



PERSONNEL COMMITTEE

2.00 PM - MONDAY, 28 NOVEMBER 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 Participation

2. Staffing Restructure Access Managed Services Section within the Education Leisure and Life Long Learning Directorate.
(Pages 3 - 16)

Report of the Head of Transformation

3. Staffing Restructure Transformation Division (Pages 17 - 28)

Report of the Head of Community Care Services

4. Creation of two posts within the Gateway Team (Pages 29 - 34)

Report of the Head of Human Resources

5. Budget Proposals / Voluntary Redundancy Scheme
(Pages 35 - 38)
6. Dying to Work Voluntary Charter (Pages 39 - 42)
7. Soulbury Officers Pay Agreement 2016-2018 (Pages 43 - 52)
8. Voluntary Redundancy Scheme 2016 - Update Report
(Pages 53 - 62)

9. Any urgent items (whether public or exempt) at the discretion of the Chairman pursuant to Section 100B (4) (b) of the Local Government Act 1972.
10. Access to Meetings - to resolve to exclude the public for the following items pursuant to Section 100A (4) and (5) of the Local Government Act 1972 and the relevant Exempt Paragraphs of Part 4 of Schedule 12A to the above Act.

PART 2

Private Report of the Head of Children and Young People Services

11. Family Support Services - Review of the Family Action Support Team (*Pages 63 - 78*)

Private Report of the Head of Human Resources

12. Proposed Change to ER.VR.CR Scheme for Teachers (*Pages 79 - 84*)

S.Phillips
Chief Executive

Civic Centre
Port Talbot

Tuesday, 22 November 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

28th November 2016

Report of the Head of Participation Mr. Chris Millis

Matter for Decision

Wards Affected: All wards

Staffing Restructure Access Managed Services Section within the Education Leisure and Life Long Learning Directorate.

Purpose of the Report

1. To seek Member approval for a revised staffing structure for the Access Managed Services Section (AMS) resulting from ER/VR, staff movements, and the acquisition of new contracts.

Executive Summary

2. The proposal to amend the staffing structure reflects the fact that two senior manager posts have been deleted as a result of ER/VR, staff movements, and with the ever increasing need to deliver a high quality service with limited resources. It should also be noted that the Cleaning Section in Access Managed services has recently been awarded the contract to clean the Ysgol Bae Baglan. AMS has also recently been

awarded the contract for both the catering and cleaning of the newly opened Ysgol Hendrefelin (Taibach).

Background

3. The AMS Manager retired in 2014 and the deputy transferred permanently to the School Improvement Team in 2015, neither of these posts have been replaced and are to be deleted from the structure. It is also proposed to delete the post of Assistant Cleaning Manager and the post of Assistant Catering Manager both posts are Grade 10. Two new posts of AMS Operations Manager and Catering Manager, to be created and ring fenced to the two employees who are at risk as a result of the deletion of the Assistant Cleaning Manager and Assistant Catering Manager posts.

These new posts have been through the Job Evaluation process and are Grade 11. Both UNISON and GMB have been consulted on the proposal and both trade unions have supported this approach.

Within the Catering Section of AMS there are two supervisory posts, Catering Supervisor School Meals, and Catering Supervisor Charlottes Pantry and Schools (Grade 6), and also one post of Catering Support Officer (Grade 5).

It is proposed to delete these three posts and create three new posts of Catering Supervisor Schools (Term Time Working), and ring fence these new posts to the three employees who become at risk as a result of the deletion of the three Supervisor posts identified above. These new posts have been through the Job Evaluation process and are graded Grade 6 (Term time only). Both UNISON and GMB have been consulted on the proposal and both trade unions have supported this approach.

Within the Cleaning section of AMS there is a post of Cleaning Supervisor Grade 5 and Equipment Replacement officer Grade 8. It is proposed to delete these two posts. It is further proposed to create two new posts of Cleaning Co-ordinator. These new posts will be ring fenced to the two employees placed at risk as a result of the deletion of the Cleaning Supervisor and Equipment Replacement Officer posts. GMB have been consulted on the proposal and the trade union has supported this approach.

The two post holders would work a shift pattern to cover all the cleaning equipment repairs, PAT test of electrical equipment, whilst carrying out evening inspections and staff inductions, therefore reducing the need for revisits to the same site, which will realise a further saving. These new posts have been through the Job Evaluation process and are graded Grade 7.

Following a change of the Management structure in AMS, the Finance Officer's responsibility increased in relation to budgets, and the Finance officer also assumed the responsibility for the day to day management of the office based administration team. The post has been through the Job Evaluation re-evaluation process and the Grade has increased from Grade 6 to Grade 7

All the above proposed changes to the structure have been carried out in line with the Council's Management of Change in Partnership Policy and Procedure.

Financial Impact

4. A funding statement is appended (Appendix 1) and this shows that there will be an increased cost of £980; this will be absorbed within the current budget.

Equality Impact Assessment

5. There are no equality impacts associated with this report.

Workforce Impacts

6. The recommendations in relation to staffing matters comply with employment legislation and the Council's own employment policies, specifically the Job Evaluation Process and Management of Change in Partnership Policies.

Legal Impacts

7. Implementing the recommendations of this report will assist the Council in ensuring that high standards of food safety, food hygiene and building cleaning are maintained.

Risk Management

8. There are no risk management issues associated with this report.

Consultation

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

Recommendations

10. It is RECOMMENDED that Members APPROVE the proposed restructures as follows:-

Delete the following posts:

- a) Assistant Cleaning Manager Grade 10
- b) Assistant Catering Manager Grade 10
- c) Equipment Replacement officer Grade 8.
- d) Cleaning Supervisor Grade 5
- e) Two Catering Supervisors Grade 6 (Term time only)
- f) Cleaning Support Officer Grade 5. (Term time only)

Create the following new posts:

- 1) AMS Operations Manager Grade 11
- 2) Catering Manager Grade 11
- 3) Two Cleaning Coordinator posts Grade 7
- 4) Three Cleaning Supervisor posts Grade 6 (Term time only)

Increase the post grade:

- 1) Finance Officer Grade 6 to increase to Grade 7

Reasons for Proposed Decision

11. The recommendation is made that members approved the proposed restructures, in order to achieve financial targets, by growing the business and to ensure we provide an excellent catering and cleaning service to schools.

Appendices

12. Appendix 1 Funding Statement
Appendix 2 AMS Old Structure
Appendix 3 AMS New Structure

List of Background Papers

None

Officer Contact

Mr. Paul Walker, Operations Coordinator, 01639 861107
p.walker@npt.gov.uk

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APPENDIX 1

Funding statement Access Managed Services

<u>SET UP COSTS</u>	<u>Current Year</u>	<u>Full Year</u>	<u>Maximum</u>
	<u>£</u>	<u>£</u>	<u>£</u>
<u>Costs</u>			
Recruitment Costs	-	-	-
Accommodation Costs	-	-	-
Office Costs	-	-	-
Others	-	-	-
Total Set Up Costs	-	-	-
<u>Funding of Set Up Costs</u>			
Revenue Budget	-	-	-
Reserves	-	-	-
Special Grant – Foundation Phase	-	-	-
Other (Specify)	-	-	-
Total Funding of Set Up Costs	-	-	-
<u>RECURRING COSTS</u>	<u>Current Year</u>	<u>Full Year</u>	<u>Maximum</u>
	<u>£</u>	<u>£</u>	<u>£</u>
<u>Costs</u>			
Employee Costs (Financial Appraisal Statement)	970	970	24,175
> Current Salary incl. employer's contribution			
Accommodation Running Costs			
Other Running Costs = Redundancies			
Total Cost / (Saving)	<u>970</u>	<u>970</u>	<u>24,175</u>
<u>Funding of Additional Recurring Costs</u>			

<u>External Sources</u>			
Specific Grant			
Funding from External Agencies -			
Other (specify)			
<u>Internal Sources Budget Book Page 1112</u>			
Existing Budget Allocation - (Funded from existing revenue staffing budgets)	(970)	(970)	(24,175)
Existing Budget Allocation – Transferred from ELLL Service			
Additional Guideline Allocation			
Other (specify)			
Total Funds Available			
<u>TOTAL COST/ (SAVING)</u>	(970)	(970)	(24,175)

10

Financial appraisal

POST	PROPOSED CHANGE	PAY SCALES		ANNUAL COSTS	
		Current	Proposed	This Year	Maximum
Assistant Cleaning Manager	Delete Post – Grade 10	43	43	£(51,048)	£(51,048)
Catering Manager	Delete Post – Grade 10	43	43	£(52,253)	£(52,253)
AMS Operations Manager	New Post – Grade 11	43	44	£52,331	£54,853
AMS Catering Manager	New Post – Grade 11	43	44	£54,536	£57,058
Catering Supervisor School Meals	Delete Post – Grade 6	27	27	£(28,598)	£(28,598)
Catering Supervisor Charlottes & Schools	Delete Post – Grade 6	24	24	£(22,068)	£(22,068)
Catering Support Officer	Delete Post – Grade 5	24a	24a	£(25,854)	£(25,854)
Catering Supervisor	New Post – Grade 6	24	24	£22,068	£28,598
Catering Supervisor	New Post – Grade 6	27	27	£28,598	£28,598
Catering Supervisor	New Post – Grade 6	24a	26	£26,283	£28,598
Finance Officer	Re-grade – Grade 6 to Grade 7	24a	27	£2,213	£7,314
Equipment Replacement Officer	Delete Post – Grade 8	35	35	£(41,320)	£(41,320)
Area Cleaning Supervisor	Delete Post – Grade 5	24	24	£(29,311)	£(29,311)
Cleaning Co-ordinator	New Post – Grade 7	35	32	£37,745	£37,745
Cleaning Co-ordinator	New Post – Grade 7	24	27	£31,863	£31,863
			TOTAL	£970	£24,175

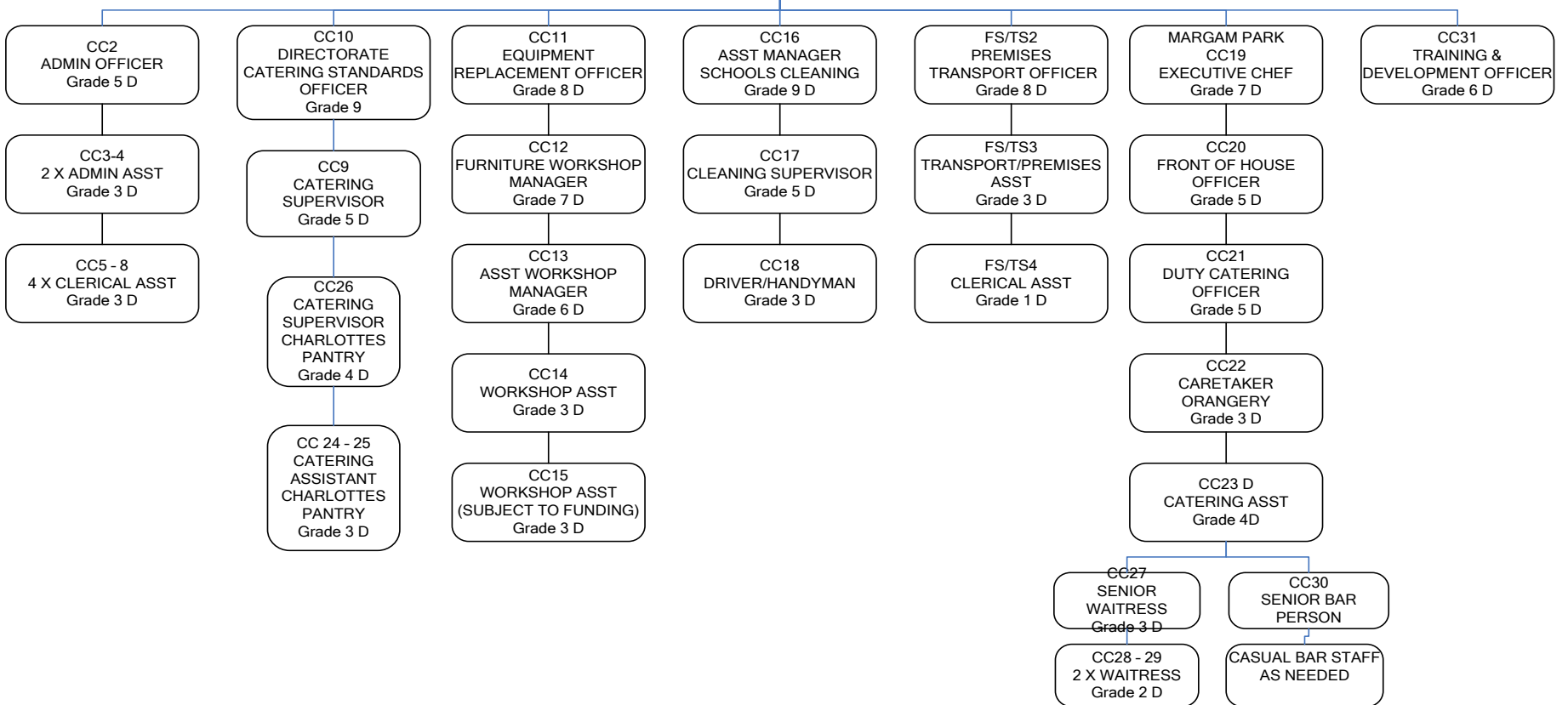
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ACCESSED MANAGED SERVICES

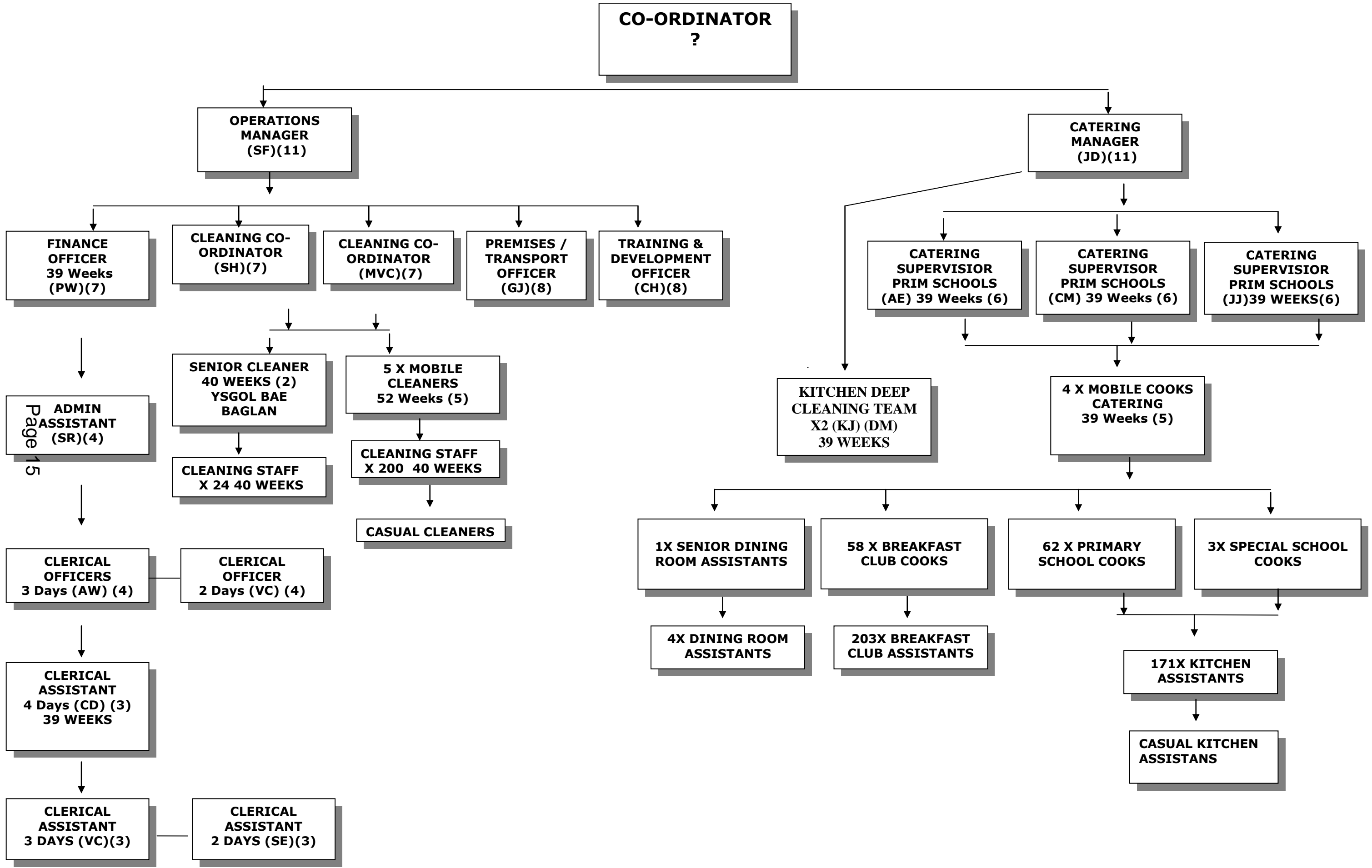
HoS: SUPPORT SERVICES & COMMISSIONING DEVELOPMENT
SMT3

CC1
MANAGER
Grade 11 D

FS/TS1
DEPUTY MANAGER
Grade 10D



**EDUCATION LEISURE AND LIFELONG LEARNING SERVICES
ACCESS MANAGED SERVICES**



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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

28th November 2016

Report of the Head of Transformation Mr. Andrew Thomas

Matter for Decision

Wards Affected: All wards

Staffing Restructure Transformation Division

Purpose of the Report

The purpose of this report is to seek Member approval to:-

- (a) implement a revised staffing structure for The Princess Royal Theatre,
- (b) to formalise the structure at the Croeserw Community Enterprise Centre.
- (c) to change the staffing structure at Margam Park.

All the above proposed changes are as a result of staff leaving under voluntary redundancy and other staff movements.

Executive Summary

The proposal to amend the staffing structure at the Princess Royal Theatre, reflects the fact that a number of posts have been deleted as a result of savings required within the 2015 - 2016 - 2017 Forward Financial Plan.

The staff working at the Croeserw Community Education Centre have been working on Temporary contracts since the Centre opened in September 2013 and it is now necessary to make these arrangements permanent.

Background

Princess Royal Theatre

The Princess Royal Theatre is required to realise savings of £81k, in order to achieve this it is proposed to delete the Vacant Duty Manager Post Grade 5. The post of Theatre Technician was deleted in 2015/16.

It is proposed that, two Theatre attendant posts Grade 3 be deleted, and two new posts of Duty Officer (Grade 5) be created. The new Duty Officer posts would be ring fenced to the two employees who will become at risk as a result of the Theatre Attendant posts being deleted.. This is in line with the Council's Managing Change in Partnership Procedure. Both UNISON and GMB have been consulted on the proposal and both trade unions have supported this approach.

Croeserw CEC

In 2013 the Croeserw Community Education Centre opened. At the time a temporary structure was put in place and three staff at risk of redundancy as a result of the transfer of community centres and libraries were redeployed to these temporary positions.. These three employees were permanent employees with continuous service as shown below.

Employee a. 01.09.06

Employee b. 12.04.07

Employee c. 10.08.09

It is proposed that the temporary structure be made permanent and added to the establishment and the three employees are slotted in to these permanent positions within the structure. Both UNISON and GMB have been consulted on the proposal and both trade unions have supported this approach.

Margam Park

On the 22nd February 2016 members considered and accepted a report relating to the staffing restructure for Margam Country Park.

There was an error in the report, the post of Car Park Attendant 36 hours summer, 20 hours winter (Grade 2), should in fact be 36 hours summer, 30 hours winter Grade 2.

This increased cost will be funded from within the parks existing budget.

Following further consultation with UNISON since the report, the post of Assistant Park Manager (Orangery), has been re designated Assistant Manager Orangery.

Financial Impact

A funding statement is appended (Appendix 1 and 2)

- a. The Princess Royal increased cost of £6,892 will be funded from within the Theatres existing budget..
- b. There is no financial impact with the proposal for the Croeserw Community Education Centre.
- c. Margam Park increased cost will be funded from within the parks existing budget

Equality Impact Assessment

There are no equality impacts associated with this report.

Workforce Impacts

The recommendations in relation to staffing matters comply with employment legislation and the Council's own employment policies.

Legal Impacts

There are no legal impacts associated with this report.

Risk Management

There are no risk management issues associated with this report.

Consultation

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

Recommendations

It is RECOMMENDED that Members APPROVE THE following:-

- Princess Royal Theatre - delete the Duty Manager Princess Royal Theatre (Grade 5), delete the two theatre attendant posts (Grade 3), and create two new Duty Officer posts (Grade 5).
- Coreserw CEC- The temporary structure be made permanent and added to the establishment and the three employees be slotted in to to the permanent posts.
- Margam Park - Amend the hours of the Car Park Attendant (36 hours summer, 30 hours winter) Grade 2.

Reasons for Proposed Decision

The recommendation is made for members to approve the proposed restructures, in order to achieve the forward financial plan targets, and to acknowledge the increased responsibility for staff at the Princess Royal Theatre.

Also to formalise the existing temporary structure at Croeserw Community Education Centre, which will offer stability to both the Centre and Staff.

To approve the amendment to the Car Park Attendant working hours, following the previous report approved at Personnel Committee.

Appendices

Appendix 1 Funding Statement - Princess Royal Theatre

Appendix 2 Staffing Structure Princess Royal Theatre

Appendix 3 Funding Statement - Croeserw Community Enterprise Centre.

List of Background Papers

None

Officer Contact

Mr. Paul Walker, Operations Coordinator, 01639 861107
p.walker@npt.gov.uk

APPENDIX 1 Princess Royal Theatre.

Funding statement

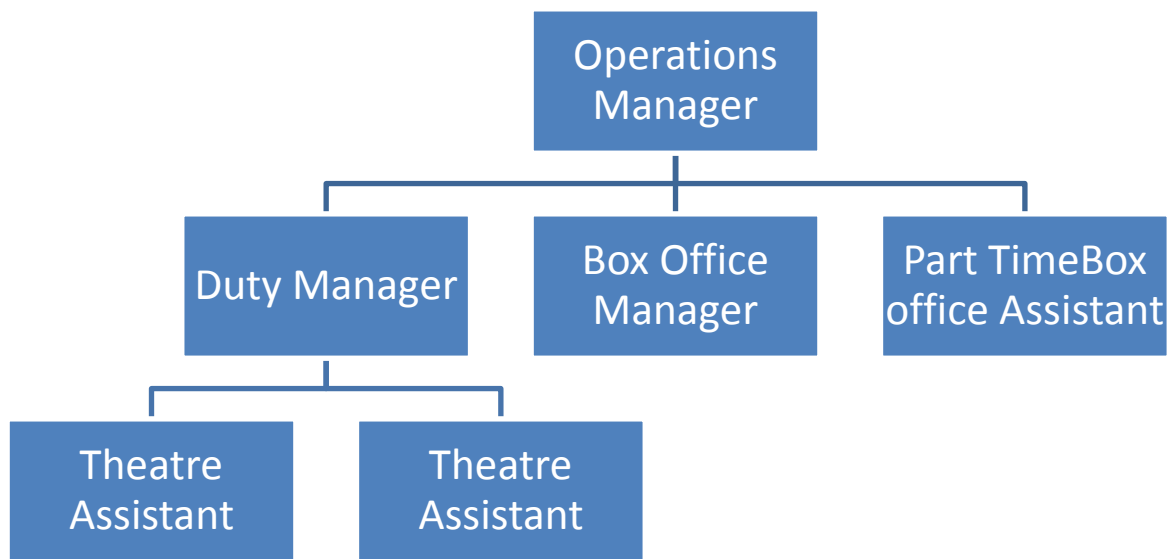
<u>SET UP COSTS</u>	<u>Current Year</u>	<u>Full Year</u>	<u>Maximum</u>
	<u>£</u>	<u>£</u>	<u>£</u>
<u>Costs</u>			
Recruitment Costs	-	-	-
Accommodation Costs	-	-	-
Office Costs	-	-	-
Others	-	-	-
Total Set Up Costs	-	-	-
<u>Funding of Set Up Costs</u>			
Revenue Budget	-	-	-
Reserves	-	-	-
Special Grant – Foundation Phase	-	-	-
Other (Specify)	-	-	-
Total Funding of Set Up Costs	-	-	-
<u>RECURRING COSTS</u>	<u>Current Year</u>	<u>Full Year</u>	<u>Maximum</u>
	<u>£</u>	<u>£</u>	<u>£</u>
<u>Costs</u>			
Employee Costs (Financial Appraisal Statement)	6,892	6,892	14,400
> Current Salary incl. employer's contribution			
Accommodation Running Costs			
Other Running Costs = Redundancies			
Total Cost / (Saving)	<u>6,892</u>	<u>6,892</u>	<u>14,400</u>
<u>Funding of Additional Recurring Costs</u>			
<u>External Sources</u>			
Specific Grant			
Funding from External Agencies -			
Other (specify)			
<u>Internal Sources Budget Book Page 1112</u>			
Existing Budget Allocation - (Funded from existing revenue staffing budgets)	(6,892)	(6,892)	(14,400)
Existing Budget Allocation – Transferred from ELLL Service			
Additional Guideline Allocation			
Other (specify)			
Total Funds Available			
<u>TOTAL COST/ (SAVING)</u>	<u>0</u>	<u>0</u>	<u>0</u>

Financial appraisal

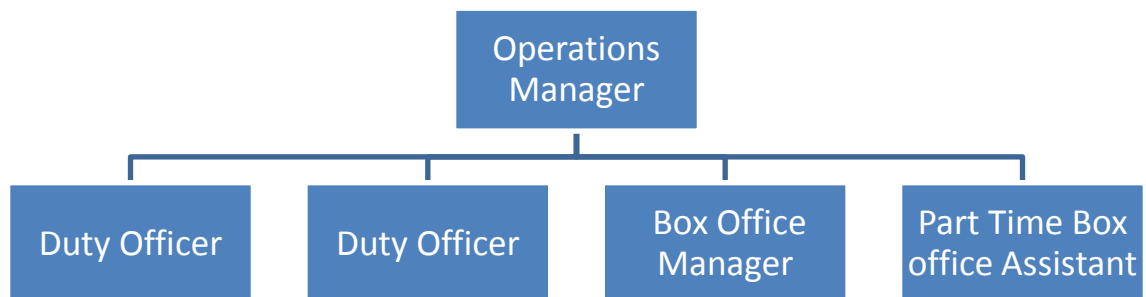
Post	Proposed Change	Pay Scales		Annual costs/(Savings)		
				Current Yr	Full Year	Maximum
Theatre Asst	Deleted	GR03	11-15	(21,945)	(21,945)	(21,945)
Theatre Asst	Deleted	GR03	11-15	(21,945)	(21,945)	(21,945)
Duty Officer	New	GR05	20-24	25,391	25,391	29,145
Duty Officer	New	GR05	20-24	25,391	25,391	29,145
			Increase	6,892	6,892	14,400

Appendix 2.

Current Structure Princess Royal Theatre



Proposed Structure



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APPENDIX 3. Croeserw Community Enterprise Centre.

Funding statement

<u>SET UP COSTS</u>	<u>Current Year</u>	<u>Full Year</u>	<u>Maximum</u>
	<u>£</u>	<u>£</u>	<u>£</u>
<u>Costs</u>			
Recruitment Costs	-	-	-
Accommodation Costs	-	-	-
Office Costs	-	-	-
Others	-	-	-
Total Set Up Costs	-	-	-
<u>Funding of Set Up Costs</u>			
Revenue Budget	-	-	-
Reserves	-	-	-
Special Grant – Foundation Phase	-	-	-
Other (Specify)	-	-	-
Total Funding of Set Up Costs	-	-	-
<u>RECURRING COSTS</u>	<u>Current Year</u>	<u>Full Year</u>	<u>Maximum</u>
	<u>£</u>	<u>£</u>	<u>£</u>
<u>Costs</u>			
Employee Costs (Financial Appraisal Statement)	63,433	63,433	65,763
> Current Salary incl. employer's contribution			
Accommodation Running Costs			
Other Running Costs = Redundancies			
Total Cost / (Saving)			
<u>Funding of Additional Recurring Costs</u>			
<u>External Sources</u>			
Specific Grant			
Funding from External Agencies -			
Other (specify)			
<u>Internal Sources Budget Book Page 1112</u>			
Existing Budget Allocation - (Funded from existing revenue staffing budgets)	(63,433)	(63,433)	(65,763)
Existing Budget Allocation – Transferred from ELLL Service			
Additional Guideline Allocation			
Other (specify)			
Total Funds Available			
<u>TOTAL COST/ (SAVING)</u>	0	0	0

Financial appraisal

Post	Proposed Change	Pay Scales		Annual costs/(Savings)		

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

28th November 2016

Report of the Head of Community Care Services – Andrew Jarrett

Matter for Decision

Wards Affected: All

Creation of two posts within the Gateway Team

Purpose of the Report

1. The purpose of this report is to establish one Deputy Manager Post (Grade 10) and one Contact Officer (Grade 5) within the Gateway Team, Community Care Services Division, Social Services, Health and Housing Directorate

Executive Summary

2. The Gateway is a front line service for Social and Health Care Services within Neath Port Talbot. Working within the guidelines of National and Local Government legislation. Providing Information, Advice and Assistance, ensuring that the individual personal needs are met, whether by main stream or community services.

During the period from 1st July 2016 to 31st August, 2016, there were 5,569 enquires made into the service.

It was identified in August 2016 that the department was under resourced .This was acknowledged by Senior Management and a Deputy Manager from Children's Services is currently seconded into the team in order to provide additional support to address safeguarding issues and to assist the Team Manager with the supervision and management of staff.

Background

3. It was highlighted in a Non-Criminal Investigation earlier this year that the current frontline service is not sufficiently resourced to deal with the demand placed upon it.

The Deputy Manager seconded from Children's Services will be required to return to their substantive post in the New Year, at a time when the referral rate into the Gateway increases, resulting in additional resource pressures on the team.

The responsibility to oversee and manage the Local Authority's respite Care will be part of the Gateway Service. This will ensure there is control over the expenditure and that the allocation of respite is managed effectively. Currently we have no data to measure how we use respite care. An additional Contact Officer will ensure that we can make the best use of resources and plan respite effectively.

Proposal

4. Having a permanent Deputy Manager will ensure that the team will have the appropriate management support and social work presence within the team.

A Deputy Manager will free up the Manager's capacity, enabling the post holder to strategically manage the frontline service and implement the required changes to improve the quality of the service which we provide to citizens within the county borough.

The additional Contact Officer post will ensure that the respite function is planned effectively.

The changes will improve the experience for carers who will have one single point of contact that provides them with a streamlined service. It will also increase the frontline staffing numbers of our service to ensure that the citizen's experience is both positive and timely.

Financial Impact

5. The cost of establishing both posts within the service is £81,619 per annum. Please see Appendix 1 – Financial Appraisal for further details.

Equality Impact Assessment

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

Workforce Impacts

7. This will increase headcount and have a positive impact on the management and front line capacity within the service.

Legal Impacts

8. There are no legal impacts.

Risk Management

9. There are no significant risks associated with this proposal.

Consultation

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

Recommendations

11. It is RECOMMENDED that Members approve the creation of one Deputy Manager Post (Grade 10) and one Contact Officer post (Grade 5) within the Gateway Team, Community Care Services, Social Services, Health and Housing Directorate

FOR DECISION

Reasons for Proposed Decision

Creating these posts in the Gateway Team will increase the capacity to deliver a positive and timely service to citizens. It will also free up management capacity to lead the team effectively through this time of significant change.

Appendices

Appendix 1 – Financial Appraisal

List of Background Papers

Equality Impact Assessment Screening Form

Officer Contact

Andrew Jarrett, Head of Community Care Services

Telephone: 01639 763327

Email: a.jarrett@npt.gov.uk

FUNDING STATEMENT**Costs**

Employee Costs (Financial Appraisal Statement)

> Salary

Min**£****Max****£**

72,938

72,938

> Additional cost at Maximum Salary

8,681

Accommodation Running Costs

IT Annual Costs

Other Running Costs (specify)

Total**72,938****81,619****Funding of Recurring Costs****External Sources**

Specific Grant:

- staffing costs

- other

Funding from External Agencies

Service Level Agreement

Other (specify)

Internal Sources

HRA

Existing Budget Allocation

Additional Guideline Allocation

Other (specify)

Total

72,938

81,619

72,938**81,619***It will be funded from the additional money received in the settlement for 17/18.*

POST	PROPOSED CHANGE (New Post/Delete/Regrade etc)	Cost	
		Min	Max
Deputy Team Manager (grade 10)	New post	46,991	52,144
Contact Officer (grade 5)	New post	25,947	29,475
	TOTAL COST	72,938	81,619

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

CHIEF EXECUTIVE'S OFFICE

HEAD OF HUMAN RESOURCES – S.REES

28th November 2016

Matter for Decision

Wards Affected: all wards

Budget Proposals / Voluntary Redundancy Scheme

1. Purpose of Report

The purpose of this report is to seek Member approval in relation to the employment actions necessary to support the Council's budget planning process for 2017 / 2018.

2. Budget proposals

As a result of the continued budgetary challenge facing the Council, a package of Forward Financial Plan-related proposals have been developed for consideration by Members in order to assist Members to set the Council's budget for 2017 / 2018, and beyond. Members will be asked to make decisions regarding these proposals and other associated topics over the coming months.

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

Consultation is already underway with service users, trade unions and relevant employees about proposed changes.

As a result of the scale of the consultations required, and the need for urgency in relation to the actions needed to deliver a balanced budget for 2017 / 2018, Members are asked to delegate authority to each

Corporate Director, in consultation with the Leader, relevant Cabinet Member and Head of Human Resources, to make the necessary decisions in relation to those changes to jobs, organisational structures and/or working practices which will be needed to implement the service changes which are approved by Members.

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

It is planned a report will be submitted to this Committee early in 2017 summarising all of the workforce-related actions which have been taken by Corporate Directors in accordance with the delegated authority recommended above.

3. Voluntary Redundancy Scheme

A VR Scheme was launched on 24th October and will close on 25th November. Every employee of the Council, with the exception of those employed by School Governing Bodies and Chief Officers, received a letter inviting expressions of interest.

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

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

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

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

to now authorise Corporate Directors to make such organisational changes.

It is planned a report will be submitted to this Committee early in 2017 which will summarise the decisions taken by each Corporate Director and Head of Service in relation to (a) leavers under the Voluntary Redundancy Scheme and (b) all consequential workforce-related changes.

4. Risk Management

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

5. Financial Impact

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

6. Consultation

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

7. Equality Impact Assessment

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

8. Recommendation

It is **RECOMMENDED** that Members:

(i) Authorise each Corporate Director, in consultation with the Leader, relevant Cabinet Member and Head of Human Resources, to make the necessary decisions in relation to changes to jobs, organisational structures and/or working practices to facilitate the timely implementation of all service changes agreed by Members.

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

(iii) Receive a report early in 2017 summarising all the decisions and actions taken in relation to the foregoing matters.

FOR DECISION

9. Officer contact

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

Diane Hopkins, Principal HR Manager, Email: d.b.hopkins@npt.gov.uk or tel: 01639 763012

10. Appendices

None

11. List of Background Papers

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

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

CHIEF EXECUTIVE'S OFFICE

HEAD OF HUMAN RESOURCES – S.REES

28th November 2016

Matter for Decision

Wards Affected: all wards

Dying to Work Voluntary Charter

1. Purpose of Report

The purpose of this report is to seek Member approval for the Council to become a signatory to the 'Dying to Work' Charter.

2. Background information

The Trade Union Congress (TUC) are asking organisations to sign up to a voluntary charter that sets out an agreed way in which their employees will be supported, protected and guided throughout their employment, following a terminal diagnosis.

The charter states the following:

- *We recognise that terminal illness requires support and understanding and not additional and avoidable stress and worry.*
- *Terminally ill workers will be secure in the knowledge that we will support them following their diagnosis and we recognise that, safe and reasonable work can help maintain dignity, offer a valuable distraction and can be therapeutic in itself.*
- *We will provide our employees with the security of work, peace of mind and the right to choose the best course of action for*

themselves and their families which helps them through this challenging period with dignity and without undue financial loss.

- *We support the TUC's Dying to Work campaign so that all employees battling terminal illness have adequate employment protection and have their death in service benefits protected for the loved ones they leave behind.*

Examples of organisations that have signed the charter to date are:

- Harrow Council
- Sandwell Metropolitan Borough Council
- Nottinghamshire County Council
- Legal & General
- E-On
- Carillion

3. Implications for the Council

The Council already strives to adopt a supportive and individual approach towards employees who receive the difficult news that they have a terminal illness and sadly this does affect a small number of employees every year.

The approach taken follows the employee's lead – so for example, some employees will want advice in relation to pension benefits and to be helped to take actions to secure the future position of family and other loved ones. Some employees want to continue to work for as long as possible and maintain a sense of normality, attending work when they feel well enough to do so, and flexibility in working practices helps support this. On the other hand, some employees want to resign from employment.

In 2015 / 2016, 8 employees died in service, although not all of these employees had been ill or in receipt of a terminal diagnosis. It does however give Members an indication that the potential group of employees who could be affected is a small group of employees, and that a commitment to the supportive approach set out in the charter is something that as a large employer we can accommodate.

If Members agree that the Council should become a signatory to the Charter, the TUC will arrange a public signing ceremony with follow up press releases. The logo of the Council will be used on the 'Dying to

Work' website and included in campaigning documents to encourage other signatories.

4. Risk Management

There is a risk to the Council if the Charter is adopted, but management actions taken with regard to the management of an employee with terminal illness are contrary to the Charter – this could result in bad publicity and / or employment tribunal action. This risk is low however, as the Council already adopts a supporting and bespoke approach. If the Charter is adopted, it will be publicised to employees, and reference to it will be included in the Council's Maximising Attendance at Work procedure, to ensure that it is brought to the attention of managers.

5. Financial Impact

There are no significant additional financial impacts from this proposal.

6. Consultation

The Joint Trade Unions placed this item on the agenda of the Council's Staff Council, with the request that Members consider signing up to the voluntary charter.

7. Equality Impact Assessment

This proposal will have a positive equality impact.

8. Recommendation

It is **RECOMMENDED** that Members AGREE that the Council becomes a signatory to the 'Dying to Work' Voluntary Charter.

FOR DECISION

9. Officer contact

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

Diane Hopkins, Principal HR Manager, Email: d.b.hopkins@npt.gov.uk
or tel: 01639 763012

10. **Appendices**

None

11. **List of Background Papers**

www.dyingtowork.co.uk

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

28th November 2016

Head of Human Resources – Sheenagh Rees

Matter for Information

Wards Affected: all wards

Soulbury Officers Pay Agreement 2016-2018

1. Purpose of Report

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

2. Pay Agreement

Following negotiations in the Soulbury Committee an agreement has been reached covering 1 September 2016 to 31st August 2018 which is effective from 1st March 2015. This pay agreement is not to be backdated to 1st September 2014. The pay agreement is as follows:-

- an increase of 1.0% on all pay points on the Educational Improvement Professionals' pay spine, Young People's/Community Service Managers' pay spine and Educational Psychologists pay spines on 1 September 2016 and on 1 September 2017;
- an increase of 1.0% on all London and Fringe area allowances on 1 September 2016 and on 1 September 2017.

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
Tel: 01639 763315

5. Appendices

Appendix A - Letter from the Local Government Association

6. List of Background Papers

None

The Soulbury Committee
Inspectors Organisers and Advisory Officers of Local Authorities

11 October 2016

To: Chief Executives of County Councils and Metropolitan Districts and Unitary Authorities in England;
Chief Executives of London Boroughs;
Chief Executives of County Councils and County Borough Councils in Wales;
Directors of Children's Services/Directors of Education of County Councils Metropolitan Districts and Unitary Authorities in England;
Directors of Children's Services/Directors of Education of London Boroughs;
Directors of Children's Services/Directors of Education of County Councils and County Borough Councils in Wales;
Members of the Soulbury Committee
Subscribers

Dear Sir/Madam

JOINT EDUCATION SERVICES CIRCULAR NO 206

SOULBURY PAY AGREEMENT: 2016 and 2017

Following negotiations we can confirm that the Soulbury Committee has reached an agreement on a pay award for 2016 and 2017 which is as follows:

- an increase of 1.0% on all pay points on the Educational Improvement Professionals' pay spine, Young People's/Community Service Managers' pay spine and Educational Psychologists pay spines on 1 September 2016 and on 1 September 2017;
- an increase of 1.0% on all London and Fringe area allowances on 1 September 2016 and on 1 September 2017.

The Soulbury Committee will shortly be having discussions at Joint Secretarial level on a review of the upper pay scales and the existing CPD guidance (Appendix F) in the Soulbury Report. In addition, the Committee has also agreed and is committed to undertaking a workforce pay and numbers survey which will take place in 2016. Finally, the Committee has agreed to incorporate the following provision in the Soulbury Report (Blue Book) for Soulbury Officers on continuous service.

Where an employee is transferred to an organisation not covered by the Redundancy Payments (Continuity of Employment in Local Government etc) (Modification) Order 1999 continuity of service is protected under the TUPE Regulations where there is a TUPE transfer. However if that employee returns voluntarily to local government service continuity is broken. Where an employee returns in such circumstances without a break between employments all previous continuous service will be recognised for the purposes of calculation of entitlements

Employers' Side Secretary: *Simon Pannell*
Local Government House Smith Square LONDON SW1P 3HZ
Tel 020 7664 3188 Fax20 7664 3030

Officers' Side Secretary: *Andrew Morris*
Hamilton House Mabledon Place London WC1 9BD
Tel: 020 7388 6191 Fax 020 7387 8458

to annual leave occupational maternity leave/pay and occupational sick pay. This is subject to the return to service being within five years of the original transfer.

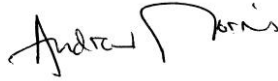
The Soulbury Report with this revision is available to LGA subscribers (contact details are below) and officer members can obtain this from their respective unions.

A revised salary scale is attached for your information (Appendix I).

Yours sincerely



Simon Pannell
Employers' Side Secretary



Andrew Morris
Officers' Side Secretary

Appendix I

SCP	Educational Improvement Professionals		
	Current	01.09.16	01.09.17
1	33396	33730	34067
2	34592	34938	35287
3	35721	36078	36439
4	36865	37234	37606
5	38003	38383	38767
6	39142	39533	39928
7	40338	40741	41148
8	41487*	41902*	42321*
9	42828	43256	43689
10	44023	44463	44908
11	45203	45655	46112
12	46346	46809	47277
13	47640**	48116**	48597**
14	48792	49280	49773
15	50066	50567	51073
16	51219	51731	52248
17	52373	52897	53426
18	53507	54042	54582
19	54676	55223	55775
20	55280***	55833***	56391***
21	56441	57005	57575
22	57452	58027	58607
23	58566	59152	59744
24	59564	60160	60762
25	60633	61239	61851
26	61674	62291	62914
27	62740	63367	64001
28	63819	64457	65102
29	64902	65551	66207
30	65983	66643	67309
31	67054	67725	68402
32	68143	68824	69512
33	69232	69924	70623
34	70347	71050	71761
35	71458	72173	72895
36	72603	73329	74062
37	73728	74465	75210
38	74866	75615	76371
39	75988	76748	77515
40	77109	77880	78659
41	78237	79019	79809
42	79362	80156	80958
43	80488	81293	82106

44	81619	82435	83259
45	82747	83574	84410
46	83876	84715	85562
47	85010	85860	86719
48	86134****	86995****	87865****
49	87262****	88135****	89016****
50	88391****	89275****	90168****

Notes:

Salary scales to consist of not more than four consecutive points based on the duties and responsibilities attaching to posts and the need to recruit and motivate staff.

*normal minimum point for EIP undertaking the full range of duties at this level.

**normal minimum point for senior EIP undertaking the full range of duties at this level.

***normal minimum point for leading EIP undertaking the full range of duties at this level.

****extension to range to accommodate structured professional assessments.

SCP	Young People's / Community Service Manager		
	Current	01.09.16	01.09.17
1	34637	34983	35333
2	35770	36128	36489
3	36903	37272	37645
4	38059*	38440*	38824*
5	39234	39626	40023
6	40380	40784	41192
7	41553**	41969**	42388**
8	42885	43314	43747
9	43620	44056	44497
10	44754	45202	45654
11	45883	46342	46805
12	47013	47483	47958
13	48135	48616	49103
14	49269	49762	50259
15	50404	50908	51417
16	51542	52057	52578
17	52686	53213	53745
18	53822	54360	54904
19	54952	55502	56057
20	56107***	56668***	57235***
21	57284***	57857***	58435***

22	58487***	59072***	59663***
23	59715***	60312***	60915***
24	60969***	61579***	62194***

Notes:

The minimum Youth and Community Service Officers' scale is 4 points.

Other salary scales to consist of not more than four consecutive points based on duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.

*normal minimum point for senior youth and community service officers undertaking the full range of duties at this level (see paragraph 5.6 of the Soulbury Report).

**normal minimum point for principal youth and community service officer undertaking the full range of duties at this level (see paragraph 5.8 of the Soulbury Report).

***extension to range to accommodate discretionary scale points and structured professional assessments.

Trainee Educational Psychologists

SCP	Current	01.09.16	01.09.17
1	22503	22728	22955
2	24151	24393	24636
3	25796	26054	26314
4	27444	27718	27996
5	29090	29381	29675
6	30737	31044	31355

Assistant Educational Psychologists

SCP	Current	01.09.16	01.09.17
1	27662	27939	28218
2	28792	29080	29371
3	29922	30221	30523
4	31045	31355	31669

Educational Psychologists - Scale A				
SCP	Current	01.09.16	01.09.17	
1	35027	35377	35731	
2	36805	37173	37545	
3	38583	38969	39359	
4	40360	40764	41171	
5	42137	42558	42984	
6	43914	44353	44797	
7	45588	46044	46504	
8	47261	47734	48211	
9	48829*	49317*	49810*	
10	50398*	50902*	51411*	
11	51861*	52380*	52903*	

Salary scales to consist of six consecutive points based on the duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.

*Extension to scale to accommodate structured professional assessment points.

Senior and Principal Educational Psychologists				
SCP	Current	01.09.16	01.09.17	
1	43914	44353	44797	
2	45588	46044	46504	
3	47261	47734	48211	
4	48829	49317	49810	
5	50398	50902	51411	
6	51861	52380	52903	
7	52462	52987	53516	
8	53584	54120	54661	
9	54696	55243	55795	
10	55828	56386	56950	
11	56937	57506	58081	
12	58068	58649	59235	
13	59219	59811	60409	
14	60330	60933	61543	
15	61495	62110	62731	
16	62649	63275	63908	
17	63810	64448	65093	
18	64970	65620	66276	

Salary scales to consist of not more than four consecutive points based on the duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.

*Normal minimum point for the principal educational psychologist undertaking the full range of duties at this level.

**Extension to range to accommodate discretionary scale points and structured professional assessments.

LONDON AREA PAYMENTS

With effect from 1 September 2016 and 1 September 2017 staff in the London area shall receive the following:

- (a) at the rate of £3027 (2016) and £3057 (2017) per annum to officers serving in the Inner area.
- (b) at the £1996 (2016) and £2016 (2017) per annum to officers serving in the Outer area.
- (c) at the rate of £771 (2016) and £779 (2017) per annum to officers serving in the Fringe area.
- (d) officers normally serving in the London area but temporarily employed elsewhere shall continue to receive London area payments at the rate appropriate to their normal area of employment.
- (e) in the case of an officer required to serve in different parts of the London areas or partly outside that area the officer shall be deemed to be serving in the area in which he is required to spend more than one half of his time.
- (f) for the purpose of this paragraph –

The “Inner Area” means the area of the London Boroughs of: Camden City of London Greenwich Hackney Hammersmith & Fulham Islington Kensington & Chelsea Lambeth Lewisham Southwark Tower Hamlets Wandsworth Westminster (the former Inner London Education Authority) and the London Boroughs of Barking and Dagenham Brent Ealing Haringey Merton and Newham.

The “Outer Area” means Greater London excluding the Inner area.

The “Fringe Area” means:

Berkshire: the districts of Bracknell Slough Windsor and Maidenhead.

Buckinghamshire: the districts of Beaconsfield and Chiltern.

Essex: the districts of Basildon Brentwood Epping Forest Harlow and Thurrock.

Hertfordshire: the districts of Broxbourne Dacorum East Hertfordshire Hertsmere St. Albans Three Rivers Watford and Welwyn Hatfield.

Kent: the districts of Dartford and Sevenoaks.

Surrey: the whole County.

West Sussex: the district of Crawley.

The “London Area” comprises the Inner area the Outer area and the Fringe area.

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

CHIEF EXECUTIVE'S OFFICE

HEAD OF HUMAN RESOURCES – S.REES

28th November, 2016

Matter for Information

Wards Affected: all wards

Voluntary Redundancy Scheme 2016 – Update Report

1. Purpose of Report

To provide Members with an update on expressions of interest submitted and associated actions to date in relation to the Voluntary Redundancy (VR) Scheme which was launched on 22nd October 2016.

2. Background information

This Scheme was launched on 24th October 2016 and the deadline for expressions of interest to be submitted is 25th November 2016.

3. Update on Expressions of Interest

Attached as Appendix 1, is a schedule of expressions of interest received and their current status, as at 17th November 2016. A table showing expressions of interest received, broken down into Heads of Service is also attached as Appendix 2. A further update will be provided at Committee.

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

In order for the necessary savings to be made, all VR leavers are to exit the authority by no later than 31st March 2017. Attached as Appendix 3, is a Timetable for Actioning VR Expressions of interest. This has been

developed to ensure that all necessary actions are completed so that the 31st March 2017 leaving date is achieved.

4. Risk Management

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

5. Financial Impact

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

6. Consultation

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

7. Equality Impact Assessment

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

8. Recommendation

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

FOR INFORMATION.

9. Officer contact

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

10. Appendices

Appendix 1 – Expressions of Interest as at 17th November, 2016
Appendix 2 – Progress by Head of Service as at 17th November, 2016

Appendix 3 – Timetable for Actioning VR Expressions of Interest

11. **List of Background Papers**

None.

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Expressions of Interests as at November 17, 2016

STATUS	26/10/16	02/11/16	09/11/16	16/11/16	23/11/16	30/11/16	07/12/16	14/12/16	21/12/16	28/12/16
9. CONTRACTUAL AGREEMENT (including bumped arrangements) Signed agreements are in place for these employees to leave the Council.	0	0	0	0	0	0	0	0	0	0
8. FORMAL OFFER STAGE HOS has made formal offer to employee in writing. 10 calendar day deadline to accept offer.	0	0	0	0	0	0	0	0	0	0
7. SEEKING BUMPED REDUNDANCY	0	0	0	0	0	0	0	0	0	0
6. FIGURES PROVIDED TO MANAGER/ EMPLOYEE Once HOS has approved post to be deleted on cost and service grounds, VR estimate to be provided to employee by HOS with 10 calendar day deadline to indicate whether or not to progress the VR to the formal offer stage.	0	0	0	2	0	0	0	0	0	0
5. VR ESTIMATES ARE BEING PREPARED HOS has approved post to be deleted subject to costs. Payroll / pension teams are currently working on the figures.	0	23	40	39	0	0	0	0	0	0
4. EXPRESSION OF INTEREST WITHDRAWN BY EMPLOYEE Employees have indicated they do not wish to progress with VR.	0	0	0	1	0	0	0	0	0	0
3. EXPRESSION OF INTEREST REJECTED BY HOS VR estimate provided and rejected by HOS on grounds of cost, service requirements.	0	4	64	108	0	0	0	0	0	0
2. ACTIONS PENDING	123	214	197	174	0	0	0	0	0	0
1. EXPRESSIONS OF INTEREST RECEIVED	123	241	301	324	0	0	0	0	0	0

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Progress by Head of Service as at November 17, 2016

DIVISION	EOI RECEIVED	NO ACTION	EOI REJECTED BY HOS	EOI WITHDRAWN BY EMPLOYEE	VR ESTIMATE BEING PREPARED	INFORMAL OFFER MADE	SEEKING BUMP	FORMAL OFFER STAGE	CONTRACTUAL AGREEMENT
CHILDREN AND YOUNG PEOPLE SERVICES	7	6	0	0	1	0	0	0	0
COMMISSIONING & SUPPORT SERVICES	14	12	0	0	1	1	0	0	0
COMMUNITY CARE SERVICES	72	0	71	1	0	0	0	0	0
PARTICIPATION	58	33	21	0	3	1	0	0	0
WESTERN BAY	5	3	0	0	2	0	0	0	0
FINANCIAL SERVICES	22	5	0	0	17	0	0	0	0
HUMAN RESOURCES	3	3	0	0	0	0	0	0	0
SOUTH WALES TRUNK ROAD AGENCY	15	13	0	0	2	0	0	0	0
ENGINEERING AND TRANSPORT	18	4	9	0	5	0	0	0	0
STREETCARE SERVICES	67	61	0	0	6	0	0	0	0
CORPORATE STRATEGY AND DEMOCRATIC SERVICES	5	5	0	0	0	0	0	0	0
PROPERTY AND REGENERATION	20	20	0	0	0	0	0	0	0
TRANSFORMATION	3	1	2	0	0	0	0	0	0
ICT	3	3	0	0	0	0	0	0	0
LEGAL SERVICES	4	2	0	0	2	0	0	0	0
PLANNING & PUBLIC PROTECTION	8	3	5	0	0	0	0	0	0
Totals	324	174	108	1	39	2	0	0	0

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TIMETABLE FOR ACTIONING VR EXPRESSIONS OF INTEREST

Action	Guideline	Final deadline
Receipt of expression of interest		25 th November 2016
<u>Stage 1</u> HOS to make initial assessment and advise HR to proceed to obtain financial estimate	As soon as possible	16th December 2016
HOS (or relevant manager) to meet with all employees where the EOI has been rejected at Stage 1.	As soon as possible	20 th January 2017
<u>Stage 2 – informal offer stage</u> HOS receives figures and determines whether VR is affordable or not.	As soon as possible	23 rd January 2017
HOS notifies employee if VR is affordable and provides figures for the employee to consider.	Within 5 working days of receipt of figures.	30 th January 2017
HOS (or relevant manager) notifies employee if VR is unaffordable and that their EOI cannot proceed any further.	Within 5 working days of receipt of figures.	
Employee advises HOS whether or not s/he wants to proceed to final offer stage.	Within 10 working days of employee receiving figures	10 th February 2017
<u>Stage 3 – formal offer stage</u> HOS advises HR that employee will proceed to formal offer stage and provides completed and signed Business Case.	As soon as possible	17 th February 2017
HR provides formal written offer to employee.	Within 10 working days of receipt of HOS notification	3 rd March 2017
Employee signed response to the HR team to agree VR Officer.	Within 10 working days of receipt of formal offer.	17 th March 2017
HR team to notify payroll / pension team of VR leavers	As soon as possible	31 st March 2017

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