



PERSONNEL COMMITTEE

2.00 PM - MONDAY, 26 JUNE 2017

COMMITTEE ROOMS 1/2 - PORT TALBOT CIVIC CENTRE

PART 1

1. To receive any declarations of interest from Members.

Report of Head of Human Resources

2. Local Government Pay Update (*Pages 5 - 8*)
3. Meal Charges in Resident Accommodation (*Pages 9 - 12*)
4. Review of Payments for Travel and Subsistence (*Pages 13 - 30*)
5. Emergency Planning Team (*Pages 31 - 36*)

Director of Social Services, Health and Housing

6. Amendment to the Established Structure within the Community Reablement Team (*Pages 37 - 42*)

Head of Legal Services

7. Staffing Arrangements - Register Office (*Pages 43 - 50*)
8. Urgency Action No. 0415 - Establish six Permanent Community Social Worker Posts (*Pages 51 - 64*)
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 Head of Corporate Strategy and Democratic Services

11. Urgency Action 0016 - Changes to the Marketing and Communications Team Establishment (*Pages 65 - 72*)

Private Report of Director of Social Services, Health and Housing

12. Direct Payments Staffing Structure (*Pages 73 - 82*)

Private Report of Director of Finance

13. Head of Legal Services (*Pages 83 - 88*)

Private Report of Head of Human Resources

14. Voluntary Redundancy Scheme Update (*Pages 89 - 148*)

S.Phillips
Chief Executive

Civic Centre
Port Talbot

Tuesday, 20 June 2017

Committee Membership:

Chairperson: **Councillor D.Jones**

Vice
Chairperson: **Councillor S.Paddison**

Members: Councillors R.Davies, E.V.Latham, S.Miller,
S.Bamsey, N.T.Hunt, S.A.Knoyle, D.Cawsey,

R.G.Jones, S.Renkes and A.J.Taylor

**Non Voting
Member:**

Councillors P.D.Richards, C.Clement-Williams,
A.Wingrave, A.R.Lockyer, P.A.Rees and
D.W.Davies

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

HEAD OF HUMAN RESOURCES – S.REES

26th June 2017

Matter for Information

Wards Affected: all wards

Local Government Pay 2018 / 2019 update

1. Purpose of Report

The purpose of this report is to update Members in relation to national pay negotiations for Local Government Services (Green Book) employees.

2. Background information

The National Joint Council negotiates the pay, terms and conditions of staff in local authorities employed on Local Government Services terms and conditions of employment, also known as 'Green Book' employees. Each year, the Joint Council agrees an annual uplift to the national pay spine, which forms the basis for pay in respect of this group of staff.

Separate arrangements are in place for Chief Officers, Chief Executives, Soulbury Officers, Youth & Community Workers and Teachers who are all covered by separate national pay arrangements.

3. Trade Union Pay Claim 2018 / 2019

On 14th June 2017, the national trade union side formally submitted a pay claim for 2018 / 2019. The claim is for:

- One year – 2018 / 2019
- A 5% increase on all NJC pay points

The Local Government Employers have advised that to meet this pay claim in full would increase the national pay bill by £559 million.

The Chair of the National Employers, Councillor Sian Timoney, issued the following statement in response to the pay claim:

“We will be consulting with councils in the coming weeks on pay across the workforce and in particular how we can meet the challenge of the Government’s proposed level of the National Living Wage over the next few years. The unions’ claim will form part of the consultation.

We recognise that public sector workers have had lower than average pay awards for a few years now, but local government continues to face significant financial challenges so we are surprised that the unions are seeking such an ambitious pay award. Local government has lost more than half a million jobs in recent years and meeting this claim would result in many more such job losses”.

4. Employers Side Consultation

The National Joint Council’s Employer Side will be conducting regional consultation with employers over the course of the next few months. The Cabinet Member for Corporate Services and Equalities and the Head of Human Resources will be

attending the Wales consultation in July and further feedback will be provided to this committee following that event.

6. Consultation

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

7. Equality Impact Assessment

There are no equality impacts associated with this report.

8. Recommendation

That Members note the information provided in relation to national pay negotiations.

FOR INFORMATION

9. Officer contact

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

10. Appendices

None

11. List of Background Papers

None

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

26th June 2017

Report of the Head of Human Resources - Sheenagh Rees

Matter for Decision

Wards Affected:

All wards

Meal Charges in Residential Accommodation

Purpose of the Report

1. The purpose of this report is to seek Members approval to review the charges made to employees in respect of meals taken at residential accommodation.

Background

2. The Authority's scheme for meal charges has not been reviewed since February 2009 and the Finance and Corporate Services Directorate have now requested that it is reviewed, in line with the retail prices index, to increase the charges based on current rates.
3. The food element of the retail prices index has increased by 10.1% during the period February 2009 to March 2017 and it is proposed that the current rate is increased accordingly.

Proposed Increase

Shown below is a table of the current rates and the proposed rates which would apply from 1st July 2017:-

	27/04/2009 Rate	RPI Increase (for March 2017)	Revised Rate
Breakfast	87p	10.1%	96p
Dinner/Main Meal	£1.48	10.1%	£1.63
Tea	0.43p	10.1%	47p
Snack Supper	0.68p	10.1%	75p

Consultation has taken place with the Trade Unions at the Local Government Services Forum and the Trade Unions have agreed to these changes.

It is important that these changes are communicated to all employees within the Council. It is planned to place an article 'In the Loop' and the Policy will be placed on the HR Intranet pages.

Financial Impact

This proposal will ensure that meal charges are up to date and are in line with the retail prices index.

Workforce Impacts

4. This proposal will only effect employees based in residential establishments and continues to offer value for money for employees who take their meals in these establishments.

Legal Impacts

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

Risk Management

6. There are no risks associated with this report.

Consultation

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

Recommendations

8. It is RECOMMENDED that Members APPROVE the revised rates for Meal Charges in Residential Accommodation and that these are applied from 1st July 2017.

FOR DECISION

Appendices

9. None

List of Background Papers

10. None

Officer Contact

11. Sheenagh Rees, Head of Human Resources

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

26th June 2017

Report of the Head of Human Resources - Sheenagh Rees

Matter for Decision

Wards Affected:

All wards

Review of Payments for Travel and Subsistence

Purpose of the Report

1. The purpose of this report is seek Members approval to review the payments made to employees in respect of travelling, accommodation and meals expenses incurred whilst on business journeys as part of their role.

Background

2. The Authority's Travel and Subsistence Policy was last reviewed in April 2011 and the Finance and Corporate Services Directorate has requested that a review takes place in line with the retail prices index, to increase the expenses, subject to certain criteria outlined in the Policy, based on current rates.
3. There has been an increase of 9% in the food element of the retail prices index during the period April 2011 to March 2017.
4. In relation to accommodation and 'out of pocket' expenses, there has been an increase of 6.8% in the travel and leisure index during the same period.

5. The table below shows current rates and the proposed rates, which, if agreed, would apply from 1st July 2017:-

	1/4/2011 Rate	RPI Increase (for March 2017)	Revised Rate
Breakfast	Up to £5.36	9%	Up to £5.84
Lunch	Up to £7.64	9%	Up to £8.33
Tea	Up to £3.06	9%	Up to £3.33
Evening Meal	Up to £12.87	9%	Up to £14.02
Bed and Breakfast (outside London)	Up to £80.55	6.8%	Up to £86.02
Bed and Breakfast (within London)	Up to £104.45	6.8%	Up to £111.55
Allowance for “out of pocket” expenses	£4.58 per night	6.8%	£4.89 per night

Car Allowance Payments

The amount in relation to car allowance payments remains unchanged and in line with the HMRC rates, as per below. However, the amount in relation to motor cycles will increase, in line with HMRC rates, please see below:-

Type of vehicle	Current Rate		Revised Rate (from 1st July 2017)	
	First 10,000 miles	Above 10,000 miles	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p	45p	25p
Motorcycles	11p	11p	24p	24p

Consultation has taken place with the Trade Unions at the Local Government Services Forum and the Trade Unions have agreed to these changes.

It is important that these changes are communicated to all employees within the Council. It is planned to place an article 'In the Loop' and the Policy will be placed on the HR Intranet pages.

Financial Impact

This proposal will ensure that expenses for travel and subsistence are up to date and are in line with the retail prices index and HMRC rates.

Workforce Impacts

6. This proposal will affect all employees within the Council who travel as part of their role. This will be a positive impact as the majority of the expenses are increasing.

Legal Impacts

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

Risk Management

8. There are no risks 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 review of payments made to employees in respect of travelling, accommodation and meals expenses incurred whilst on business journeys as part of their role. This review to be effective from 1st July 2017.

FOR DECISION

Appendices

11. Revised Travel and Subsistence Policy

List of Background Papers

12. None

Officer Contact

13. Sheenagh Rees, Head of Human Resources

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Travel and Subsistence Payments Policy



Human Resources

APPROVED BY

Personnel
Committee

DATE

26/06/2017

EDITION/VERSION

2

REVIEW DATE

01/07/17

	Contents	Page
1	Policy Statement	3
	Part A – Reimbursement of Expenditure – Meals and Overnight Accommodation	
2	Eligibility	3
3	Subsistence Payment	4
4	Guidance on Entitlement	4-5
	Part B – Reimbursement of Expenditure – Travel	
5	Motor Vehicle Allowance	5
6	Eligibility	5
7	Limitation on the Allowance	6
8	Business Journeys Outside the Neath Port Talbot/Swansea/Bridgend CBC Area	6
9	Business Journeys Within the Neath Port Talbot/Swansea/Bridgend CBC Area	7
10	Business Journeys of Neath Port Talbot CBC Employees with FIXED CENTRES OUTSIDE of the Neath Port Talbot/Swansea/Bridgend CBC Area	7
11	Work Outside Normal Working Hours (i.e. “Return to Work” and Attendance on Days Not Normally Worked	8
12	Parking Fees	9
13	Toll Fees	9
14	Motor Vehicle Allowance Claims - Procedure	10-11
15	Training Courses, Seminars and College/Day Release Courses	12
	Part C – Other Modes of Transport	
16	General Policy	12
17	Rail Travel	12
18	Alternative Modes of Transport	13

1. POLICY STATEMENT

It is the aim of the Authority to utilise the most cost effective method of transport for all journeys at all times. The discretionary elements contained within relevant national/local agreements will be interpreted by the Authority in the best interest of the Council and its employees, within the financial resources of the Authority.

PART A – REIMBURSEMENT OF EXPENDITURE – MEALS AND OVERNIGHT ACCOMMODATION

2. ELIGIBILITY

1. Eligibility

Eligible employees, which **exclude** those employed by schools with fully delegated personnel powers, are entitled to claim a **reimbursement of approved additional expenses** in accordance with the following guidelines:-

1.1 Within the Neath Port Talbot/Swansea/Bridgend CBC Area

Expenditure incurred on meals in respect of any official duty/ course of training **within** the area designated above will **not** be reimbursed.

1.2 Outside the Neath/Swansea/Bridgend CBC Area.

- (a) Approved expense payments are only payable where an employee incurs an **additional cost** in purchasing a meal. The amount payable will be the **additional cost** over and above normal arrangements, up to the maximum level set out in paragraph 2 of this document.
- (b) All claims in respect of overnight accommodation must be accompanied by a receipt. The cost of bed and breakfast must be approved by the employee's Head of Service in advance.
- (c) Where main meals (i.e. breakfast, lunch or dinner) are taken on trains/buses, the reasonable cost of the meals may be reimbursed in full on the production of receipt(s).

1.3 Neath Port Talbot CBC employees with FIXED CENTRES OUTSIDE of the Neath Port Talbot/Swansea/Bridgend CBC Area

- (a) As in paragraph. 1.1 above, expenditure incurred on meals in respect of any official duty/ course of training **within** a radius of 16 miles of the fixed centre will **not** be reimbursed.
- (b) Expenditure incurred on meals in respect of any official duty/ course of training **outside** a radius of 16 miles of the fixed centre **paragraph 1.2** of this document will apply.

3. SUBSISTENCE PAYMENT

Subject to eligibility (see Paragraph 1), employees necessarily incurring **additional expense** in the course of their work in respect of meals and/or accommodation will be reimbursed the approved additional actual cost expenses up to the maximum level set out below. The approved expenses for additional expenditure incurred on meals and accommodation will normally be **no more** than the amounts set out below.

Breakfast - up to £5.84 Tea - up to £3.33

Lunch - up to £8.33 Evening Meal - up to £14.02

Bed and breakfast - up to £86.02 (outside London)

Bed and breakfast - up to £111.55 (within London)

In exceptional circumstances, expenses in excess of the prescribed maximum will be reimbursed subject to the approval of the employee's Head of Service.

Additionally, an **allowance** of £4.89 per night will be payable in respect of "out of pocket" expenses where an overnight stay is involved.

The above locally determined scheme of approved expenses will be applicable from 1st July 2017 and will be reviewed annually.

4. GUIDELINES ON ENTITLEMENT

- (a) **Breakfast:** the employee must be away from the fixed centre or home, whichever is relevant, for more than four hours before 11.00 am
- (b) **Lunch:** the employee must be away from the fixed centre or home, whichever is relevant, for more than four hours including the period of 12 noon to 2.00p.m.
- (c) **Tea:** the employee must be away from the fixed centre or home, whichever is relevant, for more than four hours, including the period 3.00 pm to 6.00 pm
- (d) **Evening meal:** the employee must be away from the fixed centre or home, whichever is relevant, for more than four hours, ending after 8.00 pm
- (e) **Out of pocket allowance:** the employee must be away from their home overnight.

- (f) If the absence falls between (c) and (d) above only one of the approved expenses will be reimbursed, whichever is the most appropriate.

These new rates will replace all existing rates.

These allowances are effective from 1st July 2017 and will be subject to annual review.

4.1 Please note that shortest journey routes will be paid for all business journeys.

PART B – REIMBURSEMENT OF EXPENDITURE - TRAVEL

5. MOTOR VEHICLE ALLOWANCES

Car allowance payments in respect of authorised business journeys will be paid, as follows:

Tax - Rates per business mile		
Type of vehicle	First 10,000 miles	Over 10,000 miles
Cars and vans	45p	25p
Motorcycle	24p	24p

There will be no lump sum payments made regardless of the size of the vehicle driven.

6. ELIGIBILITY

All employees are eligible to be paid a motor vehicle allowance for using their private motor vehicle for authorised business journeys, **provided their vehicles are roadworthy and they have the appropriate business insurance cover.**

7. LIMITATION ON THE ALLOWANCE

The Authority, in exercising its discretionary powers contained within the relevant National agreement, has determined it appropriate to pay only the car allowances, as detailed in Paragraph 4.

8. BUSINESS JOURNEYS OUTSIDE THE NEATH PORT TALBOT/SWANSEA/BRIDGEND CBC AREA

- (a) Firstly, all employees must enquire in advance as to the availability of a Council fleet vehicle or a hire vehicle, as appropriate, for pre-planned journeys. If a vehicle is available then it must be utilised. If the use of a fleet or hire vehicle is refused by an employee and a private vehicle is used for the journey, then no payment will be made. However where no such vehicle is available and authorisation is granted by your manager in advance of undertaking the journey then reimbursement will be in line with the allowances set out in paragraph 4
- (b) Secondly, the opportunity to share a vehicle with a colleague who is travelling on the same journey must always be explored. The reason for not sharing a vehicle in obvious cases of duplication will be questioned by the employee's certifying officer.
- (c) Where a journey starts and finishes at home without a visit being made to the fixed centre, the normal travel to work mileage must be deducted from the total mileage. **Only the excess mileage can be claimed.**

9. BUSINESS JOURNEYS WITHIN THE NEATH PORT TALBOT/SWANSEA/BRIDGEND CBC AREA

- (a) Employees need to check the availability of a Council fleet vehicle in the first instance as detailed in paragraph 7 (a).
- (b) Where use of a private motor vehicle is authorised, the appropriate mileage rate as detailed in paragraph 4 will be paid.
- (c) For journeys that start at the home and require an official business visit en-route to the fixed centre, or vice versa on the return journey home, the actual mileage **less** the home to fixed centre/fixed centre to home mileage must be claimed, i.e. **the excess mileage travelled**.

10. BUSINESS JOURNEYS OF NEATH PORT TALBOT CBC EMPLOYEES WITH FIXED CENTRES OUTSIDE OF THE NEATH PORT TALBOT/SWANSEA/BRIDGEND CBC AREA

- (a) Journeys which have a destination **outside** a 16 mile radius of the fixed centre – **paragraph 7** of this document will apply.
(NB. Use of pool or hired vehicles in close proximity of fixed centre).
- (b) Journeys which have a destination **within** a 16 mile radius of the fixed centre – **paragraph 8** of this document will apply.
(NB. Use of pool or hired vehicles in close proximity of fixed centre).

11. WORK OUTSIDE NORMAL WORKING HOURS (I.E. "RETURN TO WORK" AND ATTENDANCE ON DAYS NOT NORMALLY WORKED)

Where an employee is required to attend work outside his/her normal working hours the following car allowance payment arrangements will be applicable:

- (a) **Additional hours worked** where an extra journey is made by an employee from home to his/her fixed centre or to another location:
 - (i) If overtime is payable for the additional hours worked - only any excess mileage incurred, over and above the normal "home to work" return journey, may be claimed;
 - (ii) If no overtime is payable for the additional hours worked - the normal "home to work" journey, and return, will be eligible for payment, together with any business mileage travelled, as appropriate.

- (b) **Additional hours worked including "callouts" when on standby** - the actual mileage travelled will be eligible for payment in respect of journeys from home to an employee's fixed centre, or to another location, and return, irrespective of whether a payment is made for working such additional hours.

Note: All claims for journeys **between home and fixed centre, and vice versa**, made in accordance with 9(a)(ii) and 9(b) above must be submitted on claim form TR3 (purple form) if the employee does not have access to the on-line 'Envoy' claims system. This additional claim form has been introduced as HMRC regulations require all such journeys to be separately identified as they are subject to tax and N.I. deductions at source, via the payroll system. No other journeys should be recorded on the purple form.

12. PARKING FREES

Where parking fees are incurred for business journeys away from the vicinity of the fixed centre re-imburement will be made upon production of a valid receipt. This does not include parking fees incurred for commuting journeys at the fixed centre. However employees who have purchased a Neath Port Talbot Parking Permit are not liable for parking fees required at any of the Monday to Friday designated employee car parks within the Neath Port Talbot area.

13. TOLL FEES

Where toll fees are incurred during business journeys (i.e. not commuting travel to/from the fixed centre) re-imburement will be made upon production of a valid receipt.

14. MOTOR VEHICLE ALLOWANCE CLAIMS - PROCEDURE

- a) **All claims** submitted for reimbursement of mileage allowance for journeys travelled must be supported by a VAT receipt for fuel purchased.
- b) **Online Claims** - employees that have access to the Council network should complete travel and expenses claims on-line using the "Envoy" system: <http://travs.neath-porttalbot.gov.uk/expense/login/login.aspx> .
- c) **Manual Claims** - employees without regular access to the Council network should continue to complete paper claim forms,

There are separate claim forms for destinations:-

- (a) **inside** the Neath Port Talbot/Swansea/Bridgend CBC area; or for journeys of Neath Port Talbot CBC employees with **FIXED CENTRES OUTSIDE** of the Neath Port Talbot/Swansea/Bridgend CBC area where journeys have a destination **WITHIN** a 16 mile radius of the fixed centre.

and;

- (b) **outside** the Neath Port Talbot/Swansea/Bridgend CBC area or for journeys of Neath Port Talbot CBC employees with **FIXED CENTRES OUTSIDE** of the Neath Port Talbot/Swansea/Bridgend CBC area where journeys have a destination **OUTSIDE** a 16 mile radius of the fixed centre.

All car allowance claims must be submitted on a monthly basis, by no later than the 8th of the following month. A prompt submission of the car allowance claim will ensure that any queries arising from a certifying officer can be dealt with immediately. **It is to be noted that, in any event, claims which are not received within 3 months will not be paid.**

For purposes of clarification, if not submitting an online claim, please note that the:

White claim form (TR1) is to be used for journeys which have a destination **within** the Neath Port Talbot/Swansea/Bridgend CBC area *or* for journeys of Neath Port Talbot CBC employees with **FIXED CENTRES OUTSIDE** of the Neath Port Talbot/Swansea/Bridgend CBC area where journeys have a destination **WITHIN** a 16 mile radius of the fixed centre.

Yellow claim forms (TR2) are to be used for all journeys which have a destination **outside** the Neath Port Talbot/Swansea/Bridgend CBC area *or* for journeys of Neath Port Talbot CBC employees with **FIXED CENTRES OUTSIDE** of the Neath Port Talbot/Swansea/Bridgend CBC area where journeys have a destination **OUTSIDE** a 16 mile radius of the fixed centre.

Finally, purple forms (TR3) are **only** to be used in those very limited circumstances where a car allowance is payable for taxable journeys in relation to home to fixed centre journeys (see Paragraph 10).

15. TRAINING COURSES, SEMINARS AND COLLEGE/DAY RELEASE COURSES

All travel and subsistence claims in relation to attendance at training courses, seminars and college/day release courses must be made using the online 'Envoy' claims system. Employees without access to the on-line claims system must submit their claims on forms TR5A/B instead.

PART C – OTHER MODES OF TRANSPORT

16. GENERAL POLICY

All employees should endeavour to utilise the most effective method of transport at all times, especially in respect of journeys outside the Neath Port Talbot/Swansea/Bridgend CBC area or for journeys of Neath Port Talbot CBC employees with FIXED CENTRES OUTSIDE of the Neath Port Talbot/Swansea/Bridgend CBC area where journeys have a destination OUTSIDE a 16 mile radius of the fixed centre.

17. RAIL TRAVEL

Rail travel can be the most effective method of transport on occasions. Where a train is to be used the following procedure will apply:

- Approval to travel by train must be authorised by the employee's Head of Service in advance of the journey.
- The employee must contact the nominated officer in their own directorate to obtain a travel warrant, or book tickets in advance if more cost effective.

18. ALTERNATIVE MODES OF TRANSPORT

As an Authority we aim to reduce the reliance of commuting staff on the use of private cars, and to encourage the use of more sustainable modes of transport. This in turn will help reduce environmental impact and help create a healthier workforce.

'Pool Bicycles', for appropriate business journeys, are available from and can be booked at The Quays, subject to the specified requirements of this facility.

A number of initiatives are in place, including:-

- For cyclists – showers and lockers have been provided in The Quays. At certain times of the year a salary sacrifice scheme, may be available, whereby employees can purchase bicycles for personal use, via a tax efficient method. This scheme will be advertised to employees when available.
- Bus passes - Employees can collect a Carnet for business purposes, or purchase one for personal travel, from Passenger Transport in The Quays (tel 01639 686937) or from the Cash Offices in Neath and Port Talbot Civic Centres.

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

HEAD OF HUMAN RESOURCES – S.REES

26th June 2017

Matter for Decision

Wards Affected: all wards

Emergency Planning Team

1. Purpose of Report

The purpose of this report is to seek Member approval to create an additional post, a Grade 6 Exercise Facilitator, within the Neath Port Talbot County Borough Council's Emergency Planning Team.

2. Background information

In December 2016 Cabinet approved a proposal to establish an NPT Emergency Planning Team, following the cessation of the Joint Resilience Unit, a joint service provided in partnership with the City & County of Swansea Council.

Following that decision, Personnel Committee approved initial staffing arrangements, to establish two Emergency Planning Officer posts, effective from 1st January 2017, to enable the unit to get up and running at short notice. One of the posts was filled by a transfer from CCoS under the Transfer of Undertakings (Protection of Employment) Regulations and the other post was filled via external appointment in March 2017.

The Emergency Planning Team is managed by the Corporate Health and Safety and Emergency Planning Manager, based in the HR Division. The team's main duties are to:

- Assist, maintain and review all relevant policies plans and documents in accordance with the duties imposed on the Council under the Civic Contingencies Act 2004 and other emergency planning statutes and provisions.
- Arrange, develop and facilitate COMAH exercises (see next section for further information).
- Develop and maintain site specific flood plans.
- Annually review and maintain the Rest Centre Plan.
- Support the development and preparation of Business Continuity Plans for the Council's identified urgent services.
- Support for 24/7 duty officer rota.
- Maintain the NPT local risk register.
- Arrange, develop and facilitate emergency planning exercises.
- Support the development and maintenance of Emergency Responses Plans.

3. Exercise Facilitation

Neath Port Talbot County Borough Council has one of the highest number of COMAH (Control of Major Accident Hazards) Sites in Wales, which are Tata Steel, Calor Gas, BOC and FloGas. The Council has statutory obligations in relation to COMAH sites including the arranging, developing and facilitating of off-site COMAH exercises.

The aim of a COMAH exercise is to test the multi-agency response to a major incident occurring at the site, so as to ensure public safety as far as is reasonably practicable. Multi-agency partners include police, fire, ambulance, etc. In preparing for an exercise, the Emergency Planning Team will

work with the management of the particular COMAH Site, as well as multi-agency partners and other stakeholders, to ensure Major Incident Plans are up-to-date, and remain effective, are communicated to all relevant stakeholders, and make preparations to test the plan.

Organising the exercise requires co-ordinating multi-agency partners, the relevant management team of the site itself, the local community and Elected Members, developing the exercise scenario, dissemination of appropriate exercise information to all relevant parties, as well as the usual event housekeeping. Following the event, a de-briefing exercise is undertaken, which feeds into a further review of the Site's major incident plan taking into account lessons learnt.

In addition to COMAH exercises, plan exercising also takes place at National, Regional and Local levels. For example, exercises have taken place at a National Level in relation to UK-wide related health plans and Counterterrorism plans. Regionally, Flooding, Evacuation and Reservoir plans are regularly exercised. From a local perspective, Rest Centre training and exercising takes place, along with the maintenance and exercising of localised flood plans, such as the plan for the Canalside area. The Exercise Co-ordinator will support in the preparation and coordination of council resources.

4. Proposal

It is proposed to establish an Exercise Facilitator post to support the team in preparing for and delivering COMAH and other internal and external exercises and training. In addition the postholder will support the team in providing specialist and professional advice, guidance and support to key stakeholders so that statutory emergency planning and emergency response responsibilities can be fulfilled, along with the provision of

business continuity support. This additional post will provide additional resilience to the very small team, and the postholder will be provided with appropriate training to enable him / her to take participate in the 24/7 duty rota, providing an out of hours Emergency Planning on call service.

The post has been job evaluated, and equates to NPT Grade 6, with a salary range of £21,962 - £24,174 per annum.

Funding has been identified within the Corporate Occupational Health & Safety and Emergency Planning budget to fund this post for a 12 month period. The continuation of the post on a more permanent basis will be dependent on successful delivery outcomes, and the identification of ongoing funding.

5. Risk Management

The creation of this post will help ensure that the Council can deliver statutory duties imposed under the Civil Contingencies Act (2004).

6. Financial Impact

The costs in 2017 / 2018 of £29,584 (please note this includes employer 'on-costs') will be funded by the existing budget allocation. If the post is to continue beyond March 2018, additional funding will have to be identified. A funding statement is attached at Appendix 1.

7. Consultation

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

8. Equality Impact Assessment

There are no equality impacts associated with this report.

9. Recommendation

That Members approve the proposal to create an additional temporary position of Exercise Co-ordinator based in the Emergency Planning Team, full-time, Grade 6, fixed term for 12 months.

FOR DECISION

10. Officer contact

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

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

11. Appendices

Appendix 1 – Funding Statement

12. List of Background Papers

None.

Funding statement

	Current spinal point	Max spinal point
Costs		
Salary	29,584	29,584
Additional cost at max salary		3,092
Other costs		
Total	29,584	32,676
Funding of recurring costs		
External Sources		
Specific grant		
Staff		
Other		
External Agencies		
Other		
Internal Sources		
Existing Budget allocation	29,584	32,676
Additional guideline allocation		
Other		
Total	29,584	32,676

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

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

26th June 2017

MATTER FOR DECISION

Amendment to the Established Structure within the Community Reablement Team

1. Purpose of Report

1.1 The purpose of this report is to seek Member approval to create a five Personal Assistant posts within the Community Reablement Team of the Social Services Health and Housing Directorate.

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 Direct Payments for social care. The Councils 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 PAs with greater ease.

- 2.2 However, there remains a shortage of PAs who apply for 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, it is proposed that the Community Reablement Team will, provide a coaching and mentoring programme of three months duration to provide prospective PAs with hands on experience in providing personal care skills. It is anticipated that this will encourage them to apply for posts which involve delivering personal care. This will contribute to the Councils commitment and obligation to promote the uptake of Direct Payments.
- 2.4 In order to implement this programme, it will be necessary to employ these prospective PAs to meet the CSSIW regulatory requirements and the Council's Safer Recruitment Policy. This will necessitate the service establishing a post on the structure entitled Trainee Personal Assistant.
- 2.5 It is anticipated that there will be no more than 5 Trainee Personal Assistants working within the Community Reablement Team at any one time. This post has been job evaluated at a Grade 1 Scp 6 to 8 (£7.52 To £7.65 per hour). The trainee PAs will have a fixed term contract with NPT CBC of 25 hours per week for 12 weeks. The post requires Monday to Friday working, excluding bank holidays.
- 2.6 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. Financial Impact

The creation of these posts will be funded from the Community Care Budget. There are no additional costs associated with the recommendations contained within this report. Funding was included in

the budget for 2017/18 and agreed as part of the overall Social Services budget. A funding statement is attached as appendix 1.

4. Workforce Impacts

There are no workforce impacts associated with this proposal.

5. Legal Impacts

There are no legal implications in relation to this report.

6. Risk Management

There are no risks associated with this report.

7. Consultation

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

8. Recommendation

It is RECOMMENDED that Members APPROVE the creation of five Trainee Personal Assistant posts (Grade 1 Scp 6 – 8) within the Community Reablement Team Service of the Social Services Health and Housing Directorate.

FOR DECISION

9. Officer Contact

- a. 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

10. Financial Appraisal

<u>FUNDING STATEMENT</u>	<u>Full year</u>	
<u>Costs</u>	<u>(Min)</u>	<u>Max</u>
	<u>£</u>	<u>£</u>
Employee Costs (Financial Appraisal Statement)		
> Salary	65,315	65,315
> Additional cost at Maximum Salary		1,095
Accommodation Running Costs		
IT Annual Costs		
Other Running Costs (specify)		
Total Recurring Savings	65,315	66,410
<u>Funding of Recurring Costs</u>		
<u>External Sources</u>		
Specific Grant:		
- staffing costs		
- other		
Funding from External Agencies		
Service Level Agreement		
Other (specify)		
<u>Internal Sources</u>		
HRA		
Existing Budget Allocation	65,315	66,410
Additional Guideline Allocation		
Other (specify)		
Total Savings Available	65,315	66,410

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

26 June 2017

Report of the Head of Head of Legal Services – David Michael

Matter for Decision

Wards Affected: All Wards

Staffing Arrangements - Register Office

Purpose of the Report

To seek Member approval for the creation of a permanent post of Deputy Registrar to the existing structure of the Register Office.

Executive Summary

This report is to consider approval for the creation of a permanent post of Deputy Registrar to the existing structure of the Register Office.

Background

Civil Registration of Births, Deaths and Marriages was established in England and Wales in 1837. Although regulated by the General Register Office (the GRO), this statutory function is delivered through a network of local Registration Districts. In 2012 a new scheme of governance was adopted which gave Neath Port Talbot more freedom and flexibility in the delivery of the service that best fits the local needs albeit the General Register Office continues to have a role in inspecting the service, together with local inspection of individual officers and detailed administration activity.

The Register Office sits within the Finance and Corporate Services Directorate in Neath Port Talbot County Borough Council and reports

to the Head of Legal Services who acts as Proper Officer to the Registration Service. The main functions of the Register Office are:

- The registration of births, deaths, marriages, still-births and civil partnerships which occur in the Neath Port Talbot district
- Taking notices of marriage and civil partnership for residents of Neath Port Talbot County Borough Council
- To conduct marriage and civil partnership ceremonies at the Register Office and licensed venues
- To issue certificates of birth, marriage, death and civil partnership from archived registers in the custody of the Superintendent Registrar
- Carrying out Citizenship Ceremonies
- To collect and maintain records of religious marriages from returns supplied by the clergy and authorised persons
- To approve venues for marriage and civil partnership
- To be custodian of Parish records dating back to 1837
- To provide advice on Registration issues.
-

Officer Report

Currently the Registration service is delivered by four full time members of staff:

- 1 x Superintendent Registrar of Births, Deaths and Marriages
- 2 x Registrars of Births, Deaths and Marriages
- 1 x Clerical Assistant

The Registrars of Births, Deaths and Marriages have requested reduced hours working. One of these members also undertakes the duties of a Deputy Superintendent Registrar when required.

Under the rules of the GRO the two Registrars are allowed to reduce their hours of work but the two posts cannot be merged. In addition, the GRO will not issue another set of registers meaning that we cannot appoint another Registrar. Therefore, in order to ensure that the Registration Service continues to provide a high level of service to the public it is proposed that the creation of a post of Deputy Registrar of Births, Deaths and Marriages is created to the existing structure out of the residue of the aforementioned Registrars posts.

This post has been Job Evaluated and the JEID is 2314. Please see Appendix 1.

Financial Impact

No extra funding is required due to the fact there will be a reduction in salary of both Registrars who are currently on grade 5 and the lower grade 3 will be created for the post of Deputy Registrar. Financial Impact is shown at Appendix 3.

Equality Impact Assessment

There are no equality impacts associated with this report.

Work Force Impact

There are no workforce impacts associated with this report.

Legal Impacts

There are no legal impacts associated with this report.

Risk Management

There are no risks associated with this report.

Consultation

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

Recommendations

That authority is granted to the Head of Legal Services to create an additional post of Deputy Registrar of Births and Deaths to the existing structure of the Registration Service.

Reasons for Proposed Decision

To enable the Registration Service to continue to provide its high quality essential service to the local needs of the residents of the Borough of Neath Port Talbot.

Implementation of Decision

The decision is proposed for implementation after the three day call in period.

Appendices

Appendix 1 - Existing Structure
Appendix 2 - Proposed Structure
Appendix 3 – Financial Appraisal

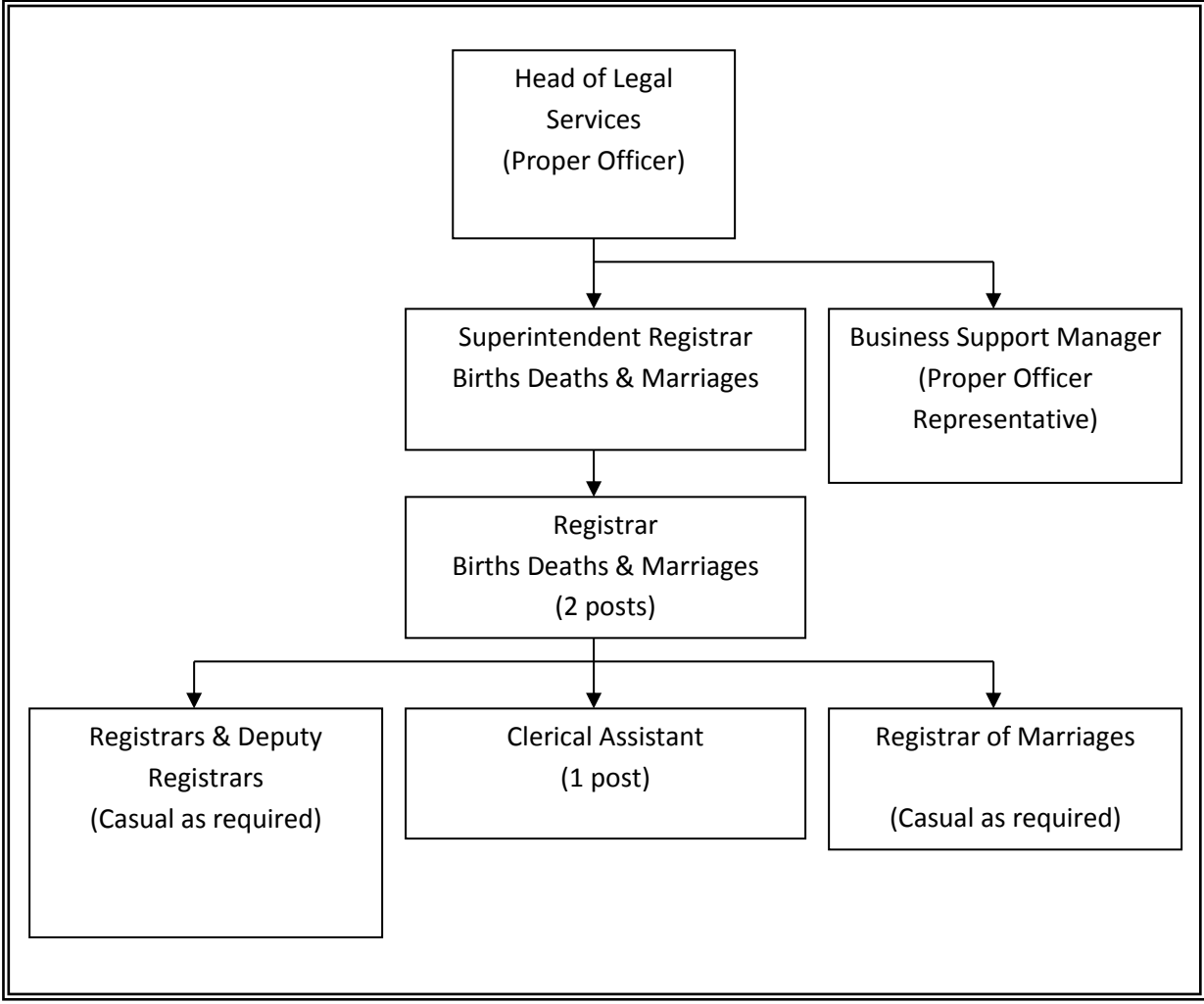
List of Background Papers

There are no background papers associated with this report.

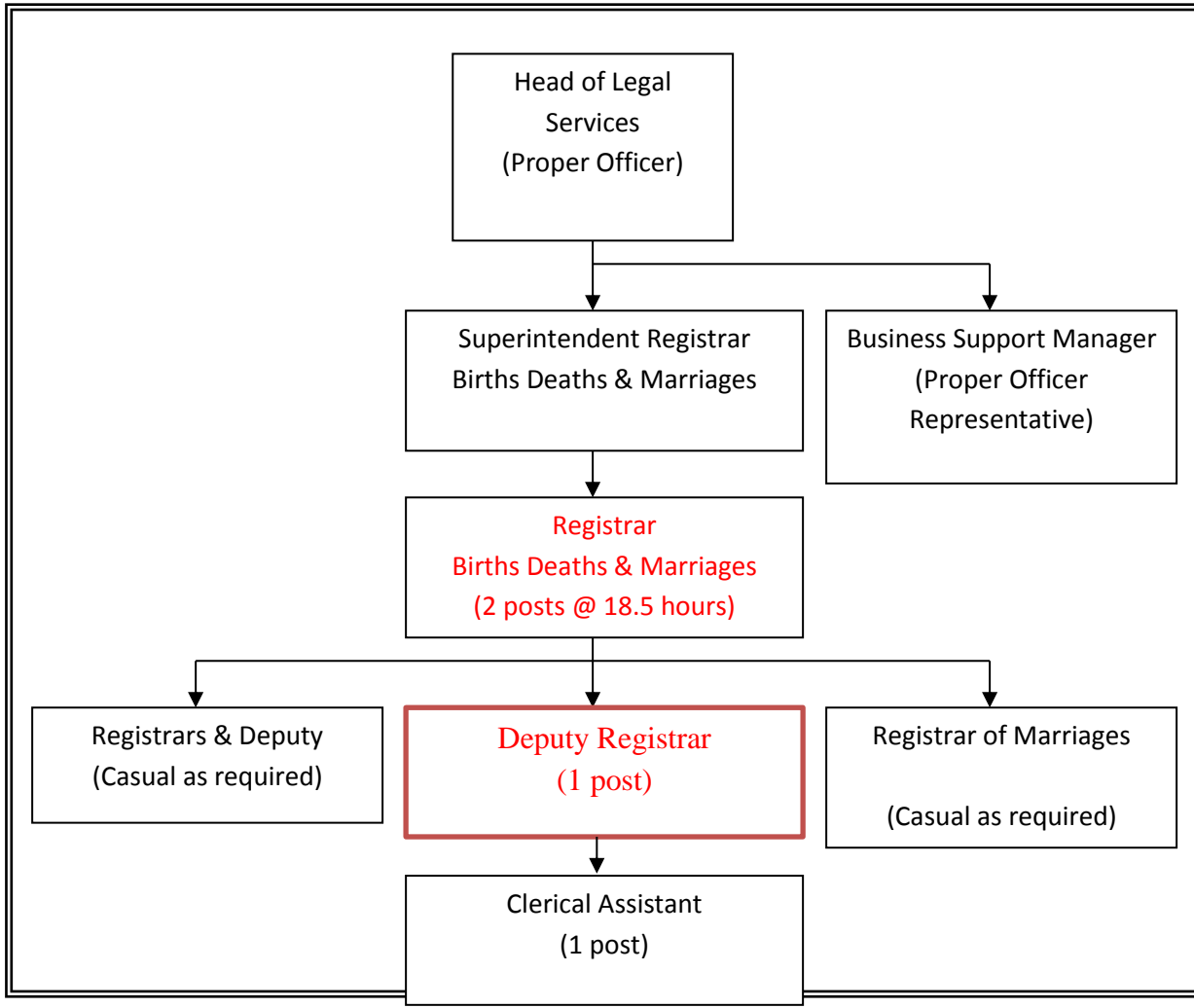
Officer Contact

David Michael
Head of Legal Services
(Telephone Number) 01639 763368
Email d.michael@npt.gov.uk

Appendix 1 – Current Structure



Appendix 2 – Proposed Structure – alterations in highlighted in red



Appendix 3 – Financial Appraisal

Post	Grade	Financial Value	Additional Costs
Merged Costs			
<ul style="list-style-type: none"> Registrar of Births and Deaths (two posts)- 50% of each post is being brought together to create the new post below 	Grade 5	£22,658	Nil
•			
•			
Total savings =		£22,658*	
New posts			
<ul style="list-style-type: none"> Deputy Registrar Births and Deaths 	Grade 3	£17,072	
•			
Re-evaluations	N/A	N/A	N/A
•			
•			
Total additional cost =	N/A	N/A	N/A
Notional Net saving		£5,586.00	

*The saving is notional as it is probable that within time one or either of the shared post holders may retire or leave the service of the Authority and at that time we may have to appoint a full time person.

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

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

Matter for Information

Ward Affected: All

Officer Urgency Action 0415

Re: To Establish six permanent Community Social Worker Posts to meet the significant work demands placed upon Adult Services

Details of the above Urgency Action taken by the Head of Adult Services in consultation with the requisite Members, for immediate implementation.

There is no call-in of this matter.

The report was dated 18 April 2017 and is attached below for Members' Information.

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee – 12th June 2017 Report of the Head of Adult Services – Andrew Jarrett

Matter for Information

Wards Affected:

All Wards

1. Purpose of Report

To inform members of an urgency action taken to establish ⁶~~four~~ permanent Community Social Worker posts (Grade 8/9) to meet the significant work demands placed upon Adult Services.

These posts will reduce ongoing agency costs and provide stability and capacity within Adult Social Care

2. Executive Summary

Adult Social Care has been through a period of significant change to its working practices in order to comply with the Social Care and Wellbeing Act. The Act provides a new legal framework for local authorities and health to engage with and empower citizens to help them achieve independence and well-being.

The Adult Social Care Development Plan has identified key urgent areas of work within the service and it is clear that there is a lack of capacity within the existing structure to deal with the demands being placed upon it and maintain continuity of service delivery.

Creating ⁶~~four~~ additional Peripatetic Community Social Worker posts that can be deployed into the areas of the service where

there is the greatest need will create greater capacity to deal with the work demands, whilst providing the flexibility to move workers around the service if the demands or priorities change in future. It will also lead to a reduction in ongoing agency costs within the service. There was an urgency to establish these posts prior to the June Personnel Committee due to the significant work pressures placed upon the workforce and the period of time that will be needed to successfully fill the posts.

3. **Background**

Creating ⁶ ~~four~~ additional posts will ensure the service has the Social Work capacity necessary to deal with the significant demands being placed upon it.

It will allow the service to conduct the essential work required to enable adults with a disability to transition from high cost placements to alternative supported living and community alternatives in line with the requirements of the Social Services and Wellbeing Act.

An ageing population is also a strain on the service that is projected to lead to an increase in the number of citizens requiring Social Work Assessment. This will place greater strain on all social work teams.

They will also support the services aims to reduce the use of residential care and support people within their own homes. This type of work whilst it is very positive for the outcomes of the service users, will lead to more time consuming work and assessments for social work professionals.

The additional capacity will provide crucial support to the Complex Disability Team who have significant resource issues. The work demands within the team is not matched by the existing social work resource. This has led to significant use of Agency Workers over the last 12-18 months.

Since April 2016, Adult Social Cares use of Agency Workers has cost approximately £185,000. However, the creation of

these posts would allow management to move staff around the service to meet specific demands or pressures that may arise. This would add a level of flexibility to the workforce that will support the service in significantly reducing the use of agency workers.

To ensure the use of agency worker remains low within the service, all requests and orders are controlled by the departments dedicated HR Officer, who works closely with the Head of Adult Services on all agency worker usage and orders. Agency usage is reported to Senior Management on a fortnightly basis for decisions relating to the ongoing assignments and timescales. The long term aim for agency workers usage in the departmental workforce strategy is to eliminate the use of agency workers and these additional posts will support the service in making this a realistic aim.

The outlook is that the demands placed upon the service are long term in nature therefore the creation of permanent posts rather than temporary or agency workers will provide the required capacity and stability to the service at this time of need. Additionally, recruitment of temporary employees and agency workers has proven difficult in the current environment.

4. **Proposal**

The proposal is to establish ⁶four permanent Community Social Worker posts to ensure there is appropriate social work capacity to meet the significant demands placed upon them.

The proposed posts will be peripatetic which means that post holders will be required to move amongst the teams where the need is greatest.

The proposal is for permanent workers rather than temporary workers (on fixed term contracts), as the Authority is unlikely to get suitable applicants for temporary posts. This will also ensure that agency usage will reduce within the service. Having more permanent workers (rather than agency/temporary workers) will also increase stability within teams and will have a

positive impact on morale and motivation as they are less likely to leave at short notice.

5. **Financial Appraisal**

6
Recruiting ~~four~~ permanent Community Social Workers will cost between £167,688 - £188,656 per annum. The posts will be funded from existing budget within Social Services. The current agency costs from April 2016 to February 2017 are approximately £185,000 but will increase further for the full 12 months usage.

Compared to agency worker usage, the savings made will not be significant, but it is still a saving and having the permanent posts will provide stability to the service and ensure the flexibility to move the resource if required. (Please also see Financial Appraisal in appendix 1).

6

<i>Expenditure</i>	<i>6x Permanent Community Social Workers</i>
Staff costs	£167,668 - £188,656

6. **Equality Impact Assessment**

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

7. **Workforce Impacts**

This will increase headcount and will have a positive impact on the workforce by providing additional capacity within the teams and increasing stability within the service.

8. **Legal Impacts**

There are no legal impacts.

9. **Risk Management**

There are no significant risks associated with this proposal.

10. **Consultation**

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

11. **Recommendation**

It is recommended that members NOTE the urgency action taken to establish ⁶four permanent community social workers within Adult Social Care.

Appendices

Appendix 1 – Financial Appraisal

List of Background Papers

Equality Impact Assessment Screening Form

Officer Contact

Andrew Jarrett, Head of Adult Services

Telephone: 01639 763327

Email: a.jarrett@npt.gov.uk

POST	PROPOSED CHANGE (New Post/Delete/Regrade etc)	Cost	
		Min	Max
4 x Social Workers	New posts	167,668	188,656
	TOTAL COST	167,668	188,656

6 | 251,502 | 251,502

FUNDING STATEMENT

Costs

Employee Costs (Financial Appraisal Statement)

> Salary

> Additional cost at Maximum Salary

Accommodation Running Costs

IT Annual Costs

Other Running Costs (specify)

Total

Min

£

167,668

Max

£

167,668

20,988

167,668

188,656

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

167,668

188,656

167,668

188,656

Relates to 4 x posts

FUNDING STATEMENT

Costs

Employee Costs (Financial Appraisal Statement)

> Salary

> Additional cost at Maximum Salary

Accommodation Running Costs

IT Annual Costs

Other Running Costs (specify)

Total

Min

£

Max

£

251,502

251,502

31,482

251,502

282,984

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

251,502

282,984

251,502

282,984

Relates to 6 x Posts.

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

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

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of the Local Government Act 1972.

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