



PERSONNEL COMMITTEE

2.00 PM - MONDAY, 27 NOVEMBER 2017

COUNCIL CHAMBER - PORT TALBOT CIVIC CENTRE

PART 1

1. To receive any declarations of interest from Members.

Report of the Head of Financial Services

2. Proposal to create two permanent Financial Assessments Officer posts (*Pages 3 - 12*)

Report of the Director of Education, Leisure and Lifelong Learning

3. Decisions on Eligibility of Staff to join the Teachers' Pension Scheme (*Pages 13 - 18*)

Report of the Head of Children and Young People Services

4. Clinical Support (Family Support Services) (*Pages 19 - 34*)
5. Amendment to the Staffing Establishment in the Fostering Service (*Pages 35 - 46*)

Report of the Head of Commissioning, Support and Direct Services

6. Proposal to Amend the Staffing Structure within Direct Services (*Pages 47 - 58*)

Report of the Head of Human Resources

7. Menopause Briefing Sessions (*Pages 59 - 68*)
8. Budget Proposals / Voluntary Redundancy Scheme (*Pages 69 - 72*)
9. Any urgent items (whether public or exempt) at the discretion of the Chairman pursuant to Section 100B (4) (b) of the Local Government Act 1972.

S.Phillips
Chief Executive

Civic Centre
Port Talbot

Monday, 20 November 2017

Committee Membership:

Chairperson: **Councillor D.Jones**

Vice **Councillor S.Paddison**
Chairperson:

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

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

27th November 2017

Report of the Head of Financial Services-Dave Rees

Matter for Decision

Wards Affected:

All Wards

Proposal to create two permanent Financial Assessments Officer posts

Purpose of the Report

1. The purpose of this report is to seek Members' approval to create two permanent Financial Assessment Officers posts (Grade 6) within the Financial Assessments team.

Executive Summary

2. The duties of the temporary 'Financial Assessments Officer' entail visiting customers and has proved invaluable both to managing the financial administration of those in receipt of care from the local authority's point of view and the customers viewpoint. The Visiting Officer post enables the customer to be stress free in relation to the funding of their care package. The post has been in existence for eighteen months and, prior to this report was due for review in March 2018.

The Independent Living Fund post is purely to deal with the transfer of these cases from Wales Government administration to the local authority and the funding has transferred with the responsibility for these claimants.

Background

3. The Welsh Independent Living Grant (WILG) was set up by the Welsh Government in July 2015, following a decision by the UK Government to close the Independent Living Fund (ILF). Recipients of the grant currently receive payments from local authorities to help meet the additional cost of living independently in the community. As part of the draft local government settlement for 2018-19, the total funding of £27 million p.a. for this purpose transferred from the UK Government will in future, be provided to authorities through the Revenue Support Grant (RSG). As a result the WILG will cease on 31 March 2018. As part of the transition arrangements, local authorities must carry out reviews whereby local authorities agree with recipients, and put in place, a future package of support to enable them to live independently and thereby replace payments currently made under WILG. Such packages can include support directly provided by authorities, support commissioned by authorities for a recipient, or support included in direct payments for a recipient to enable them to obtain these themselves. Prior to the transfer of a recipient's support arrangements, local authorities will wish to establish whether the recipient holds any unspent monies from payments made under the WILG, and the reason for this retention. Where this money is not earmarked to meet the cost of support to the recipient, local authorities will wish to seek the return of this to use elsewhere in supporting recipients. The newly appointed 'Financial Assessments Officer' will need to carry out financial audits of WILG recipients' accounts, assess service user contributions and put in place arrangements for payment of service user's future support whether that is through a direct payment or another form of support. On-going financial monitoring will be required once local authority support is provided. Part of the WILG in 2017/18 is proposed to fund a 'Financial Assessments Officer' to carry out the necessary financial reviews. When the grant is provided through RSG it is proposed to transfer funding to Finance and Corporate Services to fund a post on a permanent basis.
4. The Visiting Officer post is of great benefit both to managing the financial administration of those in receipt of care and to the customers themselves. The Visiting Officer post has enabled the customer to be stress free in relation to the funding of their care package.
5. It has also released social workers from the finance orientated responsibility to concentrate on the caring part of their role. The post has been in existence for eighteen months and prior to this report was due for further extension from March 2018.

Proposal

6. To create two permanent 'Financial Assessments Officer' posts (Grade 6).

These posts will facilitate the transfer of the financial administration work related to the former Independent Living Fund. They will also allow those in receipt of care to be visited in their home so that the financial details of their care can be best managed.

Financial Impact

7. The cost of the two posts is detailed below:-

Full cost of two posts at grade six = £ 59,166

Existing Budget (in Social Services budget, to be transferred to Finance & Corporate Services) = £14,850

Transfer of funds from the Welsh Government = £29,583

There is an additional budget requirement of £ 14,733 associated with the recommendations contained within this report. However, this cost is currently being met within the existing budget for 2017/18.

A 'Financial Appraisal' is shown at Appendix 1.

Equality Impact Assessment

8. 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 Equality Impact Assessment. Please see the Equality Impact Assessment Screening Form at Appendix 2.

Workforce Impacts

9. This will have a positive impact on the workforce by formalising existing temporary arrangements and enabling the additional workloads to be managed.

Legal Impacts

10. There are no legal impacts.

Risk Management

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

Consultation

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

Recommendations

It is **RECOMMENDED** that Members **APPROVE** the creation of two permanent Grade 6 'Financial Assessments Officer posts.

FOR DECISION

Reasons for Proposed Decision

The recruitment of two 'Financial Assessments Officers' will enable the continuation of support for some of the more vulnerable members of society.

Implementation of Decision

This decision is for immediate implementation.

Appendices

Financial Appraisal – Appendix 1

Equality Impact Assessment Screening Form – Appendix 2

List of Background Papers

None

Officer Contact

Dave Rees Head of Financial Services

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Email: d.rees1@npt.gov.uk

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SET UP COSTS

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

RECURRING COSTS

	<u>Current</u> <u>Year</u> <u>£</u>	-	<u>Next</u> <u>Year</u> <u>£</u>	-	<u>Max</u> <u>in</u> <u>Full</u> <u>Year</u> <u>£</u>
-					
-					
<u>Costs</u>					
Employee Costs (Financial Appraisal Statement)					
> Starting Salary	14,733		59,166		59,166
> Additional cost at Maximum Salary					8,394
Accommodation Running Costs					
IT Annual Costs					
Other Running Costs (specify)	-				
Total Recurring Costs	<u>14,733</u>		<u>59,166</u>		<u>67,560</u>
<u>Funding of Recurring Costs</u>					
<u>External Sources</u>					
Specific Grant:					
- staffing costs					
- other					
Funding from External Agencies					
Service Level Agreement					
Other (specify)					
<u>Internal Sources</u>					
HRA					
Existing Budget Allocation	29,583	29,583	29,583		
Additional Guideline Allocation			0	8,394	
Wales Government grant/transfer	29,583	29,583	29,583		
Total Funds Available	<u>14,733</u>		<u>59,166</u>		<u>67,560</u>

Equality Impact Assessment Screening Form

Please ensure that you refer to the Draft Screening Form Guidance while completing this form. If you would like further guidance please contact Corporate Strategy or your directorate Heads of Service Equality Group Champion.

Section 1
What service area and directorate are you from?
Service Area: Financial Assessments
Directorate: Finance and Corporate Services

Q1(a) What are you screening for relevance?

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
					x

(b) Please name and describe below

Q2(a) What does Q1a relate to?

Direct front line service delivery	Indirect front line service delivery	Indirect back room service delivery
x (H)	x (M)	(L)

(b) Do your customers/clients access this service...?

Because they need to	Because they want to	Because it is automatically provided to everyone in NPT	On an internal basis i.e. Staff
(H)	x (M)	(M)	(L)

Q3 What is the potential impact on the following protected characteristics?

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Age	→ x	→ <input type="checkbox"/>	→ <input type="checkbox"/>	→ <input type="checkbox"/>
Disability	→ x	→ <input type="checkbox"/>	→ <input type="checkbox"/>	→ <input type="checkbox"/>
Gender reassignment	→ <input type="checkbox"/>	→ <input type="checkbox"/>	→ x	→ <input type="checkbox"/>
Marriage & civil partnership	→ <input type="checkbox"/>	→ <input type="checkbox"/>	→ x	→ <input type="checkbox"/>
Pregnancy and maternity	→ <input type="checkbox"/>	→ <input type="checkbox"/>	→ x	→ <input type="checkbox"/>
Race	→ <input type="checkbox"/>	→ <input type="checkbox"/>	→ x	→ <input type="checkbox"/>
Religion or belief	→ <input type="checkbox"/>	→ <input type="checkbox"/>	→ x	→ <input type="checkbox"/>
Sex	→ <input type="checkbox"/>	→ <input type="checkbox"/>	→ x	→ <input type="checkbox"/>
Sexual orientation	→ <input type="checkbox"/>	→ <input type="checkbox"/>	→ x	→ <input type="checkbox"/>
Welsh language	→ <input type="checkbox"/>	→ <input type="checkbox"/>	→ x	→ <input type="checkbox"/>

Q4(a) How visible is this service/function/policy/procedure/ project/strategy to the general public?

High visibility to general public	Medium visibility to general public	Low visibility to general public
(H)	(M)	X (L)

Equality Impact Assessment Screening Form

(b) What is the potential risk to the council’s reputation? (Consider the following impacts – legal, financial, political, media, public perception etc...)

High risk
to reputation

(H)

Medium risk
to reputation

(M)

Low risk
to reputation

(L)

Q5 How did you score?
Please tick the relevant box

**MOSTLY H and/or M → HIGH PRIORITY → EIA to be completed
Please go to Section 2**

**MOSTLY L → LOW PRIORITY / NOT RELEVANT → Do not complete EIA
Please go to Q6 followed by Section 2**

Q6 If after completing the EIA screening process you determine that this service/function/policy/project is not relevant for an EIA you must provide adequate explanation below (Please use additional pages if necessary).

The additional posts will provide benefit and support to all those service users who require financial support and advice.

Section 2

Screener- This to be completed by the person responsible for completing this screening
Name: Kevin Davies
Location: Neath Civic Centre
Telephone Number: 01639 763920
Date: 7/11/17
Approval by Head of Service
Name: Dave Rees
Position:
Date:

Please ensure this completed form is filed appropriately within your directorate because it may be required as evidence should a legal challenge be made regarding compliance with the Equality Act 2010.

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

27 November 2017

Report of the Director of Education, Leisure and Lifelong Learning

Matter for Decision

Wards Affected:

All wards

Decisions on eligibility of staff to join the Teachers' Pension Scheme

Purpose of the Report

1. The purpose of this report is to seek Member approval for delegated authority be given to the Director of Education, Leisure and Lifelong Learning in order to make decisions in respect of eligibility of employees for membership of the Teachers' Pension Scheme.

Executive Summary

2. Individuals appointed to work in schools as Teachers, including Head Teachers, and Deputy and Assistant Head Teachers are automatically members of the national Teachers' Pension Scheme. There is a further group of staff employed primarily to support education in schools who, under regulations made concerning the scheme, may be eligible either as of right or upon election. Neither the primary nor secondary legislation governing teachers' pensions defines 'teacher' and, it is necessary to examine in detail roles and responsibilities where someone working other than as a teacher, as the term is commonly understood, in a school claims eligibility to be a member of the scheme.

Power to make decisions in this area is conferred by the constitution upon the Personnel Committee. A dispute as to eligibility concerning a (now former) employee RJ has arisen. The detailed examination of role and responsibilities, assessing the same against the regulations and case law, and the need for a full understanding of education delivery make this a matter best suited to a decision by the Director of ELLL, and/or senior officers authorised by him.

Background

3. This report draws the attention of the Committee to the need to properly delegate to officers the power to make decisions upon whether or not a person employed in the directorate and engaged in supporting teachers and pupils, but who is themselves not a teacher employed in a school, is eligible to be a member of the Teachers' Pension Scheme, rather than the Local Government Pension Scheme. It invites the committee to delegate that decision to the Director of Education, Leisure and Lifelong Learning.

This report is concerned with ensuring that a decision on eligibility for Teachers' Pension Scheme membership, which needs to be re-taken for the reasons set out below, is taken in accordance with the Constitution by a person or persons having the right to take that decision, and taking into account all relevant matters. It also recommends a general delegation going forwards.

The Specific matter requiring a decision

4. RJ was employed as an Adviser (Welsh Language) from 2005 to 2014, having previously been a school teacher and a member of the Teachers' Pension scheme. The role in 2005 was newly created and advertised at the time as being eligible for Local Government Pension Scheme (LGPS) membership, but not Teachers' Pension scheme. Upon appointment RJ opted not to be a member of LGPS. On retirement, RJ opted to take a capitalised lump sum in lieu of her Teachers' pension. An error was made in the calculation of this, the Teachers' Pension Agency having treated her as having been a scheme member until 2014. Upon realising their error, and seeking partial repayment from RJ, RJ argued that she should in fact have been a member until 2014, and that this council was in error in not affording her membership.

An initial decision was taken in 2014 that the 2005 classification of the post had been correct. RJ challenged this with the assistance of solicitors appointed by her Trades Union and the matter reached the Pensions Ombudsman. A point taken late in the process on behalf of RJ was that the decision in 2014 was taken without regard to a Court of Appeal case on a similar issue, *Owens v Dudley MBC*. It has been decided by the Pensions Ombudsman that, although the principles established in that case were applied correctly, the lack of awareness of the case itself on the part of the then decision maker constituted maladministration. As a matter of pragmatism, this opinion has been accepted. In arranging to retake the decision, doubt has been cast upon whether the original decision maker had delegated authority to do so since no record of delegation has been found. It is therefore recommended that a general delegation is made to cover both this decision and any future decisions which may be required

The position under the constitution.

5. Decisions of this nature are made under the Superannuation Act 1972. In accordance with Annex D to the Constitution, this power is delegated to the Personnel Committee.

The power is not delegated to the Director of Education, Leisure and Lifelong Learning by the general delegations within the constitution.

Under Part 3 of the Constitution the committee may grant delegated authority to a Subcommittee or an Officer to discharge its functions

Financial Impact

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

Equality Impact Assessment

7. There are no equality impacts associated with this report

Workforce Impacts

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

Legal Impacts

9. There are no legal impacts associated with this report

Risk Management

10. There are no risk management issues associated with this report. Should the committee decide not to delegate power to the Director of ELL as recommended, then the Committee itself will make the decision required in respect of RJ

Consultation

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

Recommendations

12. It is recommended that Members APPROVE the proposal that delegated authority be given to the Director of Education, Leisure and Lifelong Learning in order to make decisions in respect of eligibility of employees for membership of the Teachers' Pension Scheme.

FOR DECISION

Reasons for Proposed Decision

13. To provide a proper and efficient mechanism for the resolution of questions and disputes concerning eligibility for membership of the Teachers' Pension Scheme.

Implementation of Decision

14. The decision is proposed for implementation after the three day call in period implement recommendations until the three day call-in period has elapsed.

13. Officer Contact

Andrew Thomas, Head of Transformation

e-mail: a.d.thomas@npt.gov.uk

Tel: 01639 763314

John Hodges, Solicitor and Childcare Manager

Email: j.hodges@npt.gov.uk

Tel: 01639 76375

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

27th November 2017

Report of the Head of Children and Young People Services – Andrew Jarrett

Matter for Decision

Wards Affected:

All Wards

Clinical Support (Family Support Services)

Purpose of the Report

The purpose of this report is to seek Members approval to make an amendment to a proposal approved by this Committee in November 2016 regarding the development of a clinical support service to young people and carers within the Family Action Support Team Service (FAST) as follows:-

Create 1 x Part time Clinical Psychologist (Grade 12 18.5 hours per week JEID3789)

Create 1 x Full Time Consultant Social Worker - Therapeutic Placement Support (Grade 10 JEID3109)

1 x Full Time Play Therapist (Grade 7, JEID 3686)

Executive Summary

In September 2016 Members approved the proposal to run the FAST in house by the Local Authority and to cease the contract held by Action for Children for delivering the service.

As part of the recommendations, approval was also given to develop an in house clinical support service to provide a service to children and young people with emotional and well-being difficulties who were unable to access specialist support through the CAMHS Service.

Approval was given to recruit a Lead Clinical Psychologist and a full time Play Therapist.

The Play Therapist has been appointed, but there has been an ongoing difficulty in recruiting a Lead Clinical Psychologist.

It is now proposed that an amendment is made to the original structure of the Clinical support team and that instead of the team consisting of a Lead Clinical Psychologist and Play Therapist, that the team instead will be made up of a Play Therapist (Grade 7), a Therapeutic placement support Consultant Social Worker (Grade 10) and a part time Psychologist (Grade 12).

Background

In 2015 a review was undertaken of Family Support Services in Neath Port Talbot to consider their effectiveness and to ensure that they were fit for purpose. Members approved a report in 2015 to remodel the Family Action Support Service to support the most complex young people and families and to safely reduce the number of Looked after Children and enable children to remain with their families.

The success of the remodelling is apparent in its contribution to the overall number of Looked after Children reducing significantly during the 18 months that followed. The Family Action Support Team was at this time commissioned from Action for Children.

In 2016, a further report was approved by Members to bring the service back into the management of the Local Authority. Although the remodelling had been successful it was agreed that there were additional benefits to running the service in house in terms of the service being responsive to the changing needs of the population and in terms of building a cohesive family support service.

As part of the approval to bring the Family Action Support Team back into the Local Authority, approval was given to develop an in house clinical support team.

It was recognised that many of the children and young people who are known to the service and Looked After are unable to access core services through CAMHS. The nature of their experiences means that many young people experience significant emotional wellbeing difficulties, but these do not meet the threshold criteria to be considered to have a mental health difficulty. The impact of a child's emotional difficulties can have a significant influence on the ability of foster carers to manage their care, resulting in young people experiencing placement breakdown and placement moves which can further exaggerate their emotional difficulties. The aim of the Clinical Service is to provide direct therapy to children and to support foster carers/carers to better understand the reasons for a child's behaviour in order to increase their stability and the opportunity for them to better develop long lasting relationships which are the cornerstone to them becoming successful individuals.

The approval given by Members was to establish within the structure a Lead Clinical Psychology post and Play Therapy post.

The total budget approved for establishing these posts was £91,170

Progress to date

The Play Therapist was appointed in April 2017. The Play Therapist undertakes a combination of direct therapeutic work with children and providing consultations to Social Workers to advise on behaviour management as well as direct interventions with Foster Carers to help them to better understand children's behaviours so they are able to feel

more confident about their skills and their ability to meet the children's needs.

The availability of dedicated time to support direct interventions with children and Carers has been invaluable.

To date the Lead Clinical Psychology post has remained vacant. The funding for the post was agreed at the equivalent of the NHS paygrade 8b (£47,062 - per annum). It has not been possible to recruit to the post in partnership with AMBU in accordance with the original proposal. This has primarily been due to the availability of professionals in this area of work who would be in a position to be seconded from their existing post. Similar discussions have taken place with Cwm Taf Health (CAMHS) but similarly it has not been possible to progress this further.

One option which has been considered is to advertise the post as part of the Children's Services structure. There has been some difficulty in pursuing this:

In order to advertise the post as an NPT post a Job Evaluation was required. The Job Evaluation placed the Lead Consultant Psychology post as an NPT Grade 12 post. This is the equivalent of an NHS grade 8a post which is £40,429 - £47,092 per annum, not a Grade 8b post which is the grading for a Lead Clinical Psychologist. Advertising as a Grade 12 post (£41,025 - £43,821 per annum) would not attract a Lead Clinical Psychologist.

Advertising the post as a full time post contracted to the Local Authority raised difficulties with practitioners whose preference was to have a mixture of independent work and work linked to a clinical setting (such as a health board) in order to maintain their own professional links and accreditation.

Proposal

The proposal is to request an amendment to the original cohort of staff for the Clinical Support Team.

What is proposed is that instead of 1 Play Therapist and a full time Lead Clinical Psychologist; that the funding that has been agreed is used to employ a part time (up to 18.5 hours a week) Psychologist (Grade 12) and a full time Consultant Social Worker (Grade 10) with a specialism in Therapeutic support.

Through discussion with professionals in AMBU consideration has been given to whether the post can be covered by an NHS 8a Clinical Psychologist. This is considered to be appropriate, as the service lead will be directed and overseen by the Principal Officer and Team Manager for the fostering service.

In respect of the Play Therapist - during the time that the Play Therapist has been in post, what has been most successful is the availability to provide direct work with children and carers and where necessary this has been supplemented by commissioned psychological assessments and clinical overview.

The role of the Consultant Social worker would be to work with carers; to supplement the Therapist in assisting the carer to better understand the reasons for behaviours and to provide skills to the carers to support them in managing challenging behaviours. The Consultant Social Worker would also provide direct work with children which would include the use of a range of tools such as life story work for more complex young people; stem story work to help children understand their past and attachments and working to a trauma recovery model and supporting and helping all of the people in the child's life to develop a secure based attachment model to how they respond to the child's need. The aim would be to build resilience in both the carer and the child.

The part time Psychologist role would be to oversee the interventions for the child and carers and give advice and guidance from a clinical perspective; including where necessary assessments of the child to inform the service of how best to meet the needs of the child.

Discussion with professionals who work in a Clinical setting have indicated that there is an increased likelihood of attracting a Psychologist to a part time position as this enable them to continue to have a balance of work in a health based clinical setting and undertake independent work in addition to the work with the service.

Consideration has been given to spot purchasing the Psychology intervention but the preferred service would be to have a member of staff who is able to be part of the regular support to Foster Carers. This in turn has the added advantage of being attractive to new carers who are considering fostering with Neath Port Talbot.

Financial impact

A Financial assessment is attached.

The total budget agreed for establishing the clinical support service is £91,170

The maximum cost of a Clinical Psychologist (including employment costs) is at Grade 12 for up to 18.5 hours a week is £29,360.

The maximum cost of a full time Consultant Social Worker: Grade 10 is £53,650

The proposed revised staffing can be achieved within the already agreed cost.

Equality Impact Assessment

There are no equality impacts associated with this report.

Workforce Impacts

There are no workforce impacts associated with this report.

Legal Impacts

There are no legal impacts associated with this report.

Risk Management

There are no risk management issues associated with this report.

Consultation

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

Recommendations

It is recommended that Members APPROVE the amendment to the approved structure of the Clinical Support Service within the Family Action Support Team as follows:-:

Create 1 x Part time Clinical Psychologist (Grade 12 18.5 hours per week JEID3789)

Create 1 x Full Time Consultant Social Worker - Therapeutic Placement Support (Grade 10 JEID3109)

1 x Full Time Play Therapist (Grade 7, JEID 3686)

FOR DECISION

Reasons for Proposed Decision

The reason for the proposals are as follows;

There have been difficulties in being able to recruit a full time Lead Consultant Psychologist and the post has remained vacant.

A part time Clinical Psychologist post is more attractive to clinicians so we are more likely to recruit to the post without compromising the ethos of the service that we are trying to deliver.

A Consultant Social Worker is a highly skilled post and would be a Practitioner who would have significant experience in delivering direct work to children and carers. They would work under the guidance of the Psychologist and Play Therapist and would have the ability to deliver a wider service to more young people than the Psychologist alone.

Implementation of Decision

The decision is proposed for immediate implementation.

Appendices

Appendix 1 Financial Assessment.

Appendix 2 - Current and Proposed Structures

List of Background Papers

None

Officer Contact

Delyth Berni

Principal Officer

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FUNDING STATEMENT FOR PERSONNEL COMMITTEE REPORT

SET UP COSTS

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

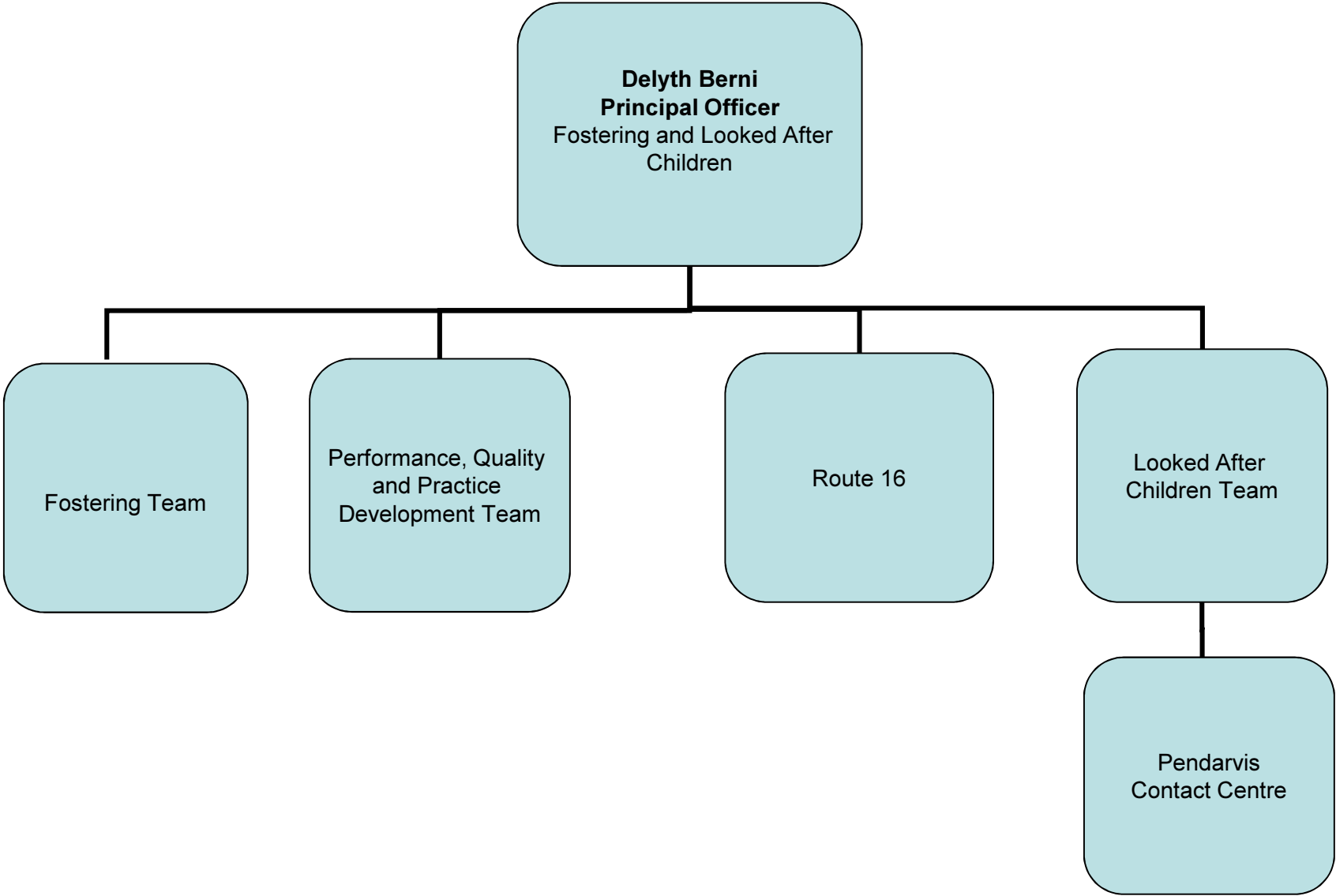
RECURRING COSTS

	<u>2017-18</u>	<u>At Max</u>
	<u>£</u>	<u>£</u>
<u>Costs</u>		
Employee Costs (Financial Appraisal Statement)	-	-
> Starting Salary	74,721	74,721
> Additional cost at Maximum Salary		8,289
Accommodation Running Costs		-
IT Annual Costs		-
Other Running Costs (specify):		-
Car allowances	1,300	1,300
Mobile Phones	360	360
Supplies & Services	2,000	2,000
Total Recurring Costs	78,381	86,670
<u>Funding of Recurring Costs</u>		
<u>External Sources</u>		
Specific Grant:		
- staffing costs		
- other		
Funding from External Agencies		
Service Level Agreement		
Other (specify)		
<u>Internal Sources</u>		
HRA		
Existing Budget Allocation	78,381	86,670
Additional Guideline Allocation		
Other (specify)		
Total Funding Available	78,381	86,670

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

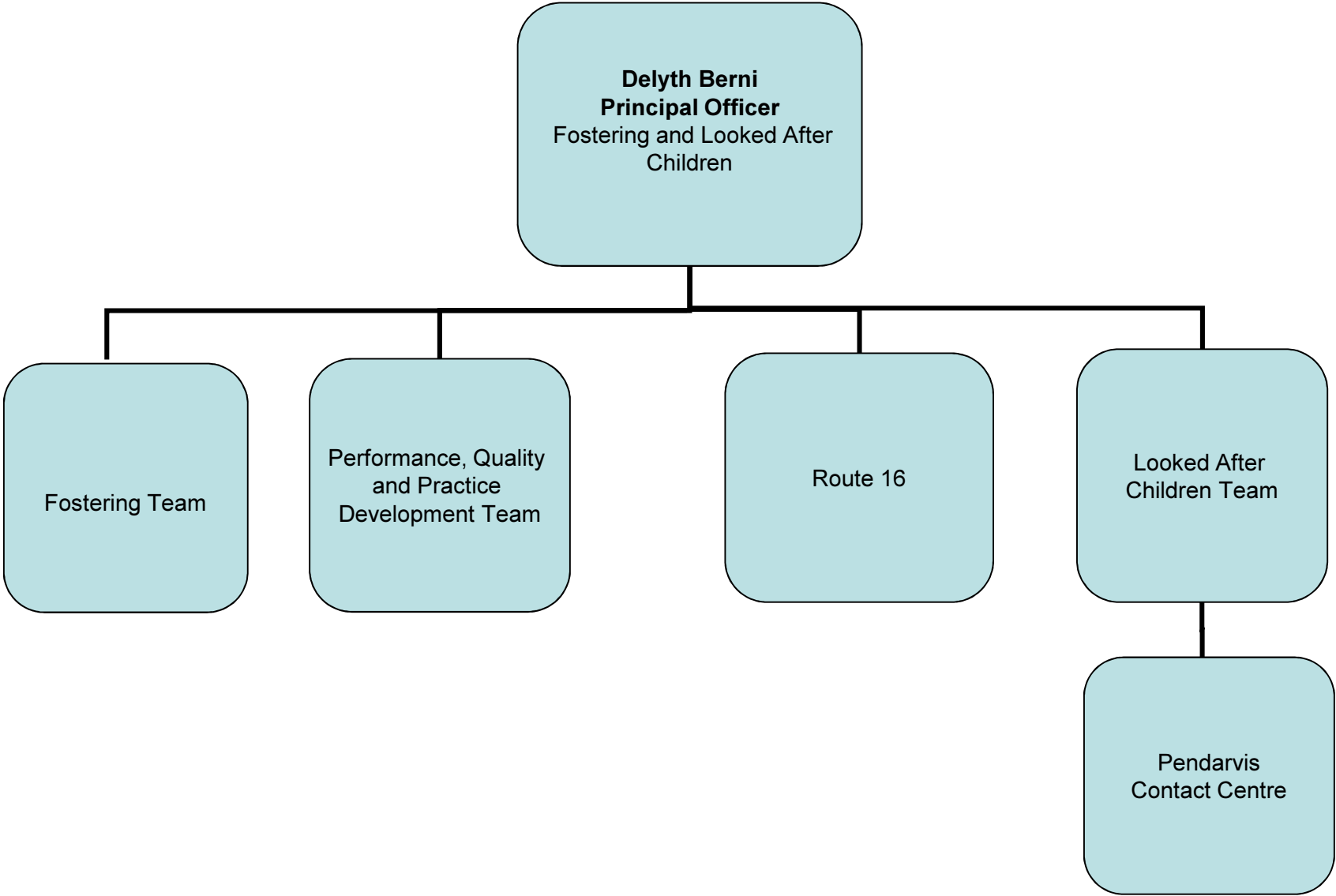
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Quality Assurance, Fostering and Looked After Children



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Quality Assurance, Fostering and Looked After Children



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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

**Personnel Committee
27th November 2017**

Report of the Head of Children and Young People Services – Andrew Jarrett

Matter for Decision

Wards Affected:

All Wards

Amendment to the staffing establishment in the Fostering Service

Purpose of the Report

1. The purpose of this report is to seek Members approval to make adjustment to the current staffing structure of the Fostering Service by changing the current Consultant Social Worker post to a Deputy Team Manager post

Executive Summary

2. The Fostering Service currently has 2 Team Managers, 1 Deputy Manager and 2 Consultant Social Workers. In order to improve the

management capacity and oversight it is requested that consideration is given to converting one of the Consultant Social Worker posts to a Deputy Manager post.

There is no financial implication to the change.

Background

3. The Fostering Service consists of 2 teams; Assessment and Kinship Care, and Mainstream Support and Supervision. Each team has a Team Manager but there is only one Deputy Manager for the whole Service.

While there is an expectation that the Deputy Manager covers both the team managers in their absence and they supervise staff and undertake delegated tasks; the primary role of the Deputy Manager is to be the Placement Coordinator for the Service. The placement coordination role is a full time task which involves sourcing and commissioning new placements or changes of placement. The focus is on reducing the number of children placed in Independent out of County placements by ensuring that where possible children are placed within, or return to Neath Port Talbot foster carers. These tasks result in there being little capacity for the Deputy Manager to undertake deputising tasks.

There are two consultant social workers in the Fostering Service. Both are very experienced practitioners who aside from their case work have a role in supporting the team and carers to develop methods of working to help children achieve their outcomes. They also have special interests in developing parent and baby placements, and developing supports for Special Guardians and undertaking Family Dynamics Assessments.

It is proposed that by converting one of the Consultant Social Workers to a Deputy Manager in the team that the Management capacity across the Service will be enhanced. It is a large Service; in addition to the 2 Team Managers and 1 Deputy there are 21 other members of Staff. Additional Management capacity would support the day to day operational running of the team as well as the development of the service.

This proposal will be implemented in line with the Council's Management of Change in Partnership Policy and Procedure. It is proposed that applications would be ring-fenced to existing Consultant Social Workers

in the service, thus eliminating any member of staff being placed 'at risk' as a result of the change.

The Consultant Social Worker post is a grade 10 post. This is the same grade as a Deputy Manager post, so there are no financial implications.

The other benefits of converting a post from within the existing Consultant Social Workers is that it allows the opportunity for development and career progression for staff, plus it means that the knowledge and experience is retained within the service.

The proposal is dependent on an applicant being successfully appointed from within the existing Consultant Social Workers in the team. Should there be no interest in the post, or the applicants are not successful then the proposed changes will not take place and the team structure will remain as it currently is until a time where there is a natural vacancy in the consultant social worker posts which would then be advertised as a deputy post.

Financial Impact

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

Equality Impact Assessment

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

Workforce Impacts

6. There are no workforce impacts associated with this report.

Legal Impacts

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

Risk Management

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

Consultation statements:

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

Recommendations

10. It is RECOMMENDED that Members APPROVE the adjustment to the current staffing structure of the Fostering Service by changing the current Consultant Social Worker post to a Deputy Team Manager post.

FOR DECISION

Reasons for Proposed Decision

11. The change will increase the management capacity in the service to enable a greater opportunity for service development whilst retaining the skills and experience of staff. However, should there be no interest in the post, or the applicants are not successful then the proposed changes will not take place and the team structure will remain as it currently is until a time where there is a natural vacancy in the consultant social worker posts which would then be advertised as a deputy post.

Implementation of Decision

12. The decision is proposed for immediate implementation.

Appendices

13. Appendix 1 - Financial Appraisal
Appendix 2 - Current and Proposed Structures

List of Background Papers

14. None

Officer Contact

15. Delyth Berni

Principal Officer

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d.berni@npt.gov.uk

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FINANCIAL APPRAISAL

APPENDIX 1

POST/ POSTHOLDER	PROPOSED CHANGE (New Post/Delete/Regrade etc)	PAY SCALES		ANNUAL COSTS	
		Current	Proposed	2017-18	Maximum
Consultant Social Worker	Delete 1.0 x Grade 10 fte	sp 39 to 43	-	- 52,335	- 52,335
Deputy Team Manager	Create 1.0 x Grade 10 fte	-	sp 39 to 43	52,335	52,335
Total				-	-

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FUNDING STATEMENT FOR PERSONNEL COMMITTEE REPORT

SET UP COSTS

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

RECURRING COSTS

	<u>2017-18</u>	<u>At Max</u>
	<u>£</u>	<u>£</u>
<u>Costs</u>		
Employee Costs (Financial Appraisal Statement)	-	-
> Starting Salary	52,335	52,335
> Additional cost at Maximum Salary		-
Accommodation Running Costs		-
IT Annual Costs		-
Other Running Costs (specify)		-
Total Recurring Costs	<u>52,335</u>	<u>52,335</u>
<u>Funding of Recurring Costs</u>		
<u>External Sources</u>		
Specific Grant:		
- staffing costs		
- other		
Funding from External Agencies		
Service Level Agreement		
Other (specify)		
<u>Internal Sources</u>		
HRA		
Existing Budget Allocation	52,335	52,335
Additional Guideline Allocation		
Other (specify)		
Total Funding Available	<u>52,335</u>	<u>52,335</u>

FUNDING STATEMENT FOR PERSONNEL COMMITTEE REPORT

Comments

Fostering team structure – Changes to Consultant Social Worker post

Current structure

Supervision Team	Assessment team
1 FTE Team Manager	1 FTE Team Manager
1 FTE Deputy manager (Placement Coordinator)	
Recruitment and retention Officer	
Play Therapist 1 FTE	
1 FTE Consultant Social worker	1 FTE consultant social worker
7 FTE Supervising Social workers	6 FTE Supervising social workers
	3 FTE Fostering support workers

Proposed structure

Supervision Team	Assessment team
1 FTE Team Manager	1 FTE Team Manager
2 FTE Deputy managers	
Recruitment and retention Officer	
Play Therapist 1 FTE	
1 FTE Consultant Social worker	
7 FTE Supervising Social workers	6 FTE Supervising social workers
	3 FTE Fostering support workers

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NEATH PORTTALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

27th November 2017

Report of the Head of Commissioning, Support and Direct Services – Angela Thomas

Matter for Decision

Wards Affected:

All Wards

Proposal to amend the staffing structure within Direct Services

Purpose of the Report

1. The purpose of this report is to seek Members approval to amend the staffing structure within the Direct Services Teams of the Social Services, Health and Housing Directorate.

2. Executive Summary

The Social Services and Wellbeing Cabinet Board held on the 13th July 2017 approved the re-design of the Social Services Health and Housing Directorate Senior Management Team. This report sets out the establishment changes necessary to implement the revised staffing structure for the Direct Services Division.

Background

3. Following approval by the Social Services and Well-being Cabinet Board on the 13th July 2017, responsibility for the Direct Services portfolio moved to the Head of Commissioning, Support and Direct Services.

The newly appointed Principal Officer responsible for Direct Services has undertaken a review of the Service and made the following recommendations based on consultation with staff and trade unions.

These proposed establishment changes will increase both managerial and general staffing resilience. The proposed changes will better enable the Directorate to meet the requirements of the Social Services and Well-being (Wales) Act 2014 and the financial challenges facing the Council from 2018/19 onwards.

Proposals

4. It is proposed to increase efficiency and to make optimum use of existing resources by making the following amendments to the Direct Services staffing structure:-

- Creating a Grade 11 Operational Manager Direct Services post.
- Deleting two Grade 5 Care Worker posts at Abbeyview and Brynamlwg and creating in their place two Grade 6 Senior Specialist Care Worker posts.
- Increasing a Grade 5 Cook's post at Brynamlwg from 25 hours per week to 27.5 hours per week.
- Increasing a Grade 3 Kitchen Assistant's post at Brynamlwg from 24 hours per week to 27.5 hours per week.
- Deleting 55 hours of Grade 5 Community Connecting Team hours, and creating 84 hours of Grade 4 of Night Care Assistant support at Trem y Mor. The 55 hrs Grade 5 are currently vacant.
- Deleting a Grade 5 Care Worker post at Trem y Mor and creating a Grade 7 Residential/Day Service Co-ordinator post at Trem y Mor. This Grade 5 post is not vacant, applications for the newly created Grade 7 post will be ring-fenced to day and respite team members at Trem y Mor and the Grade 5 post of the successful applicant will be deleted.
- Creating 2 x 24 hour (1.3FTE) Grade 4 Residential Care Assistant posts at Trem y Mor.
- To reduce the hours of a Grade 5 Cooks post at Trem y Mor from 28 hours per week to 18 hours per week. The Grade 5 post is currently vacant and will therefore be advertised as 18 hours.
- To increase the hours of a Grade 3 Kitchen Assistants post at Trem y Mor from 20 hours per week to 24 hours per week.

All changes to staffing structures will be ring-fenced to the existing Direct Services workforce. Trade Unions and employees have been consulted on the changes and no-one will be at detriment as a result of these changes.

Financial Impact

5. The cost of the proposed changes will be met from the existing budget, and the proposal will result in a budgetary saving of £25k in year one, reducing to a maximum saving of £3k.

Equality Impact Assessment

6. 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

7. This will have a positive impact upon the service, ensuring greater resilience and opportunities for staff to progress in the future.

Legal Impacts

8. There are no legal impacts.

Risk Management

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

Consultation

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

Recommendations

11. It is **RECOMMENDED** that Members **APPROVE** the following:-

- Creating a Grade 11 Operational Manager Direct Services post.
- Deleting two Grade 5 Care Worker posts at Abbeyview and Brynamlwg and creating in their place two Grade 6 Senior Specialist Care Worker posts.
- Increasing a Grade 5 Cook's post at Brynamlwg from 25 hours per week to 27.5 hours per week.
- Increasing a Grade 3 Kitchen Assistant's post at Brynamlwg from 24 hours per week to 27.5 hours per week.
- Deleting 55 hours of Grade 5 Community Connecting Team hours, and creating 84 hours of Grade 4 of Night Care Assistant support at Trem y Mor.
- Deleting a Grade 5 Care Worker post at Trem y Mor and creating a Grade 7 Residential/Day Service Co-ordinator post at Trem y Mor.
- Creating 2 x 24 hour (1.3FTE) Grade 4 Residential Care Assistant posts at Trem y Mor.
- To reduce the hours of a Grade 5 Cooks post at Trem y Mor from 28 hours per week to 18 hours per week.
- To increase the hours of a Grade 3 Kitchen Assistants post at Trem y Mor from 20 hours per week to 24 hours per week.

FOR DECISION

Reasons for Proposed Decision

12. These proposed establishment changes will increase both managerial and general staffing resilience. The proposed changes will better enable the Directorate to meet the requirements of the Social Services and Well-being (Wales) Act 2014 and the financial challenges facing the Council from 2018/19 onwards.

Implementation of Decision

13. The decision is for immediate implementation.

Appendices

Appendix 1

Funding Statement and Financial Appraisal

Appendix 2

Proposed structure

Appendix 3

Equality Impact Assessment Screening Form

List of Background Papers

Special Social Care & Well Being Cabinet Board 13th July 2017
– Re-design of Management Arrangements.

Social Services and Wellbeing (Wales) Act 2014.

Officer Contact

Angela Thomas, Head of Commissioning, Support and Direct Services
Telephone: 01639 763794. Email: a.j.thomas@npt.gov.uk

Steve Adie, Principal Officer Direct Services and Direct Payments
Telephone: 01639 862779. Email: s.adie@npt.gov.uk

FINANCIAL APPRAISAL

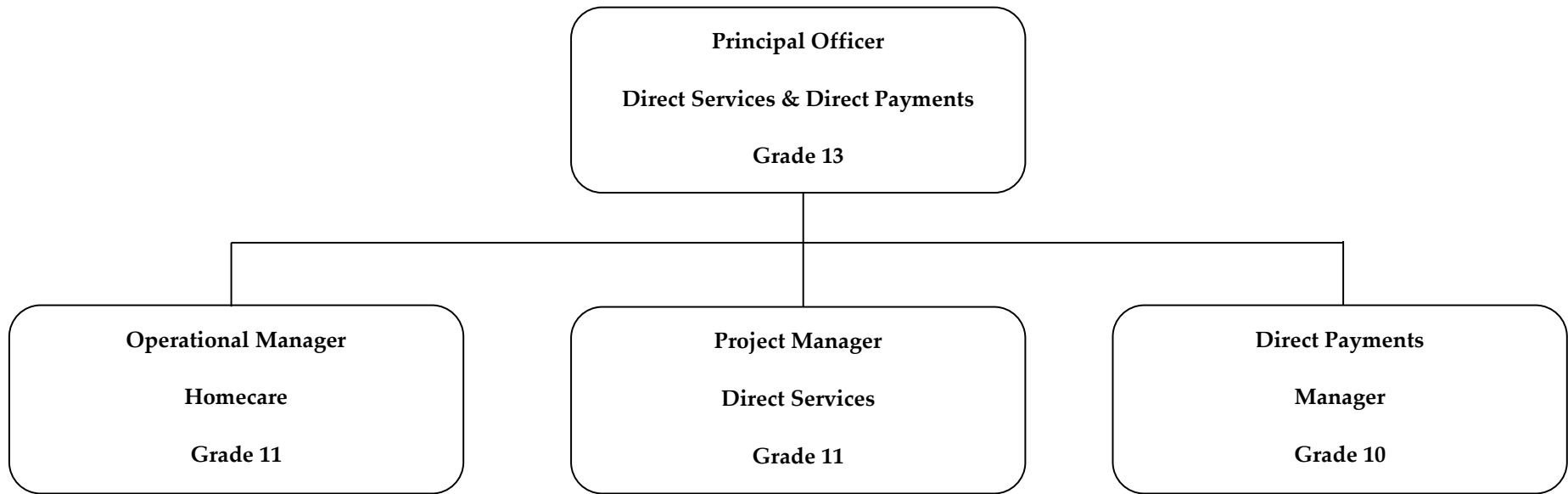
APPENDIX 1

POST	PROPOSED CHANGE (New Post / Delete / Regrade)	PAY SCALES		ANNUAL COSTS	
		Current	Proposed	This Year	Maximum
1.0 fte x Operational Manager	Create		Grade 11	44,665	46,611
1.0 fte x Project Manager	Delete from budget (post not established)	Grade 11		(44,665)	(46,611)
2.0 fte x Care Worker (Brynamlwg/Abbeyview)	Delete	Grade 5		(59,814)	(59,814)
2.0 fte Spec. Care Worker (Brynamlwg/Abbeyview)	Create		Grade 6	61,114	67,560
1.0 fte x Cook (Brynamlwg)	Increase by 0.07fte	Grade 5		2,097	2,140
1.0 fte x Kitchen Assistant (Brynamlwg)	Increase by 0.09fte	Grade 3		2,257	2,257
0.49 fte x Community Connector	Delete	Grade 5		(41,488)	(45,422)
0.27fte x Night Care Assistant (Trem y Mor)	Create	Grade 4		66,087	75,691
1.0 fte x Care Worker	Delete	Grade 5		(29,907)	(29,907)
1.0 fte x Residential / Day Service Co-ordinator	Create	Grade 7		32,676	38,703
1.3 fte x Residential Care Assistant	Create	Grade 4		28,724	33,000
Kitchen Assistant (Brynamlwg)	Delete from budget (post not established)			(11,781)	(11,781)
Reduce Flexi Cover Budget (Trem y Mor Day Service / Abbeyview)	Reduce Budget			(26,784)	(26,784)
Reduce Flexi Cover Budget (Trem y Mor Respite)	Reduce Budget			(28,724)	(33,000)
Remove 1 sleep in	Delete 1 sleep in			(12,658)	(12,658)
Cook (Trem Y Mor)	Delete 0.27fte	Grade 5		(10,021)	(5,619)
Kitchen Assistant (Trem y Mor)	Increase by 0.11fte	Grade 3		2,493	2,581
Total				(£25,729)	(£3,053)

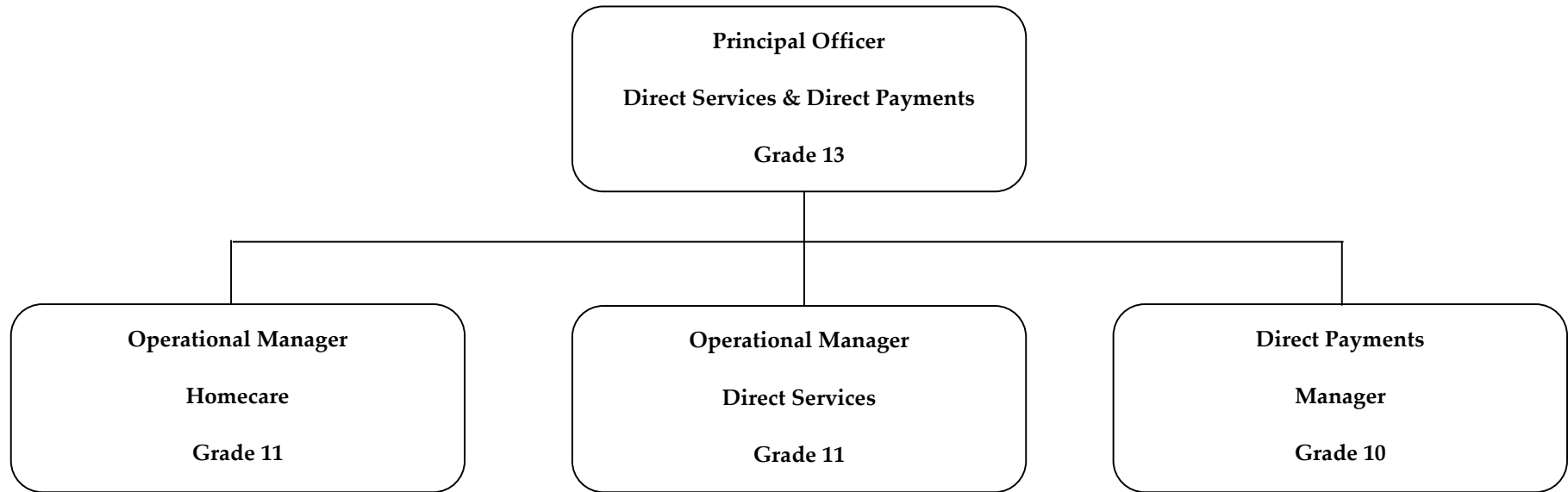
<u>FUNDING STATEMENT</u>	<u>Full year (current Spinal point)</u>	<u>Max</u>
<u>Costs</u>	<u>£</u>	<u>£</u>
Employee Costs (Financial Appraisal Statement)	-	-
> Salary	25,729	25,729
> Additional cost at Maximum Salary		22,676
Accommodation Running Costs		
IT Annual Costs		
Other Running Costs (specify)		
Total Recurring Savings	25,729	3,053
<u>Funding of Recurring Costs</u>		
<u>External Sources</u>		
Specific Grant:		
- staffing costs		
- other		
Funding from External Agencies		
Service Level Agreement		
Other (specify)		
<u>Internal Sources</u>		
HRA		
Existing Budget Allocation	25,729	3,053
Additional Guideline Allocation		
Other (specify)		
Total Savings Available	25,729	3,053

Current Structure

Page 54



Proposed Structure



APPENDIX 3

EQUALITY IMPACT ASSESSMENT SCREENING FORM

Please ensure that you refer to the Draft **Screening Form Guidance** while completing this form. If you would like further guidance please contact Corporate Strategy or your directorate Heads of Service Equality Group Champion.

Section 1	
What service area and directorate are you from?	
Service Area:	Direct Services
Directorate:	Social Services, Health and Housing

Q1 (a) What are you screening for relevance?

Service/ Function x <input type="checkbox"/>	Policy/ Procedure <input type="checkbox"/>	Project <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>	Proposal <input type="checkbox"/>
--	--	---	--	--------------------------------------	--

(b) Please name and describe below

Changes to the staffing establishments at Abbeyview, Brynamlwg and Trem y Mor, which are being undertaken to enhance resilience and day to day service needs. Reduction in certain post hours or deletion of other posts is solely to re-use the posts or hours in different ways within the service.

Q2 (a) What does Q1a relate to?

Direct front line service delivery x <input type="checkbox"/> (H)	Indirect front line service delivery <input type="checkbox"/> (M)	Indirect back room service delivery <input type="checkbox"/> (L)
---	---	--

(b) Do your customers/clients access this service...?

Because they need to <input type="checkbox"/> (H)	Because they want to x <input type="checkbox"/> (M)	Because it is automatically provided to everyone in NPT <input type="checkbox"/> (M)	On an internal basis i.e. Staff <input type="checkbox"/> (L)
---	---	---	---

Q3 What is the potential impact on the following protected characteristics?

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Age	→ <input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>
Disability	→ <input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	→ <input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	→ <input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>
	→			
	→			

Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
Sex	→ <input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	→ <input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
Welsh language	→ <input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>

Q4 (a) How visible is this service/function/policy/procedure/ project/strategy to the general public?

High visibility to general public <input type="checkbox"/> (H)	Medium visibility to general public X <input type="checkbox"/> (M)	Low visibility to general public <input checked="" type="checkbox"/> (L)
--	--	--

(b) What is the potential risk to the council's reputation? (Consider the following impacts – legal, financial, political, media, public perception etc....)

High risk to reputation <input type="checkbox"/> (H)	Medium risk to reputation <input type="checkbox"/> (M)	Low risk to reputation X <input type="checkbox"/> (L)
--	--	---

**Q5 How did you score?
Please tick the relevant box**

MOSTLY H and/or M → **HIGH PRIORITY** → EIA to be completed
Please go to Section 2

MOSTLY L → **LOW PRIORITY / NOT RELEVANT** → X Do not complete EIA
Please go to Q6 followed by Section 2

Q6 If after completing the EIA screening process you determine that this service/function/policy/project is not relevant for an EIA you must provide adequate explanation below (Please use additional pages if necessary).

Whilst the proposals involve some reduction in hours for some posts or deletion of other posts, this is being done to re-use those hours or posts in a different way within the service. This is in the best interests of service users and the service and staff and trade unions have been consulted.

Section 2

Screener- This to be completed by the person responsible for completing this screening	
Name:	Steve Adie
Location:	Cimla Health and Social Care Centre, Cimla, Neath
Telephone Number:	01639 862779
	s.adie@npt.gov.uk Date: 27 th October 2017
Approval by Head of Service	
Name:	
Position:	
	Date:

Please ensure this completed form is filed appropriately within your directorate because it may be required as evidence should a legal challenge be made regarding compliance with the Equality Act 2010.

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

27th September 2017

Report of the Head of Human Resources - Sheenagh Rees

Matter for Information

Wards Affected:

All wards

Menopause Briefing Sessions

Purpose of the Report

1. The purpose of this report is to inform Members of the Council's recent initiative by Human Resources and UNISON, providing menopause briefing sessions to employees.

Background

2. As a result of high profile women speaking out regarding their experiences of the menopause, there is a growing momentum to lift the taboo around this subject in the workplace. In light of this, the Wales TUC has carried out a major survey of almost 4,000 workers on their experiences of the menopause at work. They have now published a report on their findings called '*The Menopause: a workplace issue*'. The report found that 88% of women workers who have experienced the menopause felt it has an effect on working life, while around 6 in 10 had witnessed the issue being treated as a joke in the workplace. The survey also showed that only a very small number of workplaces have policies

in place to support women who experience difficulties during the menopause.

The TUC report is available to view [here](#).

Menopause Briefing Sessions

3. Three briefing sessions were arranged during October/November at the main Civic Buildings, please see table below. The sessions were well attended and the feedback received was extremely positive.

Date	Venue	No of attendees
19/10/2017	Port Talbot Civic Centre	25
31/10/2017	The Quays	23
1/11/2017	Neath Civic Centre	18

As a result of the feedback, it is intended to run a male only briefing session for managers and supervisors and currently UNISON and HR are considering setting up a Menopause Workplace Support Group to support women going through this natural stage of life, to share experiences and provide helpful resources.

In addition to this, a section has been set up on the HR Intranet dedicated to the menopause where further information and resources are available.

Menopause Briefing Note

4. To further support women going through the menopause, a Briefing Note has been developed for managers and supervisors in order that they are fully informed about the condition, can recognise symptoms and are aware of how they can support women in the workplace. The Briefing Note is attached as Appendix 1.

Conclusion

5. In their report, the Wales TUC recognise that recognition of the issue is the first step to addressing this in the workplace and by running the briefing sessions and developing the Briefing Note. Neath Port Talbot is one of the first Council in Wales to address the issue and therefore improve the situation for our employees.

Equality Impact Assessment

6. 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. Please see Appendix 2.

Financial Impact

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

Workforce Impacts

8. This initiative will have a positive impact on women experiencing symptoms of the menopause.

Legal Impacts

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

Risk Management

10. There are no risks associated with this report.

Consultation

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

Recommendations

12. It is RECOMMENDED that Members NOTE this report.

FOR INFORMATION

Appendices

13. Appendix 1 – Menopause Briefing Note for managers and supervisors.

Appendix 2 – Equality Impact Assessment Screening Form

List of Background Papers

14. None

Officer Contact

Sheenagh Rees, Head of Human Resources

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Email: s.rees5@npt.gov.uk

Diane Hopkins, Principal HR Manager

Tel: 01639 763012

Email: d.b.hopkins@npt.gov.uk

Menopause: Guidance for Managers and Supervisors

Policy Statement

Neath Port Council is committed to ensuring that all individuals are treated fairly and with dignity and respect in their working environment. Managers and supervisors must provide appropriate support to women who are experiencing the menopause.

Aim

This Guidance Note is intended to make managers and supervisors aware of menopause related issues and how they can affect their staff. It provides information on how menopause issues should be dealt with as this is a natural stage of life condition. It aims to create an environment where women feel confident enough to raise issues about their symptoms and ask for adjustments at work.

It is important to emphasise that every women's experience with the menopause is different and all situations should be managed on individual circumstances.

Introduction

Until recently the subject of the menopause has not been fully considered and understood by employers in relation to the affect that it can have on women in the workplace. As managers and supervisors it is important that you have an understanding of the issues that can affect women going through the menopause in the work place.

The Guidance also outlines what considerations you should have working with women going through menopause and measures that you and the woman concerned can consider.

What is the Menopause

The menopause is the medical term given to a woman who is in the final stages of a menstrual period. It is also referred to as "the change of life". This normally occurs between the ages of 45 – 55 but can occur sooner and continue past the age of 55 years.

Surgical and medical treatments, such as hysterectomy, fertility treatment, endometriosis and hormone therapy as part of someone's transition to a true gender can bring about menopause symptoms.

The changes in the body can range from mild to severe and in some cases the symptoms can be debilitating. Without appropriate support, employees may feel isolated and vulnerable.

Symptoms of the menopause may include (this is not an exhaustive list):-

- Hot flushes
- Sleep disturbance / night sweats which can lead to fatigue / poor concentration / poor memory
- Palpitations
- Urinary Problems
- Heavy and or irregular periods
- Feeling low or depressed / anxiety / panic attacks / mood swings

Whereas the menopause is the time when there have been no periods for 12 consecutive months, women also experience the peri-menopause which is the transition to menopause which typically begins several years before the menopause. During the peri-menopause, women may also experience the above symptoms.

As a supervisor or manager what can you do?

As a manager or supervisor you may need to consider what you, the organisation and the woman experiencing these symptoms can do to reduce and minimise the impact they may have on her performance within the workplace.

Research conducted with women during and after the menopause has documented the importance of their manager or supervisor understanding the menopause and its symptoms and having the ability to discuss this and support women in the work place.

Discussions in relation to this can be done as part of regular supervision or one to one meetings. Any specific needs required by the employee and any reasonable adjustments made to accommodate these needs should be recorded and reviewed at least annually, possibly as part of the performance appraisal meeting. Managers should be aware that confidentiality must be maintained when handling health information and additional advice, information and support can be obtained from the Occupational Health Unit.

This understanding and support has been demonstrated to be crucial in maintaining performance and attendance in the workplace during menopause.

Examples of reasonable adjustments that can be made for women going through the menopause and experiencing symptoms, including those diagnosed with peri-menopausal symptoms are provided below. However, it is important to note that the adjustment should be tailored to the individual and it is essential that managers and supervisors do not make assumptions.

- **Support** – both formal and informal, including Occupational Health Support, if required
- **Flexible Working Arrangements** – may be considered for those experiencing debilitating symptoms. However, this may just be amending usual start and finish times etc

- **Temperature and ventilation** – to assist in managing the physical symptoms in the work place. Consideration should be given to providing a desk fan or heater which can be controlled by the individual, where possible
- **Facilitate a comfortable working environment** – the provision of adequate drinking water supplies, showers/washing facilities, adequate access to toilet facilities – this is particularly important where the employee is not office based.
- **Uniforms** – consideration of providing additional uniforms to ensure individuals can change during the day. Pro Natural fibres like cotton are preferable to synthetic materials if the individual is experiencing hot flushes.

Key to this is information and understanding, the following publications and web sites can provide you with the information you may need to feel confident and comfortable discussing with and managing staff going through menopause.

Further reading / Web sites:

Guidance on Menopause and the Workplace (Faculty of Occupational Medicine)

<http://www.fom.ac.uk/wp-content/uploads/Guidance-on-menopause-and-the-workplace-v6.pdf>

Health and Work: Menopause Focus

<http://www.fom.ac.uk/wp-content/uploads/Menopause-Focus-Infographic.pdf>

Work and the Menopause: A Guide for Managers (British Occupational Health Research Foundation research) December 2010.

www.nhs.uk/Livewell/menopause/Pages/Menopausehome.aspx

www.healthtalkonline.org/Later_life/Menopause

www.menopausematters.co.uk

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Equality Impact Assessment Screening Form

Please ensure that you refer to the Draft Screening Form Guidance while completing this form. If you would like further guidance please contact Corporate Strategy or your directorate Heads of Service Equality Group Champion.

Section 1	
What service area and directorate are you from?	
Service Area:	Human Resources
Directorate:	Chief Executives

Q1(a) What are you screening for relevance?

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(b) Please name and describe below

Introduction of a Menopause Briefing Note for Managers and Supervisors.

Q2(a) What does Q1a relate to?

Direct front line service delivery	Indirect front line service delivery	Indirect back room service delivery
<input type="checkbox"/> (H)	<input checked="" type="checkbox"/> (M)	<input type="checkbox"/> (L)

(b) Do your customers/clients access this service...?

Because they need to	Because they want to	Because it is automatically provided to everyone in NPT	On an internal basis i.e. Staff
<input type="checkbox"/> (H)	<input type="checkbox"/> (M)	<input type="checkbox"/> (M)	<input checked="" type="checkbox"/> (L)

Q3 What is the potential impact on the following protected characteristics?

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Age	→ <input type="checkbox"/>	→ <input checked="" type="checkbox"/>	→ <input type="checkbox"/>	→ <input type="checkbox"/>
Disability	→ <input type="checkbox"/>	→ <input type="checkbox"/>	→ <input checked="" type="checkbox"/>	→ <input type="checkbox"/>
Gender reassignment	→ <input type="checkbox"/>	→ <input type="checkbox"/>	→ <input checked="" type="checkbox"/>	→ <input type="checkbox"/>
Marriage & civil partnership	→ <input type="checkbox"/>	→ <input type="checkbox"/>	→ <input checked="" type="checkbox"/>	→ <input type="checkbox"/>
Pregnancy and maternity	→ <input type="checkbox"/>	→ <input type="checkbox"/>	→ <input checked="" type="checkbox"/>	→ <input type="checkbox"/>
Race	→ <input type="checkbox"/>	→ <input type="checkbox"/>	→ <input checked="" type="checkbox"/>	→ <input type="checkbox"/>
Religion or belief	→ <input type="checkbox"/>	→ <input type="checkbox"/>	→ <input checked="" type="checkbox"/>	→ <input type="checkbox"/>
Sex	→ <input type="checkbox"/>	→ <input checked="" type="checkbox"/>	→ <input type="checkbox"/>	→ <input type="checkbox"/>
Sexual orientation	→ <input type="checkbox"/>	→ <input type="checkbox"/>	→ <input checked="" type="checkbox"/>	→ <input type="checkbox"/>
Welsh language	→ <input type="checkbox"/>	→ <input type="checkbox"/>	→ <input checked="" type="checkbox"/>	→ <input type="checkbox"/>

Q4(a) How visible is this service/function/policy/procedure/ project/strategy to the general public?

High visibility to general public	Medium visibility to general public	Low visibility to general public
<input type="checkbox"/> (H)	<input type="checkbox"/> (M)	<input checked="" type="checkbox"/> (L)

Equality Impact Assessment Screening Form

(b) What is the potential risk to the council’s reputation? (Consider the following impacts – legal, financial, political, media, public perception etc...)

High risk
to reputation

(H)

Medium risk
to reputation

(M)

Low risk
to reputation

X (L)

Q5 How did you score?
Please tick the relevant box

**MOSTLY H and/or M → HIGH PRIORITY → EIA to be completed
Please go to Section 2**

MOSTLY L → LOW PRIORITY / → X Do not complete

EIA NOT RELEVANT Please go to Q6 followed by Section 2

Q6 If after completing the EIA screening process you determine that this service/function/policy/project is not relevant for an EIA you must provide adequate explanation below (Please use additional pages if necessary).

This is a briefing note for managers and supervisors. It is a positive addition to the suite of employment policies and support available to staff around this sensitive matter.

Section 2

Screener- This to be completed by the person responsible for completing this screening	
Name:	Diane Hopkins
Location:	Human Resources at the Quays
Telephone Number:	01639 763012
Date:	10/11/2017
Approval by Head of Service	
Name:	Sheenagh Rees
Position:	Head of Human Resources
Date:	10/11/2017

Please ensure this completed form is filed appropriately within your directorate because it may be required as evidence should a legal challenge be made regarding compliance with the Equality Act 2010.

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

CHIEF EXECUTIVE'S OFFICE

HEAD OF HUMAN RESOURCES – S.REES

27th November 2017

Matter for Decision

Wards Affected: all wards

Budget Proposals / Voluntary Redundancy Scheme

1. Purpose of Report

The purpose of this report is to seek Member approval in relation to the employment actions necessary to support the Council's budget planning process for 2018 / 2019.

2. Budget proposals

As a result of the continued budgetary challenge facing the Council, a package of Forward Financial Plan-related proposals have been developed for consideration by Members in order to assist Members to set the Council's budget for 2018 / 2019, and beyond. Members will be asked to make decisions regarding these proposals and other associated topics over the coming months.

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

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

As a result of the scale of the consultations required, and the need for urgency in relation to the actions needed to deliver a balanced budget for 2018 / 2019, Members are asked to delegate authority to each

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

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

It is planned a report will be submitted to this Committee early in the 2018 / 2019 financial year summarising all of the workforce-related actions which have been taken by Corporate Directors in accordance with the delegated authority recommended above.

3. Voluntary Redundancy Scheme

A VR Scheme was launched on 6th November 2017 and will close to expressions of interest on 24th November. Every employee of the Council, with the exception of those employed by School Governing Bodies and Chief Officers, received a letter inviting expressions of interest.

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

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

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

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

to now authorise Corporate Directors to make such organisational changes.

It is planned a report will be submitted to this Committee early in the 2018 / 2019 financial year which will summarise the decisions taken by each Corporate Director and Head of Service in relation to (a) leavers under the Voluntary Redundancy Scheme and (b) all consequential workforce-related changes.

4. Risk Management

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

5. Financial Impact

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

6. Consultation

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

7. Equality Impact Assessment

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

8. Recommendation

It is **RECOMMENDED** that Members:

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

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

(iii) Receive a report early in 2018 / 2019 summarising all the decisions and actions taken in relation to the foregoing matters.

FOR DECISION

9. Officer contact

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

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

10. Appendices

None

11. List of Background Papers

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