



PERSONNEL COMMITTEE

2.00 PM - MONDAY, 4 SEPTEMBER 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. Equalities Employment Information 2016/2017 (*Pages 5 - 28*)
3. Human Resource Support to Schools Budget Setting Process and SSIP - Spring 2017 (*Pages 29 - 42*)
4. Introduction of Gender Reassignment Policy (*Pages 43 - 58*)
5. Disability Confident Employer Status (*Pages 59 - 64*)
6. Proposal to Restructure Clerical and Administrative Staffing Structure within the Health & Safety Service (*Pages 65 - 72*)
7. Director of Social Services, Health & Housing Appointment (*Pages 73 - 76*)

Report of Head of Corporate Strategy and Democratic Services

8. Changes to the establishment of the Corporate Strategy and Democratic Services Department (*Pages 77 - 92*)

Report of Head of Streetcare

9. Foundation Apprenticeships in Building Services (*Pages 93 - 100*)

Report of Director of Social Services, Health and Housing

10. Proposed Changes to the Delivery of Psychological Services at Hillside Secure Children's Home (*Pages 101 - 108*)

Report of the Head of Participation

11. Changes to Structure of Flying Start Team (*Pages 109 - 118*)
12. 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.
13. 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

Report of Director of Social Services, Health and Housing

14. Youth Offending Team Restructure (*Pages 119 - 128*)

Report of Head of Participation

15. Proposed Draft Structure for the Employability Grant within the Education, Leisure and Life Long Learning Directorate (*Pages 129 - 142*)

Report of Head of Human Resources

16. Local Government Pay 2018 / 2019 Update (*Pages 143 - 148*)

S.Phillips
Chief Executive

Civic Centre
Port Talbot

Tuesday, 29 August 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

4th September 2017

Report of the Head of Human Resources - Sheenagh Rees

Matter for Decision

Wards Affected:

All Wards

Equalities Employment Information 2016/2017

1. Purpose of the Report

To seek Members approval for the publication of equalities employment information for the year 2016 - 2017, prior to its publication on the Council's website, and the employment-related equality objectives.

2. Background

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

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

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

Prepare and publish one or more equality objectives

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

The duty to publish information

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

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



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

4. The Equalities Employment Information

The data has been analysed by the protected characteristics of gender, race, disability and age and by specific criteria. The data in relation to these characteristics is of good quality. However, there are gaps in the information that the Council is currently able to collect in relation to the following protected characteristics: gender reassignment, pregnancy and maternity, religion and belief and sexual orientation.

The data set out in Appendix 1 is either for the 12 month period 1st April 2016 to 31st March 2017, or, where appropriate, a snapshot of the workforce on 31st March 2017.

The data has been collated from the Vision employee record database, with the exception of recruitment (for which there is a separate database) and training (for which there is limited use of the corporate database).

5. Financial Impact

There are no financial impacts associated with this report.

6. Consultation

This report will be discussed with all recognised trade unions at meetings of the various collective bargaining groups during the period September to December 2017.

The employment equality objectives will be reviewed in this way. These discussions will be in the context of the Council's Workforce Strategy Collective Agreement 2013-2018, and financial cuts and recruitment freezes and therefore any equality initiatives must be within existing resources, with limited opportunity to change the make-up of the workforce.

7. Recommendations

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

FOR DECISION

8. Appendices

Appendix 1 – Equalities Employment Information 2016 - 2017

9. List of Background Papers

None

10. Officer Contact

Sheenagh Rees, Head of Human Resources,

Email – s.rees5@npt.gov.uk or tel. 01639 763315

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Appendix 1

EQUALITIES EMPLOYMENT DATA 2016 / 2017

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

Employment related data for the following protected characteristics:

- Age
- Disability
- Ethnicity
- Gender

Data is analysed against the following criteria:

- People employed by the Council on 31st March 2017 by protected characteristic
- Men and women employed, broken down by:
 - Occupational area
 - Grade and pay
 - Contract type, i.e. permanent or fixed term / temporary
 - Working pattern, i.e. full-time or part-time
- People who have applied for jobs with the Council
- Applicants who have successfully applied for training
- Applicants who have completed training
- Employees involved in grievance procedures
- Employees subject to disciplinary procedures
- Employees who have left the Council's employment.

THE PROTECTED CHARACTERISTICS

AGE

The data shows that in 2016 / 17, the highest percentage of the workforce is represented by the age category 45-54 years, closely followed by those aged 35-44 years. This is consistent with previous years.

Age Range	% of total workforce	Head count	% of total workforce	Head count
	2015/16	2015/2016	2016/2017	2016/2017
16-19	0.7%	47	0.6%	33
20-24	4%	272	4.2%	240
25-34	18%	1196	18.6%	1070
35-44	25%	1653	25.6%	1471
45-54	31%	2059	30.7%	1762
55-64	19%	1259	18.9%	1086
65-74	1.5%	107	1.3%	72
75+	0.8%	5	0.1%	4
Total	100%	6598	100%	5738

DISABILITY

1.4% of employees have identified themselves as having a disability. The numbers of employees identifying themselves as disabled has reduced by a head count of 8 since 2015/16.

Group	% of workforce	Total	% of workforce	Total
	2015/16	2015/16	2016/17	2016/17
Disabled	1.4%	90	1.4%	82
Not Disabled	98.6%	6508	98.6%	5656
Total	100%	6598	100%	5738

The Council is a Disability Confident employer. The Disability Confident Scheme encourages employers to become more confident so they employ and retain disabled people, increase understanding of disability and the benefits of employing or retaining disabled people in order to make a substantial contribution towards halving the disability employment gap.

GENDER

The gender profile for 2016/2017 is 71% female: 29% male.
This is the same as the national average for local government.

In 2013 / 2014 the profile was 71% female: 29% male and 2014/15, 74% female: 26% males.

Gender	% of workforce 2015 / 2016	Head count 2015 / 2016	% of workforce 2016/2017	Head count 2016/2017
Female	74.6%	4922	71%	4087
Male	25.4%	1676	29%	1651
Total	100%	6598	100%	5738

ETHNICITY

The overall proportion of black and minority ethnic (BME) employees in the workforce is 1.01% compared to 0.92% in 2015/16.

To set this in the context of the local population, according to the 2011 Census, the proportion of black and minority ethnic residents within Neath Port Talbot County Borough Council equates to 1.9%.

This represents a decrease in headcount of 3 BME employees since 2015/16, however, the percentage of BME employees represented in the workforce is consistent at around 1%.

	2015 / 2016	2016/2017
Other Ethnic Group	1	2
Irish	6	6
Mixed White & Black Caribbean	7	7
Indian	7	4
Asian Other	13	11
Black British	0	0
Mixed White & Black Asian	2	3
Black Caribbean	4	4
Bangladeshi	3	6
Chinese	6	5
Pakistani	2	1

White & Asian	3	3
Mixed White & Black African	0	0
Black African	3	3
Black Other	4	3
Sub Total	61	58
White British	6170	5340
White Other	93	102
Prefer Not to Say	274	238
Total	6598	5738

MEN AND WOMEN AT WORK

OCCUPATIONAL AREA OF WORK ON 31ST MARCH 2017

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

	Female 2015/16	Male 2015/16	Female 2016/17	Male 2016/17
CHIEF EXECUTIVES				
Corporate Strategy & Democratic Services	54	28	55	24
Human Resources	70	9	66	13
Total	124	37	121	37
% of directorate workforce	77%	23%	77%	23%

EDUCATION, LEISURE & LIFELONG LEARNING	Female 2015/16	Male 2015/16	Female 2016/17	Male 2016/17
Schools	2319	450	1914	417
Transformation	107	28	90	23
Participation	917	150	618	132
Total	3343	628	2622	572
% of directorate workforce	84%	16%	82%	18%

	Female 2015/16	Male 2015/16	Female 2016/17	Male 2016/17
ENVIRONMENT				
Engineering & Transport	71	88	59	83
Planning	40	46	43	49
Property & Regeneration	95	60	84	61
South Wales Trunk Road Agency	21	77	26	86
Streetcare Services	18	422	26	422
Total	245	693	238	701
% of directorate workforce	26%	74%	25%	75%

FINANCE & CORPORATE SERVICES	Female 2015/16	Male 2015/16	Female 2016/17	Male 2016/17
Financial Services	140	38	135	36
ICT	28	69	27	72
Legal & Democratic Services & Monitoring	50	23	50	23
Total	218	130	212	131
% of directorate workforce	63%	37%	62%	38%

SOCIAL SERVICES HEALTH & HOUSING	Female 2015/16	Male 2015/16	Female 2016/17	Male 2016/17
Children & Young People Services	232	77	244	82
Commissioning & Support Services	149	41	135	42
Community Care & Commissioning Services	173	45	489	68
Integrated Community Services	438	25	22	4
Total	992	188	890	196
% of directorate workforce	84%	16%	82%	18%

GRADE AND PAY

Chief Officers

Females now make up 22% of the Chief Officer workforce, compared with 25% in 2014/15 and 14% in 2012 / 2013.

Salary Range	Female	Male	Total
£123,269 - £135,596	0	1	1
£101,729 - £109,704	0	3	3
£70,508 - £77,553	4	10	14
Total	4	14	18

LGS (Green Book) Employees

The overall gender distribution of LGS employees between grades is consistent with 2015 / 2016.

The total number of modern apprenticeships has decreased from 27 to 14.

The % of females has increased by 34%.

Salary Range	Female	% Female	Male	% Male	Total
Grade 1	515	97%	15	3%	530
Grade 2	79	65%	42	35%	121
Grade 3	504	69%	226	31%	730
Grade 4	407	76%	132	24%	539
Grade 5	762	74%	274	26%	1036
Grade 6	308	69%	136	31%	444
Grade 7	146	52%	135	48%	281
Grade 8	106	52%	96	48%	202
Grade 9	189	68%	91	32%	280
Grade 10	78	53%	68	47%	146
Grade 11	55	64%	31	36%	86
Grade 12	8	35%	15	65%	23
Grade 13	8	26%	23	74%	31
Foundation Modern Apprentices	10	71%	4	29%	14
Other	14	44%	18	56%	32
Total	3189	71%	1306	29%	4495

Teacher Leadership Groups

These figures are consistent with 2015 / 2016.

Deputy Heads / Teachers in Charge	Female	%	Male	%	Total
£38,984- £81,478	61	63%	36	37%	97

The percentage of females in Headteacher Group 3 has decreased by 67%, however, it has increased by 17% in Group 7 compared to 2015/16.

Headteacher Groups	Salary Range	Female	%	Male	%	Total
Group 1	£44,102- £57,810	7	70%	3	30%	10
Group 2	£46,335- £66,982	21	66%	11	34%	32
Group 3	£49,976- £66,982	4	50%	4	50%	8
Group 4	£53,712- £72,089	0	0	2	100%	2
Group 5	£59,264- £79,514	1	33	2	67%	3
Group 6	£63,779- £89,874	0	0	1	100%	1
Group 7	£68,643- £96,724	1	17%	5	83%	6
Total		34	55%	28	45%	62

Teachers

Compared with 2015 / 2016, these figures show a decrease of 1% in female teachers in the highest pay band and an increase of 1% in female teachers in the middle pay band.

Salary Range	Female	%	Male	%	Total
£22,467 - £33,160	213	77%	63	23%	276
£35,571 - £38,250	508	77%	152	23%	660
£16,461 - £26,034	18	62%	11	38%	29
Total	739	77%	226	23%	965

Soulbury (Blue Book) Groups

Advisor/Inspector

Salary Range	Female	Male	Total
£45,655 - £55,223	3	2	5
£57,005 - £59,152	3	3	6

Educational Psychologist

Salary Range	Female	Male	Total
£35,377 - £49,317	8	1	9

Youth & Community Service Officer

Salary Range	Female	Male	Total
£34,893 - £38,440	0	0	0
£41,969 - £45,202	0	1	1

Youth & Community Workers (Pink Book)

Salary Range	Female	%	Male	%	Total
£18,450 - £20,472	0	0	0	0	0
£23,445 - £25,935	12	60%	8	40%	20
£26,662 - £28,852	1	20%	4	80%	5
£30,601 - £33,329	4	100%	0	0	4
Total	17		12		29
Part time at various rates	29	60%	22	40%	51

CONTRACT TYPE

The gender profile:

- permanent posts = 69% female : 31% male
- fixed term posts = 75% female : 25% male
- temporary posts = 81% female : 19% male

This broadly mirrors the overall gender profile of the Council's workforce (71% female: 29% male).

The contract type shows a slightly lower proportion of females are in permanent employment (69%), and a higher proportion are in fixed term (75%) and temporary posts (81%) compared with the overall gender profile of the workforce.

Contract Type	Females 2015/16	Males 2015/16	Total 2015/16	Females 2016/17	Males 2016/17	Total 2016/17
Permanent	3716	1400	5116	3275	1442	4717
Fixed Term	329	79	408	218	71	289
Temporary	877	197	1074	594	138	732
Total	4922	1676	6598	4087	1651	5738

WORKING PATTERN

- 42% of the Council's workforce is in part-time employment, i.e. contracted to work less than 37 hours a week. This has decreased from 69% in the previous year.
- 58% of the workforce is in full-time employment. This has increased from 31% in the previous year.
- Female part-time employees represent 37% of the total workforce, a decrease of 23% compared with 2015 / 2016.
- Of those females employed, 48% work full-time hours and 52% work part-time hours.
- 83% of male employees work full-time hours and 17% part-time hours.
- The smallest proportion (5%) of the workforce are male part-time employees (no variation from 2015/16).

Gender	Full Time 2015/16	Part Time 2015/16	Total 2015/16	Full Time 2016/17	Part Time 2016/17	Total 2016/17
Female	987	3927	4922	1953	2134	4087
Male	1040	644	1676	1378	273	1651
Total	2027	4571	6598	3331	2407	5738

PEOPLE WHO HAVE APPLIED FOR JOBS WITHIN THE COUNCIL

4,105 people applied for **498** jobs in 2016/ 2017, with **404** appointments made in 2016/17.

27% of applicants were internal applicants from within the Council's existing workforce.

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

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

	Applicants	% of all applicants	Shortlisted	% shortlisted	Appointed	% appointed
Female	2827	69%	661	23%	64	10%
BME	169	4%	29	17%	3	10%
Disabled	210	5%	36	17%	0	0%
Age 16-19	300	7%	60	20%	8	13%
Age 20-24	787	19%	161	20.5%	9	5.5%
Age 25-34	1208	29%	263	22%	23	9%
Age 35-44	799	19.5%	207	26%	16	8%
Age 45-54	716	17.5%	216	30%	24	11%
Age 55 - 64	295	7%	96	32.5%	9	9%
Age 65 - 74	3	0.07%	0	0%	0	0%
Age 75+	0	0%	0	0%	0	0%

**APPLICANTS WHO HAVE SUCESSFULLY APPLIED FOR
TRAINING 2016/17**

Training Applications received - gender, disability & ethnicity

Compared to 2015/16, the total number of training applications approved for females has decreased by 3,364 and applications from males decreased by 751.

However, the overall percentage of applications approved divided by gender is comparable with the previous year. The % approved for females has decreased by 3% since the previous year.

The % of applications approved for disabled employees has increased slightly in all Directorates, except F&CS, which has decreased significantly by 13.6%.

The total % of applications approved for BME employees has increased by 0.7% since the previous year. In SSHH, the % has increased by 1.2%.

Directorate	Female	% female	Male	% male	Total	Disabled	% disabled	BME	% BME
CEX	398	80	97	20	495	6	1.2	3	0.6
ELLL	1489	85	264	15	1753	21	1.2	20	1.1
ENV	272	17	1346	83	1618	14	0.9	10	0.6
F&CS	51	57	39	43	90	1	1.1	0	0
SSHH	5261	80	1301	20	6562	207	3.2	179	2.7
Total	7471	71	3047	29	10518	249	2.4	212	2

Training Applications Approved - age range

The total number of applications approved has decreased by 4,115 since last year.

Of the total number of applications approved, the % of applications analysed by age group shows a slight % increase in all age groups, with the exception of age groups 22 – 30 and 41 – 50 years where there is a slight decrease.

	Directorate						
Age range	CEX	ELLL	ENV	FCS	SSHH	Total	%
16-21	20	24	87	11	101	243	2.3
22-30	34	230	166	4	925	1359	13
31-40	97	427	273	29	1497	2323	22.1
41-50	188	568	422	11	1924	3113	29.6
51-60	131	424	533	30	1871	2989	28.4

61-65	23	65	117	4	212	421	4
65+	2	15	20	1	32	70	0.7
Total	495	1753	1618	90	6562	10518	

APPLICANTS WHO HAVE SUCCESSFULLY COMPLETED TRAINING

Applicants who completed training - gender, disability & ethnicity

The total number of females and males who successfully completed training has decreased since 2015/16, but the overall percentage divided by gender is comparable to the previous year, with the % of females decreasing by 2.5% since the previous year.

Comparing 2015/16 with 2016/17, the % of disabled employees who have successfully completed training has stayed the same at 2.2%, whereas the % of BME successfully completing training has from 1.5% from 1.2%.

Directorate	Female	% female	Male	% male	Total	Disabled	% disabled	BME	% BME
CEX	369	80	93	20	462	6	1.3	3	0.6
ELLL	1456	85	247	15	1703	19	1.1	17	1
ENV	264	17	1319	83	1583	14	0.9	10	0.6
F&CS	51	57	39	43	90	1	1.1	0	0
SSHH	4350	79	1142	21	5492	168	3.1	147	2.7
Total	6490	70	2840	30	9330	208	2.2	177	1.9

Applicants who completed training - age range

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

The % of employees who completed training in age group 16 – 21 year olds has increased by 0.7% with an increase of 1% for 61 – 65 year olds.

Age range	Directorate						Total	%
	CEX	ELLL	ENV	F&CS	SSHH			
16-21	19	24	86	11	97	237	2.5	
22-30	33	227	164	4	801	1229	13.1	
31-40	85	411	266	28	1227	2017	21.6	
41-50	174	554	411	10	1645	2794	30	
51-60	126	407	522	29	1517	2601	27.9	
61-65	23	65	114	4	179	385	4.1	
65+	2	15	20	1	26	64	0.7	
Total	462	1703	1583	87	5492	9327		

APPLICANTS WHO DID NOT COMPLETE TRAINING

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

The overall % of disabled applicants and BME applicants who did not complete training have both slightly increased since the previous year. The % of disabled applicants by 0.5% and BME applicants by 0.8%.

The % of females who did not complete training has decreased by 5.5% since 2015/16.

Directorate	Female	% female	Male	% male	Total	Disabled	% disabled	BME	% BME
CEX	20	61	13	39	33	0	0	0	0
ELLL	33	66	17	34	50	2	4	3	6
ENV	8	23	27	77	35	0	0	0	0
F&CS	2	67	1	33	3	0	0	0	0
SSHH	911	85	159	15	1070	35	3.3	32	3
Total	974	82	217	18	1191	37	3.1	35	2.9

Applicants who did not complete training - age range

The applicants with the highest % who did not complete training fall in the same age groups as 2016/17 i.e. age groups 41 – 50 years and 51 – 60 years. Age group 31 - 40 years shows the largest % increase of 5.8% compared to the previous year.

The age categories 22 - 30 years, 31 - 40 years, 51 - 60 years and 65 and over showed an increase in the % of those who did not complete training, whilst age categories 16 - 21 years, 41 - 50 years, 51- 60 years and 61 - 65 years showed a decrease compared to 2016/17.

Age range	Directorate						%
	CEX	ELLL	ENV	F&CS	SSHH	Total	
16-21	0	0	1	0	3	4	0.3
22-30	0	3	2	0	125	130	10.9
31-40	8	16	7	1	270	302	25.4
41-50	12	14	11	1	279	317	26.6
51-60	10	17	11	1	354	393	33
61-65	3	0	3	0	33	39	3.3
65+	0	0	0	0	6	6	0.50
Total	33	50	35	3	1070	1191	

EMPLOYEES INVOLVED IN GRIEVANCE PROCEDURES 2016/17

Grievance Cases:

The number of grievance cases has decreased in 2016/17.

	Female	Male	Total
2015/2016	10	5	15
2016/2017	1	4	5

Compared to 2016/17, the number of grievances submitted by disabled employees has decreased from 1 to 0, whereas grievances from BME employees remains at nil.

Disability	BME
0	0

In 2015/2016 and 2016/2017, the same age group of 45-54 year olds submitted the highest number of grievances.

16-19	20-24	25-34	35-44	45-54	55-64	65-74	75+
0	0	0	0	3	2	0	0

Dignity at Work Complaints

There were no dignity at work complaints in 2016/17. This was also the case in 2015/16.

EMPLOYEES SUBJECT TO DISCIPLINARY PROCEDURES

Disciplinary Cases:

The number of employees subject to disciplinary procedures has increased from 39 employees in 2015/16 to 53 in 2016/17.

	Female	Male	Total
2015/2016	30	9	39
2016/2017	36	17	53

Disability	BME
1	1

Of the 53 employees subject to disciplinary action, there was one disabled employee and one BME employee.

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

16-19	20-24	25-34	35-44	45-54	55-64	65-74	75+
0	1	17	10	19	6	0	0

EMPLOYEES WHO HAVE LEFT THE COUNCIL'S EMPLOYMENT

The figures below exclude casual workers:

Of the 667 leavers in 2016/17, 8 were disabled employees and 7 BME employees. Of the 677, the number of females leaving compared to males was significantly higher, which is the same as 2015/16.

Female 2015/16	Male 2015/16	Total 2015/16	Disabled 2015/16	BME 2015/16
722	244	966	16	12
2016/17	2016/17	2016/17	2016/17	2016/17
514	153	667	8	7

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

Age Range 2015/16							
16-19	20-24	25-34	35-44	45-54	55-64	65-74	75+
14	94	200	175	195	257	31	0
Age Range 2016/17							
5	45	129	123	127	193	44	1

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

Female	Male	Total	Disabled	BME
76	48	124	3	0

The age group with the highest amount of leavers is 20 – 24 years, compared to 25 – 34 years in the previous year.

Age Range 2015/16							
16-19	20-24	25-34	35-44	45-54	55-64	65-74	75+
7	56	104	65	66	37	14	0
Age Range 2016/17							
14	29	25	10	21	15	10	0

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee
4th September 2017

Report of the Head of Human Resources – Sheenagh Rees

Matter for Information

Wards Affected:

All wards

HR Support to Schools Budget Setting Process and SSIP - Spring 2017

1. Purpose of the Report

The purpose of this report is to provide Members with details of the HR support provided to schools facing financial difficulties as a result of budget pressures, following receipt of their budgets in March 2017. Also, to provide members with details of the HR support provided to schools affected by the Strategic School Improvement Programme (SSIP).

2. Background

In order to prepare for the financial pressures schools may face as a result of their budgets, the HR team had already taken the following actions during September / October 2016:

- Reviewed the already established Redundancy / Redeployment Policy and Procedure for All School Based Staff, ensuring the policy properly sets out a process for consultation, contained a fair and objective mechanism for redundancy selection and ensured that roles and responsibilities were clearly set out.
- Offered and arranged formal training sessions during February 2017 for Governors, Head Teachers and Bursars on the reviewed Policy.
- Encouraged the use of the Joint Pledge to Safeguard Employment in Schools, in association with the trade unions, Head Teachers, Governors and the Council. (Attached as Appendix 1)
- Supported the introduction of the early retirement (ER) scheme in late 2016.
- Introduced a Voluntary Redundancy (VR) process for schools where there was a budget deficit.
- Developed a timetable for schools with a budget deficit. The timetable sought to ensure that the various stages, including consultation with staff and trade unions, selection criteria and selection itself (where necessary), meetings and communication with affected staff and trade unions representatives, representation hearings and appeals hearing could all be carried out in the very limited time available.

Note: The Staffing of Maintained Schools (Wales) Regulations 2006 require notice to be issued to teaching staff by 31st May to terminate an employee's contract by the end of the summer term. If this deadline is not met, a dismissal may not be effective

until of the end of December, which would result in further cost implications for the school between September and December, potentially leading to more job losses.

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

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

3. Voluntary Redundancy Process

A Voluntary Redundancy (VR) Scheme for school based employees was launched in March 2017. The following reflects the numbers of applications and acceptances from school based employees (based on headcount).

26 Teaching Staff Applications for 2017 with 9 acceptances

38 Support Staff Applications for 2017 with 12 acceptances

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

4. Key Stages in the 2017 redundancy process due to budget deficit

A total of 27 schools contacted the HR team to indicate difficulty in setting budgets, with the potential for an impact on staffing.

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

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

6 schools were unable to resolve budget difficulties. School Finance Sub Committees met in these schools in mid to end of March 2017 and where they were unable to set a budget, they referred the matter to their Staff Disciplinary and Dismissal Committee (SDC).

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

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

- 14.5 FTE Teaching Posts
- 11.23 FTE Support Staff Posts

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

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

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

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

All Staff Appeals were heard and redundancy notices issued, where no alternative had been identified, by 31st May 2017.

Details of the number of staff affected are included in paragraph 9 – Workforce Impacts of this report.

5. SSIP Processes

The closure of YG Ystalyfera and Y Wern and opening of Ysgol Ystalyfera Bro Dur took place on 31st August 2017. The Management of Change Process was followed which involved the drafting of a new structure and consultation with staff prior to moving across to the new school. All staff have been issued with new contracts and assimilated into new posts. There have been no compulsory redundancies as a result of the School Improvement Programme this year.

6. Feedback from the 2017 process

Practice has been established for the HR team to seek to receive feedback from key parties such as ELLL Management Team, Challenge Advisors, Trade Unions, Headteachers etc to identify what worked well and what improvements can be made in relation to the schools budget setting process and the SSIP programme.

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

In the Autumn term of 2017, LLAN and NAASH will also be invited to feedback on the process, to determine any areas for action.

HR staff have already identified issues for action as follows:

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

- Bursars have a HR dimension contained within their job evaluated job descriptions, for example, issuing statements of particulars to school staff. Head teachers and bursars need to understand the importance of ensuring that statements of particulars, and contractual letters are clear and up-to-date – if a member of staff is employed on a temporary contract for instance, it is important that there is a clear end date to the contract, and that this is up-to-date. HR will continue to arrange further training as needed for bursars and Headteachers to improve their knowledge and understanding of key processes that they are responsible for, such as issuing contractual documentation and maintaining up-to-date and accurate employee records.
- The Director of Education Leisure and Lifelong Learning will write to schools to reaffirm the Safeguarding Employment Pledge before the 2018/19 budget is issued.

7. Financial Impact

In early March 2017 the Director of ELLL notified schools on their budgets for 2017/2018. The Schools Delegated Budget for 2017/18 is £79,952.00 and was an increase of 0.42% from the 2016/2017 Schools Delegated Budget.

When all grant and other delegated monies is included, the final delegated budget is £91,760 m an increase of 0.22% from the previous year.

8. Equality Impact Assessment

An Equality Impact Assessment screening form was completed to assist the authority in complying with its Public Sector Equality Duty. The screening indicated

that there was no requirement to carry out a full equality impact assessment.

9. Workforce Impacts

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

Current position for school redundancies linked to deficit – key figures

Redeployed successfully - Teachers	0.5FTE
Redeployed successfully - Support staff	0.74FTE
Compulsory Redundancy – Teachers	1.35FTE
Compulsory Redundancy - Support staff	0FTE
Voluntary Redundancy - Teachers	7.9FTE
Voluntary Redundancy – Support staff	8.6FTE
Agreed reduced hours – Teachers (1 employee affected)	0.2FTE
Agreed reduced hours and term time contracts – Support staff (25 employees affected)	1.89FTE
Temporary contracts ended - Teachers	4.05FTE
Temporary contracts ended – Support staff	0FTE

Employee Seconded to another post - Teacher	0.5FTE
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All processes were carried out in line with the Schools Redundancy and Redeployment Policy and Procedure.

10. Legal Impacts

All employment processes reported within this report are compliant with employment legislation.

11. Risk Management

All posts lost as a result of the VR Scheme are subject to a robust business case signed off by the Director of Finance in consultation with the Head of Transformation.

12. Consultation

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

13. Recommendations

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

14. Appendices

Joint Pledge to Safeguard Employment in Schools

15. List of Background Papers

School Redundancy/Redeployment Policy and Procedure

Individual VR Business Cases

Equality Impact Assessment Screening Form

16. Officer Contact

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Neath Port Talbot County Borough Council

Joint Pledge To Safeguard Employment In Schools

This Joint Pledge is made between Neath Port Talbot County Borough Council, School Governing Bodies, Head Teachers, LLAN, NAASH and the recognised trade unions for schools employees, namely ASCL, ATL, GMB, NAHT, NASUWT, NUT, UCAC and UNISON.

Aim

The principal aim of this Joint Pledge is to protect to the maximum extent possible, and for as long as possible, teachers and support staff within Neath Port Talbot's Schools from compulsory redundancies.

The Pledge

The schools sector at Neath Port Talbot faces significant financial and organisational change challenges for the foreseeable future. The parties to this Joint Pledge are, however, committed to working in partnership to seek to:

- safeguard and enhance the provision of education for the young people of Neath Port Talbot; and to
- protect schools employees to the maximum extent possible, and for as long as possible, from compulsory redundancies

The importance of stable and positive employee relations is readily acknowledged, together with the need for speedy and effective consultation and negotiation processes in relation to all proposed changes which affect the schools workforce.

It is also acknowledged that the effective redeployment of schools staff will:

- enable key skills to be retained; and
- reduce the additional financial burden associated with severance costs

It is recognised that achieving the aim of this Joint Pledge will require:

- preventative actions to be taken in terms of seeking at the outset to avoid jobs being lost on the grounds of redundancy; along with
- consequential actions such as voluntary redundancy and redeployment to seek to protect employee/s occupying jobs which unavoidably are declared to be "at risk" of redundancy.

The “Redundancy/Redeployment Policy and Procedure For All School Based Staff” (March 2011) which has been developed with an input from all parties to this Joint Pledge will be the framework within which this Joint Pledge will be progressed.

Within this framework, all parties will actively consider a range of measures to seek to safeguard the employment of persons who wish to remain in the employment of NPT’s schools, including the following:

- Availability of school reserves
- Reducing non-staffing costs
- Review of all existing staffing costs
- Workforce and succession planning, including natural turnover
- Non-filling of vacant posts
- Restrictions on external recruitment
- Reduction in the use of Agency Workers
- Greater flexibility in organisational arrangements and job roles
- Reduced working hours, flexible working and flexible retirement
- Secondments
- Voluntary redundancy
- Bumped redundancies
- Prior Consideration
- Redeployment within and between schools, together with redeployment elsewhere within the Council
- Re-training and upskilling

Safeguarding of Support Services Provided to Schools By NPT Council Employees

The parties to this Joint Pledge also recognise the importance of seeking to safeguard the employment of NPT Council employees who provide support services to Schools, particularly in the light of the unprecedented financial pressures facing schools and all other service areas within the Council.

Accordingly, the parties to this Joint Pledge are committed to seek to maintain the provision of such support services, but always having regard to the need for such services to be of the required quality and to provide value for money.

Review

The implementation and operation of these measures will be routinely monitored jointly through established consultative arrangements. The Joint Pledge will also be formally reviewed during the 2011 Autumn school term.

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

4th September 2017

Report of the Head of Human Resources – Sheenagh Rees

Matter for Decision

Wards Affected:

All Wards

Introduction of a Gender Reassignment Policy

Purpose of the Report

1. The purpose of this report is to seek Member approval for the introduction of a Gender Reassignment Policy.

Background

2. Gender reassignment is a personal, social, and sometimes medical process by which a person's gender appears to others to have changed. Anyone who proposes to, starts or has completed a process to change his or her gender is protected from discrimination under the Equality Act 2010. A person does not need to be undergoing medical supervision to be protected. So, for example, a woman who decides to live as a man without undergoing any medical procedures would be covered.
3. In order to ensure that the Council complies with legislation and to ensure that any employee who proposes to, starts or has completed a process to

change their gender is treated with dignity and respect, it is necessary to introduce this policy.

4. This Policy has been developed in line with guidance from ACAS and the Equality and Human Rights Commission and provides information on how Neath Port Talbot Council will support transgender individuals at work, as follows:-

- Good Communication

The policy seeks to ensure that there are clear statements about the acceptance and support for different forms of gender identity and expression. It also seeks to make it clear to staff that discrimination, harassment and victimisation linked to gender reassignment are unlawful and will not be tolerated by the Council.

- Support for individuals undergoing gender transitions.

The policy provides clear guidance on how to support an individual and in particular discussing with the person how they would like their colleagues to be told about their transition. Some trans people may feel comfortable talking about their transition with colleagues, but others may prefer not to.

- Confidentiality.

The policy sets out that at a time agreed with the person, all personal records should be changed to the new name and gender. Access to personal records which state a person's previous gender should be retained only if necessary, and otherwise deleted or destroyed.

5. In addition to this, the policy also provides transgender employees at any stage in the process, matters to consider in relation to their employment, as follows:-

- Telling people about the situation.

Whether to speak to colleagues personally or asking their line manager to communicate with them.

- Medical appointments and absences.

To ensure their manager knows about what time off work will be needed for appointments etc.

- Changing employment records, e mail, access cards etc.

6. Consultation

The Joint Trade Unions have been fully consulted on this Policy at the Local Government Services Forum. As a result of feedback received from the Joint Trade Union Side, the policy has been amended and was agreed on 20th June 2017.

Financial Impact

7. There are no financial implications associated with the introduction of this Policy.

Workforce Impacts

8. It is proposed that the introduction of a Gender Reassignment Policy will have a positive impact upon the performance of the Council as a whole and individual employees.

Legal Impacts

9. There are no associated legal implications

Risk Management

10. There are no associated risks

Consultation

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

Recommendations

12. It is RECOMMENDED that members APPROVE the introduction of a Gender Reassignment Policy.

FOR DECISION.

Reasons for Proposed Decision

13. To ensure that any transgender employees at any stage of the process are treated in line with legislation and with the dignity and respect they deserve.

Implementation of Decision

14. The decision is for immediate implementation.

Appendices

15. Appendix A - Gender Reassignment Policy

List of Background Papers

16. None

Officer Contact

17. Sheenagh Rees, Head of HR, 01639 763315 - email s.rees5@npt.gov.uk

Gender Reassignment Policy

Human Resources



Neath Port Talbot
Castell-nedd Port Talbot
County Borough Council Cyngor Bwrdeistref Sirol

APPROVED BY

DATE July 2017

EDITION/VERSION Version 1

REVIEW DATE July 2019

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1. INTRODUCTION

Neath Port Talbot County Borough Council (NPTCBC) believes that transgender/transsexual employees have the right to equal treatment and protection from discrimination at work.

This Policy will use the term transgender as a generic term referring to individuals who identify as transgender or transsexual.

The Equality Act 2010 defines gender reassignment as a protected characteristic. This Policy is based on the principle that the Council will ensure that no transgender person will be treated less favourably on the grounds that they are proposing to undergo, are undergoing, or have undergone a process (or part of a process) to reassign their sex by changing physiological or other attributes of sex. The Council respects an individual's right to self-identify as male or female and commits to recognising all employees of the council as the gender in which they choose to present.

The Council will seek not only to eliminate all discrimination on grounds of gender identity, but also to create a working environment based on good relations between all employees with shared commitment to respecting diversity and difference, in accordance with the Dignity at Work Policy. In addition, the Council promotes a work environment which enables employees to work to their full potential, provide a place where there is a culture of respect for human rights, and where employees feel valued.

This includes celebrating the diversity of its workforce, and believes that it will benefit from employing transgender individuals at all levels within the Council. The Council will seek to provide a positive working environment free from discriminations, harassment or victimisation.

2. PURPOSE AND SCOPE

The purpose of this policy is to ensure that:

- Employees who are proposing to undergo, are undergoing, or have undergone a process (or part of a process) to reassign their sex by changing physiological or other attributes of sex are protected and supported in the workplace.
- Medical and employee records that are held by the Council reflect the gender reassignment status.
- Ensure that line managers and supervisors are aware of their duties and responsibilities around transgender employees

The scope of this policy is to:

- Ensure that employment practices support transgender employees and that they are treated with dignity and respect.
- Ensure that information governance and health record protocols are in place to facilitate an individual's choice to change their name and gender at any time.
- Ensure that directorates and services are supported to ensure they are able to comply with legal requirements contained in the Equality Act 2010 in respect of the Transgender protected characteristic and Gender Recognition Act 2004, as well as duties contained in the Data Protection Act 1998.

3. LEGAL FRAMEWORK

This policy has been developed to equip the council to meet its legal obligations under The Equality Act 2010. The provisions of the Act became law on 1 October 2010. It consolidates and replaces the existing equality law.

3.1 The Equality Act 2010

The Equality Act 2010 (The Act) protects people on the basis of gender reassignment from direct and indirect discrimination and harassment. This includes discrimination by association and discrimination against people perceived to have the protected characteristic of gender reassignment.

The Act states that:

1. A person has the protected characteristic of gender reassignment if the person is proposing to undergo, is undergoing, or has undergone a process (or part of a process) for the purpose for reassigning the person's sex by changing physiological or other attributes of sex.
2. A reference to a transsexual person is a reference to a person who has the protected characteristic of gender reassignment.

A person must not be treated less favourably because of their protected characteristic.

3.2 Gender Recognition Act

The Gender Recognition Act 2004 provides transsexual people (aged over 18) with the opportunity to obtain legal recognition in their acquired gender by being issued with a gender recognition certificate (GRC). Anyone with a GRC will be legally recognised as their acquired gender, this means the person will acquire the rights and responsibilities of

their acquired gender from the date of recognition.

The Act also places a proactive duty on public organisations through the Public Sector Equality Duty (PSED) to promote equality of opportunity, foster good relations and eliminate unlawful discrimination between people who have the protected characteristic of gender reassignment and people who do not.

3.3 Meeting Our Legal Duties

The council will not discriminate on the grounds of gender identity in the way it recruits and selects employees. The council will ensure that transgender employees have equal access to all forms of training and development opportunities. The council will ensure that there is no discrimination on the grounds of gender identity in relation to dismissal of employees.

Associated Policies and Key Documents:

1. Safe Recruitment Policy
2. Disciplinary Policy and Procedure
3. Grievance Policy and Procedure
4. Management Of Change in Partnership Policy and Procedure
5. Performance Appraisals
6. Dignity at Work Policy
7. Employee Code of Conduct
8. Whistleblowing Policy

4. EQUALITY

The Council aims to eliminate discrimination in its structures and employment practices as well as to encourage changes in individuals behaviour and attitudes, and ensure equality of opportunity and treatment for all employees. Abuse, harassment or bullying (e.g. name calling, derogatory jokes, unacceptable or unwanted behaviour and intrusive questions) are serious offences, and should be dealt with under the Council's Dignity at Work Policy and Disciplinary Policy.

Transgender employees have equal rights and equal access to benefits, including equal recognition of their partner and family, and not must not be discriminated against on the grounds of gender or marital/civil partnership status.

Such Benefits include:

- Paternity Leave and Parental leave
- State pensions (received at a date relating to their age and gender once Gender Recognition Certificate received)
- Passing on pensions rights to partner/children

5. SUPPORT

If an employee is planning to undergo gender reassignment, and informs their manager of this, then the manager should meet with the employee to agree how he or she wishes to handle the matter within the workplace. Issues for managers to consider include:

- The expected timescales of any medical or surgical procedures (if the individual is proposing to undergo surgery)
- The amount of time off that may be required for treatment and/or possible side effects from any medication
- The expected point or phases of change of name and personal details and gender
- Whether the employee wishes to inform colleagues her/himself or would prefer others to do this
- Discussing with the employee changes to her/his employment records
- What other support the employee may need
- How to inform work colleagues, at what point and by whom
- Use of single sex facilities
- Any other matters which may include redeployment, suitable alternative employment and retirement in exceptional circumstances.

It should be noted, however, that there is no requirement for a transgender person to inform their employer of their gender reassignment status and the Council will not in any way penalise any employee for failing to make their transitioning status known to their manager, colleagues or Human Resources, or for any delays in making this information known.

Equally, the employee transitioning should appreciate that they cannot expect the Council to make reasonable adjustments on their behalf, if the Council is unaware of their status.

6. TIME OFF WORK

Transgender employees undergoing medical and surgical procedures relating to gender reassignment may require time off from work. There are specific rules under the Equality Act 2010 governing this. Employees undergoing this procedure should not be treated less favourably than they would be treated if absent due to any other sickness absence or injury.

Council Policy in relation to medical appointments should be followed in the usual way. Good practice suggests that managers should offer flexibility to individuals to take annual leave or rearrange working hours in order to attend additional appointments i.e. electrolysis. Managers should remember that it would constitute unlawful discrimination if they treat an individual undergoing gender reassignment less favourably than someone who is absent for some other medical reason.

Complications may arise as a result of medical treatment for gender reassignment resulting in prolonged incapacity for work. As with any long term illness, the individual will be supported and monitored by the manager with advice from Occupational Health and Human Resources. If incapacity continues beyond normal expectations for the process undergone, the Council's Maximising Attendance at Work Policy will apply.

The Council will provide support for employees returning after a break caused by medical and surgical treatment, and will adopt a flexible approach which endeavours (whenever possible) to meet the individual needs of employees who are recuperating in the usual way. It may be appropriate to discuss a phased return to work in accordance with the Council's Rehabilitation Scheme.

7. ADJUSTMENT OF RECORDS

Data Protection Act

For the purposes of the Data Protection Act 1998, gender reassignment and any information relating to an individual's gender history would constitute 'sensitive data' which can only be processed for certain specified reasons, as set out in the Act.

The Council will respect any request for anonymity and will only update records to include the chosen name and sex identified by the individual at an appropriate time when informed by the employee.

Once this has been done, all records of transgender employees will not refer to a previous name, and any records prior to a change of name or gender change will be updated.

Managers need to be aware that once an employee has informed them of their change in gender and/or if the employee is in possession of a Gender Recognition Certificate, it is unlawful to disclose their transgender status without their consent.

Some transgender individuals have not been able to gain legal recognition of their 'new' gender and in these cases, it may be necessary for some records (e.g. relating to pensions) to include a reference to legal sex.

Access to records showing the change in name and any other details associated with the employee's transgender status (i.e. records of absence for medical treatment) should be restricted to appropriate employees who 'need to know' for specific reason. This refers to those directly involved in the administrative process i.e. Human Resources, payroll or pensions.

8. PERIOD OF TRANSITION

Any employee who has taken the decision to go through the transition process can request a meeting with their line manager and/or a member of the Human Resources team to inform them of their decision. Whilst there is no statutory requirement, they may, however, wish to be accompanied by a trade union representative or work colleague.

The issues which could be discussed are provided below, however this is not an exhaustive list and the employee must feel comfortable at all times.

Toilet / Changing Facilities

A Transgender person should be free to select the facilities appropriate to the gender in which they present. For example, when a transgender person starts to live in their acquired gender role on a full time basis they should be afforded the right to use the facilities appropriate to the acquired gender role.

Dress Code

Managers should allow flexibility in dress codes to accommodate the process of transition from one sex to another. All transgender employees can expect to have any requests treated in the utmost confidence, and will be responded to in confidence. It is essential that the individual grants permission before their status is discussed with any third party.

Communication

Managers should not inform colleagues; service users and the public that an employee is intending to undergo, or is undergoing or has undergone gender reassignment, without the individual's explicit agreement.

The employee undergoing transition will have the right to request a meeting with colleagues in their area of work at which their status as a transitioning individual is explained. If such a meeting takes place, the manager will support the employee and advise all present of the confidentiality of the matter and that nothing can be discussed with any third party without the prior consent of the transgender employee. Failure to observe these rules of confidentiality may result in disciplinary action.

For those working alongside the person, there may be some training and support needs. It may be useful to look at these along two levels – specific issues regarding the employee and broader awareness about gender reassignment. It is recommended that managers should:

- Include sufficient information to convey the facts
- Not go into too much detail
- Respect the wishes of the transgender employee and their right to medical confidentiality in terms of discussing detailed personal matters
- Pitch the information at a level and style appropriate to the audience involved
- Remember to include the name that the employee wishes to be known by in their new gender.
- Remind employees of their duty to maintain confidentiality and that the Council is committed to creating a working environment in which all employees are treated fairly and with dignity and respect.
- Provide details of how colleagues might seek further information, should they need to

9. RECRUITMENT CONSIDERATIONS

In most cases, the gender of an individual has no bearing on their ability to do their job. The Council is committed to ensuring that potential employees are not discriminated against in the recruitment process. It should not be expected that applicants and interviewees for employment would necessarily wish to disclose their transgender status. There is no obligation for a transgender individual to disclose their status as a condition of employment. Moreover, non-disclosure, or subsequent disclosure, will not be grounds for dismissal.

If an employee has transitioned prior to joining the Council and has disclosed this, the Council should not mention their transgender history during any employment process. This includes employees selected for promotion. Any forms and documents relating to transgender status that are provided during the interview and resulting pre-employment checks will be considered confidential and should be restricted to appropriate employees and the individual themselves.

Genuine Occupational Requirement (GOR)

An employer may apply, in relation to work, a requirement to have a particular protected characteristic if the employer can show that having regard to the nature or context of the work. A GOR is rarely used in this Council, however in order for a GOR to apply the following criteria must be met:

- The requirement is an occupational requirement;
- The application of the requirement is a proportionate means of achieving a legitimate aim; and
- The applicant or worker does not meet the requirement; or,
- Except in the case of sex, the employer has reasonable grounds for not being satisfied that the applicant or worker meets the requirement.

An example of a GOR in relation to gender reassignment may be a requirement to not be a transgender individual.

Where there is genuine occupational requirement for a job to be carried out by a particular gender, it will be necessary for the transgender person to disclose their status to the panel.

This will not apply where the individual has obtained a Gender Recognition Certificate.

Where an employee intending to undergo gender reassignment is already employed in a post covered by a GOR prior to a change of gender, it could be beneficial for the employee, the Council and service users if the employee could be redeployed. In these circumstances, options should be discussed early in order to agree a satisfactory arrangement.

Internal job search and retirement

A member of staff undergoing gender reassignment may ask to be assisted to search for a different role in the Council or to take voluntary redundancy. In this case, the Council's ER/VR/CR Scheme would apply and the necessary criteria met.

An employee may seek support to change jobs within the Council, if they feel working in a different role may support them as a transgender individual. This may be supported by management as a reasonable adjustment as required under the Equality Act 2010.

References

When references are being provided for a transgender employee, this must be factual and based on the employees current gender. Guidance on providing references is available on the HR Intranet under Safe Recruitment.

Certificates

As part of the Council's Safe Recruitment Policy, details of registration with professional bodies (if applicable) and certificates are kept on file. The manager should discuss with the employee concerned how to retain such evidence on file – if, for example, certificates are in the individual's original name – so as not to compromise or breach disclosure of personal sensitive information.

10. MONITORING

The Council carries out equality monitoring on its staff. In Wales, the Equality Act 2010 (Wales) Regulations 2011 place upon public authorities a specific legal duty that requires the Council to have effective arrangements in place to monitor equality and have in place to gather, analyse and publish employment monitoring data.

Such monitoring is carried out in line with the Data Protection Act 1998.

11. RESPONSIBILITIES

The Council has ensured that:

- Where equality policies refer to discrimination on grounds of sex, this also refers to discrimination on grounds of gender identity and gender reassignment due to the Gender Reassignment Regulations to The Equality Act.
- Employees and managers are aware of the Council's statutory responsibilities in relation to gender reassignment as an employer and service provider.
- The Council has trained an employee in the implementation of this policy in order that they can act as a mentor for transgender employees. Further information is available from the Human Resources Team.

12. DIGNITY AT WORK

The Council will seek to provide a supportive environment for those who make claims of discrimination or harassment. This includes challenging discriminatory behaviour by employees, managers or service users. Acts of discrimination (direct or indirect) on the grounds of gender identity, harassment, victimisation or abuse will be treated as a serious offence, and will not be tolerated.

Employees who feel they are being discriminated against on grounds of gender identity by other employees or the public should raise the matter under the Council's Dignity at Work Policy, which will, if the accusation is upheld, be treated as a serious disciplinary offence.

13. REVIEW

This policy will be subject to review as a result of legislative changes and/or operational requirements.

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

4th September 2017

Report of the Head of Human Resources - Sheenagh Rees

Matter for Information

Wards Affected:

All wards

Disability Confident Employer Status

Purpose of the Report

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

Background

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

As reported to Personnel Committee, last September, the Council was previously a Positive about Disabled People 'Two Ticks' Employer, and as a result of the introduction of the Disability Confident Scheme the Council automatically transitioned to Level 2 to become a Disability Confident Employer. This accreditation lasted for one year to 8th August 2017 and the Council was required to carry out a self-assessment in order to continue our commitment to the Scheme.

Disability Confident

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

The aims of the Scheme are to:-

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

Disability Confident Employer

The self assessment has been carried out and the Council has maintained its status as a Level 2 Disability Confident Employer. This accreditation will last for two years until 1st August 2019. This means that the Council can continue to use the Disability Confident Employer badge on our application form, recruitment documentation and website. We have also received a Disability Confident Employer Certificate (attached as Appendix 1).

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

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

By continuing our Disability Confident journey, the Council is ensuring that disabled people and those with long term health conditions have the opportunities to fulfil their potential and realise their aspirations.

Further information on being a Disability Confident Employer can be accessed via the website:-

<https://www.gov.uk/government/collections/disability-confident-campaign>

Financial Impact

4. There are no financial impacts associated with this report.

Workforce Impacts

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

Legal Impacts

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

Risk Management

7. There are no risks associated with this report.

Consultation

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

Recommendations

9. It is RECOMMENDED that Members NOTE this report.

FOR INFORMATION

Appendices

10. Appendix One - Disability Confident Employer Certificate

List of Background Papers

11. None

Officer Contact

12. Sheenagh Rees, Head of Human Resources

Tel: 01639 763315

Email: s.rees5@npt.gov.uk



This is to certify that

Neath Port Talbot Council

DCS000213

is a Disability Confident Employer

Period of award: 03/08/2017 to 01/08/2019

Issue date: 03/08/2017

As a Disability Confident Employer we:

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

Find out more about Disability Confident at:
www.gov.uk/dwp/disabilityconfident

 **#DisabilityConfident**

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

4th September 2017

Report of the Head of Human Resources – Sheenagh Rees

Matter for Decision

Wards Affected:

All Wards

Proposal to restructure clerical and administrative staffing structure within the Health & Safety Service

Purpose of the Report

1. The purpose of this report is to seek Members agreement to delete the vacant post of Admin Officer and replace it with a permanent Clerical Officer

Executive Summary

2. The full-time post of Admin Officer has been vacant since 30th September 2016 and cover has been provided at a lower grade for 3 days a week. To ensure that the service is able to meet next year's budget restrictions and to maintain a stable, appropriately staffed administrative resource, permission is sought to make the current temporary arrangements permanent.

Background

3. The Health and Safety Team's administrative resource is comprised of the following posts:

1.6 FTE Admin Officer Grade 5
4. It is anticipated that budget savings will need to be made against the staffing structure during the next financial year, so reviewing the current administrative support, is both timely and prudent.
5. When the fulltime Admin. Officer vacated the post on 30th September 2016, a temporary replacement was recruited as a Clerical Assistant (grade 3), working 22:12 per week, in November 2016. This contract will end on 31st October 2017.

Proposal

6. The current staffing levels have been assessed as sufficient and there will be a budget saving as a result of this proposal.
7. Savings will be utilised to meet any budget pressures within the service and thereby ensure that we are adequately able to meet our statutory commitments in terms of providing a professional Health & Safety Service.

Financial Impact

- The proposals to delete the grade full-time 5 permanent post and to establish a permanent grade 3 part-time post will result in total savings of £15,219. It is proposed that any savings will be utilised as part of budgetary saving requirements.

Equality Impact Assessment

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

Workforce Impacts

9. This will have a positive impact upon the service, ensuring greater resilience in future.
10. The Clerical Assistant will be advertised to those at risk of redundancy.

Legal Impacts

11. There are no legal impacts.

Risk Management

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

Consultation

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

Recommendations

14. It is **RECOMMENDED** that Members **APPROVE** the deletion of the Admin Officer post and to approve the creation of a Clerical Assistant within the Health and Safety structure

FOR DECISION

Reasons for Proposed Decision

15. Making these establishment changes will provide the service with appropriate long-term administrative support at the appropriate level. It will also allow the service to better address any further budget pressures.

Implementation of Decision

16. The decision is for immediate implementation.

Appendices

Appendix 1 – Funding Statement and Financial Appraisal

List of Background Papers

Equality Impact Assessment Screening Form

Officer Contact

Sheenagh Rees, Head of Human Resources

Telephone: 01639 763315

Email: s.rees5@npt.gov.uk

Shaun Burgess, Corporate Occupational Health, Safety and
Emergency Planning Manager

Telephone: 01639 763955

Email: s.a.burgess@npt.gov.uk

Funding Statement

<u>SET UP COSTS</u>	<u>Current Year</u>	<u>Full Year</u>	<u>Maximum</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Costs			
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>
Costs			
Employee Costs (Financial Appraisal Statement)	15,219	15,219	16,190
> Current Salary incl. employer's contribution			
Accommodation Running Costs			
Other Running Costs = Redundancies			
Total Cost / (Saving)	<u>15,219</u>	<u>15,219</u>	<u>16,190</u>
<u>Funding of Additional Recurring Costs</u>			
<u>External Sources</u>			
Specific Grant			
Funding from External Agencies -			
Other (specify)			
<u>Internal Sources</u> Budget Book Page			
Existing Budget Allocation - (Funded from existing revenue staffing budgets)	(15,219)	(15,219)	(16,190)
Existing Budget Allocation – Transferred from ELLL Service			
Additional Guideline Allocation			
Other (specify)			
Total Funds Available			
TOTAL COST/ (SAVING)	(15,219)	(15,219)	(16,190)

Financial Appraisal

POST	PROPOSED CHANGE	PAY SCALES		ANNUAL COSTS	
		Current	Proposed	This Year	Maximum
Admin Assistant	Delete Post – Grade 5 (scp23 37hrs)	23	23	£(28,613)	£(29,584)
Clerical Assistant	Create Post – Grade 3 (scp15 22.12hrs)	15	15	£13,394	£13,394
			TOTAL	£15,219	£16,190

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

4TH SEPTMEBER 2017

REPORT OF THE HEAD OF HUMAN RESOURCES – S. REES

Matter for Decision

WARD(S) AFFECTED: All

Director of Social Services, Health & Housing Appointment

1. Purpose of Report

To seek Member approval to recruit to the post of Director of Social Services, Health & Housing via external advertisement.

2. Background information

The Director of Social Services, Health & Housing post was vacated in March 2013 upon retirement of the then incumbent post holder. Whilst the Council did seek to appoint to the post via national external advertisement, the appointment process was halted on advice received from the Care and Social Services Inspectorate Wales (CSSIW) – the decision taken in the context that Neath Post Talbot Children's Services was, at the time, subject to the CSSIW's serious concerns protocol.

Therefore, in December 2012, the Council issued an invitation to submit expressions of interest in the position of Interim

Corporate Director of Social Services, Health & Housing and at a Special Appointments Committee held on 24th January 2013, acting under the delegated authority of Council, Members engaged Mr Nick Jarman under a contract for service, commencing on 10th April 2013, initially for a period of 15 months. At Personnel Committee on 3rd March 2014, Members agreed to extend Mr Jarman's contract for a further period, up to the end of the 2015 / 2016 financial year. At the meeting of Full Council on 14th October 2015, Members agreed a further period of extension ending on 31st March 2018.

3. Proposal

It is proposed to advertise the post for appointment, via a national advertisement at the end of September 2017. A special meeting of full Council to determine the appointment has been provisionally scheduled for 4th December 2017. At this level, a successful appointee may have to give their current employer up to three months' notice of their resignation, so this timescale will ensure a seamless transition between current and future arrangements.

4. Consultation

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

5. Equality Impact Assessment

There are no equality impacts associated with this report.

6. Recommendation

It is recommended that the post of Director of Social Services, Health & Housing is advertised for appointment, on an external and national basis.

FOR DECISION

7. Officer contact

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

8. Appendices

None

9. List of Background Papers

None

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PERSONNEL COMMITTEE

4TH SEPTEMBER 2017

REPORT OF THE HEAD OF CORPORATE STRATEGY AND DEMOCRATIC SERVICES

Purpose of Report

1. To note the changes to the democratic services functions, as approved by the Democratic Services Committee
2. To authorise changes to the establishment of the Corporate Strategy and Democratic Services Department

Background

The requirement to find further budget savings, coupled with changes needed to provide adequate support to the new administration and the need to respond to legislative demands requires an adjustment to the staffing structures within the Corporate Strategy and Democratic Services Department.

Additionally, management responsibility for supporting the Area Planning Board and lead responsibility for substance misuse has been transferred from the Head of Commissioning Support and Direct Services (Social Services, Health and Housing Directorate) to the Head of Corporate Strategy and Democratic Services. Personnel Committee has already received and considered the report from the Director of Social Services, Health and Housing which discussed the changes to management arrangements within the Directorate (24th July 2017). This report deals with the consequential changes to the structure for Corporate Strategy and Democratic Services.

Matters related to the staffing of Democratic Services functions fall within the purview of the Democratic Services Committee and Council, not the Personnel Committee. However, for completeness the changes that were discussed and endorsed at the Democratic Services Committee on 27th July 2017 are included for completeness.

Changes Proposed

There are six sections within the Department. Establishment changes set out in this report are as follows:

1. Corporate Strategy

Support for the Public Services Board has impacted significantly on the workload of this section. Over the next twelve months, there is a great deal of work to do to develop the Well-being Plan for the PSB. Additionally, there is considerable work to do to finalise the Compliance Notice with the Welsh Language Commissioner and to ensure the Council is implementing the agreed standards.

Alongside these areas of work, the Council has procured a new system to underpin its performance management arrangements.

Proposal - In order to ensure that workloads are more effectively balanced within the section, it is proposed to adjust the reporting lines of staff within the section bringing the Older Persons Strategy Development Officer and Research and Analysis Technician within the line management of the Corporate Strategy and Performance Manager. This will free up capacity in the head of section to concentrate on the Public Services Board and Welsh Language programmes.

Financial Appraisal:

There are no financial impacts from this proposal.

2. Communications and Digital Services

There are significant additional demands being placed on the section which outstrip the available capacity. These additional demands arise from:

- a continued trend towards on-line content, requiring a permanent adjustment to the way in which the Council delivers its public relations activities;
- an increase in the number of major projects included within the Council's capital programme which have a consequential impact on the amount of communications support required

(eg the delivery of the 21st Century Schools programme);

- the need to adhere to the Welsh Language Standards which requires all public information to be available in Welsh and English, including social media posts; and
- the need to provided dedicated community relations support for developments at Pantteg.

Proposal - It is proposed to create temporary additional support for the Communications Team as follows:

- i. **1 Business Partner (Resilience)** – this would be a dedicated resource to deal specifically with community relations support for the Pantteg area for a period of 12 months;
- ii. **1 Business Partner (Environment)** – this would be an additional resource to support the increase in major projects identified within the Capital Programme for a fixed period of 18 months;
- iii. **1 Media Content Officer** – to provide additional capacity as the communications team transitions from supporting a traditional media/community relations function to a model that embraces the demand for a greater digital presence, whilst also providing additional capacity to communicate through the medium of Welsh; and
- iv. **1 Modern Apprentice (extension of an existing post)** – to also support the transition in the model of service provided by the communications team referred to above for a period of 18 months.

Financial Appraisal:

Post	Change	FTE	Grade	Current Cost	New Cost
Business Partner – Pantteg	Create – 12 months	1	8	nil	£37,560
Business Partner – projects	Create – 18 months	1	8	nil	£56,340
Media Content Officer	Create	1	3	nil	£22,747
Modern Apprentice	Extend 18 months	1	1	£15,871	£28,567
Total (Saving)/Cost					£145,214
<p>Funded by: Additional corporate budget allocation – business partners £93,900 Virement from Welsh Language Budget – Media Content Officer £22,747 Modern Apprentice – Contribution from Specific Reserve £28,567 Total £145,214</p>					

3. Customer Services

In the next twelve months, the Council will be replacing the technology that underpins the Contact Centre and the voice systems. The new technologies have the potential to open up different ways of dealing with customers and it is important we take full advantage of that. In addition to the new contact technologies, the Welsh Language Standards have had an impact on callers who wish to be dealt with through the medium of Welsh. In order to deal with the increase in such calls, it is important we can sustain sufficient Welsh speakers across Customer Services.

Customer Services also oversees the operation of the Council's CCTV service. Following complaints of anti-social behaviour in areas where the public space CCTV service operates, it is

necessary to ensure that the service is more integrated with wider community safety activities.

Proposal:

It is proposed to expand project management capacity within the Service by re-designating one of the One Stop Shop Team Leader posts as a Project Co-ordinator at the same grade. In order to maintain enough management capacity to cover team leader absences (annual leave etc) the Project Co-ordinator would also provide cover for the two remaining team leaders. To ensure there is sufficient capacity within the Service to deal with enquiries in both Welsh and English, there is proposed to be an adjustment of Customer Services officers. 7.08 FTE customer services officers to be principally based in the One Stop Shops at Grade 5; 5.81 FTE customer services officers to be principally based in the Contact Centre on Grade 4; 5.21 FTE customer services officers to be inter-changeable between the one stop shops and Contact Centre.

In so far as CCTV is concerned, it is proposed to designate one of the CCTV Controller posts as a Senior CCTV Controller on Grade 4 (0.66FTE). This would provide additional capacity to deal with changes to rostering arrangements as well as providing capacity for the Service to engage with wider Community Safety activities, such as attending Business Crime Reduction Partnership meetings.

Financial Appraisal:

Post	Change	FTE	Grade	Current Cost	New Cost
Team Leader OSS	Delete	0.86	8	£36,102	NIL
Project Co-ordinator	Create	0.86	8	NIL	£36,102
Senior CCTV Operator	Create	0.66	4	NIL	£20,225
CCTV Operator	Delete	0.66	3	£19,803	NIL
Total (Saving)/Cost				(£55,905)	£56,327

Total		£422
Funded by:		
Project Co-ordinator – base budget - no additional cost		
Senior CCTV Operator – base budget (vacant hours) £422		
Total £422		

4. Regional Substance Misuse Team

As a consequence of the Director of Social Services, Health and Housing's report to Personnel Committee on July 24th 2017, responsibility for the Regional Substance Misuse Team has transferred from the Head of Commissioning Support and Direct Services to the Head of Corporate Strategy and Democratic Services. The Personnel Committee is therefore asked to formally approve the change in line management responsibility for this service.

Financial Appraisal:

There are no financial impacts from this proposal.

5. Electoral and Democratic Services

The Democratic Services Committee, at its meeting on 27th July 2017, endorsed changes to the democratic services staffing structure, as advised by the Head of Democratic Services. The Local Government (Wales) Measure 2011 (s11) assigns responsibility for reviewing staffing resources available to support democratic services functions to the Democratic Services Committee of the Council. Personnel Committee is asked to note the changes.

Post	Change	FTE	Grade	Current Cost	New Cost
Leader's PA	Delete	1	7	£37,560	NIL
Leader's PA	Create	1	5	NIL	£26,044
Scrutiny Officer	Reduce Hours	0.66	7	£37,980	£25,067
Business Support Officer	Delete	1	5	£21,899	NIL

Democratic Services – Admin Officer	Delete	1	5	£26,044	NIL
Democratic Services Assistant	Create	1	3	NIL	£20,979
Executive Officer	Create	1	8	NIL	£34,262
Total (Saving)/Cost				(£123,483)	£106,352
Total				(£17,131)	
Funded by: Base budget (£17,131)					

6. Community Safety

New duties introduced by the Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2014, the Count-Terrorism and Security Act 2015 and the Welsh Government's Community Cohesion Policy have placed significant new responsibilities on the manager of the Community Safety Team. Consequently, the role has been reviewed and revised.

Proposal:

Delete the role of Community Safety Manager (Grade 10) and create an alternative role of Principal Officer, Community Safety (Grade 11).

Post	Change	FTE	Grade	Current Cost	New Cost
Community Safety Manager	Delete	1	10	£52,357	NIL
PO Community Safety	Create	1	11	NIL	£53,650
Total (Saving)/Cost				(£52,357)	£53,650
Total					£1,293
Funded by: Vacant hours in structure – base budget £1,293					

Consultation

All staff directly affected by these proposals and their trade union representatives have been consulted about these changes and there is no objection to these proposals being progressed.

Financial Appraisal

The financial impact of each set of proposals is set out within the body of this report.

Recommended

1. That Personnel Committee approves the changes set out above in relation to the following sections of the department:
 - Corporate Strategy
 - Communications and Digital Services
 - Customer Services
 - Regional Substance Misuse Team
 - Community Safety

2. That Personnel Committee notes the changes endorsed by the Democratic Services Committee in relation to Electoral and Democratic Services.

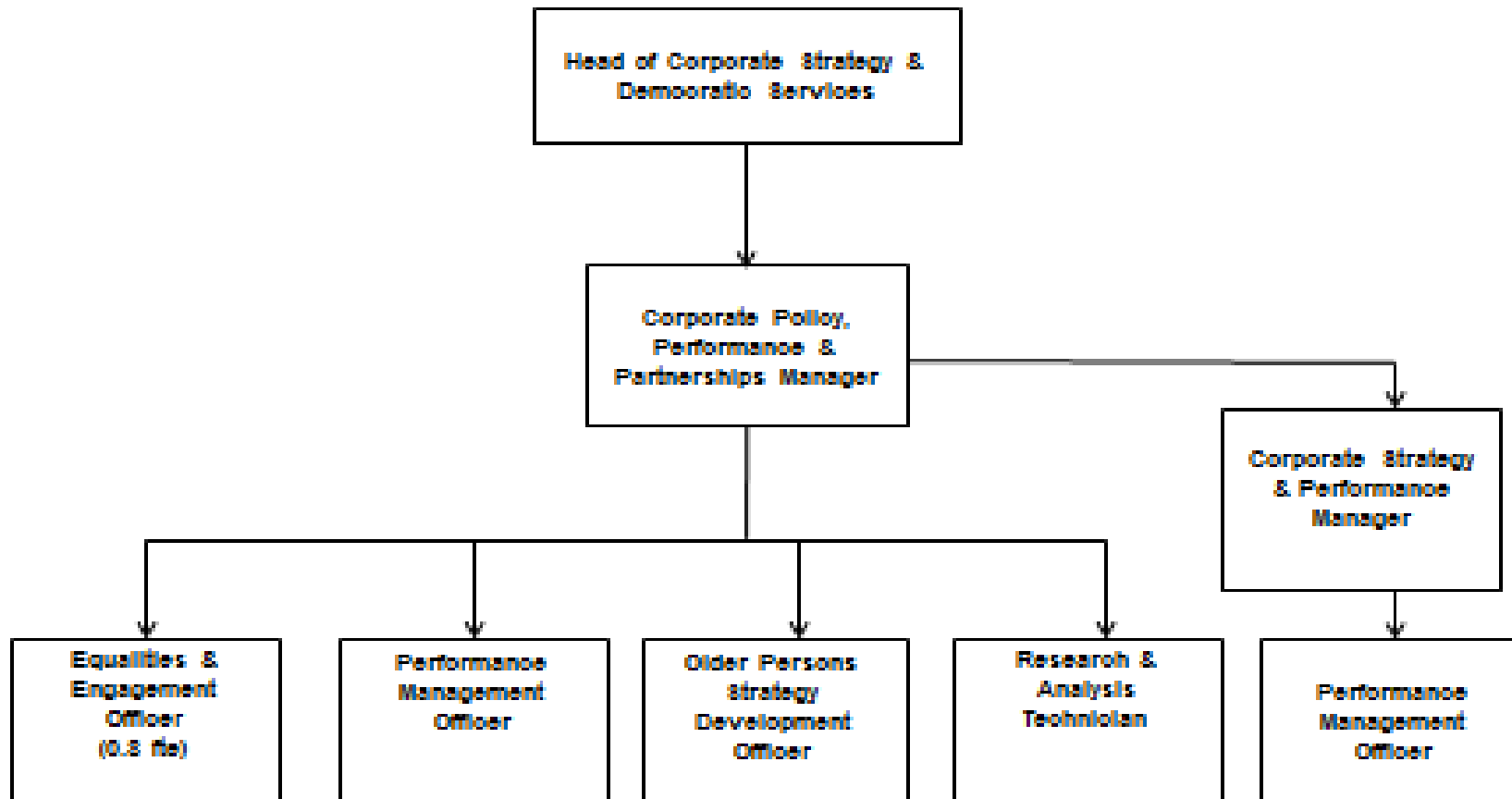
Officer Reporting:

Mrs Karen Jones, Head of Corporate Strategy and Democratic Services,
[Tel:01629 763284](tel:01629763284) or e-mail: k.jones3@npt.gov.uk

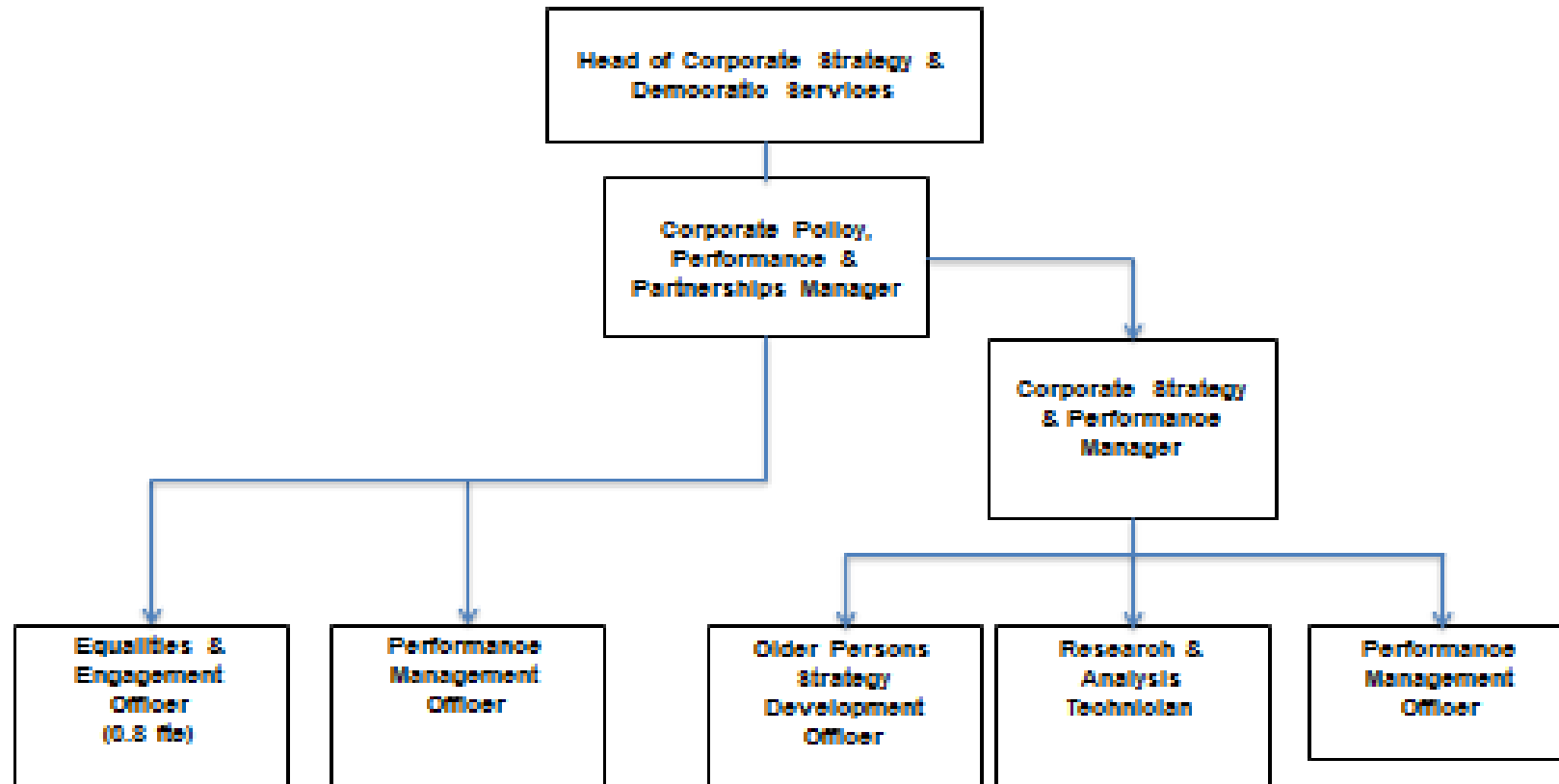
Appendices:

Current and proposed structure charts.

Corporate Strategy – Structure (current)

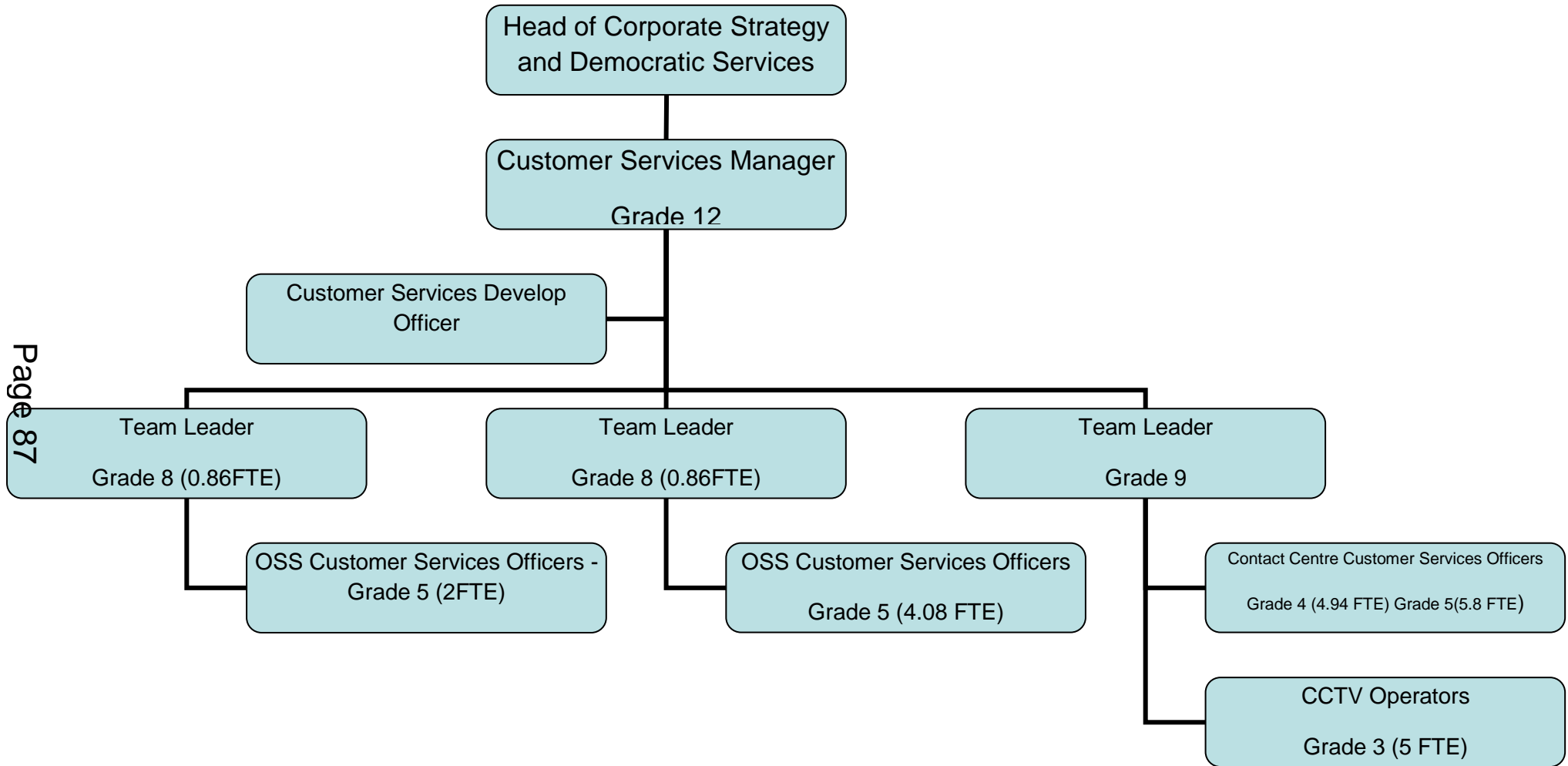


Corporate Strategy – Structure (proposed)



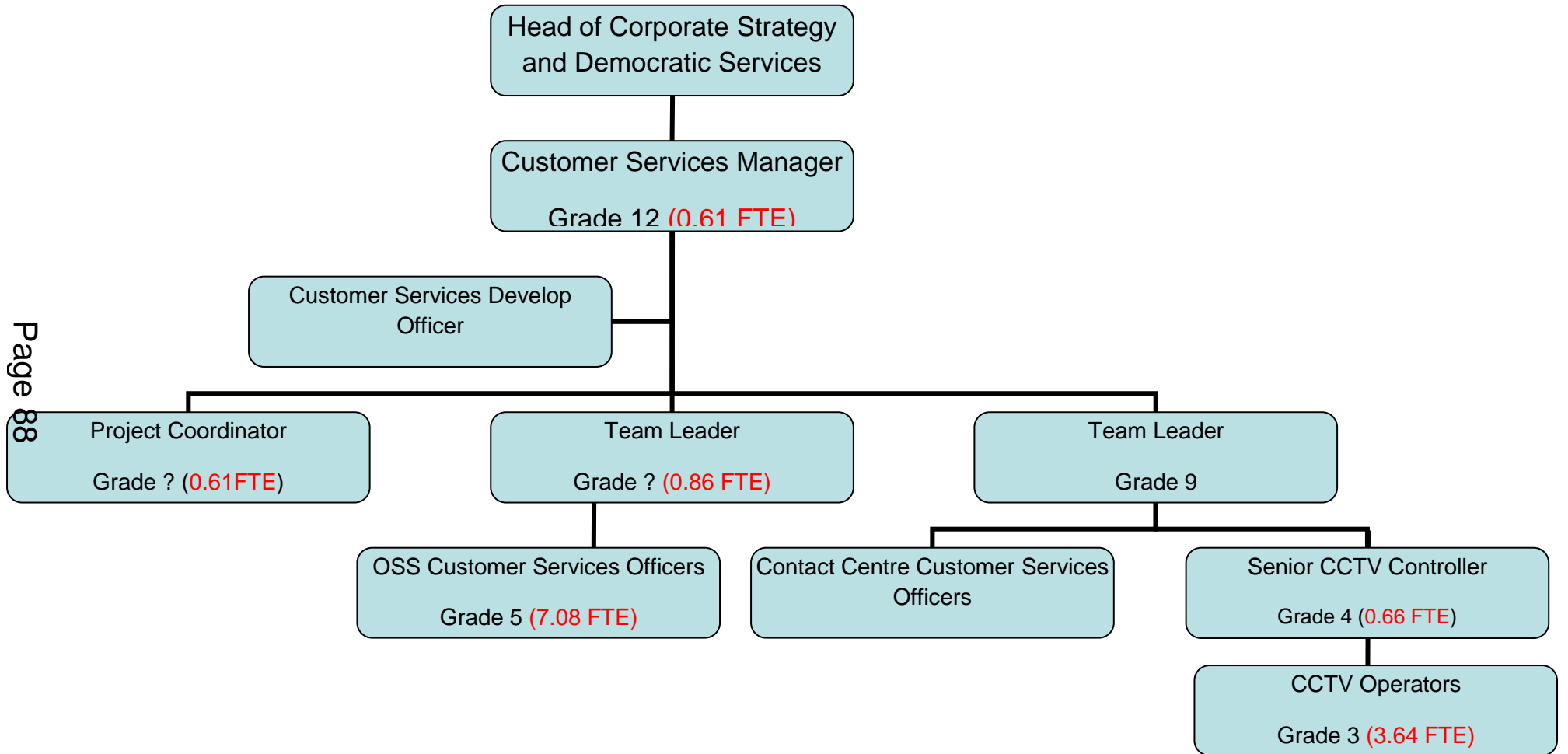
Customer Services and CCTV 2017/18 (Current)

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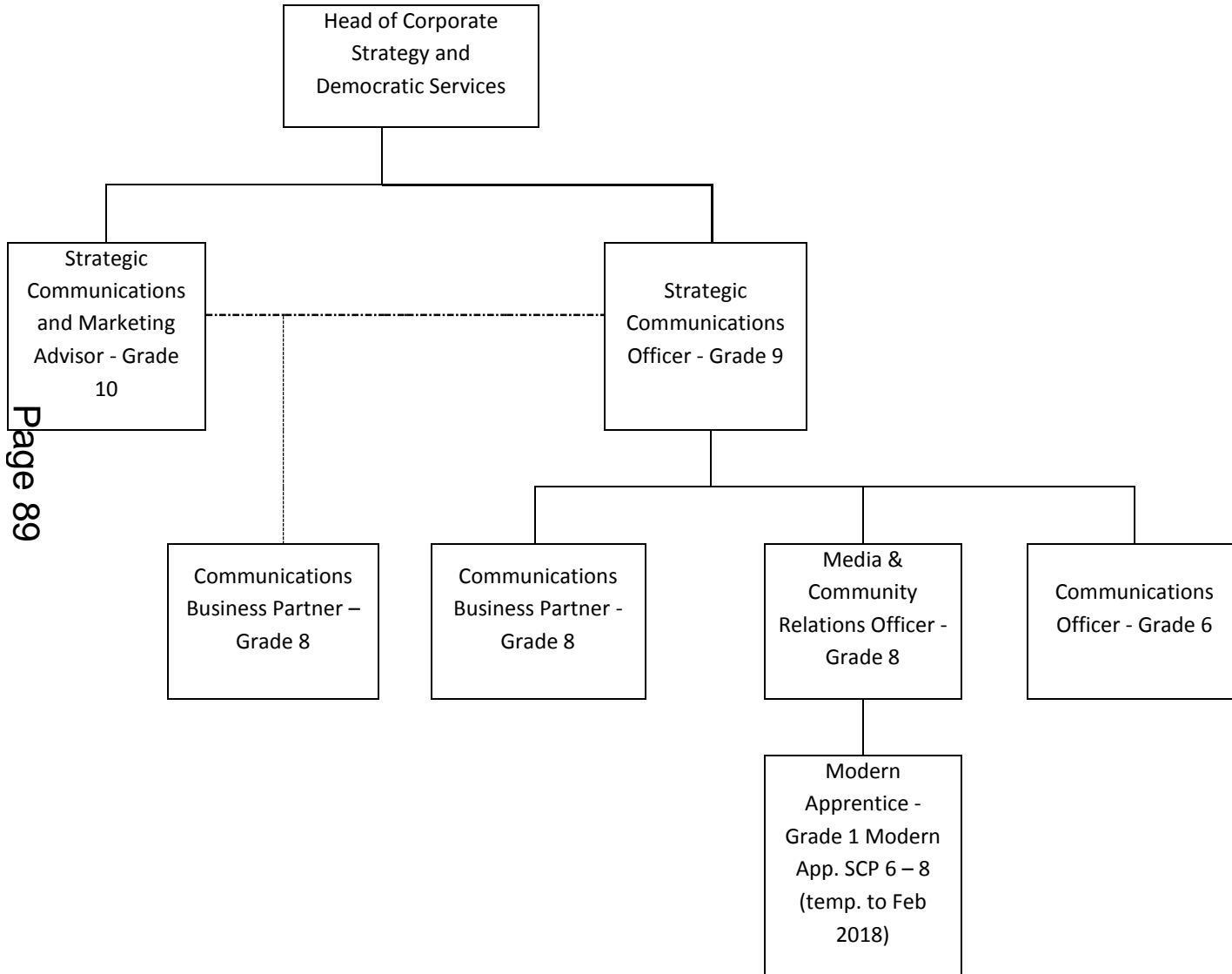


Customer Services and CCTV 2017/18 (proposed)

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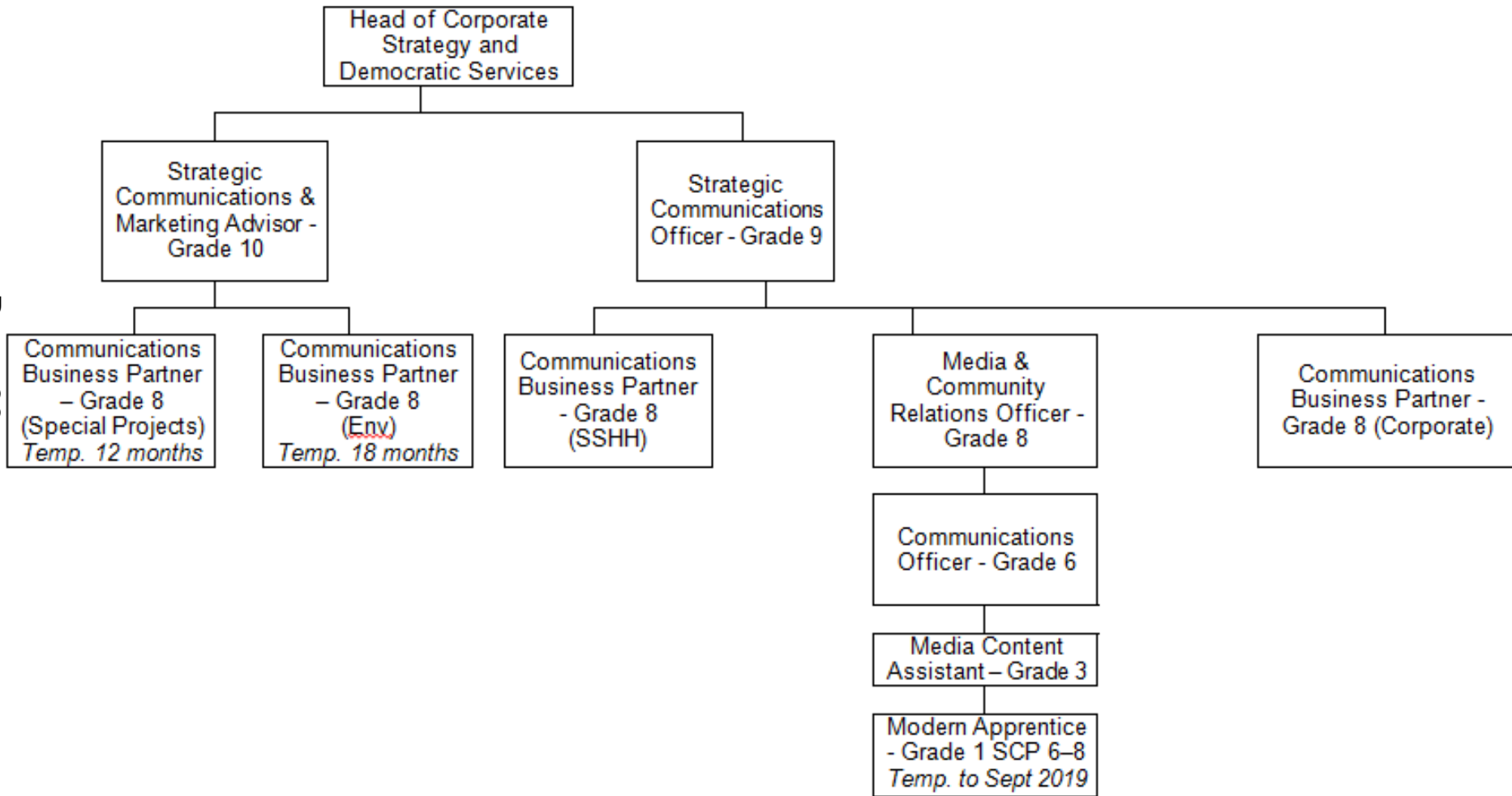


Communications Structure Current

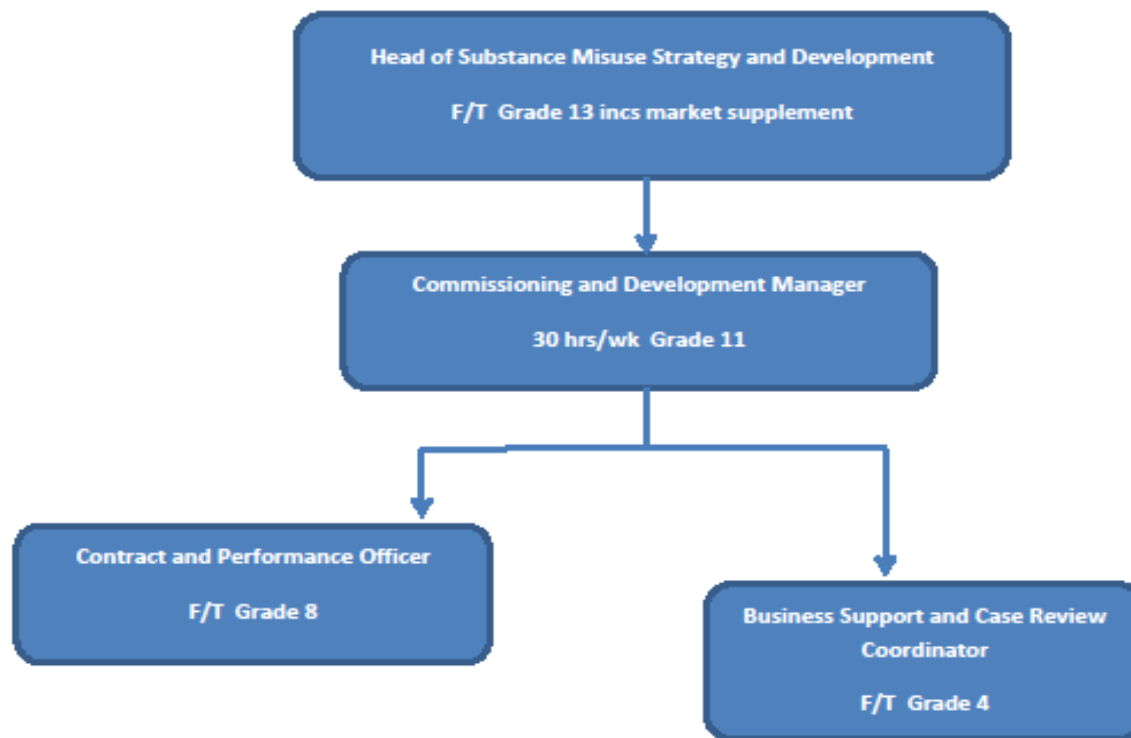


Proposed Communications Structure

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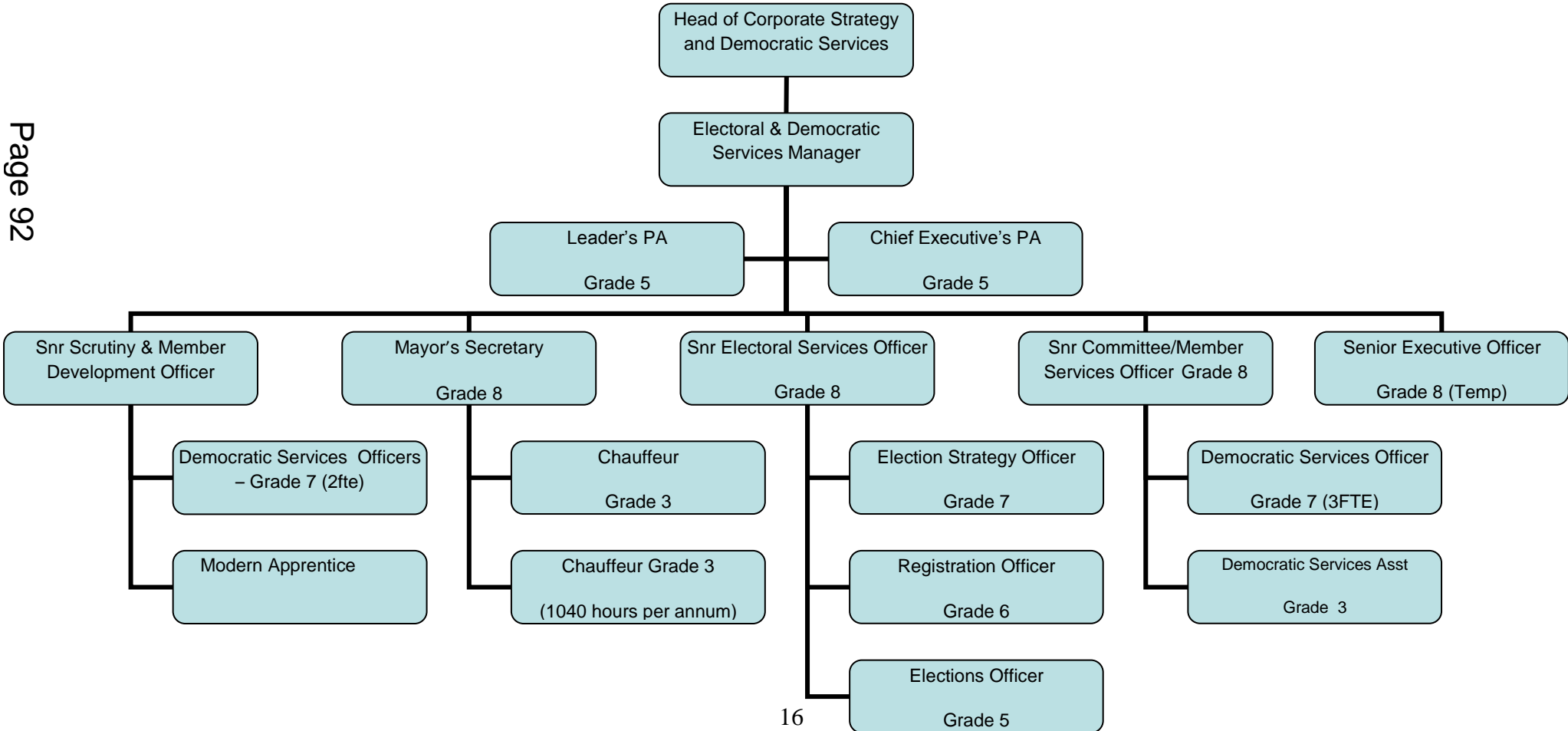


**Western Bay Area Planning Board Regional Team Structure – This Structure now to report to the Head of Corporate Strategy and Democratic Services
(previously reported to the Head of Commissioning Support and Direct Services)**



Proposed Electoral and Democratic Services

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee.

4th September 2017

Report of the Head of Streetcare

M. Roberts

Matter for Decision

Wards Affected: All Wards

Foundation Apprenticeships in Building Services

Purpose of Report

1. The purpose of this report is to seek Members approval to provide three Foundation Apprenticeship opportunities within Building Services to the following posts:-
 - Carpenter.
 - Electrician.
 - Business Support Assistant

Background.

2. Building Services has traditionally had an Apprentice Training Programme. The last Apprentice intake was in 2016 and those trainees are successfully undertaking their Apprenticeships at the present time.
3. The Building Services age profile indicates that a substantial number of staff will be retiring in the next ten years so in order to ensure that necessary skills and experience are available and retained within the Authority then it is vital that apprenticeships continue to be made available.

4. The proposal set out in this report supports one of the aims of the Career Start Scheme insofar as the creation of apprenticeship opportunities will enhance the employment prospects of a number of local young people as well as making a contribution towards a more diverse Council workforce in terms of age profile.

Proposal.

5. Previously Apprentices would have been appointed to an NVQ level 3 Modern Apprenticeship scheme from day one. However, in the current circumstances, in order to maximise the number of opportunities which can be provided, it is proposed to appoint individuals as Foundation Apprentices and to pay a training allowance for a two year fixed term contract leading to the achievement of a NVQ level 2. At this point, dependent on the proposed trade / occupation, a decision will need to be made about which of the following options is most appropriate at that time;
 - a. Continuation to a full apprenticeship to complete a NVQ 3 Qualification.
 - b. Appointment to a permanent position within the structure if available.
 - c. Cessation of the Apprenticeship arrangement, having provided the individual/s concerned with a valuable first class training opportunity.
6. The three posts identified for 2017/2018 Foundation Apprenticeships are as follows;
 - Carpenter.
 - Electrician.

- Business Support Assistant.

Foundation Apprentice Recruitment.

7. The Foundation Apprenticeships would be delivered via Pathways Training based in Neath Port Talbot College (NPTC Group) as part of the national apprenticeship programme led by the Welsh Government. Advertisement will be made on the Neath Port Talbot County Borough Council Website and across the partnerships including the Careers Service via Neath Port Talbot College (NPTC Group) and the Neath Port Talbot Learning Promotion Group.
8. Given the request for the three apprenticeships, it will be necessary to create Foundation Apprentice posts on the Streetcare Staffing Structure, whilst keeping any current “Apprentice” posts vacant for potential, subsequent progression to full Apprenticeship status at the end of their two year training programme.

Financial Impact

9. The funding of these posts will be met within the Building Services operational budget. Each post, including relevant employer costs will be in the sum of £13,921 per annum for the initial two year period based on the current £5.60 per hour pay rate for an 18-20 year old. This figure may fluctuate dependent upon age of the candidate and applicable National Living Wage.

Financial Appraisal – Appendix 1.

Equality Impact Assessment

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

Workforce Impact

11. There are no workforce impacts associated with this report

Legal Impact

12. There are no legal impacts associated with this report

Risk Management

13. None.

Consultation

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

Recommendation(s)

15. It is recommended that members approve the proposals in this report in relation to the creation of three Foundation Apprentices in Building Services to the posts of Carpenter, Electrician and Business Support Assistant.

FOR DECISION

Reason for Proposed Decision(s)

16. To assist in Building Services succession planning programme needed to supplement trades and technical experts that will be lost due to retirement.

Implementation of Decision

17. The decision is proposed for immediate implementation.

Appendices

18. Appendix 1 - Financial Appraisal

List of Background Papers

19 None

Officer Contact

20 Mr Mike Key, Lighting and Building Services Manager.
Tel: 01639 686442 or e-mail: m.key@npt.gov.uk

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FINANCIAL APPRAISAL

SET UP COSTS

<u>Costs</u>	<u>This Year (2017/18)</u>
	<u>£</u>
Recruitment Costs	0
Accommodation Costs	0
Office Costs	0
Others	0
Total Set Up Costs	0
<u>Funding of Set Up Costs</u>	
Revenue Budget	0
Reserves	0
Special Grant	0
Other (Specify)	0
Total Funding of Set Up Costs	0

RECURRING COSTS

<u>Costs</u>	<u>This Year Half Year £'000</u>	<u>Full Year Maximum £'000</u>
Employee Costs (from Financial Appraisal Statement)		
- Starting Salary	20,881	41,763
- Additional cost at Maximum Salary		
Accommodation Running Costs		
IT Annual Costs		
Other Running Costs (Specify)		
Total Recurring Costs	19,191	41,763
<u>Funding of Recurring Costs</u>		
External Sources		
Specific Grant:		
- staffing costs		
- other		
Funding from External Agencies		
Service Level Agreement		
Other (Specify)		
Internal Sources		
Existing Budget Allocation	19,191	41,763
Additional Guideline Allocation		
Other		
Total Funds Available	19,191	41,763

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

4th SEPTEMBER 2017

**REPORT OF THE DIRECTOR OF SOCIAL SERVICES,
HEALTH AND HOUSING – N. JARMAN**

MATTER FOR DECISION

WARD(S) AFFECTED: ALL

**Proposed Changes to the Delivery of Psychological
Services at Hillside Secure Children`s Home.**

Purpose of Report:

The purpose of this report is to seek approval of Members to establish a Clinical Psychologist and 2 Assistant Psychologist posts within Hillside Secure Children`s Home.

Background:

Neath Port Talbot County Borough Council is responsible for managing Hillside Secure Children`s Home.

In June 2015, Hillside presented a report to Committee highlighting the need to secure a Clinical Psychological Service.

The ability of the provider (CAHMS) to respond and meet the requirements of the purchaser (Hillside) resulted in the service being withdrawn. Subsequently Hillside have utilised psychology services via an Agency and a self-employed

Psychologist to ensure the continued psychological needs of Young People are being met.

The proposed change in service delivery will enable Hillside to provide enhanced services to the young people and ensure positive outcomes.

Hillside intends to recruit the services of one Clinical Psychologist and two Assistant Psychologists directly to meet the service requirements of external stakeholders and to provide an enhanced service to the young people.

These posts will provide specialist psychological assessments and therapy to the young people as well as offering advice and consultation on clients' psychological care to non-psychologist colleagues and to other, non-professional carers working autonomously within professional guidelines and within the overall framework of the Team's policies and procedures.

The principal duties will include:-

- Clinical psychology assessments
- Clinical psychology interventions
- Clinical psychology reports
- Supervision of and consultation to staff
- Relevant training and staff development
- Service development contribution and guidance on matters of clinical psychology
- Attend and contribute to Young Person`s Meetings and Reviews.

Hillside will continue to have access to a Psychiatrist on a weekly basis to provide on-going support to the Clinical Team.

Financial Impact

It is Hillside's intention to recruit one Clinical Psychologist and two Assistant Psychologists to provide clinical oversight internally and externally within the Authority. The cost to employ a Clinical Psychologist and two Assistant Psychologists will be £121,586 (including on costs) which will be fully funded from current Hillside 2016/17 budget allocation (see Appendix 1 and 2), the additional cost will be recovered by increasing the bed price charged to other Local Authorities. These costs will be included in Hillside 2018/19 budget. This will ensure the young people at Hillside have a service which can best meet their needs. These posts have been Job Evaluated as follows;

Clinical Psychologist-Grade 12(SCP46-49)-£41,025 to £43,821
Assistant Psychologist-Grade 7(SCP27-31)-£24,174 to £27,668

Workforce Impacts

This proposal will have a positive impact on Hillside employees as the posts will provide advice and consultation on clients' psychological care to non-psychologist colleagues and to other, non-professional carers

Legal Impacts

There are no associated legal implications

Risk Management

There are no associated risks

Consultation

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

RECOMMENDATION

It is RECOMMENDED that Members APPROVE the establishment of a Clinical Psychologist and two Assistant Psychologist posts within Hillside Secure Children's Home.

FOR DECISION

Reasons for Proposed Decision

To ensure that the young people at Hillside Secure Children's Home receive a service which best meets their needs.

Implementation of Decision

The decision is for immediate implementation.

Appendices

Financial Appraisal – Appendix 1
Financial Statement - Appendix 2

List of Background Papers

None

Officer Contact:

Alison Davies, Principal Manager, Hillside Secure Children's Home

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E-mail a.davies8@npt.gov.uk

POST / POSTHOLDER	PROPOSED CHANGE (New Posts)	PAY SCALES		ANNUAL COSTS	
		Current	Proposed	This Year	Maximum
Clinical Psychologist x 1-Grade 12	Hillside to directly recruit instead of CAMHS SLA contract.	-	SCP 46-49	£56,234	£60,142
Asst Psychologists x 2-Grade 7	To support the Clinical Psychologist.	-	SCP 27-31	£65,352	£75,122
		TOTAL		£121,586	£135,264

Financial Implications – Hillside Secure Children’s Home**SET UP COSTS:**

<u>Costs</u>	<u>This Year</u> £	<u>Maximum</u> £
Recruitment Costs		0
Accommodation Costs		
Office Costs		
I.T.		
Other (Specify)		
Total Set Up Costs	0.00	0
<u>Funding of Set Up Costs</u>		
Revenue Budget		
Reserves		
Special Grant:		
Other (Specify)		
Total Funding of Set Up Costs	0.00	0

RECURRING COSTS:

<u>Costs</u>	<u>This Year</u> £	<u>Maximum</u> £
Employee Costs (Financial Appraisal Statement)	121,586	135,264
> Starting Salary		
> Additional cost at Maximum Salary		
Employee Training & Seminars		
Accommodation Running Costs		
Travel & Subsistence (Standby Allowance)		
Other Running Costs - Office Supplies		
Other Running Costs - Printing & Literature		
Other Running Costs - IT.		
Total Recurring Costs	121,586	135,264
<u>Funding of Recurring Costs</u>		
<u>External Sources</u>		
Specific Grant:		
Funding from External Agencies		
Service Level Agreement		
Other (Specify)		
<u>Internal Sources</u>		

HRA		
Existing Budget Allocation	121,586	135,264
Additional Guideline Allocation		
Other (specify) :		
Total Funds Available	<u>121,586</u>	<u>135,264</u>

Refer to this statement in the report's section on Financial Appraisal.

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

4th September 2017

Report of the Head of Participation – Chris Millis

Matter for Decision

WARD(S) AFFECTED:

Aberavon, Blaengwrach, Briton Ferry East, Briton Ferry West, Bryn and Cwmavon, Coedffranc Central, Cymmer, Glyncorwg, Glynneath, Gwaun Cae Gurwen, Gwynfi, Neath East, Neath North, Neath South, Pontardawe, Sandfields East, Sandfields West, Taibach, Ystalyfera

CHANGES TO STRUCTURE OF FLYING START TEAM

Purpose of the Report

1. To seek Members approval to make changes to the structure of the Flying Start Team as follows:

- The renaming of all parenting posts as detailed below:

<u>Current Job Title</u>	<u>New Job Title</u>
Parenting Manager	Parenting Lead
Senior Parenting Support Assistant	Senior Parenting Worker
Parenting Support Assistant	Parenting Worker
Parenting Support Assistant (Dad's Worker)	Dad's Worker

- The creation of one new post, Flying Start Childcare Lead, to lead the childcare element of the Flying Start Programme, within the Think Family Partnership.

Executive summary

2. An additional full time post (37 hours) is required within the Flying Start structure in order to have a lead for the childcare element of the programme. This role requires qualified teacher status.

This post has been developed to strategically lead the free part-time quality childcare element of the programme by enabling effective childcare provision within Flying Start through promoting innovative practice in order to secure and sustain high standards of early years care and education.

A change in the job description and post titles for the parenting team will provide more clarity of the role that each team member performs, which have been through the Job Evaluation process.

Background

3. Flying Start is the Welsh Government's flagship early years programme, targeted at 0-3 year olds in the most disadvantaged communities in Wales. The programme aims to create positive outcomes for children and their families both in the medium and longer term. Flying Start NPT aim to improve outcomes for all Flying Start children, with a focus on narrowing the gap in attainment for identified groups.

It's a prescriptive programme providing access to free part-time quality childcare, an enhanced health visiting service, access to parenting programmes and early language services. Delivery is managed across NPTCBC and AMBU Health Board and the culture across the board is one of excellence, enthusiasm and commitment. Teams work collaboratively to meet the needs of children and their families and in doing so challenge some of the more traditional ways of supporting families.

Welsh Government has currently awarded funding for Flying Start until 31st March 2018, although there is no indication that the programme will end on this date.

Financial Impact

4. The proposed post will be fully funded by the Flying Start Grant provided by Welsh Government and managed by the Think Family Partnership. A full breakdown of costs attached as Appendix 1.

Budget allocations for the post are already in place to support the proposals in line with Welsh Government Flying Start guidance, the post is detailed in agreed Welsh Government Plans as this post will act as the local authority's Flying Start Advisory Teacher, which is a requirement not currently being met.

As the post is required by Welsh Government Flying Start Guidance, it is detailed in the agreed Annual Plan for Flying Start. The post budget allowance is allocated within the Flying Start Revenue Grant, under core staff costs.

The recommendations have no impact on other services within the Council.

If the recommendations are not implemented, the financial implications are that unspent money allocated for the wages that are not spent on post will need to be returned to Welsh Government, as funding for a vacant post cannot be spent on anything else.

Equality Impact Assessment

5. The equality implications of the proposals have been assessed in accordance with the Quality Act 2010. The Equality Impact Assessment (EIA) Screening Tool has determined that this proposal does not require an Equality Impact Assessment.

Workforce Impacts

6. The proposed post of Childcare Lead will create one additional post within the Flying Start structure and will manage the Flying Start Transition and Training Officer, and oversee the work of the Flying Start Childcare team. Please see current (**appendix 2**) and proposed new structure (**appendix 3**) attached.
7. The recommendations in relation to staffing matters comply with employment legislation and the Council's own employment policies, specifically the Job Evaluation Process and the Safer Recruitment Policy.

Legal Impacts

8. There are no legal impacts associated with this report.

Risk Management

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

Consultation

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

Recommendations

It is recommended that Members approve:

That the Flying Start Parenting Team job titles are changed, to more accurately describe their roles, as follows:

<u>Current Job Title</u>	<u>New Job Title</u>
Parenting Manager	Parenting Lead
Senior Parenting Support Assistant	Senior Parenting Worker
Parenting Support Assistant	Parenting Worker
Parenting Support Assistant (Dad's Worker)	Dad's Worker

The creation of a temporary post, Flying Start Childcare Lead, utilising the Flying Start Grant, initially until 31st March 2018, with approval to extend in line with continued Flying Start funding from Welsh Government.

FOR DECISION

Reason for Proposed Decision

- To ensure there is a Childcare Lead to take a strategic role for the continuity and development of Flying Start Childcare in Neath Port Talbot.
- To comply with Welsh Government Flying Start guidance by providing a post within the structure with a teaching qualification as part of a dynamic Flying Start Childcare Support team.
- To ensure that the Flying Start Parenting Team has appropriate job descriptions and job titles, contributing to its duty to fulfil its requirement to deliver Parenting to eligible families in Neath Port Talbot.

Implementation of Decision

The decision is proposed for implementation after the three day call in period (note: this is the default option and is expected to be the option that is used in most reports.) Please note that you should not implement recommendations until the three day call-in period has elapsed.

Appendices

1. Financial Costings of New Childcare Lead Post from Accountant
2. Current Flying Start Team Structure
3. New Flying Start Team Structure

List of Background Papers

Flying Start Welsh Government Guidance

<http://gov.wales/topics/people-and-communities/people/children-and-young-people/parenting-support-guidance/help/flyingstart/?lang=en>

Flying Start Quality Childcare Guidance

<http://gov.wales/docs/dsjlg/publications/130926fsannex2en.pdf>

Officer Contacts

Chris Mills: Head of Participation

e-mail: c.d.millis@npt.gov.uk

Telephone: 01639 763226

Lisa Clement-Jones – Flying Start Manager

e-mail: l.clement-jones@npt.gov.uk

Telephone: 01639 873043

Financial Costings of New Childcare Lead Post from Accountant

FINANCIAL APPRAISAL						
Post	Proposed Change (New Post/Delete/Regrade etc)	Pay Scales		Annual costs		Max of Grade
		Current	Proposed	2017/18	2018/19	
Flying Start Childcare Lead	New post	31-35	31-35	13,834	28,485	30,785
	National Insurance			1,350	2,811	3,129
	Superannuation			3,528	7,264	7,850
	Apprenticeship Levy			69	142	154
	TOTAL			18,781	38,702	41,918

SET UP COSTS

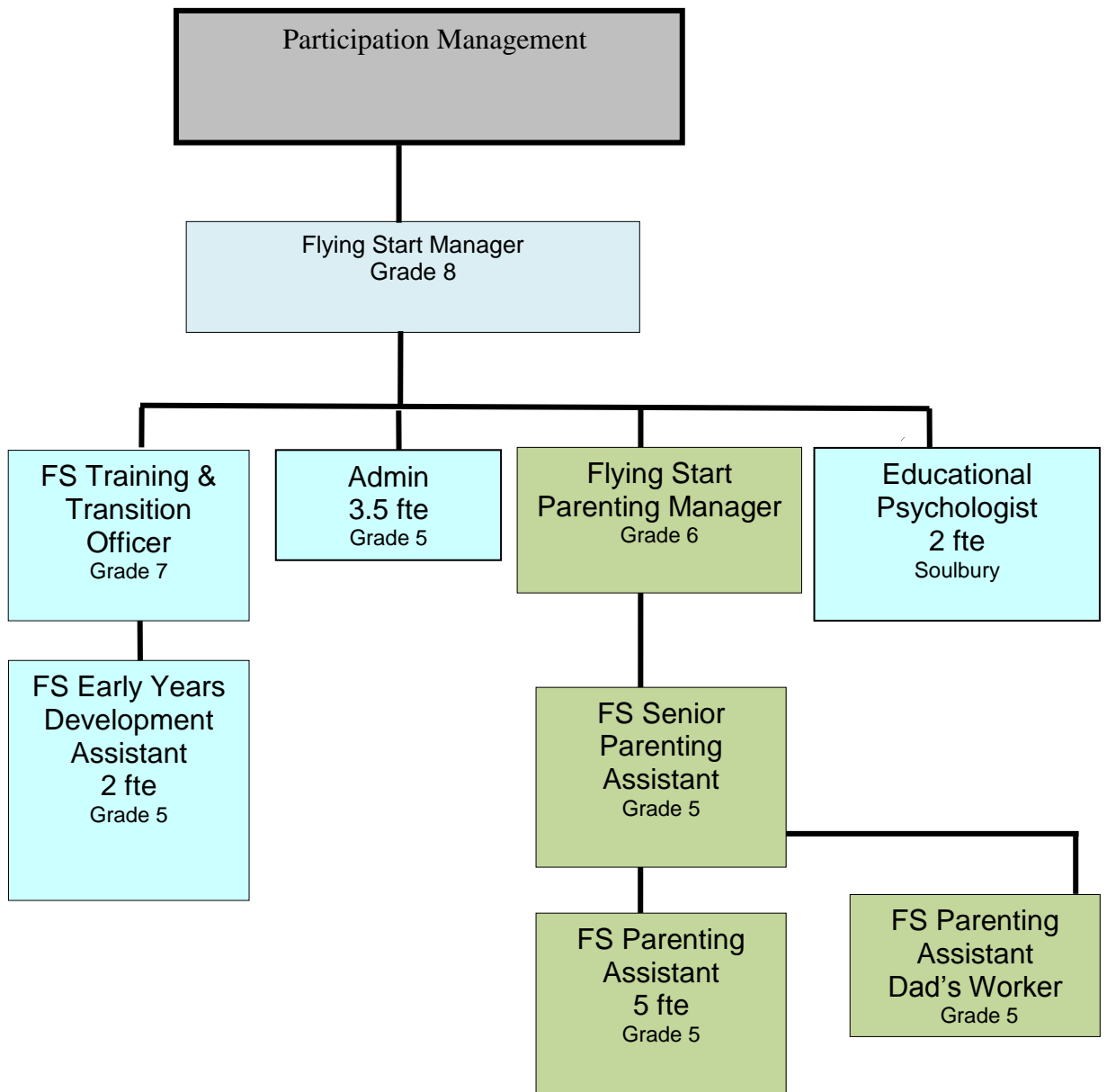
Budget Book Page Number 1049

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

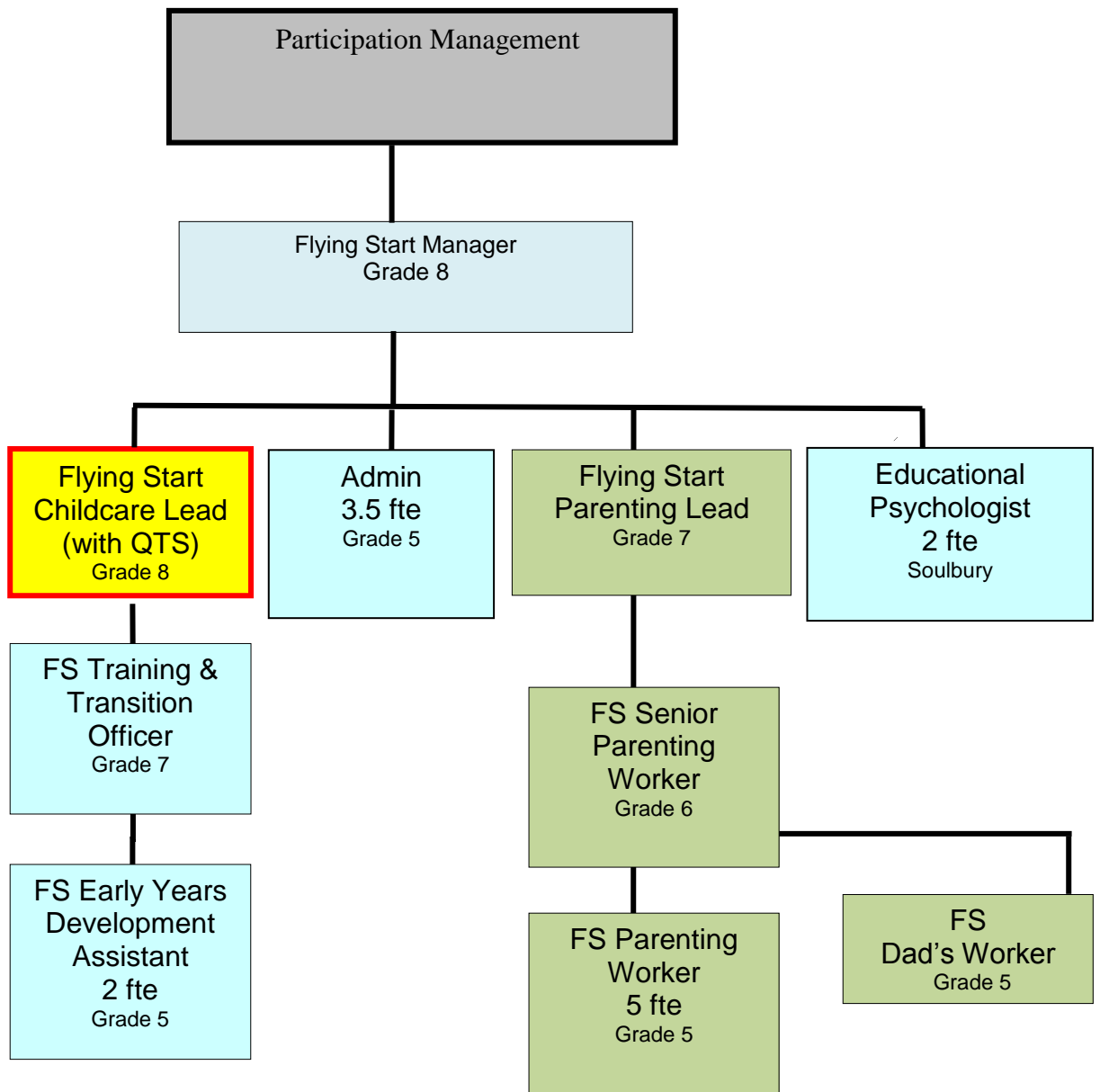
RECURRING COSTS

	<u>Current Year</u>	<u>Next Year</u>	<u>Max in Full Year</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	
Costs				
Employee Costs (Financial Appraisal Statement)	18,781	38,702	41,918	
> Starting Salary				
> Additional cost at Maximum Salary				
Accommodation Running Costs				
IT Annual Costs				
Other Running Costs (specify)	-			
Total Recurring Costs	18,781	38,702	41,918	
Funding of Recurring Costs				
External Sources				
Specific Grant:	18,781	38,702	41,918	<i>WG - Flying Start</i>
- staffing costs				
- other	-			
Funding from External Agencies				
Service Level Agreement				
Other (specify)				
Internal Sources				
HRA				
Existing Budget Allocation				
Additional Guideline Allocation				
Other (specify)				
Total Funds Available	18,781	38,702	41,918	

Current Flying Start Team Structure



New Flying Start Team Structure



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