLL notified schools on their budgets for 2016/2017. The Schools Delegated Budget for 2016/17 is £79,616.00 and was an increase of 2.3% from the 2015/2016 Schools Delegated Budget.

When all grant and other delegated monies is included, the final delegated budget is £91,558m an increase of £2.090m from the previous year.

## **3. Equality Impact Assessment**

An Equality Impact Assessment screening form was completed to assist the authority in complying with its Public Sector Equality Duty. The screening indicated that there was no requirement to carry out a full equality impact assessment.

#### 4. Workforce Impacts

The table below shows the workforce impacts in relation to the schools redundancy process.

##### Current position for school redundancies linked to deficit – key figures

Redeployed successfully - Teachers	1FTE
Redeployed successfully - Support staff	0FTE
Compulsory Redundancy – Teachers	0FTE
Compulsory Redundancy - Support staff	2.1FTE
Compulsory Redundancy – Support Staff offered reduced hours/contracts in line with reduction necessary for the school but did not accept the offer	2.87FTE
Voluntary Redundancy - Teachers	5.4FTE
Voluntary Redundancy – Support staff	8.18FTE
Agreed reduced hours – Teachers (2 employees affected)	1.05FTE
Agreed reduced hours and term time contracts – Support staff (19 employees affected)	1.43FTE
Temporary contracts ended - Teachers	1.43FTE
Temporary contracts ended – Support staff	0FTE

All processes were carried out in line with the Schools Redundancy and Redeployment Policy and Procedure.

#### 5. Legal Impacts

There are no legal impacts associated with this report.

## **6. Risk Management**

All posts lost as a result of the VR Scheme are subject to a robust business case signed off by the relevant Head of Service.

## **7. Consultation**

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

## **8. Recommendations**

It is RECOMMENDED that the report be NOTED.  
FOR INFORMATION.

## **9. List of Background Papers**

School Redundancy/Redeployment Policy and Procedure  
Individual VR Business Cases  
Equality Impact Assessment Screening Form

## **10. Officer Contact**

Sheenagh Rees, Head of Human Resources

E-mail [s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk)

Telephone 01639 763315

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### PERSONNEL COMMITTEE

5<sup>th</sup> September 2016

Head of Human Resources – Sheenagh Rees

#### Matter for Information

**Wards Affected:** all wards

#### Soulbury Officers 2016 Pay Claim

##### 1. Purpose of Report

The purpose of this report is to update Members in relation to national pay negotiations for Soulbury employees.

##### 2. Updated Position

The Employers side have confirmed their response to the Trade Unions in relation to Soulbury Officers.

##### 2.1 Soulbury Officers Pay Points

- 1.0% increase on all pay points on each of the Officer pay scales from 1 September 2016 and 1 September 2017;
- 1.0% increase on the London Area and Fringe Payments from the same dates.

##### 2.2 Soulbury Officers Conditions

Please see letter attached as **Appendix A** for further information in relation to Soulbury Officers terms and conditions.

##### 3. Recommendation

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

**FOR INFORMATION.**

**4. Officer contact**

Sheenagh Rees – Head of Human Resources  
[s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk)  
Tel: 01639 763315

**5. Appendices**

Letter from the Local Government Association

**6. List of Background Papers**

None

Andrew Morris  
Officers' Side Secretary  
Soulbury Committee  
Hamilton House  
Mabledon Place  
London  
WC1H 9BD

25 July 2016

Dear Andrew

### **Soulbury Officers Side's 2016 pay and conditions claim**

Following the meeting of the Soulbury Joint Secretaries on 19 July, I am writing to confirm the Employers Side's final response to the Officers Side's 2016 pay and conditions claim:

**1. *A substantial increase in the value of all Soulbury pay scale points and all pay-related and London allowances from 1 September 2016***

The Employers' Side has considered your claim for a 'substantial increase' from 1 September 2016 in the context of the detailed feedback they have received from consultation with local authorities. In the light of the clear and consistent message from that consultation process, the Employers' Side has decided on an offer which we believe balances the desire to provide a fair pay increase for all staff that is within the limits of affordability and which is consistent with pay offers made to other parts of the local government workforce. The offer is as follows:

- 1.0% increase on all pay points on each of the Officer pay scales from 1 September 2016 and 1 September 2017;
- 1.0% increase on the London Area and Fringe Payments from the same dates.

**2. *The Officers' Side proposes that the Structured Professional Assessments system should be extended in order to allow flexibility for the award of a fourth SPA point***

The Employers' Side is unable to agree to an extension of the system and the award of a fourth SPA point. Local authorities are of the view that there is enough existing flexibility to reward Officers and are unclear what criteria could be applied to support a further award.

### **3. *Joint Workforce Survey***

The Employers' Side agree that a salary and numbers survey should be undertaken as part of a regular programme for gathering information and statistics on the workforce.

In addition, the Employers' Side is prepared to consider joint work with the Officers' Side and consider proposals with regard to the following areas not included in your claim but raised at the Joint Secretarial meeting

### **4. *The Soulbury Agreement***

The Employers' Side can agree to an update of Appendix F, Continuing Professional Development for Soulbury Officers – National Framework and Good Practice Guidance.

### **5. *Soulbury Pay Scales – Review of the Upper Range***

The Employers Side's view is that this is a matter for local determination, based on the requirements of the service in each authority. However, the Employers' Side is willing to engage in further discussions at Joint Secretarial level, on a without prejudice basis.

### **6. *Joint Guidance on recognition of service for Ex local authority Soulbury Officers***

The Employers' Side is willing to engage in further discussions at Joint Secretarial level, on a without prejudice basis with regard to whether a degree of recognition could be provided for employees who leave a local authority through TUPE arrangements and then voluntarily return to local authority employment.

In concluding this response, the Employers' Side wishes to record its thanks for the commitment and significant role Soulbury Officers play in helping to maintain and improve local authorities' education and children's services, in relation to school improvement, educational psychology services and the management of the youth service.

Yours sincerely



**Simon Pannell**  
**Employers' Side Secretary**



## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### PERSONNEL COMMITTEE

5<sup>th</sup> September 2016

Head of Human Resources – Sheenagh Rees

#### Matter for Information

**Wards Affected:** all wards

#### Youth and Community Officers 2016 Pay Claim

##### 1. Purpose of Report

The purpose of this report is to update Members in relation to national pay negotiations for Youth and Community employees.

##### 2. Updated Position

The Employers side have confirmed their response to the Trade Unions in relation to Youth and Community Officers.

##### 2.1 Youth and Community Pay Points

The Employers side have made the following offer:

From 1 September 2016

- The deletion of pay point 1
  - £300 (2%) on pay point 2
  - £300 (1.9%) on pay point 3
  - £250 (1.5%) on pay point 4
  - £200 (1.2%) on pay point 5
  - 1% on all other pay points
  - 1% on London and Area allowances
- 
- From September 2017
  - £300 (1.93%) on pay point 2
  - £300 (1.86%) on pay point 3

- £250 (1.50%) on pay point 4
- £250 (1.45%) on pay point 5
- 1% on all other pay points
- 1% on London and Area allowances

## 2.2 **Youth and Community Employee Conditions**

Please see letter attached as **Appendix 1** for further information.

## 3. **Recommendation**

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

**FOR INFORMATION.**

## 4. **Officer contact**

Sheenagh Rees – Head of Human Resources

[s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk)

Tel: 01639 763315

## 5. **Appendices**

Appendix 1 – Letter from Local Government Association

## 6. **List of Background Papers**

None

Colenzo Jarrett-Thorpe  
Staff Side Secretary  
JNC for Youth and Community Workers  
Unite House  
128 Theobald's Road  
London  
WC1X 8TN

16 June 2016

Dear Colenzo

### **Confirmation of response to pay and conditions claim**

As indicated at the JNC on Wednesday, I am writing to confirm the response of the Employers' Side to your 2016 pay and condition claim.

On element iii) regarding an increase in pay the Employers' Side made the following offer

From 1 September 2016

- The deletion of pay point 1
- £300 (2%) on pay point 2
- £300 (1.9%) on pay point 3
- £250 (1.5%) on pay point 4
- £200 (1.2%) on pay point 5
- 1% on all other pay points
- 1% on London and Area allowances

From September 2017

- £300 (1.93%) on pay point 2
- £300 (1.86%) on pay point 3
- £250 (1.50%) on pay point 4
- £250 (1.45%) on pay point 5
- 1% on all other pay points
- 1% on London and Area allowances

On element i) regarding a joint campaign to defend youth services, the Employers' Side reiterated its support for youth work and recognised the wider contribution the service made to other public policy objectives. However, it also recognised the autonomy of local authorities in determining local priorities in the context of increasing tight financial constraints. It offered a further discussion through the joint secretaries to consider whether anything could be done in terms of advocacy for the service.

On element ii) on committing to maintain the JNC agreement, the Employers' Side indicated that it had already confirmed its support for continuing to endorse the qualifications framework. It has asked officers to look at the operation of the framework and report back at the end of the next qualifications cycle. This will include issues relevant to both England and Wales. The employers will also consider other aspects of the JNC agreement. The Employers' Side will take no decisions regarding the future of the JNC while this work is being carried out.

On element vi) regarding pensions, the employers agreed to further discussions through the joint secretaries to identify the potential for further joint advice.

The Employers' Side rejected the other elements of your claim, namely

- iv) Commit to ensuring that no pay point should fall below the Minimum Income Standard annual earning requirement for a single adult by 2020
- v) Undertake a joint comparative review of all London and Area allowances
- vii) Formally define an evening session as one that finishes after 6pm
- viii) Reduce the working week for all youth workers to 36 hours and 35 hours in London
- ix) Begin a dialogue about the inclusion of playwork practitioners in the JNC agreement and pay scales

I would be grateful if you could confirm that the Staff Side intends to consult its membership on the offer, with an indication of the timescale.

Yours sincerely



**Simon Pannell**  
**Employers' Side Secretary**

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### PERSONNEL COMMITTEE

5th September 2016

### Report of the Head of Participation - Chris Millis

#### Matter for Decision

#### Wards Affected:

All Wards

### **Establish additional cleaning posts to Access Managed Services Division of Education, Leisure and Lifelong Learning Directorate**

#### **Purpose of the Report**

1. To seek Members' approval to establish the following permanent posts within the Access Managed Service of the Education Leisure and Lifelong Learning Directorate:-

1 x 10 hour Cleaners (Grade 1 JEID213)

14 x 15 hour Cleaners (Grade 1 JEID213)

The above posts will be filled by employees from the closed Cwrt Sart Comprehensive, Glanafan Comprehensive, Sandfields Comprehensive and Traethmelyn Primary School via the Managing change in Partnership Policy.

It is also proposed to establish the following fixed term positions within the Access Managed Service of the Education and Lifelong Learning Directorate:-

2 x 10 hour Cleaners (Grade 1 JEID213)

5 x 15 hour Cleaners (Grade 1 JEID213)

1 x 17.25 hour Senior Cleaner (Grade 2 JEID3664)

These posts will be temporary until 31st March 2017 pending a review of the usage of the community facilities within Ysgol Bae Baglan.

## **Executive Summary**

2. Access Managed Services provide cleaning services to primary schools throughout the County Borough. The section has recently secured the cleaning contract for the new Bae Baglan school and as such needs to establish new cleaning posts in order to deliver this cleaning contract.

## **Background**

As part of the Council's Strategic Schools Improvement Plan (SSIP) in 2015, a new age 3 - 16 school has been built with four other schools closing. The new school tendered for a cleaning contract in readiness for it opening in September 2016 and the Council's Access Managed Service secured the tender.

## **Financial Impact**

3. Please see financial appraisal for further information.

## **Equality Impact Assessment**

4. An Equality Impact Assessment (EIA) screening form has been completed and a full EIA is not required.

## **Workforce Impacts**

The proposal had provided employment opportunities for cleaners within four schools which had closed (Glanafan, Cwrt Sart, Sandfields and Traethmelyn).

## **Legal Impacts**

There are no legal impacts associated with this proposal.

## **Risk Management**

5. If the posts were not established there would be a significant impact on the delivery of cleaning services to the new education facility.

## **Consultation**

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

## **Implementation of Decision**

7. The establishment change is proposed for implementation from the date of the Personnel Committee meeting.

## **Recommendations**

8. It is recommended that Members APPROVE the establishment of cleaner posts within the Access Managed Service of the Education Leisure and Lifelong Learning Directorate.

FOR DECISION

## **Appendices**

9. Appendix One - Financial Appraisal

## **List of Background Papers**

10. None

## **Officer Contact**

Mr Paul Walker - Coordinator - Education, Leisure and Lifelong Learning Directorate

Telephone: 01639 861107

Email: [p.walker@npt.gov.uk](mailto:p.walker@npt.gov.uk)

FINANCIAL APPRAISAL

SET UP COSTS	Current Year		
	£		
Costs	97,538		
Recruitment Costs			
Accommodation Costs			
Office Costs			
Others			
Total Set Up Costs	97,538		
Funding of Set Up Costs			
Revenue Budget			
Reserves	8,546		
Special Grant			
Other (Specify)	88,992		
Total Funding of Set Up Costs	97,538		

RECURRING COSTS	Current Year		Max in Full Year
	£		£
Costs Aug 16 - Mar 17			
Employee Costs (Financial Appraisal Statement)			
> Starting Salary	97,538		97,930
> Additional cost at Maximum Salary			
Accommodation Running Costs			
IT Annual Costs			
Other Running Costs (specify)	-		
Total Recurring Costs	£97,538		£97,930
Funding of Recurring Costs			
External Sources			
Specific Grant:			
- staffing cost			
- other			
Funding from External Agencies			
Service Level Agreement			



Other (schools cleaning contract)	88,992		89,384
Internal Sources			
HRA			
Existing Budget Allocation			
Additional Guideline Allocation			
Other (reserves)	8,546		8,546
Total Funds Available	97,538		97,930

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## **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

### **Personnel Committee**

5 September 2016

### **Report of the Head of Corporate Strategy and Democratic Services - K.Jones**

#### **Matter for Information**

**Wards Affected:** All Wards

#### **Officer Urgency Action re: 0414**

#### **Amendment to establishment structure in Homecare Personal Assistant Training Academy**

Details of the above Urgency Action taken by the Director of Social Services Health and Housing in consultation with the requisite Members for immediate implementation on 11 August 2016 which is attached for Members' Information.

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## CHIEF EXECUTIVE'S OFFICE

### REPORT OF THE DIRECTOR OF SOCIAL SERVICES HEALTH AND HOUSING – NICK JARMAN

AUGUST 2016

#### SECTION A – MATTER FOR DECISION

#### OFFICER NON-EXECUTIVE URGENCY ACTION 0414 – Amendment to the Established Structure within the Homecare Service

#### 1. Purpose of Report

- 1.1 To ask Members to approve an urgency action in relation to creating a new post within the in house Homecare Service.

#### 2 Background Information

- 2.1 In line with the Social Services and Wellbeing (Wales) Act 2014, the Council has invested a great deal of effort and resources into developing the Direct Payment market for social care. The Council's Direct Payment Team now hold a register for people wishing to become Personal Assistants (PA), and mechanisms are in place to enable individuals to take up Direct Payments and employ PA's with greater ease.
- 2.2 However, there remains a shortage of PA's who apply for Direct Payment posts that involve providing direct (intimate) personal care. One factor contributing to this is that, many of those on the PA register may find it a daunting prospect if they have never helped someone with their personal care before.
- 2.3 To help address this issue, the in house service will, through a five week coaching and mentoring programme provide PA's with some hands on experience to enable them to develop personal care skills, and increase the likelihood of them applying for Direct Payment posts that entail delivering personal care. This will contribute to the Council's commitment and obligation to promote the uptake of Direct Payments.
- 2.4 It is anticipated that there will be no more than six Trainee Personal Assistants working within the Homecare Service at any one time.
- 2.5 This is an innovative approach to delivering better outcomes for NPT citizens, and as such this approach will be reviewed at regular intervals to assess its effectiveness.

### **3 Urgent Action Required**

- 3.1 The creation of a new role within the Homecare Structure, that of Trainee Personal Assistant.
- 3.2 This post has been job evaluated at a Grade 1 Scp 6 to 8( £7.52 To £7.65 per Hour)
- 3.3 The Council's Community Care Assistants are Grade 4, but carry more responsibility, and this is reflected in the pay differential
- 3.4 The trainee PA's will have a fixed term contract with NPT CBC of 5 hours per week for 5 weeks. The post requires Monday to Friday working, excluding bank holidays.
- 3.5 This will be funded from the in house Homecare budget.

### **4 Recommendation**

- 4.1 It is RECOMMENDED that Members approve the urgency action identified in Section 3 above, in relation to the creation of a Trainee PA post (Grade 1 Scp 6 – 8) within the established structure within the Homecare Service.

### **FOR INFORMATION**

### **5 Officer Contact**

- 5.1 For further information on this report item, please contact Mr Nick Jarman, Director of Social Services Health and Housing at email address: [n.jarman@npt.gov.uk](mailto:n.jarman@npt.gov.uk)

## 6 Financial Appraisal

POST / POSTHOLDER	PROPOSED CHANGE (New Post / Delete / Regrade)	PAY SCALES		ANNUAL COSTS	
		Current	Proposed	This Year	Maximum
TRAINEE PERSONAL ASSISTANT	6 FIXED TERM CONTRACTS 5RHS PW FOR 5 WEEKS		SCP 6-8	£5,574	£11,358
<b>Total</b>				<b>£5,574</b>	<b>£11,358</b>





## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Personnel Committee

5 September 2016

### **Report of the Head of Corporate Strategy and Democratic Services - K.Jones**

#### **Matter for Information**

**Wards Affected:** All Wards

#### **Officer Urgency Action re: 0014**

#### **Establishment of a Grade 5 Business Support Officer Corporate strategy and Democratic Services**

Details of the above Urgency Action taken by the Head of Corporate Strategy and Democratic Services in consultation with the requisite Members for immediate implementation on 20 July 2016,

The Urgency Action Decision is to create a grade 5 Business Support Officer Post that will operate Peripatetically, Covering Staff Members when they are absent from work, e.g the Secretaries, the Leader and Chief Executive, whilst also supporting the Head of Service and Management Team to progress priority projects within the Business plan 2016/17.

Resolution:

That a grade 5 Business Support Officer post be created with immediate effect, reporting to the Head of Corporate Strategy and

Democratic Service. The expenditure can be met within existing budget guidance.

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Personnel Committee

5 September 2016

### **Report of the Head of Corporate Strategy and Democratic Services - K.Jones**

#### **Matter for Information**

**Wards Affected:** All Wards

#### **Officer Urgency Action re: 0503**

#### **Proposed Appointment of Apprentices - Building Services**

Details of the above Urgency Action taken by the Head of Streetcare in consultation with the requisite Members for immediate implementation on 29 July 2016 which is attached for Members' Information.

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# NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

## Personnel Committee.

### Report of the Head of Streetcare

M. Roberts

#### Matter for Decision

**Wards Affected:** *All Wards*

#### Proposed Appointment of Apprentices – Building Services

#### Purpose of Report

1. This report is to seek Members approval to provide Foundation Apprenticeship opportunities within Streetcare Services, supported by the Welsh Government's Young Recruits Programme (YRP) for 16 to 24 year olds and to retain the current apprentice (Plumber / Heating Engineer) as a full time operative from September 2016.

#### Background.

2. Previously, Building Services had an Apprentice Training Programme. However, the last Apprentice intake was in 2012, with those trainees subsequently successfully completed their Apprenticeships.
3. The proposal set out in this report is supportive of one of the aims of the new People Strategy which was the subject of a separate report to the Personnel Committee insofar as the creation of these Apprenticeship opportunities will enhance the employment prospects of a number of local young people as well as making a contribution towards a more diverse workforce in terms of age profile.

#### Proposal.

4. Previously Apprentices would have been appointed to an NVQ level 3 Modern Apprenticeship scheme from day one. However, in the current circumstances, in order to maximise the number of opportunities which can be provided, it is proposed to appoint

individuals as Foundation Apprentices and to pay a training allowance of £122.10 per week (£6350 / annum) for a two year fixed term contract leading to the achievement of a NVQ level 2. At that point, dependent on the proposed trade / occupation, a decision will then need to be made about which of the following options is most appropriate at that time;

- a. Progression to a full Apprenticeship to complete a NVQ 3 Qualification.
  - b. Appointment to a permanent position within the structure if available.
  - c. Cessation of the Apprenticeship arrangement, having provided the individual/s concerned with a valuable first class training opportunity.
5. The two posts identified for 2016/2017 Foundation Apprenticeships are as follows;

Carpenter.  
Electrician.

6. The current trainee Plumber / Heating Fitter will complete his Apprenticeship in September 2016 and there is sufficient workload and service delivery needs to employ a full time Plumber / Heating Fitter. It would seem prudent given the investment and training provided that a transfer to full time position takes place rather than recruit externally.

### **Foundation Apprentice Recruitment.**

7. The Foundation Apprenticeships would be administered via Pathways Training based in NPT Collage as part of Welsh Government's Young Recruits Programme (YRP) targeting 16 to 24 year olds. One of the requirements of the YRP is that applications must be received via the Careers Service (online). However, an internet job advert will also be placed signposting this requirement.
8. Due to the changes in the law regarding Foundation Apprentices, it is a requirement to have employed status even though they are paid training allowance. Therefore, it will be necessary to create corresponding Foundation Apprentice posts on the Streetcare structure, whilst keeping any current "Apprentice" posts vacant for

potential, subsequent progression to full Apprenticeship status at the end of their two year training programme.

### **Financial Impact**

9. The funding of the posts will be met by the relevant service area within Streetcare, i.e. Building Services. Each apprentice post, including relevant employer costs, will be in the sum of £7873 per annum for a two year period. This figure may vary a little as it is dependent upon the age of the candidate when starting their second year of the contract and applicable National Living Wage. Costs for the Plumber/Heating Engineer will also be met by the Building Services Trading Account.

### **Equality Impact Assessment**

10. A 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 Equalities Impact Assessment

### **Workforce Impact**

11. The recruitment and training of apprentices forms part of succession planning

### **Legal Impact**

12. There are no legal impacts associated with this report

### **Risk Management**

13. *There are no risk management issues associated with this report*

### **Consultation**

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

### **Recommendation(s)**

15. It is recommended approval be given for the creation of two Foundation Apprentices in Streetcare Division as set out in this report and that the existing apprentice Plumber/Heating Fitter be transferred to a full time post on successful completion of training in September.

### **Reason for Proposed Decision(s)**

16. To assist with succession planning in Building Services.

### **Appendices**

- 17 None

### **List of Background Papers**

- 18 None

### **Officer Contact**

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