



PERSONNEL COMMITTEE

2.00 PM - MONDAY, 19 FEBRUARY 2018

COMMITTEE ROOMS 1/2 - PORT TALBOT CIVIC CENTRE

PART 1

1. To receive any declarations of interest from Members.

Report of the Chief Executive

2. Senior Management Arrangements (Pages 3 - 20)

Report of the Director of Social Services, Health and Housing

3. Permanent Social Worker Resettlement Officer Post within Hillside Secure Children's Home (Pages 21 - 40)
4. Permanent Care Plan Coordinator Posts within Hillside Secure Children's Home (Pages 41 - 54)

Report of the Head of Human Resources

5. Employee Portal (Pages 55 - 58)
6. Christmas and New Year Arrangements (Pages 59 - 62)
7. Pay Policy Statement 2018/2019 (Pages 63 - 124)
8. Introduction of Smoke Free Policy (Pages 125 - 140)
9. Any urgent items (whether public or exempt) at the discretion of the Chairman pursuant to Section 100B (4) (b) of the Local Government Act 1972.

10. Access to Meetings - to resolve to exclude the public for the following items pursuant to Section 100A (4) and (5) of the Local Government Act 1972 and the relevant Exempt Paragraphs of Part 4 of Schedule 12A to the above Act.

PART 2

Private Report of the Director of Social Services, Health and Housing

11. Hillside Administration Team Staffing Structure (*Pages 141 - 150*)

**S.Phillips
Chief Executive**

**Civic Centre
Port Talbot**

Tuesday, 13 February 2018

Committee Membership:

Chairperson: **Councillor D.Jones**

Vice Chairperson: **Councillor S.Paddison**

Members: Councillors E.V.Latham, S.Miller, S.Bamsey, N.T.Hunt, S.A.Knoyle, D.Cawsey, R.G.Jones, S.Renkes, A.J.Taylor and J.Hale

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

Agenda Item 2

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL PERSONNEL COMMITTEE

19th FEBRUARY 2018

REPORT OF THE CHIEF EXECUTIVE

MATTER FOR DECISION

SENIOR MANAGEMENT ARRANGEMENTS

WARDS AFFECTED: ALL

Purpose of Report

1. To seek confirmation of decisions, taken subject to consultation, by the Committee last month as the required actions are now completed.

Background/Context

2. On 15 January 2018, the Committee approved the recommendations in the report at Appendix 1. In terms of the proposed Assistant Chief Executive & Chief Digital Officer post (and related matters) the proposals were subject to consultation and confirmation by Members - as set out in paragraphs 19 and 20 of the previous report.

3. That process has now been completed as follows:

- The Chief Executive met UNISON and the GMB (all trade unions were invited) on 18 January and the previous report was tabled at the Staff Council on 22 January. No substantive comments/objections to the proposals were received in either meeting;
- Following representations from ICT staff (about the potential impact of the proposals), the Chief Executive also met with managers in that service. It was agreed that, as part of the transition process, they would consult with staff more widely and formulate proposals on the optimum structure to be slotted into the Assistant Chief Executive's management responsibilities going forward. The only caveat was that costs must be contained within

management budgets. That work is ongoing and the final proposals will be reported to Members in due course; and

- A consultation letter was sent to the Independent Remuneration Panel for Wales (IRP). However, the IRP interpreted the relevant regulations as applicable only to existing Chief Officer Posts. As this proposal is a new Post, the IRP concluded that it was unnecessary for it to formally consider the matter. The consultation requirement is therefore discharged.

Legal Implications/Process for Change

4. See Section C of Appendix 1 – paragraphs 17-21.

Financial Implications

5. See Section C of Appendix 1 – paragraphs 22-24.

Reasons for Recommendations

6. To seek authority to advertise the post of Assistant Chief Executive and Chief Digital Officer as soon as possible.

RECOMMENDATIONS

1. That Members agree the establishment of a new post of Assistant Chief Executive & Chief Digital Officer on the basis outlined in the previous report (including terms and conditions) and authorise the Chief Executive to advertise it on an internal only basis.
2. That Members agree, as a consequence, the deletion of the post of Head of ICT upon the retirement of the current post holder.

Appendix

Appendix 1 – Report of the Chief Executive to the Personnel Committee:
15 January 2018

Officer Contacts

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

15 JANUARY 2018

REPORT OF THE CHIEF EXECUTIVE

MATTER FOR DECISION

SENIOR MANAGEMENT ARRANGEMENTS

WARDS AFFECTED: ALL

SECTION A

Purpose of Report

1. Recommendations on proposed changes to senior management arrangements/structures to respond to changing Council priorities, budgetary pressures and other factors.

Background/Context

2. On 28 September 2017, Council adopted the Corporate Plan 2017-22 reflecting the priorities of the administration which took office following the local government elections in May 2017. To recap, the Plan is based upon three Well-being objectives as follows:
 - To improve the well-being of children and young people "*giving all of our children and young people the best start in life and helping them to be the best they can be*";
 - To improve the well-being of all adults who live in the county borough: "*living a good life and ageing well*"; and
 - To develop the local economy and environment so that the well-being of people can be improved: "*Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and spend our recreational time*".
3. The financial challenges faced by the authority over this Council term have been well documented in a series of reports to Council, Cabinet,

Scrutiny Committees and Member seminars over the last six months or so¹. Essentially – and based upon on current estimates – we will need to find an extra c.£55 million of savings between 1 April 2019 and 2022 on top of the circa £87 million of cuts already delivered since 2010 and planned for 2018/19. As things stand at the time of writing, we frankly do not know where we are going to find £55m.

4. Thus going forward we need “big ticket” savings and the management structures to deliver them. On this theme, senior officers are preparing a report for Members on the future direction of the Council and models of service delivery. That will be tabled in the spring; but the picture is stark. If we don’t deliver these savings we will inevitably be looking at significant cuts to front line services including social care and schools as well as compulsory redundancies as the end of the Workforce Agreement on 31 March 2018 and national pay demands add new budgetary pressures. For example, at the time of writing, the national pay offer tabled by the Local Government Association (LGA) last month seems likely to increase the cost to this Council by circa £1m for 2018/19 alone.
5. Separately, the Wales Audit Office and the Workforce Partnership Council are pressing local authorities for what they describe as Workforce Strategies including succession planning – and some senior officers will be retiring in the next two years or so. This work is well advanced and will be put before Members shortly (see recommendation 3 below).
6. The question therefore arises as to how best the Council should adapt and re-align its senior management structures to meet these requirements. In terms of context, there are a number of key drivers of change going forward. These include:
 - A transformational shift to digital public services: Technology is radically changing the way public services are delivered. Digital services are what the citizen increasingly expects; it is a journey upon which the Council has already embarked but there is much more to do as local authorities automate processes, move transactions and services online and migrate Council systems to different formats. The next stage of our Digital Strategy will also be

¹ Notably, the Cabinet report of 8 November 2017 seeking authority to consult on draft Budget proposals for 2018/19

put to Members shortly with the aim of delivering substantial savings over time as well as improving services.

- Integrated Services: increasingly, we must escape silos and work across boundaries (internal and external) to deliver improving services and better outcomes. Early Intervention and Prevention programmes are a good example spanning Social Services, Education, Community Safety and other services including those delivered by wider partnerships. Also, the Welsh Government has set out its approach to local government reform underpinned by '*systematic and mandatory regional working*' through greater collaboration. The fine detail is yet to be determined in advance of legislation; but it will be necessary to make an investment (people and money) to respond if the agenda proves to have real substance. As currently configured, the Council is not best equipped or organised to resource this burgeoning agenda. The pressures are already clear in terms of the activity flowing from recent legislation including the Social Services & Well-Being (Wales) Act 2014 (specifically the Population Assessment); the Well-being of Future Generations (Wales) Act 2015 and the imposition of the Welsh Language Standards. This has placed an extra and heavy workload on the corporate strategy/services functions in particular.
 - Whilst basically positive, the Wales Audit Office's most recent Annual Improvement Report (AIR) (reported to Council on 18 October 2017) identified some areas where the Council needed to focus improvement, including inconsistent evaluation of the impact of service changes; the further development of our strategic approach to income generation and the delivery timescales for some savings plans which were not judged to be entirely realistic.
7. The proposals in this report are designed directly or indirectly to meet all of these challenges and others (at least in part).

SECTION B

Recent Developments & Proposals

8. The Council made permanent appointments to the role of Director of Social Services, Health & Housing – but in doing so, created another senior vacancy (see paragraph 9 below) - and to the Head of Legal Services (and Monitoring Officer) posts on 4 and 14 December 2017

respectively. This marked the start of a transition phase to new management arrangements and personnel.

9. As regards the Director of Social Services, Health & Housing post, the operational and financial challenges faced by social services across Wales remain acute and the new Director needs space to focus effort on this area to the exclusion of (arguably) more secondary duties. The former Director's Annual Report (submitted to Council on 18 October 2017) outlined strong foundations in both Children and Adult Services; but we cannot be complacent. These services are, by their nature, high risk and challenging – and recent events in a neighbouring authority provide a salutary lesson that things can go wrong quickly. Moreover, as the new Director is an internal promotion, the immediate priority is to secure a replacement as two Heads of Service in this Directorate represent an irreducible minimum in my view. This report seeks authority to do so.
10. It should also be noted that the market for quality senior staff in Social Services is a very competitive one in Wales and beyond. Thus it may prove necessary to pay a market supplement to attract the right candidate(s). This could have a bearing on the financial implications set out at paragraph 23 below. However, this contains a proposal to offset any additional costs (see footnote 3 specifically).
11. There may also be increasing synergies between the Council's residual housing functions and policy areas within the Environment Directorate. These include planning/land use, regeneration and street scene – including the relationship with Tai Tarian (NPT Homes as was). Thus it is proposed to transfer some of the housing functions to that Directorate on a basis to be determined.
12. Against the background outlined in Section A above, it is also proposed to create a new post of Assistant Chief Executive & Chief Digital Officer reporting to the Chief Executive. This post would be senior to a Head of Service; but junior to a Corporate Director. The salary scales and a full list of proposed responsibilities are at Appendix 1. As this proposal falls outside the scope of the Standing Orders (Wales) Amendment Regulations 2014 – see Section C below – it is proposed to advertise the post on an internal basis only with the working assumption that, if an appointment was made, the successful candidate's post would be deleted and other duties redistributed as necessary.

13. During the consultation process leading to the production of this report, the Head of ICT has confirmed his intention to retire by March 2019. Upon his retirement, it is proposed to delete this post and transfer most of the current responsibilities to the proposed new post of Assistant Chief Executive & Chief Digital Officer. The procurement function would transfer to Legal Services.
14. In addition to providing more of a focus on core responsibilities for the Director of Social Services & Health, these proposals do likewise for the Director of Finance & Corporate Services. The Director's first priority is obviously the financial position of the Council; but his Directorate is increasingly required to engage in complex negotiations and/or provide financial advice in respect of them across a range of Council services and functions. Recent examples include the City Deal, the renegotiation of the care homes contract with Pobl and future waste disposal arrangements. Thus transferring the line management responsibility for ICT elsewhere reduces that burden.
15. The Head of Financial Services is also due to retire in 2018. However, in my judgement this post is essential in terms of discharging our statutory duties around Audit, Scrutiny and, particularly, the preparation of the Council's Annual Accounts. In other words, the present incumbent needs to be replaced and this report seeks authority to advertise the post later this year.
16. There are also three other aspects to these proposals:
- First, in the past the Welsh Government has promoted the notion of shared posts between Councils – Chief Executives and other senior officers. Such ideas never found favour with Members here (or elsewhere in Wales for the most part) and are not practical in my view. Where they have been tried in England and Wales, they have almost always failed in short order in authorities of any size or scale (e.g. the Tri-Borough arrangements in London). Similarly in Wales, there have been limited attempts to share posts with Local Health Boards e.g. the previous Head of Adult Services was employed one day a week by ABMU; but the benefits proved very marginal. It is possible that these ideas will re-surface as part of local government reform; but they have been discarded in this analysis. The bottom line is that it is neither realistic nor fair to expect people to do one and a half or two jobs effectively.

- Second, the Council may have need of time limited interim management support from time to time. Some will say that we should not be using “consultants”; but I would argue that this is to miss the point for several reasons. It is neither reasonable nor realistic to expect senior managers to take on additional pieces of work on top of the day job beyond a point we have now reached; in some cases the necessary experience/skill set may not exist within the Council and perhaps there is also a reluctance in some quarters within the Council to fully embrace the need for different models of service delivery and income generation (an external perspective can provide that momentum). In any event, we cannot afford to recruit permanent staff at this level, so if judiciously deployed this is a more efficient way of proceeding. What is certain is that if we do not deliver the “big ticket” savings alluded to above, we face significant cuts to services and job losses in future years. Thus this report seeks delegated authority, within the Council’s Contracts Procedure Rules, in consultation with Cabinet Members, to utilise external expertise up to a limit of £50,000 per annum.
- Third, linked to – but not directly impacting upon – these proposals is the case for a job evaluation exercise on senior management posts in the Council. Section 3.4.9 of the Financial Regulations section of the Constitution stipulates that the Head of Paid Service is responsible for providing overall management to staff and for ensuring that there is proper use of the evaluation or other agreed systems for determining the remuneration of a job. However, as all senior managers have a potential financial/pecuniary interest in such an exercise, a separate report is being commissioned from an officer who has no such interests. That advice will be submitted to Members entirely separately and, if agreed, the exercise will be conducted independently and reported to Members on that basis.

SECTION C

Legal Implications/Process for Change

17. The Council’s Constitution at paragraph 11.02(a) requires the Head of Paid Service (Chief Executive) to *“report to Council on the manner in which the discharge of the Council’s functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of officers”*. Annex D of the Constitution vests the decision making responsibilities in the Personnel Committee by virtue of section 112 of the Local

Government Act 1972 (incorporating also the Employment Procedure Rules of the Council). This report seeks to discharge that obligation.

18. There are several aspects to be considered in order to make changes to the current senior management structure. These are based in statute, most recently the Standing Orders (Wales) Amendment Regulations 2014. Essentially, a consultation process is required with the Trade Unions and individuals. Corporate Directors and others were consulted individually and collectively in formulating these proposals. The Trade Unions have been sent this report and offered a meeting to discuss the proposals. It will also be tabled at the Staff Council meeting on 22 January.
19. As regards the proposed Assistant Chief Executive and Chief Digital Officer post, the Personnel Committee is required to set the duties, terms and conditions of employment for a Chief Officer post (again, see Appendix 1). There is also a requirement to consult the Independent Remuneration Panel in Wales (IRP) under the Section 143A of the Local Government (Wales) Measure 2011 which sets out the functions of the IRP to make recommendations about any aspect of a Council's pay policy which relate to the salary of the Council's Head of Paid Service. However, the Local Government (Wales) Act 2015 temporarily extends the powers of the IRP to cover salaries payable to all Chief Officers. The IRP must therefore be consulted.
20. It should also be noted that the 2014 Regulations require posts over £100k salary to be publicly advertised. However, should Members agree to create the proposed Assistant Chief Executive and Chief Digital Officer post on the basis outlined in Appendix 1, then this aspect of the Regulations would not apply. The appointment to any new role would be made by the Special Appointments Committee and Council under the Council's Constitution (see paragraph 17 above).
21. For the avoidance of doubt, these proposals do not involve the redundancy or displacement of any officer. Thus the process for consultation in potential redundancy situations; the requirement of the JNC Terms and Conditions of Employment in this regard and, in this specific context also, the Local Authorities (Standing Orders) (Wales) Regulations 2006, as amended in 2014, do not apply. However, if agreed, these proposals would result in the number of heads of

service being reduced from 14 to 13 during the coming financial year and then to 12 early in the following financial year².

Financial Implications

22. The starting point is that any review of the senior management structure should be contained within the existing budgets and produce savings over time. The table below sets out the financial implications of the proposals contained in this report. It is split into two elements: a transition phase which is essentially 2018/19 – but incorporating some savings already secured in the current financial year - and a full year impact (from 1 April 2019).

23. This analysis illustrates that the savings accruing from the proposed changes would be marginal during the transition phase³; but significant and recurring from 2019/20 onwards.

Financial Summary	Transition Period	Full Year Impact
	2018-19	2019-20
	£'000	£'000
Savings accruing from Director of Social Services permanent appointment	-44.3	-44.3
Savings from discontinuing Honorarium	-9.9	-9.9
Assistant Chief Executive & Digital Officer cost at scale maximum	131.1	131.1
Deletion of Other Head of Service Post	-109.0	-109.0
Deletion of Head of ICT Post	0.0	-109.0
Proposed Delegation for External Support	50.0	50.0
Savings re appointments at bottom of scale		
Director of Social Services @ Min	-11.3	
Assistant Chief Executive & Digital Officer @ Min	-12.0	
Assistant Chief Executive & Digital Officer appointed 1 July 2018	-2.5	
Total	-7.9	-91.1

² In purely financial terms, the figures could be regarded as 13 to 12 to 11 because the Head of the South Wales Trunk Road Agency (SWTRA) is funded under the arrangement with the Welsh Government.

³ But see paragraph 10 above. If a Market Supplement does prove necessary, there should be adequate provision in the Directorate's base budget to pay for it; but should the marginal savings for 2018/19 be wiped out, it is proposed to offset that cost by reducing expenditure on interim management capacity should Members agree that proposal – see the second bullet point of paragraph 16 above and recommendation 7 below.

24. An Equality Impact Assessment Screening Form has also been completed and the impact on protected characteristics (or specific groups) has been assessed as low.

Reasons for Recommendations

25. These proposals are designed to ensure that the Council's senior management team is resourced to deliver the objectives outlined in the Corporate Plan; to discharge the Council's statutory obligations and meet the financial and operational challenges which are ahead.

RECOMMENDATIONS

That Members, subject to the required consultation with Trade Unions and the IRP:

1. Agree in principle to the establishment of a new post of Assistant Chief Executive & Chief Digital Officer, including terms and conditions, and authorise the Chief Executive to advertise the post on an internal only basis as described in this report and at Appendix 1;
2. Agree in principle the deletion of the post of Head of ICT upon the retirement of the current post holder with his duties to be incorporated into the responsibilities of the proposed Assistant Chief Executive & Chief Digital Officer; and
3. Note the intention to invite Members to confirm these decisions at a subsequent meeting of the Personnel Committee should the consultation be successfully completed. It would also be the intention of officers to bring to that meeting the Council's new Workforce Strategy (see paragraph 5 above) for consideration/approval.

That Members also:

4. Authorise the Chief Executive to advertise a Head of Service post in the Social Services, Health & Housing Directorate immediately to replace the new Director to include an appropriate market supplement if necessary;

5. Authorise the Chief Executive to advertise the post of Head of Financial Services in due course to ensure that the current post holder is replaced upon his retirement;
6. Authorise the Chief Executive to transfer, as necessary, some of the Council's residual housing responsibilities from the Social Services, Health and Housing Directorate to the Environment Directorate on a basis to be determined in consultation with the Leader of Council, the Cabinet Member for Corporate Services and Equality and the other Cabinet Members concerned. Any new arrangements to be subsequently notified to the Personnel Committee as soon as practicably possible following their implementation;
7. Agree a delegation to the Chief Executive, in consultation with the Leader of Council and the Cabinet Member for Corporate Services and Equality, to utilise external support where necessary up to a limit of £50,000 in any one financial year within the scope of the Council's Contracts Procedure Rules; and
8. Delegate to the Chief Executive, in consultation with the Leader of Council, the Cabinet Member for Corporate Services and Equality plus other relevant Cabinet Members (depending upon the functions at issue), authority to re-align responsibilities and line management reporting arrangements within and between Directorates as a consequence of these proposals. Any new arrangements to be subsequently notified to the Personnel Committee as soon as practicably possible following their implementation.

Appendices

Appendix 1 – Proposed Assistant Chief Executive & Chief Digital Officer (functions/responsibilities and terms & conditions)

Background Documents

Corporate Plan 2017-2022

Officer Contacts

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Sheenagh Rees, Head of HR, Tel: 01639 763315, Email:
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Appendix 1

ASSISTANT CHIEF EXECUTIVE & CHIEF DIGITAL OFFICER

Job Description

Lead responsibility for the development, implementation and monitoring of the Council's:

- Corporate Plan;
- Performance Management System;
- Digital by Choice Strategy and co-ordinate the digitalisation of Council services across the authority including digital exclusion;
- Strategic Equality Plan (under the Equality Act 2010);
- Welsh Language Plan (Welsh Language Standards);
- response to the Well-being of Future Generations (Wales) Act 2015;
- Older Persons Strategy;
- Compliance with the Local Government (Wales) Measure 2009 including associated policies and programmes of work including the corporate relationship with the Wales Audit Office in relation to their performance audit functions;
- Statutory duties as set out in the Crime and Disorder Act 1998 as amended by the Police and Justice Act 2006;
- Statutory duties under the regional CONTEST Board set out in the Counter-Terrorism and Security Act 2015.
- Violence Against Women, Domestic Abuse and Sexual Violence Strategy and ensure the Council's statutory duties set out in the VAWDASV Act 2015.

In addition, lead responsibility for:

- Member support and associated systems, securing the efficient and effective operation of the Council's democratic processes; managing the interface between officers and Members, including the development and publication of Forward Work Programmes;
- Acting as the principal advisor to elected Members in relation to scrutiny functions and the Democratic Services Committee;
- Designing and delivering effective Member Development programmes;
- Ensuring the efficient and effective running of the democratic, mayoral and electoral services including acting as a Deputy Returning Officer;
- Ensuring compliance with the Independent Remuneration for Wales schemes for the remuneration of Elected Members;
- The Council's response to the Welsh Government's local government reform agenda and associated policies and strategies on collaboration and related matters. Deputising for the Chief Executive at regional and national forums as required;
- Developing the work of the Public Services Board in the context of the well-being assessment and well-being plan and lead the implementation of work programmes on behalf of the partnership;
- Managing the Council's interface with the Voluntary Sector, including management of the Compact;
- Supporting the Leader of Council in managing the interface with Town and Community councils;
- The co-ordination of the Council's Valleys Task & Finish Group;
- Representing the Council on the Area Planning Board and ensuring that the Council's duties related to substance misuse are discharged;

- Income Generation: developing the corporate framework for, and co-ordination of, cross cutting work in this area;
- Preparing the Corporate Governance Statement on an annual basis and overseeing the improvement work set out in that Statement, ensuring adherence to the CIPFA Code of Practice;
- The Capital Programme Steering Group to ensure the delivery of the agreed capital programme; and
- Leading projects, programme and change initiatives as identified by Members;
- Leading the ICT/Digital Service to enable efficient procurement of hardware/software; service delivery to staff and the public including the development of data strategies to assist with controlling cost/activity; collaborative relationships with Heads of Service and strong governance in relation to security, data management, network and systems and third party applications; and
- Line management and budgetary responsibilities for relevant service areas.

Assistant Chief Executive & Digital Officer Pay Scale 2018-19

Pay Point	Salary
1	£85,500
2	£87,638
3	£89,776
4	£91,913
5	£94,050

Agenda Item 3

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

19th February 2018

Report of the Director of Social Services, Health and Housing – Andrew Jarrett

Matter for Decision

Wards Affected:

All wards

Proposal to create a permanent Social Worker Resettlement Officer post within Hillside Secure Children's Home

Purpose of Report:

The purpose of this report is to seek members' approval to establish a Social Worker Resettlement Officer post (Grade 9) within Hillside Secure Children's Home to support the transition of young people from Custody/Care back into their communities.

Executive Summary

The main purpose of the Social Worker Resettlement Officer is to provide a high quality, professional social work service to support children and young people whilst resident and on discharge to formulate and access all appropriate services and support to enable a successful and sustainable resettlement within the community, in accordance with legislation, national standards and regulations.

The post was originally created in 2015 on a temporary basis but is currently unoccupied because the post holder has successfully been appointed to Operations Manager. However, it has been identified that the role of transition for young people needs to be developed and should be a key priority. Therefore, it is imperative that this post is permanently established on the structure. This is a recommendation of the CSSIW

report, October 2017, who state that transition for young people must be a key priority at Hillside.

Background

Theory and research indicates that Resettlement is best understood as a process that commences from the point of incarceration. Where assessments or pre-sentence reports have implications for addressing longer-term community needs, it starts even sooner. Intervention within the custodial environment should focus on what needs to change if offending is to be reduced on release.

Planning should be individualised and forward looking – rather than reflecting institutional concerns with behaviour management and availability of particular programmes. This would ensure that the requisite provision is in place in advance of a young person leaving custody/ Secure Care.

Conversely, resettlement provision in the community should build upon the progress that has been made within custody or the secure care environment. It is frequently asserted that the transition from one setting to the other ought to be as seamless as possible. This requires all agencies responsible for resettlement (within the custodial estate and outside of it) to be engaged in joint sentence planning that seeks to deliver an integrated programme of intervention spanning the entry into custody, the period of imprisonment and the transition to the community. (Bateman et al, 2013b; Hazel and Liddle, 2013).

In a recent CSSIW Inspection of Hillside, one of the areas that was identified as needing development was the role of transition for our young people. A Social Worker Resettlement Officer would be an essential component for effective transition. We have had a temporary post for two years, but this post holder has now been made permanent as the Operations Manager and we need to ensure that transition is a priority for the young people at Hillside with a suitably qualified and skilled person to drive this forward.

Proposal

To create a permanent Social Worker Resettlement Officer post (Grade 9) (JEID 3525) within Hillside Secure Children's Home.

Hillside Secure Children's Home recognises the benefits of effective resettlement and wishes to appoint a Resettlement Officer to ensure that there is a smooth transition from custody/care to the community.

The post holder would support children whilst resident and on discharge to formulate and access all appropriate services and support to enable a successful and sustainable resettlement within the community.

The post holder would be responsible for developing close working relationships with Youth Justice Teams and Children's Services across South Wales and the English placing authorities to develop effective practice, further developing and maintaining links and effective working relationships with a wide range of stakeholders involved in the delivery of services to support the resettlement needs of children and young people.

The post holder would be required to attend care planning and review meetings within Hillside to advise and engage in resettlement planning throughout and beyond the period of residence including the attendance at community resettlement panels.

Additionally the post holder would establish systems to improve access to services alongside existing and new Youth Justice Partners to enable effective resettlement, especially in relation to placements, accommodations, education/training/employment, substance misuse and mental health.

The post holder would have a key role alongside Hillside staff and related services to re-establish, develop and maintain positive family contact and relationships that supports children and young people's resettlement plans. This would provide continuity of care and a professional person that children have had the opportunity to build a relationship with, which will transfer into the community setting.

Children and young people who are well supported on release from custodial sentences/ secure care orders, and with access to appropriate accommodation, education and health resources etc. are well documented as being at a reduced risk of offending in the future.

Ultimately this post will enhance the opportunities for the children concerned and reduce the risk of re-offending and secure better welfare provision considerably by ensuring there is a seamless effective transition, where planning for release can begin at the earliest opportunity, i.e. at the point of entry into the Secure Home.

Financial Impact

The cost of the post is detailed below:-

Full cost of Resettlement Officer at Grade 9 = £41,918 (year 1)

A financial appraisal is shown at Appendix 1.

The additional cost will be recovered by revenue generated by Hillside placements. Hillside is self-financing in that the service fully recovers its costs through fees charged to other local authorities and the Youth Justice Board.

Equality Impact Assessment

An Equality Impact Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010, and the requirements of the Welsh Language Standards. An overview of the Equality Impact Assessment has been included in this report in summary form only and it is essential that Members read the Equality Impact Assessment, which is attached to the report at Appendix 3, for the purpose of the meeting.

Workforce Impacts

This proposal will have a positive impact on Hillside employees as the posts will support improved transitions for young people as per recommendation from CSSIW report.

Legal Impacts

There are no legal impacts.

Risk Management

There are no significant risks associated with this proposal.

Consultation

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

Recommendations

It is **RECOMMENDED** that Members **APPROVE** the creation of a permanent Resettlement Officer post within Hillside Secure Children's Home to support the transition of young people from Custody/Care back into their communities.

FOR DECISION

Appendices

Financial Appraisal - Appendix 1

Financial Statement - Appendix 2

Equality Impact Assessment Form – Appendix 3

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FINANCIAL APPRAISAL – Hillside Secure Centre

APPENDIX 1

Total	£47,421
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Financial Implications – Hillside Secure Centre**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
Funding of Set Up Costs		
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)		
> Starting Salary	41,918	
> Additional cost at Maximum Salary		47,421
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	41,918	47,421

Funding of Recurring Costs**External Sources**

Specific Grant:
 Funding from External Agencies
 Service Level Agreement
 Other (Specify)

Internal Sources

HRA
 Existing Budget Allocation 41,918 47,421

Additional Guideline Allocation	
Other (specify) :	
Total Funds Available	41,918

47,421

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

EQUALITY IMPACT ASSESSMENT (EIA) REPORT FORM

This form should be completed for each Equality Impact Assessment on a new or existing function, a reduction or closure of service, any policy, procedure, strategy, plan or project which has been screened and found relevant to Equality and Diversity.

Please refer to the ‘Equality Impact Assessment Guidance’ while completing this form. If you would like further guidance please contact the Corporate Strategy Team or your directorate Heads of Service Equality Champion.

Where do you work?					
Service Area: Hillside Secure Children’s Home					
Directorate: Social Services, Health & Housing					

(a) This EIA is being completed for a...

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

(b) Please name and describe below...

There is currently a ‘temporary’ Resettlement Officer post in the Hillside structure. It is now necessary to make this permanent due to the recommendations in the CSSIW report dated October 2017. The post is currently unoccupied.

(c) It was initially screened for relevance to Equality and Diversity on 25th January 2018**(d) It was found to be relevant to...**

Age	<input type="checkbox"/>	Race	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	Religion or belief	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	Sex	<input type="checkbox"/>
Marriage & civil partnership ..	<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>
Pregnancy and maternity	<input checked="" type="checkbox"/>	Welsh language	<input type="checkbox"/>

(e) Lead Officer Service**(f) Approved by Head of**

Name: Alison Davies

Job title: Hillside Manager

Date: 25th January 2018

Name:

Date:

Section 1 – Aims (See guidance):

Briefly describe the aims of the function, service, policy, procedure, strategy, plan, proposal or project

What are the aims?

To establish a permanent Resettlement Officer post on the Hillside structure.

Who has responsibility?

Neath Port Talbot County Borough Council – Social Services, Health & Housing – Hillside Secure Children's Home

Who are the stakeholders?

YCS, placing authorities, CIW, Social Care Wales, WG, DFE, Home Office, CAFCASS Cymru, Police.

Section 2 - Information

(a) Service Users

Please tick what information you know about your service users and provide details / evidence of how this information is collected.

Age	<input checked="" type="checkbox"/>	Race	<input checked="" type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	Religion or belief	<input checked="" type="checkbox"/>
Gender reassignment	<input checked="" type="checkbox"/>	Sex	<input checked="" type="checkbox"/>
Marriage & civil partnership	N/A	<input type="checkbox"/>
	Sexual orientation Sometimes	<input type="checkbox"/>
Pregnancy and maternity	<input checked="" type="checkbox"/>	Welsh language	<input checked="" type="checkbox"/>

What information do you know about your service users and how is this information collected?

All information about our young people is collated at the point of referral from the placing Local Authority or the YCS. At the point of entry into Hillside, further information is gathered via the Care Planning and Assessment Process and our Clinical Support Team.

Any Actions Required?

None

What information do you know and how is this information collected?

As above. Including extra discussions with advocacy, Police, education and external stakeholders when required.

All data about our service users is both qualitatively and quantitively analysed. It is then sent to Social Services Committee and specific boards including YJB/YCS and the LSCB.

Any Actions Required?

None

(b) General

Section 3 – Impact

(a) Impact on Protected Characteristics

Please consider the possible impact on people with different protected characteristics. This could be based on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

	Positive	Negative	Neutral
Needs further investigation			
Age	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	→ <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	→ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and maternity	→ <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sex	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual orientation	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Welsh language	→ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thinking about your answers above, please explain (in detail) why this is the case.

Include details of any consultation (and/or other information) which has been undertaken to support your view.

The Resettlement Officer post holder, pregnant or disabled (depending on the disability) would not be able to work directly on the units as they would be putting themselves at risk of injury because of the controlled environment and the risk of restraint, moving and handling.

We positively promote the use of Welsh language via signage and interaction at Hillside. A high proportion of our staff are Welsh speaking. We engage with all welsh speaking young people via their preferred medium.

(b) Impact on the Welsh Language

What is the likely impact of the policy on:

- Opportunities for people to use Welsh
- The equal treatment of the Welsh and English languages

Please give details

A high proportion of the workforce at Hillside are Welsh speaking. We engage with all welsh speaking young people via their preferred medium.

Could the policy be developed to improve positive impacts or lessen negative impacts? Please give details

See above

Actions (to increase positive/mitigate adverse impact).

None

Section 4 - Other Impacts:

Please consider how the initiative might address the following issues.

You could base this on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

(a) Equalities

Public Sector Equality Duty (PSED)

- to eliminate discrimination, harassment and victimisation;
- to advance equality of opportunity between different groups; and
- to foster good relations between different groups

Please explain any possible impact on meeting the Public Sector Equality Duty

No impact predicted. We promote an anti-discriminatory workplace and do not tolerate discrimination, harassment or victimisation.
As staff are aware of the Council policies and procedures which cover this such as Dignity at Work.

What work have you already done to improve the above?

Reviewed all Policies and Procedures in line with CSSIW recommendation regarding Welsh language provision (October 2017).

We provide regular and quality assured anti-discriminatory training including radicalisation, anti-racism and LGBT awareness.

We also work closely with minority groups in the community including the YEAST youth groups and the home office for PREVENT and CHANNEL.

Actions (to mitigate adverse impact or to address identified gaps in knowledge).

As above.

(b) Reduce Social Exclusion and Poverty

Please explain any possible impact

We actively reduce the possible impact by including young people in all decision making while they are placed at Hillside. We promote and foster all of the racial cultural religious and protected characteristics of all young people placed here.

What work have you already done to improve the above?

We actively encourage the religious and cultural beliefs help by young people to be respected and valued when they are in Hillside. This includes dietary needs, religious festivals including Ede and fasting.

Actions (to mitigate adverse impact or to address identified gaps in knowledge).

Training for all staff.

Advocacy

Participation by young people

(c) Community Cohesion

Is the initiative likely to have an impact on Community Cohesion?

The Resettlement Officer post is crucial to engage young people with the community from which they originate from. So the transition will include all of their cultural and diversity needs.

Actions (to mitigate adverse impact or to address identified gaps in knowledge).

Training for all staff.

Raising awareness.

Multi agency collaboration staffing on strategic groups including LSCB.

Section 5 Consultation**What consultation and engagement has been undertaken (e.g. with the public and/or members of protected groups) to support the views in section 3 and 4?**

The post has been a temporary provision and the post holder has previously engaged with all stakeholders and young people explaining their role and responsibility.

This consultation and engagement will be promoted and an integral part of developing the service.

Any actions required (to mitigate adverse impact or to address identified gaps in knowledge)

Each young person will be treated on an individual cases by cases basis when exercising all of the cultural ethnic educational LGBT and diversity needs including any protected characteristics.

Section 6 – Post Consultation

What was the outcome of the consultation?

See above – the work is considered an integral part of the post and is ongoing.

Section 7 - Monitoring arrangements:

Please explain the arrangements in place (or those which will be put in place) to monitor the impact of this function, service, policy, procedure, strategy, plan or project:

Monitoring arrangements:

Supervision.

Contributing to the development of the ethos of anti-discriminatory practice at Hillside.

Raising awareness

ILP and PDR

Actions:

See above

Section 8 – Outcomes:

Having completed sections 1-5, please indicate which of the outcomes listed below applies to your initiative (refer to guidance for further information on this section).

Outcome 1: Continue the initiative...



Outcome 2: Adjust the initiative...



Outcome 3: Justify the initiative...



Outcome 4: Stop and remove the initiative...



For outcome 3, detail the justification for proceeding here

N/A

Section 9 - Publication arrangements:

Information on the publication arrangements for equality impact assessments is available in the guidance notes

Action Plan:

Objective What are we going to do and why?	Who will be responsible for seeing it is done?	When will it be done by?	Outcome How will we know we have achieved our objective?	Progress
Seek approval from Members for the establishment of a permanent Resettlement Officer post in Hillside	Alison Davies, Principal Manager, Hillside	Approval sought from Personnel Committee on 19 th February 2018	Whether approval is agreed, ratified	Advertise, appoint and develop the role of the Resettlement Officer

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Agenda Item 4

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

19th February 2018

Report of the Director of Social Services, Health and Housing – Andrew Jarrett

Matter for Decision

Wards Affected:

All wards

Proposal to create 3 permanent Care Plan Co-ordinator posts within Hillside Secure Children's Home

Purpose of Report:

The purpose of this report is to seek members' approval to establish 3 Care Plan Co-coordinator post Grade 8 (JEID 3783) within Hillside Secure Children's Home.

Executive Summary

The main purpose of the Care Plan Co-coordinator is to be responsible for the planning, implementation and review of individual care plans for the young people in Hillside. They will work closely alongside Unit Leaders and Senior Management in Hillside, together with Social Workers and multi-agency partners when dealing with complex children and family relationships.

Background

The re-purposing of Hillside began in 2014. This was because the centre needed to provide holistic and safe care for 22 young people whose demographic had changed considerably since the inception and opening of Hillside Secure Children's Home some 21 years ago. The advent of a Clinical Support Team and the emerging complexities of the very

challenging young people now placed at Hillside needed clear case work arrangements.

The Care Plan Co-ordinator, alongside our multi agency Clinical Support Team including Consultant Psychologist, Psychiatrist, SALT and WACADA workers, highlighted the need and expectation for a cohesive care planning approach. Incorporating key worker collaboration and oversight of the placing local authority expectations, while keeping the young people's needs, wishes and feelings central to the care plan.

Proposal

It is proposed to create 3 permanent Care Plan Co-ordinator posts within Hillside Secure Children's Home.

Hillside Secure Children's Home recognises the benefits of effective transition of young people from the Home on return to the community.

This post is one of the most complex roles in the Centre. The post holders will participate in and oversee the preparation, implementation and reviewing of all the individual care plans in conjunction with the young people, their parents, colleagues and other professionals.

The post holder would have a key role alongside Hillside staff and related services to re-establish, develop and maintain positive family contact and relationships that supports children and young people's care plans.

This would provide continuity of care and a professional person that children have had the opportunity to build a relationship with, prior to the transfer into the community setting.

Financial Impact

The total annual cost of the 3 posts is £112,683 (year 1). A financial appraisal is shown at Appendix 1. The additional cost will be recovered by revenue generated by Hillside placements. Hillside is self-financing in that the service fully recovers its costs through fees charged to other local authorities and the Youth Justice Board.

Equality Impact Assessment

An Equality Impact Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010, and the requirements of the Welsh Language Standards. An overview of the Equality Impact Assessment has been included in this report in summary form only, with the full Equality Impact Assessment attached to the report at Appendix 3.

Workforce Impacts

This proposal will have a positive impact on Hillside employees as the posts will support improved transitions for young people as per recommendation from CSSIW report.

Legal Impacts

There are no legal impacts.

Risk Management

There are no significant risks associated with this proposal.

Consultation

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

Recommendations

It is **RECOMMENDED** that Members **APPROVE** the creation of 3 Care Plan Co-ordinator posts within Hillside Secure Children's Home

FOR DECISION

Appendices

Financial Appraisal - Appendix 1

Financial Statement - Appendix 2
Equality Impact Assessment Form – Appendix 3

Officer Contact:

Ali Davies
Principal Manager, All Wales Secure Unit, Hillside Secure Centre
Telephone: 01639 641648
E-mail: a.davies8@npt.gov.uk

FINANCIAL APPRAISAL – Hillside Secure Centre

APPENDIX 1

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
Funding of Set Up Costs		
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)		
> Starting Salary	112,683	
> Additional cost at Maximum Salary		125,754
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	112,683	125,754

Funding of Recurring Costs

External Sources

Specific Grant:

Funding from External Agencies	112,683	125,754
Service Level Agreement		
Other (Specify)		

Internal Sources

HRA

Existing Budget Allocation

Additional Guideline Allocation

Other (specify) :

Total Funds Available

112,683

125,754

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

EQUALITY IMPACT ASSESSMENT (EIA) REPORT FORM

This form should be completed for each Equality Impact Assessment on a new or existing function, a reduction or closure of service, any policy, procedure, strategy, plan or project which has been screened and found relevant to Equality and Diversity.

Please refer to the 'Equality Impact Assessment Guidance' while completing this form. If you would like further guidance please contact the Corporate Strategy Team or your directorate Heads of Service Equality Champion.

Where do you work?					
Service Area: Hillside Secure Children's Home					
Directorate: Social Services, Health & Housing					

(a) This EIA is being completed for a...

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

(b) Please name and describe below...

To establish 3 permanent Care Plan Co-ordinator posts within the Hillside Secure Children's Home structure

(c) It was initially screened for relevance to Equality and Diversity on 25th January 2018

(d) It was found to be relevant to...

Age	<input type="checkbox"/>	Race	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	Religion or belief.....	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	Sex	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	Sexual orientation.....	<input type="checkbox"/>
Pregnancy and maternity	<input checked="" type="checkbox"/>	Welsh language.....	<input type="checkbox"/>

(e) Lead Officer

Name: Alison Davies

Job title: Hillside Manager

Date: 25th January 2018

(f) Approved by Head of Service

Name:

Date:

Section 1 – Aims (See guidance):

Briefly describe the aims of the function, service, policy, procedure, strategy, plan, proposal or project

What are the aims?

To establish 3 permanent Care Plan Co-ordinator posts on the Hillside structure.

Who has responsibility?

Neath Port Talbot County Borough Council – Social Services, Health & Housing – Hillside Secure Children's Home

Who are the stakeholders?

YCS, placing authorities, CIW, Social Care Wales, WG, DFE, Home Office, CAFCASS Cymru, Police.

Section 2 - Information

(a) Service Users

Please tick what information you know about your service users and provide details / evidence of how this information is collected.

Age	<input checked="" type="checkbox"/>	Race	<input checked="" type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	Religion or belief.....	<input checked="" type="checkbox"/>
Gender reassignment	<input checked="" type="checkbox"/>	Sex	<input checked="" type="checkbox"/>
Marriage & civil partnership N/A.....	<input type="checkbox"/>	Sexual orientation Sometimes	<input type="checkbox"/>
Pregnancy and maternity	<input checked="" type="checkbox"/>	Welsh language.....	<input checked="" type="checkbox"/>

What information do you know about your service users and how is this information collected?

All information about our young people is collated at the point of referral from the placing Local Authority or the YCS. At the point of entry into Hillside, further information is gathered via the Care Planning and Assessment Process and our Clinical Support Team.

Any Actions Required?

None

(b) General

What information do you know and how is this information collected?

As above. Including extra discussions with advocacy, Police, education and external stakeholders when required.

All data about our service users is both qualitatively and quantitatively analysed. It is then sent to Social Services Committee and specific boards including YJB/YCS and the LSCB.

Any Actions Required?

None

Section 3 – Impact

(a) Impact on Protected Characteristics

Please consider the possible impact on people with different protected characteristics. This could be based on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

	Positive	Negative	Neutral	Needs further investigation
Age	→	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	→	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	→	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	→	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and maternity	→	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	→	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	→	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sex	→	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual orientation	→	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Welsh language	→	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Thinking about your answers above, please explain (in detail) why this is the case.
Include details of any consultation (and/or other information) which has been undertaken to support your view.**

The Care Plan Co-coordinator post holder(s), pregnant or disabled (depending on the disability) would not be able to work directly on the units as they would be putting themselves at risk of injury because of the controlled environment and the risk of restraint, moving and handling.

We positively promote the use of Welsh language via signage and interaction at Hillside. A high proportion of our staff are Welsh speaking. We engage with all welsh speaking young people via their preferred medium.

(b) Impact on the Welsh Language

What is the likely impact of the policy on:

- Opportunities for people to use Welsh
- The equal treatment of the Welsh and English languages

Please give details

A high proportion of the workforce at Hillside are Welsh speaking. We engage with all welsh speaking young people via their preferred medium.

Could the policy be developed to improve positive impacts or lessen negative impacts? Please give details

See above

Actions (to increase positive/mitigate adverse impact).

None

Section 4 - Other Impacts:

Please consider how the initiative might address the following issues.

You could base this on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

(a) Equalities

Public Sector Equality Duty (PSED)

- to eliminate discrimination, harassment and victimisation;
- to advance equality of opportunity between different groups; and
- to foster good relations between different groups

Please explain any possible impact on meeting the Public Sector Equality Duty

No impact predicted. We promote an anti-discriminatory workplace and do not tolerate discrimination, harassment or victimisation.

As staff are aware of the Council policies and procedures which cover this such as Dignity at Work.

What work have you already done to improve the above?

Reviewed all Policies and Procedures in line with CSSIW recommendation regarding Welsh language provision (October 2017).

We provide regular and quality assured anti-discriminatory training including radicalisation, anti-racism and LGBT awareness.

We also work closely with minority groups in the community including the YEAST youth groups and the home office for PREVENT and CHANNEL.

Actions (to mitigate adverse impact or to address identified gaps in knowledge).

As above.

(b) Reduce Social Exclusion and Poverty

Please explain any possible impact

We actively reduce the possible impact by including young people in all decision making while they are placed at Hillside. We promote and foster all of the racial cultural religious and protected characteristics of all young people placed here.

What work have you already done to improve the above?

We actively encourage the religious and cultural beliefs help by young people to be respected and valued when they are in Hillside. This includes dietary needs, religious festivals including Ede and fasting.

Actions (to mitigate adverse impact or to address identified gaps in knowledge).

Training for all staff.

Advocacy

Participation by young people

(c) Community Cohesion

Is the initiative likely to have an impact on Community Cohesion?

The Care Plan Co-ordinator post is crucial to engage young people with the community from which they originate from. So the transition will include all of their cultural and diversity needs.

Actions (to mitigate adverse impact or to address identified gaps in knowledge).

Training for all staff.

Raising awareness.

Multi agency collaboration staffing on strategic groups including LSCB.

Section 5 Consultation

What consultation and engagement has been undertaken (e.g. with the public and/or members of protected groups) to support the views in section 3 and 4?

The post holder will be engaged with all stakeholders and young people explaining their role and responsibility.

This consultation and engagement will be promoted and an integral part of developing the service.

Any actions required (to mitigate adverse impact or to address identified gaps in knowledge)

Each young person will be treated on an individual cases by cases basis when exercising all of the cultural ethnic educational LGBT and diversity needs including any protected characteristics.

Section 6 – Post Consultation

What was the outcome of the consultation?

See above – the work is considered an integral part of the post and is ongoing.

Section 7 - Monitoring arrangements:

Please explain the arrangements in place (or those which will be put in place) to monitor the impact of this function, service, policy, procedure, strategy, plan or project:

Monitoring arrangements:

Supervision.

Contributing to the development of the ethos of anti-discriminatory practice at Hillside.

Raising awareness

ILP and PDR

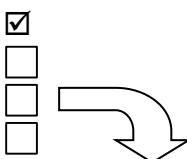
Actions:

See above

Section 8 – Outcomes:

Having completed sections 1-5, please indicate which of the outcomes listed below applies to your initiative (refer to guidance for further information on this section).

- Outcome 1: Continue the initiative...
- Outcome 2: Adjust the initiative...
- Outcome 3: Justify the initiative...
- Outcome 4: Stop and remove the initiative...



For outcome 3, detail the justification for proceeding here

N/A

Section 9 - Publication arrangements:

Information on the publication arrangements for equality impact assessments is available in the guidance notes

Action Plan:

Objective What are we going to do and why?	Who will be responsible for seeing it is done?	When will it be done by?	Outcome How will we know we have achieved our objective?	Progress
Seek approval from Members for the establishment of 3 permanent Care Plan Co-ordinator posts in Hillside	Alison Davies, Principal Manager, Hillside	Approval sought from Personnel Committee on 19 th February 2018	Whether approval is agreed, ratified	Advertise, appoint and develop the role of the Care Plan Co-ordinator

Agenda Item 5

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

19TH FEBRUARY 2018

REPORT OF THE HEAD OF HUMAN RESOURCES – S.REES

Matter for Information

WARD(S) AFFECTED: All

Employee Portal

1. Purpose of Report

The purpose of this report is to update Members in relation to a new ICT development which will assist the Council in communicating with all employees and improving workforce data, called the Employee Portal. A short demonstration of the Employee Portal will take place at Committee for Members information.

2. Background information

The initial development was commissioned by the HR Team and was a modest development in order to improve the data capture of accurate and up-to-date personal data, to include equalities information, welsh language information and other information on employees.

Once this development work commenced, it became evident that this could be further developed into an Employee Portal, a database, accessible by both service managers and employees which would enable them to record / update their own data.

The first phase of the development of the portal was to provide access for employees with intranet access, with the second phase being access for all employees of the Council via their personal smartphones, tablets PCs etc.

3. Employee Portal

The key aims of the Employee Portal are:-

- To improve the way the Council communicates with all its employees by developing a new channel of communication. Employees will be encouraged to visit the portal by placing Payslip and P60 information there (and other relevant features) in order to incentivise them to keep their information up-to-date.
- To allow employees (in agreement with their manager) to see a summary of their leave taken, a team leave calendar and to request leave using the portal.
- To provide managers with a Manager Dashboard, containing tools to support them in the management of staff, and through which they will encourage employees to keep information up-to-date. This will include Workforce Planning Information, Job description and person specifications, the part-time annual leave calculator, flexi spreadsheets, etc. which is currently under development.
- To provide employees with relevant information in relation to their employment all in one place and if they do not have intranet access at work, they will be able to access this information from home or their mobile device. Employees will be required to update their details on a regular basis and when things change.

4. Focus Groups

In order to prioritise development work, focus groups were held during the summer of 2017, facilitated by the HR and ICT Teams. Around 60 employees, from across the Council attended to ensure that what was being developed was user friendly and relevant to all our employees. The focus groups were extremely positive as all attendees were interested and engaged. From each of the focus groups, employees came up with ideas for improvements and new ideas to be taken forward.

5. Current Position

The employee portal was officially launched to employees with intranet access during week commencing 21st August 2017. An article appeared In the Loop on Thursday 31st August. Since this date, 2,500 employees

with intranet access have registered, which represents the majority of office based staff.

In order to ensure the security of the portal, a full penetration test has been carried out by an external company. Once suggested amendments have been made, the Employee Portal will be ready to be launched to all employees of the Council to access remotely.

6. Consultation

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

7. Financial Impact

There is no financial impact associated with this report

8. Equality Impact Assessment

There are no equality impacts associated with this report.

9. Workforce Impacts

This development will have a positive impact on the workforce as it will improve the way the Council communicates with all employees, particularly those who are front line employees and not office based.

10. Recommendation

It is RECOMMENDED that Members NOTE the information provided in relation to the Employee Portal.

FOR INFORMATION

11. 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

12. Appendices

None

13. List of Background Papers

None

Agenda Item 6

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

19 February 2018

Head of Human Resources – S.Rees

Matter for Decision

Wards Affected: all wards

Christmas and New Year Holiday Arrangements 2018/2019

1. Purpose of Report

- 1.1 The purpose of this report is to seek Member approval for the opening/closing arrangements for the main Civic Offices during the Christmas and New Year Holiday period 2018/2019.
- 1.2 An early decision is requested for forward planning/Committee cycle meeting purposes.

2. Background information

The prescribed bank holidays for the 2018 / 2019 festive period are as follows:

Tuesday 25th December 2018 Christmas Day

Wednesday 26th December 2018 Boxing Day

Tuesday 1st January 2019 New Year's Day

- In addition to the above, Local Government Services employees are awarded an **Extra Statutory Holiday** during this period, the timing of which is to be determined by the Authority.
- Employees are also entitled to an **additional day of annual leave** which is allocated over the Christmas Holiday Period.
- It has also been past practice since the inception of the Authority to award a **½ day special leave** to employees on the afternoon of the last working day before Christmas.

3. Proposed Holiday Arrangements

- 3.1 Managers of all business critical services across the Council will ensure that all such services continue to be available on a 24 / 7 basis, where necessary,

and that standby / callout arrangements are in place so that appropriate responses can be made to emergencies arising during the holiday period.

- 3.2 The proposal below is primarily concerned with civic office opening and closing arrangements over the holiday period.
- 3.3 The proposal will require employees who are not required to attend work to use one and a half days of their annual leave entitlement to cover the office closure period.
- 3.4 The following allocation of days is proposed:

Monday	24 th December 2018	Offices closed - all employees required to use half day leave for the morning. – special leave granted from 1 pm for the afternoon (*)
Tuesday	25 th December 2018	Christmas Day bank holiday
Wednesday	26 th December 2018	Boxing Day bank holiday
Thursday	27 th December 2018	Additional annual leave day (*)
Friday	28 th December 2018	Extra Statutory Day
Monday	31 st December 2018	Offices closed – all employees required to use one day of leave (*)
Tuesday	1 st January 2019	New Years' Day Bank Holiday

- 3.5 (*) Main civic centres will be closed on these dates, however some services will require employees to work on these dates and employees will be able to take their annual leave on alternative dates, so that service delivery is not detrimentally affected. Where employees are required to work, the relevant Head of Service will notify employees as soon as possible and will ensure that necessary welfare facilities and management support is available.
- 3.6 The proposal was developed in consultation with Heads of Service, Corporate Directors and senior managers. Trade Unions have been consulted in relation to this proposal and have indicated that it is acceptable to them.

4. Implementation

In order to ensure that employees are aware of these arrangements, details will be placed on the HR Intranet Page 80 employee news, an article will be placed

'In The Loop' and Heads of Service will be requested to cascade the information to managers and employees within their respective service areas.

5. Financial Impact

There are no financial impacts associated with this report.

6. 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.

7. Workforce Impacts

This proposal will impact on all employees of the Council and arrangements will be made to ensure that employees are aware of their particular service arrangements.

8. Legal Impacts

There are no legal impacts associated with this proposal.

9. Risk Management

There are no risks associated with this report.

10. Consultation

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

11. Recommendation

It is **RECOMMENDED** that members approve the proposal in relation to Christmas / New Year holiday arrangements for 2018/2019.

FOR DECISION

12. Officer contact

Sheenagh Rees – Head of Human Resources
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Tel: 01639 763315

13. List of Background Papers

None.

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Agenda Item 7

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL PERSONNEL COMMITTEE

19th FEBRUARY 2018

Report of the Head of Human Resources – Sheenagh Rees

SECTION B – MATTER FOR INFORMATION

WARDS AFFECTED – ALL

PAY POLICY STATEMENT 2018 / 2019

Purpose of the Report

1. To provide Members of Personnel Committee with the Neath Port Talbot County Borough Council Pay Policy Statement for 2018 / 2019, attached as Appendix 1, prior to presentation for approval at Council on 28th February 2018.

Executive Summary

2. It is a requirement of the Localism Act 2011 that the Council produces a Pay Policy Statement for each financial year, setting out specific information in relation to the pay of the Council's workforce. The Statement that has been prepared for 2018 / 2019, and attached at Appendix 1, has been developed in line with guidance produced by the Public Services Staff Commission "Transparency of Senior Pay in the Devolved Welsh Public Sector" and to reflect national and local developments in pay.

Background

3. The Localism Act 2011 requires local authorities to produce a Pay Policy Statement for each financial year articulating its policy towards a range of issues relating to the pay of its workforce, particularly in relation to senior staff and the lowest paid within the

workforce. This is with the aim of increasing accountability, transparency and fairness in the setting of local pay.

4. The statement must be prepared annually, considered and approved by full Council and published on the Council's website.
5. An initial Pay Policy statement was developed and approved by this Council in March 2012. As required by legislation, the Pay Policy Statement must be reviewed at least annually, and then approved and published by 31st March each subsequent year.
6. The Pay Policy Statement for 2018 / 2019 is attached at Appendix 1. The format of the document has been developed with reference to the Public Sector Staff Commission's guidance "Transparency of Senior Pay in the Devolved Welsh Public Sector" and the content has been updated to take account of national and local pay related developments, outlined in paragraphs 7 and 8 of this report.

Pay related developments

7. The time limited pay provisions set out in the Workforce Strategy Collective Agreement 2013 come to an end on 31st March 2018. Accordingly, the pay scale for Local Government Services employees is restored with effect from 1st April 2018 and pay contributions cease on 31st March 2018. The Pay Policy Statement for 2018 / 2019 reflects this position.
8. It is the Council's policy that any nationally agreed pay awards, negotiated at a national level by the local government employers in conjunction with the recognised Trade Unions will be applied, including Chief Officers and the Chief Executive. At the time of producing this Pay Policy Statement, the outcome of discussions at a national level between employers and trade unions to seek to agree pay increases effective from 1st April 2018 are not yet known. The Council will apply any pay award as and when determined by national negotiations unless full Council determines otherwise.

Pay Multiples

9. Whilst the Localism Act excludes schools from the scope of local authority Pay Policy Statements, the Pay Policy Statement for this Council sets out details of pay multiples both including and excluding employees who are appointed and managed by schools:

Basis	Pay Multiple
Lowest paid employee earnings: Chief Executive's earnings	1 : 9.12
Median employee FTE* earnings: Chief Executive	1 : 6.24
Lowest paid employee earnings: average Chief Officer earnings	1 : 5.76
Median employee FTE* earnings: average Chief Officer earnings	1 : 3.94

* FTE= Full Time Equivalent

10. The pay multiples are identical in both scenarios, i.e. including and excluding support staff and teachers who are appointed and managed by schools.

Financial impact

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

Equality impact assessment

12. In determining pay and remuneration, the Council complies with relevant employment legislation, including the Equality Act 2010, the Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. The Council has sought to ensure that there is no pay discrimination within its pay structures and that pay differentials can be objectively justified primarily through the use of an equality proofed job evaluation mechanism which directly relates basic pay to the requirements, demands and responsibilities of each job role.

Workforce impacts

13. The Pay Policy Statement sets out the impact of the Council's pay strategy on pay relativities within the workforce, and particularly the relationship between the highest and the lowest paid within the organisation.

Legal impacts

14. It is a requirement under the Localism Act 2011 that the Council produces a Pay Policy Statement for the financial year 2018 / 2019 and that it is considered and approved by full Council, and subsequently published on the Council's website.

Risk Management

15. Failure to consider and approve a Pay Policy Statement for the financial year 2018 / 2019 will place the Council in breach of the Localism Act 2011.

Consultation

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

Recommendation

17. It is recommended that Members NOTE the proposed Pay Policy Statement for 2018 / 2019 which will be presented to Council for approval on 28th February 2017.

FOR INFORMATION

Appendices

18. Appendix 1 – Pay Policy Statement 2018 / 2019

List of Background Papers

Localism Act 2011

Officer contact

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

Pay Policy Statement

2018/2019



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

Human Resources

TO BE APPROVED BY Council

DATE 21st February 2018

EDITION/VERSION 7th edition

REVIEW DATE March 2019

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL'S PAY POLICY STATEMENT 2018 / 2019

This is Neath Port Talbot County Borough Council's (NPT) seventh annual Pay Policy Statement. This Statement covers the period 1st April 2018 to 31st March 2019.

This Pay Policy Statement provides the framework for decision making on pay and in particular decision making on senior pay. Preparing and publishing this statement is a requirement under the Localism Act 2011. The provisions in the Act do not apply to the staff of local authority schools and therefore teaching staff are not included in the scope of this document.

This Pay Policy Statement has been reviewed by the Council's Personnel Committee on 19th February 2018 and approved by Council on 21st February 2018.

1. INTRODUCTION FROM THE LEADER



This Council is committed to being open and transparent and as Leader I want to ensure that the Council tax payers of Neath Port Talbot County Borough Council have access to information about how we pay people.

Council services are delivered by people, and most of the people we employ live and work in this County Borough. I want to ensure that Council services are the best they can be, so our pay policy seeks to ensure we can attract, retain and motivate the best employees with the right skills to deliver our services.

This, of course, has to be balanced against the need to ensure value for money for the local Council taxpayer.

The Council is one of the main employers in this area and it is important that the Council can offer good quality employment on reasonable terms and conditions and fair rates of pay. This will have a beneficial impact on the quality of life within the community as well as on the local economy.

**Cllr R G Jones
Leader of Council**

2. LEGISLATIVE FRAMEWORK

The Council has the power to appoint staff under Section 112 of the Local Government Act 1972 and complies with all relevant employment legislation in determining the pay and remuneration of its staff.

3. TERMS AND CONDITIONS OF EMPLOYMENT

The Council employs approximately 5,700 employees. The posts they are employed within are covered by a range of terms and conditions drawn from either:

- National Joint Council for Local Government Services
- Joint National Council for Chief Executives
- Joint National Council for Chief Officers
- Soulbury Committee
- The Joint National Council for Youth and Community Workers
- Teachers

The following payscales are provided as Appendices to this policy:

- **Appendix A** Local Government Services Employees NPT Pay Grades
- **Appendix B** JNC Chief Executive and Chief Officer NPT Pay Grades
- **Appendix C** Soulbury National Pay Grades
- **Appendix D** JNC Youth & Community Worker National Pay Grades

We publish a breakdown of staff numbers by pay band and gender in the **Annual Equalities in Employment Report**, published separately.

National Pay Awards

For all employee groups, any nationally agreed pay awards, negotiated at a national level by the local government employers in conjunction with the recognised Trade Unions will be applied, including Chief Officers and the Chief Executive. The Council will pay these nationally agreed pay awards as and when determined unless full Council decides otherwise.

Job Evaluation

In 2008 the Council completed a Job Evaluation exercise in relation to jobs which are governed by the NJC for LGS' terms and conditions of employment. A new pay and grading structure, based on the outcome of the Job Evaluation exercise, was developed in partnership with, and agreed with, our trade unions via a Collective Agreement and introduced in 2008. The pay and grading structure is based on the NJC for LGS' nationally negotiated pay spine as the basis for its

pay and grading structure.

The Council seeks to maintain the equality proofed pay and grading structure by subjecting any newly established job or jobs which have significantly changed to a job evaluation assessment. A Joint Job Evaluation Panel, comprising of trained management and trade union representatives continues to meet on a regular basis to consider and determine Grading Appeals.

Starting salaries

It is the Council's policy that all appointments to jobs with the Council are made at the minimum of the relevant pay grade, although this can be varied where necessary, e.g. to secure the services of the best available candidate/s.

Heads of Service can authorise a variation of starting salary for all jobs other than those employed on Chief Officer terms and conditions. The Special Appointments Committee, a committee with delegated authority from Personnel Committee, will determine the starting salary of Heads of Service and full Council will determine the starting salary of Corporate Directors and Chief Executive.

Other pay-related allowances

All other pay-related allowances, e.g. overtime payments, are the subject of national and/or locally negotiated arrangements and subject to Member approval at Personnel Committee or full Council, as appropriate (refer to Decision Making for more information).

The terms and conditions of employment relating to annual leave, hours of work, overtime payment, weekend working arrangements and sick pay for all employee groups (with the exception of teaching staff) are set out in **Appendix E**.

Acting Up and Honoraria Payments

There may be occasions when an employee is asked to carry out duties which are additional to those of their substantive post, for a period of time, or to 'act up' into a more senior job within the Council, covering the full range of duties of the higher job. In such circumstances an additional payment may be made in line with the Council's policy on payment of acting up or honoraria. The schemes can be found at **Appendix F** and apply to LGS employees only.

Personnel Committee must approve any acting up or honoraria payments proposed for officers who are not within the scope of the scheme, or where the acting up or honoraria payment would result in the total pay package exceeding £100,000 approval must be sought from full Council.

Market Pay Scheme

Job evaluation has enabled the Council to set appropriate pay levels based on internal job size relativities within the Council. However, in exceptional circumstances, it may be necessary to take account of the external pay market in order to attract and retain employees with the necessary specific knowledge, skills and experience.

The Council has a Market Pay Scheme to ensure that the requirement for any market pay supplements is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources. The Market Pay Scheme can be found at **Appendix G**. It is the Council's policy that any such additional payments are kept to a minimum and reviewed on a regular basis so that they can be withdrawn where no longer considered necessary.

The principles underpinning this Market Pay Scheme are applied to all employee groups within the Council. Heads of Service can authorise market pay supplements following a recommendation from the Head of Human Resources. Where it is proposed to apply a market supplement to a Chief Officer post within the Council, approval is sought from the Council's Personnel Committee. Should the market supplement result in the total pay package exceeding £100,000 approval must be sought from full Council.

In accordance with this arrangement, a market pay supplement of £14,000 is currently applicable to the post of Head of Social Work Services, in recognition of the very significant recruitment difficulties associated with this post, and approved by the Council's Personnel Committee.

Local Government Pension Scheme (LGPS)

To help people save more for their retirement, the government now requires employers to automatically enrol their workers into a workplace pension scheme. Neath Port Talbot Council participates in the Local Government Pension Scheme. If an employee has a contract of employment for at least 3 months (and is under 75 years of age), they will be automatically enrolled into the LGPS, from the date employment commenced. Opt out provisions apply.

The employee contribution rates, which are defined by statute, currently range between 5.5 per cent and 12.5 per cent of pensionable pay depending on full time equivalent salary levels. The Employer contribution rate is set by Actuaries advising the City and County of Swansea LGPS Pension fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. Following the triennial valuation the employer contribution rate effective from 1st April 2018 is 26.3%.

Other employee benefits

The Council believes that it has a responsibility to help support the health, wellbeing and welfare of its employees in order to ensure that they are able to perform at their best. As part of this approach and in common with other large employers the Council provides a small number of non-pay benefits such as eye test vouchers for users of display screen equipment at work, childcare vouchers via a salary sacrifice scheme and participation in the Cycle to Work scheme.

4. DECISION MAKING

In accordance with the Constitution of the Council, the Council's Personnel Committee has delegated authority for decision-making in relation to staff pensions, staff terms and conditions, i.e. related matters such as job evaluation strategies, national / local pay negotiations, operational conditions of service policies e.g. sickness, Directorate structural / staffing changes, including ER/VR policies, and industrial disputes.

Under the Local Authorities (Standing Order) (Wales) (Amendment) Regulations 2014 any decision to determine or vary the remuneration of chief officers, or those to be appointed as chief officers, must be made by full Council.

5. COLLECTIVE BARGAINING ARRANGEMENTS WITH TRADE UNIONS

The Council recognises the following trade unions:

JNC for Local Government Services

UNISON

GMB

UNITE

JNC for Chief Officers

UNISON

GMB

Soulbury Committee

Association of Educational Psychologists AEP

PROSPECT

JNC for Youth & Community Workers

UNISON

GMB

Teachers

NAHT

NASUWT

NEU

UCAC

ASCL

Recognition is for the purposes of consultation and negotiation on a collective basis in relation to relevant matters, which are not determined by National Negotiating bodies, which both parties agree are appropriate / beneficial to be determined by agreement. Negotiations are conducted with the aim of reaching agreement and avoiding disputes. Recognition also relates to representation on an individual trade union member basis.

6. SENIOR PAY

The Chief Executive

The Chief Executive is the senior officer who leads and takes responsibility of the Council. The Council is a large and complex organisation with a multi-million pound budget. It has a very wide range of functions and has responsibility for the provision of a wide range of essential services, employing some 5,700 staff.

The role of Chief Executive is a full time and permanent position. The post holder is selected on merit, against objective criteria, following public advertisement. The Chief Executive is appointed by full Council.

As Head of Paid Service, the Chief Executive works closely with Elected Members to deliver the strategic aims of the Council, including the following priorities:

- To improve the well-being of children and young people.
- To improve the well-being of all adults who live in the county borough.
- To develop the local economy and environment so that the well-being of people can be improved.

The Chief Executive routinely works in the evenings and on weekends as well as the standard Monday to Friday business week. The Chief Executive also heads the 'on call' arrangements particularly to cover emergency planning arrangements.

The current Chief Executive, Mr Steven Phillips, has been in post since October 2009. Prior to joining Neath Port Talbot County Borough Council, Mr Phillips was a Corporate Director with Cardiff County Council and has over 30 years of experience working within a range of national (Wales and UK) and international organisations, including the Department of Trade and Industry in London, the UK Mission to the United Nations at Geneva and Welsh Government.

With effect from 1st April 2017, the Chief Executive's salary falls within the pay band £124,502 to £136,952 per annum (please see **Appendix B** for more details).

The Council has a statutory duty to appoint a Returning Officer for specified Elections and Referenda and has appointed the Council's Chief Executive to this role. The Returning Officer is personally responsible for a wide range of functions in relation to the conduct of Elections and Referenda and is paid for discharging these functions in accordance with prescribed fees.

Details of the Chief Executive's pay, including any additional payments are published in the Statement of Accounts. This document is published separately.

Expenses such as for train, car mileage, overnight accommodation and parking are claimed back

in accordance with the Council's Travel and Subsistence Payments Policy.

The Chief Executive is a member of the Local Government Pension Scheme and details are disclosed in the Statement of Accounts. There have been no increases or enhancements to the pension outside of standard arrangements.

The notice period for the role is 6 months.

Senior Staff

The current definition for senior posts is classed as:

- Statutory Chief Officers. In NPT these are:
 - the Director of Education, Leisure and Lifelong Learning;
 - the Director of Social Services, Health and Housing; and
 - the Director of Finance and Corporate Services who undertakes the role of Section 151 Officer.
- The Monitoring Officer. In NPT this is the Head of Legal Services.
- Non-statutory Chief Officers, that is non-statutory posts that report directly to the Head of Paid Service. In NPT this is the Director of Environment.
- Deputy Chief Officers, that is officers that report directly to statutory or non-statutory Chief Officers. In NPT these are:
 - the Head of Human Resources;
 - the Head of Corporate Strategy and Democratic Services;
 - the Head of ICT;
 - the Head of Finance;
 - the Head of Participation;
 - the Head of Transformation;
 - the Head of Social Work Services;
 - the Head of Commissioning, Support and Direct Services;
 - the Head of Engineering and Transport;
 - the Head of Property and Regeneration;
 - the Head of Planning and Public Protection;
 - the Head of Streetcare;
 - the Head of South Wales Trunk Road Agency.

Pay

From 1st April 2017, Corporate Director posts attract a salary within the pay band £102,746 to £110,801 per annum (please see **Appendix B** for more details).

From 1st April 2017, Heads of Service posts attract a salary within the pay band of £71,213 to £78,329 per annum (please see **Appendix B** for more details).

Details of senior staff pay are published in the Statement of Accounts.

Recruitment of Senior Officers

The Council's Policy and Procedures with regard to the recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in the Council's Constitution. Please refer to **Appendix H**.

The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant Council policies in place at the time of recruitment. Any salary package that exceeds the threshold of £100,000 must be approved beforehand by full Council.

Additions to Chief Officers' Pay

The Council pays a standard mileage rate of 45 pence per mile to Chief Officers (and all other employees) where the Chief Officer uses his or her private vehicle on Council business. The Council also reimburses any other reasonable expenses, incurred by the Chief Officer on behalf of the Council whilst on Council business, on production of receipts and in accordance with JNC conditions and other local conditions.

The cost of membership by the Chief Executive and Corporate Directors of one professional body is met by the Council.

Independent Remuneration Panel

Section 143A of the Local Government (Wales) Measure 2011 refers to the Independent Remuneration Panel in Wales ("the IRP") and sets out their functions in relation to salaries of heads of paid service. The IRP may make recommendations about any policy in this Pay Policy Statement which relates to the salary of the Council's head of paid service and any proposed change to the salary of the Council's head of paid service. In this Council, the head of paid service is the Chief Executive. The Council, will, as required, consult the IRP in relation to any change to the salary of the Chief Executive which is not commensurate with a change of the salaries of the Council's other staff, and will have regard to any recommendation received from the IRP when deciding whether or not to proceed with making the change.

The Council is required to identify in this pay policy statement whether any such referral has been made to the IRP, and if so, the nature of the referral, the IRP's decision and the Council's response.

An authority which chooses not to follow the advice of the Panel may become subject to a Ministerial direction to reconsider their position. The Act also provides that authorities will be able to reduce (but not increase) the salary payable to their head of paid service in advance of a recommendation from the IRP, so long as the contract under which the salary is payable does not prevent the authority from changing the salary after receiving a recommendation.

The Local Government (Wales) Act 2015 temporarily extends the power of the IRP, under section 143A of the Local Government (Wales) Measure 2011 to cover salaries payable to chief officers (using the Localism Act definition) as well as the head of paid service.

The Council has made two referrals to the IRP. The first was made in November 2016 in relation to the Head of Adult Services, with a proposal to apply a Market Pay Supplement of £10,000 to this post. The IRP approved the proposal. The post has now been deleted from the Council's established structure.

A second referral was made in February 2017 in relation to an honorarium payment paid to the Head of Social Work Services in respect of covering additional duties. Again, the IRP approved the proposal. This post is now vacant and it is not the intention of the Council to continue with an honorarium payment upon appointment to this post.

7. TALENT MANAGEMENT

The Council's key tool for talent management and succession planning is through the Performance Appraisal process which as well as placing an emphasis on performance, seeks to put in place individual learning plans, developing the skills necessary not only for current roles, but with a future focus to support career development and succession planning.

8. PERFORMANCE RELATED PAY

The Council expects high levels of performance from all employees and has implemented a Performance Appraisal Scheme to monitor, evaluate and manage employee performance on an ongoing basis.

No bonus or performance-related pay mechanism applies, although the maximum incremental pay point of the pay grades for the Chief Executive and Corporate Directors are only payable if there is a satisfactory outcome to their respective annual performance appraisal.

9. SUPPORT FOR LOWER PAID STAFF

With effect from 1st April 2014, SCP 7 was deleted from pay grade 2, and a revised pay grade (scp 8 – 11) introduced. This has become a permanent feature of the new pay and grading structure.

The Council has committed to continuing discussions with Trade Unions with the objective of introducing the Living Wage on an affordable and sustainable basis when circumstances allow.

10. EXIT POLICY

Early Retirement, Voluntary Redundancy and Compulsory Redundancy

The Council's Exit Policy for employees prior to reaching normal retirement age, is set out

within its Early Retirement, Voluntary Redundancy and Compulsory Redundancy (ER / VR / CR) Scheme, in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. Please refer to **Appendix I**. Please note that a separate scheme operates for those employed on Teacher terms and conditions of employment.

Under the Scheme, all Early Retirement and Voluntary Redundancy expressions of interest are subject to a robust business case, seeking to limit discretionary compensation to an affordable limit, as well as considering the costs of any consequential organisational / pay grade changes.

Any severance package in respect of early termination of employment that exceeds a threshold of £100,000 must be approved beforehand by full Council. When calculating the value of a severance package, the following payments should be included:

- salary paid in lieu of notice
- lump sum redundancy / severance payment
- cost to the Council of the strain on the pension fund arising from providing early access to an unreduced pension.

The Council has operated a Voluntary Redundancy Scheme during the financial year 2017 / 2018 and details of all employees who exited the Council's employment under this Scheme, as well as the small number of employees who exited under Compulsory Redundancy, can be found in the annual Statement of Accounts.

Exit Cap and Recovery Provisions

In 2018, the UK Government intends to introduce Regulations that will impose a cap of £95,000 on exit payments for public sector workers. It also intends to develop regulations to enable the recovery of exit payments made to employees who leave the public sector and return within 12 months, although the timetable for these regulations is not as clear. The minimum salary to which the recovery provisions will apply is £80,000 per annum. If and when the UK Government introduces these Regulations, Council policies will be updated as appropriate to take this into account.

Re-employment

It is Council policy no employee, who leaves the employment of the Council on the grounds of early retirement or voluntary redundancy in accordance with the Council's Early Retirement / Voluntary Redundancy Scheme will be later re-employed as an employee of the Council. In exceptional circumstances, re-employment may be permitted if the "employing" Head of Service is able to provide a robust business case for doing so which is acceptable to the Director of Finance & Corporate Services and Head of Human Resources, in consultation with the relevant trade union(s).

Flexible retirement

Employees are permitted to take flexible retirement in accordance with the provisions of the Local Government Pension Scheme and the Council's Flexible Retirement Scheme.

11. OFF PAYROLL ARRANGEMENTS

Where the Council is unable to recruit to a job under a contract of service, or where there is a need for specialist support for a specific project, the Council will, where necessary, consider engaging individuals under a contract for service. These will be sourced through the relevant procurement process under the Council's Contract Procedure Rules, ensuring the Council is able to demonstrate value for money from competition in securing the relevant service.

Where the contract for service is to provide cover for a vacant post, in addition to ensuring adherence to Contract Procedure Rules, decision making in relation to the appointment will be in line with the Council's rules in relation to appointments i.e. Council will determine appointments at Director level, Special Appointments Committee will determine appointments at Head of Service level, and Heads of Service or those acting under their authority will determine appointments at Accountable Manager level and below.

With effect from April 2017, the UK Government introduced "Intermediaries Legislation", known as IR35, reforming tax rules for off-payroll working in the public sector and the Council has implemented the new rules in line with the legislation.

12. PAY RELATIVITIES WITHIN THE COUNCIL

The lowest paid employee is on £15,014 per annum, in accordance with the minimum spinal column point (SCP 6) of the NJC pay spine for Local Government Services employees. This excludes apprentices who are engaged on different arrangements with training being the main feature of the arrangement and it also excludes agency staff.

The highest paid employee is the Chief Executive and the pay band minimum is £124,502 rising to the pay band maximum of £136,952. The current post holder earns £136,952.

The median salary in the Council is £21,962.

The pay multiple between the lowest paid (full time equivalent) employee and the Chief Executive is a ratio of 1:9.12 and the pay multiple between the lowest paid employee and average Chief Officer is a ratio of 1:5.76.

The pay multiple between the median full time equivalent earnings and the Council's Chief Executive is a ratio of 1:6.24 where all Council employees are taken into account and the same where employees appointed and managed by head teachers/Governing Bodies are excluded from the calculation, as required by the provisions of the Localism Act 2011.

The multiple between the median full time equivalent earnings and the average Council Chief Officer is 1:3.94 where all Council employees are taken into account and the same where employees appointed and managed by head teachers/Governing Bodies are excluded from the calculation, as required by the provisions of the Localism Act 2011.

Local Government Services Employees Pay Grades Effective 1st April 2017

GRADE	POINT	ANNUAL £
GRADE 1	6	15,014
	6 Abated*	14,985
	7	15,115
	8	15,246
GRADE 2	8	15,246
	9	15,375
	10	15,613
	11	15,807
GRADE 3	11	15,807
	12	16,123
	13	16,491
	14	16,781
	15	17,072
GRADE 4	15	17,072
	16	17,419
	17	17,772
	18	18,070
	19	18,746
	20	19,430
GRADE 5	20	19,430
	21	20,138
	22	20,661
	23	21,268
	24	21,962
	25	22,658
GRADE 6	24	21,962
	25	22,658
	26	23,398
	27	24,174
	28	24,964

GRADE	POINT	ANNUAL £
GRADE 7	27	24,174
	28	24,964
	29	25,951
	30	26,822
	31	27,668
	32	28,485
GRADE 8	31	27,668
	32	28,485
	33	29,323
	34	30,153
	35	30,785
	36	31,601
GRADE 9	35	30,785
	36	31,601
	37	32,486
	38	33,437
	39	34,538
	40	35,444
GRADE 10	39	34,538
	40	35,444
	41	36,379
	42	37,306
	43	38,237
	44	37,177
GRADE 11	43	38,237
	44	37,177
	45	40,057
	46	41,025
	47	41,967
GRADE 12	46	41,025
	47	41,967
	48	42,899
	49	43,821
GRADE 13	49	43,821
	50	44,799
	51	45,813
	52	46,846

Note:

At a national level negotiations are taking place to determine a pay award to apply from 1st April 2018 and the Council will apply the pay award as and when determined unless full Council decides otherwise. A review of the national pay spine is also underway, to apply from 1st April 2019.

JNC Chief Executive and Chief Officers Pay Grades effective 1st April 2017

CHIEF EXECUTIVE				
Point 1	Point 2	Point 3	Point 4	Point 5
£124,502	£127,615	£130,727	£133,839	£136,952
CORPORATE DIRECTORS				
Point 1	Point 2	Point 3	Point 4	Point 5
£102,746	£103,248	£105,764	£108,282	£110,801
HEADS OF SERVICE				
Point 1	Point 2	Point 3	Point 4	Point 5
£71,213	£72,992	£74,769	£76,550	£78,329

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL
NATIONAL PAY GRADES – SOULBURY**

EDUCATIONAL PSYCHOLOGISTS - SCALE A		
SPINE POINT	Pay – with effect from 01.09.16	Pay – with effect from 01.09.17
1.	£35,377	£35,731
2.	£37,173	£37,545
3.	£38,969	£39,359
4.	£40,764	£41,171
5.	£42,558	£42,984
6.	£44,353	£44,797
7.	£46,044	£46,504
8.	£47,734	£48,211
9.	£49,317*	£49,810*
10.	£50,902*	£51,411*
11.	£52,380*	£52,903*

Notes:

1. Pay scales to consist of 6 consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. *Extension to scale to accommodate structured professional assessment points.

SENIOR & PRINCIPAL EDUCATIONAL PSYCHOLOGISTS – SCALE B		
SPINE POINT	Pay – with effect from 01.09.16	Pay – with effect from 01.09.17
1.	£44,353	£44,797
2.	£46,044	£46,504
3.	£47,734	£48,211
4.	£49,317	£49,810
5.	£50,902	£51,411
6.	£52,380	£52,903
7.	£52,987	£53,516
8.	£54,120	£54,661
9.	£55,243	£55,795
10.	£56,386	£56,950
11.	£57,506	£58,081
12.	£58,649	£59,235
13.	£59,811	£60,409
14.	£60,933 **	£61,543**
15.	£62,110 **	£62,731**
16.	£63,275 **	£63,908**
17.	£64,448 **	£65,093**
18.	£65,620 **	£62,276**

Notes:

1. Pay scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. * Normal minimum point for the Principal Educational Psychologist undertaking the full range of duties at this level.
3. ** Extension to range to accommodate discretionary scale points and structured professional assessments
4. Principals are paid on a 4 point scale 8 - 14 (this includes 3 spa points)

TRAINEE EDUCATIONAL PSYCHOLOGISTS		
SPINE POINT	Pay – with effect from 01.09.16	Pay – with effect from 01.09.17
1	£22,503	
2	£24,151	
3	£25,796	
4	£27,444	
5	£29,090	
6	£30,737	

ASSISTANT EDUCATIONAL PSYCHOLOGISTS		
SPINE POINT	Pay – with effect from 01.09.16	Pay – with effect from 01.09.17
1	£27,939	£28,218
2	£29,080	£29,371
3	£30,221	£30,523
4	£31,355	£31,669

YOUNG PEOPLE'S / COMMUNITY SERVICE MANAGERS		
SPINE POINT	Pay – with effect from 01.09.16	Pay – with effect from 01.09.17
1	£34,983	£35,333
2	£36,128	£36,489
3	£37,272	£37,645
4	£38,440*	£38,824*
5	£39,626	£40,023
6	£40,784	£41,192
7	£41,969**	£42,388**
8	£43,314	£43,747
9	£44,056	£44,497
10	£45,202	£45,654
11	£46,342	£46,805
12	£47,483	£47,958
13	£48,616	£49,103
14	£49,762	£50,259

15	£50,908	£51,417
16	£52,057	£52,578
17	£53,213	£53,745
18	£54,360	£54,904
19	£55,502	£56,057
20	£56,668 ***	£57,235***
21	£57,857***	£58,435***
22	£59,072***	£59,663***
23	£60,312***	£60,915***
24	£61,579***	£62,194***

Notes:

The minimum Youth and Community Service Officers' scale is 4 points. Other salary scales to consist of not more than four consecutive points based on duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.

* normal minimum point for senior youth and community officers undertaking the full range of duties at this level

** normal minimum point for principal youth and community service officer undertaking the full range of duties at this level

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

EDUCATIONAL PROFESSIONALS (EIPs)		IMPROVEMENT
SPINE POINT	Pay – with effect from 01.09.16	Pay – with effect from 01.09.17
1	£33,730	£34,067
2	£34,938	£35,287
3	£36,078	£36,439
4	£37,234	£37,606
5	£38,383	£38,767
6	£39,533	£39,928
7	£40,741	£41,148
8	£41,902*	£42,321*
9	£43,256	£43,689
10	£44,463	£44,908
11	£45,655	£46,112
12	£46,809	£47,277
13	£48,116**	£48,597**
14	£49,280	£49,773
15	£50,567	£51,073
16	£51,731	£52,248
17	£52,897	£53,426
18	£54,042	£54,582
19	£55,223	£55,775
20	£55,833***	£56,391***
21	£57,005	£57,575
22	£58,027	£58,607
23	£59,152	£59,744

24	£60,160	£60,762
25	£61,239	£61,851
26	£62,291	£62,914
27	£63,367	£64,001
28	£64,457	£65,102
29	£65,551	£66,207
30	£66,643	£67,309
31	£67,725	£68,402
32	£68,824	£69,512
33	£69,924	£70,623
34	£71,050	£71,761
35	£72,173	£72,895
36	£73,329	£74,062
37	£74,465	£75,210
38	£75,615	£76,371
39	£76,748	£77,515
40	£77,880	£78,659
41	£79,019	£79,809
42	£80,156	£80,958
43	£81,293	£82,106
44	£82,435	£83,259
45	£83,574	£84,410
46	£84,715	£85,562
47	£85,860	£86,719
48	£86,995****	£87,865****
49	£88,135****	£89,016****
50	£89,275****	£90,168****

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

- * normal minimum point for EIP undertaking the full range of duties at this level
- ** normal minimum point for senior EIP undertaking the full range of duties at this level
- *** normal minimum point for leading EIP undertaking the full range of duties at this level
- **** extension to range to accommodate structured professional assessments.

NATIONAL PAY GRADES – JNC YOUTH AND COMMUNITY WORKERS

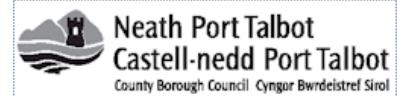
YOUTH AND COMMUNITY SUPPORT WORKER RANGE		
SPINE POINT	Pay – with effect from 01.09.16	Pay – with effect from 01.09.17
2	£15,507	£15,807
3	£16,117	£16,417
4	£16,681	£16,931
5	£17,241	£17,491
6	£17,828	£18,006
7	£18,450	£18,636
8	£19,069	£19,260
9	£19,856	£20,055
10	£20,472	£20,677
11	£21,467	£21,682
12	£22,441	£22,665
13	£23,445	£23,679
14	£24,485	£24,730
15	£24,194	£25,446
16	£25,935	£26,194
17	£26,662	£26,929
PROFESSIONAL RANGE		
SPINE POINT	Pay – with effect from 01.09.16	Pay – with effect from 01.09.17
13	£23,445	£23,679
14	£24,485	£24,730
15	£24,194	£25,446
16	£25,935	£26,194
17	£26,662	£26,929
18	£27,396	£27,670
19	£28,123	£28,404
20	£28,852	£29,141
21	£29,672	£29,969
22	£30,601	£30,907
23	£31,505	£31,820
24	£32,413	£32,737
25	£33,329	£33,662
26	£34,243	£34,585
27	£35,159	£35,511
28	£36,085	£36,446
29	£37,005	£37,375
30	£37,924	£38,304

All Employee Groups - Main Conditions of Service

ANNUAL LEAVE (pro rata for part time employees)	
❖ Chief Executive	34 days pa (includes one day allocated at Christmas)
❖ Chief Officers	
❖ Local Government Services	32 days after 5 years service; 25 days pa initially (includes one day allocated at Christmas)
❖ Soulbury	32 days after 5 years service; 25 days pa initially (includes one day allocated at Christmas)
❖ Youth & Community Workers	35 days after 5 years service; 30 days pa initially (includes one day allocated at Christmas)
HOURS OF WORK	
❖ Chief Executive	Minimum of 37 hours per week, together with additional evening, weekend and bank holiday working as required
❖ Chief Officers	
❖ Local Government Services	
❖ Soulbury	Standard working week is 37 hours
❖ Youth & Community Workers	
OVERTIME PAYMENTS	
❖ Chief Executive	
❖ Chief Officers	None payable
❖ Soulbury	
❖ Local Government Services	Time plus 30% for weekdays and weekends; double time on Bank Holidays, except Christmas Day which is triple time

❖ Youth and Community Workers	Time plus 30% for weekdays and weekends; double time on Bank Holidays
WEEKEND WORKING PAYMENTS	
❖ Chief Executive	
❖ Chief Officers	
❖ Soulbury	None payable
❖ Youth & Community Workers	
❖ Local Government Services	Time plus 30%
SICK PAY SCHEME	
❖ Chief Executive	
❖ Chief Officers	
❖ Local Government Services	1 month's full pay at commencement of employment, increasing year on year, after 5 years service, to up to 6 months at full pay, followed by up to 6 months at half pay
❖ Soulbury	
❖ Youth & Community Workers	

Acting Up Scheme



Human Resources

APPROVED BY Personnel Committee

DATE 1st April 2009

EDITION/VERSION Version 1

REVIEW DATE 1st April 2018

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1. PURPOSE

- 1.1 To outline a revised scheme for Acting Up payments for Neath Port Talbot County Borough Council employees (with the exception of those employed under Teaching, Soulbury, Youth & Community Workers and JNC Chief Officer's terms and conditions of employment) from 1st April 2008.
- 1.2 The revised Scheme harmonises the differing former Manual and APT&C Acting-up provisions under a single set of rules.

2. PRINCIPLES

This scheme should adhere to the principles of the Equality of Opportunity in Employment Policy.

3. DEFINITION OF ACTING UP

- 3.1 Acting up **applies** where an employee is formally requested to undertake the **full** duties and responsibilities of a higher graded post for a period of at least one day/shift.
- 3.2 Acting up **does not apply** where:-
 - (a) An employee or employees undertake(s) only partial duties and responsibilities of a higher graded post
 - (b) The duties and responsibilities are shared between more than one employee. The Honorarium Scheme provisions may cover these circumstances.
 - (c) There is a permanent change to the normal duties of a job. This may warrant a new or re-evaluation of the post.
 - (d) The post being covered is at the same pay grade. (*this may have an impact on current working practices as employees move from a pay point to pay grade*)
 - (e) There are formal deputising responsibilities, written into the job description, which have been taken into consideration when evaluating the post.

4. PERIOD OF ACTING UP

- 4.1** Under this new Scheme all employees are eligible for an Acting-up payment if they are requested to carry out the full duties and responsibilities of the higher graded post from the first day/shift.
- 4.2** Where the employee is requested to act-up into a distinct and different post on day one e.g. Refuse Loader to Refuse Driver or Care Assistant to Care Officer, it is quite clear this situation comes within the definition of acting-up and the employee is entitled to the appropriate acting-up payment, perhaps for just one day or the hours of the shift.
- 4.3** In the office environment, in circumstances where an employee is absent for whatever reason and there may be a need for another employee to act-up into that role, to come within the scope of this Scheme, the employee must be formally requested to act-up and must take on the full duties/responsibilities of the higher graded post. In practical terms this may well not occur from day one in the office environment

5. PAYMENT

- 5.1** The sum to be paid is the minimum rate of pay that would apply were the employee promoted to the higher graded post. It must be at least one increment higher. The payment will be effective from the first day on which the employee was required to undertake the duties and responsibilities of the higher graded post. The payment will be pro-rata for part-time employees based on the standard 37 hour week.
- 5.2** Where practical, the agreed Acting up arrangements and payment should be set out in writing to the employee, using the form attached (Payment Authorisation Form), stating the remuneration to be received and the anticipated length of the acting up period. If this period [by reference to date/s or circumstances] is subsequently extended, this should be confirmed in writing. Where this is not practical, because urgent arrangements need to be put into place to meet service delivery needs, Acting up arrangements can be confirmed by the line manager / supervisor verbally, authorised and certified for payment on the time-sheet and then followed up subsequently in writing, at a later date.

6. PROVISIONS TO COVER THE PERIOD 1ST APRIL 2008 TO THE DATE THE NEW SCHEME IS AGREED AND INTRODUCED

- 6.1** If the grade of the post the employee is acting-up into is **higher** than the grade the employee was paid under the “old” pay structure, the employee will receive the higher salary from the 1st April 2008.
- 6.2** If the grade of the post the employee is acting-up into is **lower** than the grade the employee was paid under the “old” pay structure, no action will be taken to recovery any “overpayment”. However, a joint review of the acting-up arrangements will be undertaken by the line manager and employee as soon as practicable after the collective agreement is signed in order to decide whether to continue with the arrangements under the new Scheme provisions.
- 6.3** Similarly if more than one employee is receiving an Acting-up payment when this Scheme is introduced, which will not qualify under the provisions of the new Scheme, a joint review will be undertaken to determine whether the provisions of the new Honorarium Scheme, should supersede the Acting-up arrangements.

7. MONITORING AND REVIEW

The Acting-up arrangements and payments will be monitored by the Head of Human Resources from an equality, diversity and cost effective perspective on an annual basis, to ensure that the Scheme is implemented in a non-discriminatory manner in accordance with the provisions of the Scheme. The trade unions will be consulted on the outcome of the annual monitoring/review exercise.

8. GRIEVANCES

An employee can raise a grievance in connection with the application of this scheme via the Authority's Grievance Policy and Procedure.

Honoraria Payments Scheme



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

Human Resources

APPROVED BY

Personnel Committee

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Version 1

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1. PURPOSE

To outline a revised scheme for the payment of honoraria to Neath Port Talbot County Borough Council employees (with the exception of those employed under Teaching, Soulbury, Youth & Community Workers and Chief Officer's terms and conditions of employment) from the date the collective agreement is signed.

2. EQUALITY PRINCIPLE

This scheme should adhere to the principles of the Equality of Opportunity in Employment Policy

3. DEFINITION

3.1 An honoraria is a payment for:

- duties outside the scope of an employee's normal role over an extended period, but not more than 12 months
- duties or responsibilities which are within the scope of an employee's normal role but are temporarily exceptionally onerous

3.2 In both of the above circumstances, honorarium payments are to be initiated by the line manager and agreed in writing using the form attached (Payment Authorisation Form), in advance of these duties or responsibilities being undertaken.

3.3 Honoraria should not be used where there is a permanent change to the normal duties of a job or where an employee is requested to 'Act up' to cover a higher-graded post. In these circumstances the post should be assessed under the Council's Job Evaluation Scheme by being included within the Job Evaluation Questionnaire or an Acting Up payment should be set up.

3.4 Accelerated increments within an employee's pay scale should not be used instead of an honoraria payment. Increments can only be awarded in accordance with the criteria agreed under the NPT Pay and Grading Agreement. Individual managers do not have discretion to authorise increments and they will not be actioned for payment by the payroll section.

4. PRINCIPLES OF APPLICATION

- 4.1.1 Honoraria should be treated as a one-off recognition or reward relating to a particular piece of work or circumstances as described in Section 3, [and should be paid as soon as possible after the completion of that task] **or** staged/regular payments where appropriate.
- 4.2 To ensure consistency across the Council the application and payment of honoraria must be in accordance with this Scheme.
- 4.3 The payment of honoraria should be exceptional rather than the expected norm.

5. PAYMENT LEVELS

- 5.1 In deciding the level of payment to be made, the following should be taken into consideration:
 - The nature, scope and level of difficulty of the additional duties/responsibilities
 - The length of time involved
 - The impact on the employee's normal role
 - The level of 'new' learning for the employee
 - Current level of pay
 - The level of pay of a "comparator" post, where appropriate
- 5.2 As honoraria are meant to provide some flexibility for managers to recognise specific tasks, it is expected that payment will be made as soon as possible after successful completion of the task.
- 5.3 Where an employee is receiving regular honoraria payments linked to an additional or exceptionally onerous responsibility, this should be reviewed by the line manager on a regular basis and reference made to section 2 of this scheme.

6. PROVISIONS TO COVER THE PERIOD 1ST APRIL 2008 TO THE DATE THE NEW SCHEME IS AGREED AND INTRODUCED

- 6.1** The new provisions should apply as soon as practicable after the collective agreement has been signed.
- 6.2** The new provisions will not be reviewed retrospectively to see whether there is a retrospective entitlement, unless there are exceptional reasons for carrying out the review.
- 6.3** The position of those employees in receipt of an honorarium payment post April 2008, will be reviewed to determine whether the employee(s) are still eligible under the new provisions of the Scheme to determine whether the payment needs to be adjusted, again there will be no recovery of any "overpayment"

7. MONITORING AND REVIEW

The Honoraria arrangements and payments will be monitored by the Head of Human Resources from an equality, diversity and cost effective perspective on an annual basis, to ensure that the Scheme is implemented in a non-discriminatory manner in accordance with the provisions of the Scheme. The trade unions will be consulted on the outcome of the annual monitoring/review exercise.

8. GRIEVANCES

An employee can raise a grievance in connection with the application of this scheme via the Authority's Grievance Policy and Procedure.

Market Pay Scheme



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

Human Resources

APPROVED BY

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1. CONTEXT AND PURPOSE OF NPT MARKET PAY SCHEME

The use of a job evaluation system to create an equality-proofed pay and grading structure ensures that basic rates of pay are based on robust “internal pay relativities”. This process may not always result in the consequential basic rates of pay reflecting the value of similar jobs in the wider labour market.

This Market Pay Scheme for Neath Port Talbot Council has been developed in the recognition that the Authority’s services are delivered by employees who possess skills and experience which may sometimes be in short supply and, therefore, the use of market pay supplements is one measure which is available to safeguard the provision of such services.

The purpose of this Market Pay Scheme is to enable the Council to establish competitive rates of pay for specific posts which, do not attract a basic rate of pay which is sufficient to recruit and/or retain the number and quality of postholders required.

A key aim of this Scheme is to ensure that all market pay supplements are initially introduced, and subsequently operated, in a fair and consistent manner which avoids potential non-compliance with equal pay legislation.

In particular, there must be clear evidence that the basic rate of pay for a specific post determined by the Council’s pay and grading structure is significantly less than the relevant market rate of pay for a similar post **and** also that there are recruitment and/or retention problems.

2. NPT MARKET PAY SCHEME IMPLEMENTATION

This Scheme has been implemented alongside the existing NPT pay and grading structure and replaces all former arrangements for market pay supplements and recruitment/retention payments.

Market pay supplements will be applicable to specific post/s and are not intended to reflect the contribution or performance of individual postholders.

3. SCOPE OF MARKET PAY SCHEME

Each post falling within the scope of the NJC for Local Government Services (“Green Book”) will be eligible to attract a market pay supplement, but always subject to a satisfactory recruitment and/or retention business case being developed and approved.

4. PREPARATION OF A MARKET PAY SUPPLEMENT BUSINESS CASE

Prior to a business case being developed in relation to a proposed market pay supplement, the “employing” Head of Service must satisfy him/herself that all other reasonable options have been considered, including a review of the skills, qualifications and experience needed for the post/s in question.

The Head of Human Resources will be responsible for researching the business case for the payment of a market pay supplement and will formally make a recommendation in response to the Head of Service who proposes any such payment in relation to a specific post.

The following criteria will be taken into account when considering if a business case exists for a market pay supplement to be payable:

- availability of relevant NPT workforce data/evidence to demonstrate the nature and extent of the recruitment and/or retention difficulties being experienced, or anticipated, at NPT
- the extent to which there may be an adverse effect on service delivery at NPT if a recruitment and/or retention difficulty is not addressed
- an assessment of the likely duration of the recruitment/retention difficulties being experienced – short term or longer
- the availability of up to date and accurate market pay data from relevant

comparator organisations relating to the NPT post/s which are subject to recruitment and/or retention difficulties. Such data may be collected on a local, travel to work/regional or national basis, dependent upon the post/s involved.

- an equality impact assessment must be completed as part of the business case.

Wherever possible, the market pay data from other organisations will comprise not only the basic rate of pay, but also other pay and non-pay benefits, including pension provisions.

Attached is the template business case that must be completed prior to any supplement being implemented.

5. FUNDING

Market supplements will be funded by the “employing” Head of Service.

6. PAYMENT ARRANGEMENTS FOR MARKET PAY SUPPLEMENTS

Each approved market pay supplement will be a calculated static sum, which will not increase as a result of any national pay award or incremental progression.

Whilst the market pay supplement will not be included in “basic pay” and will not be taken into account in relation to the calculation of overtime hours worked or other pay allowances, it will be permissible for the market pay supplement to include an appropriate compensatory adjustment for premium rates of pay for contractual overtime and/or contractual unsocial hours working.

Market pay supplements will be shown separately on employees’ payslips and will be subject to tax, NI and pension contributions in the normal way.

Market pay supplements will be paid in accordance with the employee’s usual pay frequency.

If a postholder in receipt of a market pay supplement moves to an alternative post within the Council which does not attract a market pay supplement, the payment shall cease from the date on which the postholder leaves the post which attracts the pay supplement.

The supplement should ensure that the overall remuneration for the post(s) is sufficient to enable the recruitment and retention of staff and no higher.

7. DURATION AND REVIEW OF INDIVIDUAL MARKET PAY SUPPLEMENTS

The duration of market pay supplements will be determined at the outset and should be set at the optimum level to recruit or retain staff, without committing to unnecessary long-term costs that cannot be justified financially or from an equal pay perspective. A market pay supplement will normally be for two years, unless there is a strong business case to justify a longer period. The details will be conveyed to the postholder/s concerned in writing.

The market pay supplement payable for each post will be reviewed at least a year prior to the end date of the supplement, by the employing Head of Service.

Where, at the time of the review, the business case to support the continued payment of a market pay supplement is no longer sustainable, the supplement shall be withdrawn and 12 months' notice of this given in writing.

Where a decision is made to withdraw the pay supplement from a specific category of post, this shall apply to all similar posts and their consequential postholders simultaneously.

When the payment has been approved, all employees receiving the supplement will be notified in writing of its approval and the conditions attached to its payment.

When advertising and recruiting to any post(s) for which a market supplement is paid, the supplement should be identified as a separate amount which is time-limited and subject to review.

Market supplements will not be subject to pay protection.

8. AUTHORISATION PROCESS

Market pay supplements will be considered, and authorised where appropriate, by the “employing” Head of Service following receipt of supporting information and a formal recommendation from the Head of Human Resources.

Designated NPT trade union representatives will be consulted regarding all proposed changes to market pay supplements.

9. ORGANISATIONAL REVIEW OF MARKET PAY SUPPLEMENTS

An annual review will be undertaken of all market pay supplements being paid, in consultation with the trade unions, and the outcome reported to the Corporate Director Group and others, as appropriate.

10. INTERPRETATION

Any matters of interpretation arising from this Scheme will be determined by the Head of Human Resources, in consultation with designated trade union representatives.

Any employee who is aggrieved with the application of this Scheme is entitled to pursue his/her grievance in accordance with agreed procedures.

11. TEMPLATE BUSINESS CASE

MARKET PAY SUPPLEMENT

POST TITLE

1. Introduction

The purpose of the Council’s Market Pay Scheme is to enable the Council to establish competitive rates of pay for specific posts which do not attract a basic rate of pay which is sufficient to recruit and / or retain the quality of postholder required.

The purpose of this paper is to **create/review (delete as applicable)** the market pay supplement applicable to the post of **POST TITLE**.

2. Background

PLEASE PROVIDE A BRIEF SUMMARY. THE SPECIFIC RATIONALE BEHIND THE PAYMENT SHOULD BE PROVIDED IN SECTION 5.

3. Current basic remuneration package

The post has been evaluated under the Council’s Job Evaluation Scheme and awarded Grade **, SCP ** – **, £ - £ per annum.

The allowances received per annum are variable, however at present are:

- Sleeping in allowance = £
- Weekend enhancement = £
- Standby = £

Total = £ per annum

Total remuneration package = £ - £ per annum

4. Market Pay

Background to Market Pay Scheme

A market supplement is paid as an allowance and, in line with the Market Pay Scheme, is not taken into account in relation to the calculation of overtime hours worked or other pay allowances. It is however permissible for the market pay supplement to include an appropriate compensatory adjustment for premium rates of pay for contractual overtime and / or contractual unsocial hours working.

Market payments will be shown separately on employees' payslips and will be subject to tax, NI and pension contributions in the normal way.

Where, at the time of the review, the business case to support the continued payment of a market pay supplement is no longer sustainable, the supplement shall be withdrawn and 12 months' notice of this given in writing.

OUTLINE DETAILS OF CURRENT SUPPLEMENT IF APPLICABLE.

5. Business case for Market Supplement

OUTLINE ANY RECRUITMENT DIFFICULTIES, SERVICE PERFORMANCE ISSUES, DETAILS OF CONSULTATIONS WITH PROFESSIONAL BODIES ETC. AN EQUALITY IMPACT ASSESSMENT MUST FORM PART OF THE BUSINESS CASE.

6. Market Intelligence

Comparable market intelligence has been obtained:-

- o The POST OF is paid £ - £.
 - o The POST OF is paid £ plus an of ** = £
 - o **IF APPLICABLE** - Neither provision is in London (no London Weighting.)
7. Feedback from Potential Candidates (**IF RELEVANT**)

Feedback from potentially qualified and suitable candidates, informally approached to determine whether or not they would be interested in applying for the **POST**, has determined that the remuneration package currently offered is not sufficient to attract a field of qualified, high calibre

of applicants.

8. Conclusion

Consideration has been given to the following:

- Difficulties attracting suitably qualified candidates to apply for the position evidenced through the failed recruitment campaign in **DATE**;
- The adverse effect on the service delivery and improvements if the recruitment difficulty is not addressed;
- The market pay intelligence that demonstrates that in comparable centres elsewhere in the UK, pay rates are considerably higher.

It is proposed, therefore, to offer/increase the Market Pay Supplement applicable to this post, and to bring the pay package into line with the job market. It is proposed to pay a supplement of £ per annum. This will provide a starting salary of £ per annum.

Terms

The market pay supplement will be paid as an allowance and will be shown separately on payslips. It will not be taken into account in relation to the calculation of overtime hours worked or other pay allowances. It will be subject to tax, NI and pension contributions in the normal way. The pay supplement will apply for a period of xxx years, and subject to review at the end of this period. Should the pay supplement be withdrawn at the time of review, 12 months' notice of this will be given in writing.

Head of Service	
Printed name:	Date:
Signature:	
Head of HR	
Printed name:	Date:
Signature:	

Recruitment of Chief Executive and Chief Officers Officer Employment Procedure Rules

Human Resources



APPROVED BY Council

DATE 3rd September 2014

EDITION/VERSION

REVIEW DATE

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1. OFFICER EMPLOYMENT PROCEDURE RULES

These Rules are designed to conform with the requirements of the Local Authorities (Standing Orders) (Wales) Regulations 2006 (“the Regulations”) as amended by the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2014 (“the Amending Regulations”). Some of the Rules are also locally determined but in the event of any conflict with the Regulations, the latter shall prevail. The Rules covered by the Regulations cannot be amended other than by legislation. These Rules need to be read in conjunction with the full Regulations and Amending Regulations, copies of which are available from Legal Services.

In these Rules, the following terms have the meaning prescribed by the Regulations:

- (a) “Chief Officer” means the Head of its Paid Service ; a statutory Chief Officer in paragraph (a), (c) or (d) of Section 2(6) of the Local Government and Housing Act 1989 (“the 1989 Act”); a non-statutory Chief Officer within the meaning of Section 2(7) of the 1989 Act above; the Monitoring Officer and Head of Democratic Services; and any reference to an appointment or purported appointment of a Chief Officer includes a reference to the engagement or purported engagement of such an Officer under a contract of employment.
- (b) “Head of Paid Service” means the officer designated under Section 4(1) of the 1989 Act.
- (c) “Chief Finance Officer” means the officer having responsibility for the purposes of Section 151 of the Local Government Act 1972.
- (d) “Monitoring Officer” means the officer designated under Section 5(1) of the 1989 Act.
- (e) “Head of Democratic Service” means the officer designated under Section 8 of the Local Government (Wales) Measure 2011.
- (f) “Deputy Chief Officer” means a person within the meaning of Section 2(8) of the 1989 Act.

(g) “disciplinary action” in relation to a member of staff of the Council means any action occasioned by alleged misconduct which, if proved, would, according to the usual practice of the Council, be recorded on the member of staff’s personal file, and includes any proposal for dismissal of a member of staff for any reason other than redundancy, permanent ill-health or infirmity of mind or body, but does not include failure to renew a contract of employment for a fixed term.¹

(h) “member of staff ” means a person appointed to or holding a paid office or employment, under the Council.

(i) “remuneration” has the same meaning as in Section 43(43) of the Localism Act 2011

2. RECRUITMENT AND APPOINTMENT

2.1 Declarations

The Council will require any candidate for appointment to state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing councillor or senior officer of the Council at Head of Service level or above; or of the partner of such persons.

2.2 Seeking support for appointment.

- 2.2.1. The Council will disqualify any applicant who directly or indirectly seeks the support of any officer involved in the appointments process (other than as referee) or councillor, for any appointment with the Council. The content of this paragraph will be included in any recruitment information.
- 2.2.2. No councillor will seek support for any person for any appointment with the Council.
- 2.2.3. No councillor shall give a written or oral testimonial of the candidate’s ability, experience or character for submission to the Council with an application for an appointment.

¹ This definition derives from Regulation 2 of the Regulations

3. RECRUITMENT OF CHIEF OFFICERS

- 3.1. Where the Council propose to appoint a Chief Officer within the terms of the Regulations and the remuneration which it proposes to pay to the Chief Officer is £100,000 or more per annum it shall take the steps set out in paragraph 3.2.3.
- 3.2. Where the Council proposes to appoint a Chief Officer and where it is not proposed to pay to the Chief Officer the remuneration mentioned in paragraph 3.1. and it is not proposed that the appointment be made exclusively from among its existing officers it shall take the steps set out in paragraph 3.2.3.
 - 3.2.3. The Council shall:-
 - (a) draw up a statement specifying —
 - (i) the duties of the officer concerned, and
 - (ii) any qualifications or qualities to be sought in the person to be appointed
 - (b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it and
 - (c) make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person on request.
 - 3.2.4. The requirement to advertise contained in paragraph 3.2.3. (b) does not apply where the proposed appointment under paragraph 3.1. is for a period of no longer than twelve months.
 - 3.3.1. Where the Chief Executive (acting on the advice of the Head of Human Resources) considers that the number of qualified applicants for a vacancy make it difficult for the Special Appointments Committee to prepare a final shortlist for consideration by Council then the Chief Executive may compile and submit an initial list of qualified applicants for consideration by the Special Appointments Committee.
 - 3.3.2. In exercising the delegation set out in rule 3.3.1. the Chief Executive shall consider the views of the Head of Human Resources, the Leader of Council and the Leader of the largest non-executive political group.
 - 3.3.3. In cases other than as set out in Rule 3.3.1. the Chief Executive shall refer all qualified applicants to the Special Appointments Committee.

- 3.3.4. The Special Appointments Committee shall either:-
- (a) Refer all qualified applicants submitted to it by the Chief Executive to full Council for selection, or
 - (b) Compile a shortlist of qualified applicants from the qualified applicants submitted to it by the Chief Executive and refer that shortlist to full Council for selection.
- 3.4. The Special Appointments Committee shall be constituted in accordance with the provisions of Paragraph 4 (2) of Part 2 of Schedule 3 of the Regulations – which means that at least one member of the executive must be a member of that Committee, but not more than half of the members of the Committee are to be members of the executive.
- 3.5. The Council shall interview all applicants referred to it for interview by the Special Appointments Committee in accordance with Paragraph 3.3.4.
- 3.6. Where no qualified person has applied, or if the Council decides to re-advertise the appointment, the Council may make further arrangements for advertisement in accordance with procedure rule 2.2(b).
- 3.7. Where the duties of a chief officer include the discharge of functions of two or more relevant authorities in pursuance of section 101(5) of the Local Government Act 1972 or section 20 Local Government Act 2000 and the authorities have agreed that it will be a joint appointment -
- 3.7.1 the steps taken under paragraph 3.2.3., 3.3.4., 3.5. and 3.6. above may be taken by a joint committee of those relevant authorities, a subcommittee of that committee or a chief officer of any of the relevant authorities concerned.
 - 3.7.2 Any chief officer may be appointed by such a joint committee, a sub-committee of that committee or a committee or sub-committee of any of those relevant authorities.
- 3.8. The Council shall determine the level, and any change in the level, of remuneration to be paid to a Chief Officer
- 3.9. The full Council shall make all decisions relating to the appointment of the Head of Paid Service.

4. APPOINTMENT OF MONITORING OFFICER AND DEPUTY CHIEF OFFICERS

- 4.1 The Special Appointments Committee will shortlist applicants and appoint the Monitoring Officer and Deputy Chief Officers (i.e. in Neath Port Talbot the Heads of Service). The relevant Regulatory Committee Chair may also attend the Committee in an advisory capacity.
- 4.2 The Special Appointments Committee shall be constituted in accordance with the provisions of Paragraph 4 (2) of Part 2 of Schedule 3 of the Regulations – which means that at least one member of the executive must be a member of that Committee, but not more than half of the members of the Committee are to be members of the executive.

5. OTHER APPOINTMENTS

- 5.1 The function of appointment of a member of staff of the Council (other than Chief Officers, Deputy Chief Officers, and persons to whom regulations made under Section 35(4) and (5) of the Education Act 2002 apply – teachers and other staff of schools) must be discharged, on behalf of the Council, by the Head of Paid Service or by an officer nominated by the Head of Paid Service. Accordingly, the following shortlisting and appointment arrangements shall apply in respect of all appointments below Deputy Chief Officer level:

<u>Posts</u>	<u>Method</u>
With pay scale commencing at scp 39 and above, or equivalent.	Chief Officer or Deputy Chief Officer
With pay scale commencing at scp 38 and below, or equivalent	Chief Officer or Deputy Chief Officer or Accountable Manager or Line Manager

Other appointment provisions

- 5.2 The starting salary for all posts, other than those graded in accordance with salary scale 1, will normally be at the minimum point of the scale, but the starting point may be other than the minimum at the discretion of the authorised Officer making the appointment.

5.3 For appointments of:-

5.3.1. Officers and Assistant Officers in Charge of Residential children's establishments and

5.3.2. basic grade social workers working with children,

these appointments are to be carried out by a Panel of three Officers in accordance with the recommendations as set out in the Adrianne Jones and Warner Reports.

5.4 For joint appointments with schools, representative Headteachers will be involved in the appointment at shortlisting and interview stages.

5.5 The Director of Education, Leisure and Lifelong Learning is also required to give statutory advice to School Governing Bodies on the appointment and dismissal of persons to whom regulations made under section 35(4) and (5) of the Education Act 2002 apply.

ER/VR/CR Scheme



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

Human Resources

APPROVED BY		Personnel Committee
DATE		1 st April 2015
EDITION/VERSION		
REVIEW DATE		April 2018

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1. SCOPE

This Scheme is applicable to all NPT Council employees, including those appointed and managed by School Governing Bodies, with the exception of those employed under teaching terms and conditions for whom a separate scheme operates.

2. VOLUNTARY REDUNDANCY (VR)

The Council may, from time to time, in accordance with the needs of the service and within a specified period, invite expressions of interest in voluntary redundancy (VR) as part of its Workforce Strategy to reduce employee costs. It is unlikely that all volunteers will be allowed to leave the Council's employment under this Scheme as the Council will have an ongoing need to retain employees with the necessary skills and competencies to both deliver and transform a range of services.

The Council will consider "bumped" redundancies, where appropriate. In these circumstances, employees may apply for voluntary redundancy, thereby making available their post for employees with transferable skills whose job has or will become redundant and who do not wish to leave the employment of the Council. Such "bumping" of a redundancy will be considered across service areas, with appropriate funding arrangements being agreed by the Heads of Service or Head teachers involved.

All VR expressions of interest will be considered at management's sole discretion, based on a robust business case (including the cost of any consequential organisational/pay grade changes). All VR expressions of interest will need to be authorised by the relevant Head of Service and Directorate Management Team.

The Council's grievance procedure will not apply in the case of VR, but the Head of Human Resources has an advisory and monitoring role in this respect.

3. EARLY RETIREMENT (ER)

Applications for Early Retirement (ER), where a job loss does not take place, will be granted in exceptional circumstances only, and on the basis of "in the interests of efficiency of the service" (due to the range of alternative, and usually more cost-effective, measures available to manage capability issues). All such ER decisions will be subject to a robust business case (including the cost of any consequential organisational/pay grade changes) being approved by the relevant Head of Service and Directorate Management Team, or Head teacher and School Governing Body, as appropriate.

The Council's grievance procedure will not apply in the case of ER, but the Head of Human Resources has an advisory and monitoring role in this respect.

4. FLEXIBLE RETIREMENT

The Council's Flexible Retirement Policy will remain available to eligible employees alongside this ER/VR/CR Scheme, as will Teachers Pension Scheme (TPS) phased retirement provisions.

5. COMPULSORY REDUNDANCY (CR)

It is the Council's policy to prevent compulsory redundancies from arising to the greatest extent possible. However, where unavoidable, selection for compulsory redundancy (CR) will take place in accordance with relevant management of change and associated employment policies.

6. SCHEME PAYMENTS, COSTS AND FUNDING (ER/VR/CR)

VR and CR Payments

Subject to **the total cost to the Council of early release of pension and/or severance payment being limited to the equivalent of 52 weeks' pay** for the employee concerned (see Note 1), the following provisions will apply in cases of Voluntary Redundancy (VR) and Compulsory Redundancy (CR):

early release of pension for "qualifying" employees (see Note 2);

lump sum statutory redundancy payment (see Note 3), using the 30 week Statutory Redundancy table (Appendix A);

Lump sum discretionary compensation payment, using the Council's 50 week table (Appendix B), (reduced by the statutory redundancy payment referred to above).

Where the total cost of early access to pension and the cost of statutory redundancy payments equates to more than 52 weeks' 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)**

ER Payments

Subject to **the total cost to the Council of early release of pension being limited to the equivalent of 52 weeks' pay** (see Note 1), the following will apply in cases of Early Retirement (ER): Early release of pension for "qualifying" employees (see Note 2).

ER, VR and CR Funding

Early retirement, statutory redundancy and discretionary compensation payment costs will all be met by the employing Directorate, with the exception of school Governing Bodies where the costs will be met from a separately identified element of schools' delegated budgets.

Any severance package in respect of early termination of employment that exceeds a threshold of £100,000 must be approved beforehand by Full Council.

7. OTHER ER/VR/CR PROVISIONS

In cases of **compulsory redundancy (CR)**, there will be a presumption that employees will continue to be employed during the statutory notice period, particularly as this will maximise the prospects of potential redeployment. Employees in this situation must arrange to take any outstanding annual leave during the notice period but, if not practicable and certified accordingly by the relevant Head of Service, an employee will be paid for any untaken annual leave which remains outstanding on expiry of the notice period. Any annual leave entitlement exceeded will be recovered from pay. Exceptionally, pay in lieu of notice, which is subject to tax and National Insurance, may be granted.

Employees leaving the Council's employment on the grounds of **ER or VR** will do so on the basis of a **mutually agreed termination date, with no notice period being applicable on either side** and with **no extra payment being made** for any outstanding holidays, time off in lieu or flexi leave.

Statutory notice provisions in relation to teachers will apply, as appropriate.

Employees who leave the Council's employment on the grounds of early retirement (ER) or voluntary redundancy (VR) will be "retirees" and will, therefore, normally be precluded from returning to any paid temporary or permanent NPT Council employment (which includes schools). However, in exceptional circumstances, re-employment may be permitted if the "employing" Head of Service is able to provide a robust business case for doing so which is acceptable to the Director of Finance & Corporate Services and Head of Human Resources, in consultation with the relevant trade union/s.

8. NOTES

Note 1: All employees who are made redundant are entitled to a statutory redundancy payment (see Note 3 below).

"Qualifying" employees are also entitled to early release of pension if their employment is terminated on the grounds of redundancy (or in the interest of efficiency of the service). Statutory redundancy payments may be enhanced through the payment of discretionary compensation payments and will be calculated having regard to the total cost of:

- (a) early release of pension,
- (b) statutory redundancy payments and
- (c) discretionary compensation payments not exceeding - in total – the equivalent of 52 weeks' pay for the employee concerned.

For example, where an employee's entitlement under the 50 week table takes the total cost above the value of his/her annual pay, the number of weeks of redundancy and/or discretionary compensation payments and/or the weekly pay calculator rate will be adjusted downwards as necessary.

The definition of a "week's pay" will be in accordance with statutory provisions for redundancy pay calculation purposes.

In summary, this will be the gross amount payable for a week's work in accordance with the employee's contract of employment as applicable on the "calculation date", which will be the pay period immediately preceding the first day of his/her notice period. If an employee's remuneration is variable, a 12 weekly average will be calculated. Sections 220 to 229 and Section 234 of ERA 1996 further define the calculation of a "week's pay".

Note 2: "**Qualifying**" generally means aged 55 years, or over, with 3 months' membership of the Local Government Pension Scheme (LGPS). The definition of "qualifying" is covered by LGPS Regulations and may change as a result of future legislative changes. Employees in the Teachers' Pensions Scheme (TPS) have a different qualifying period (usually 2 years). The TPS is a statutory scheme and may also change as a result of future legislative changes. Access to pension for teachers before age 60, without actuarial reduction, is at the discretion of Neath Port Talbot Council.

Note 3: To use the statutory redundancy table in Appendix A, firstly look up the employee's age and number of years' continuous service with the Council (& its predecessor authorities). Where the two intersect on the table, this is the number of weeks' pay which becomes payable. The "week's pay" to be used to calculate the lump sum statutory redundancy payment will be in accordance with statutory provisions (maximum of £489 per week with effect from 6th April 2017).

Appendix A

STATUTORY REDUNDANCY TABLE

Age	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
18	1	1½	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
19	1	1½	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
20	1	1½	2	2½	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
21	1	1½	2	2½	3	-	-	-	-	-	-	-	-	-	-	-	-	-	
22	1	1½	2	2½	3	3½	-	-	-	-	-	-	-	-	-	-	-	-	
23	1½	2	2½	3	3½	4	4½	-	-	-	-	-	-	-	-	-	-	-	
24	2	2½	3	3½	4	4½	5	5½	-	-	-	-	-	-	-	-	-	-	
25	2	3	3½	4	4½	5	5½	6	6½	-	-	-	-	-	-	-	-	-	
26	2	3	4	4½	5	5½	6	6½	7	7½	-	-	-	-	-	-	-	-	
27	2	3	4	5	5½	6	6½	7	7½	8	8½	-	-	-	-	-	-	-	
28	2	3	4	5	6	6½	7	7½	8	8½	9	9½	-	-	-	-	-	-	
29	2	3	4	5	6	7	7½	8	8½	9	9½	10	10½	-	-	-	-	-	
30	2	3	4	5	6	7	8	8½	9	9½	10	10½	11	11½	-	-	-	-	
31	2	3	4	5	6	7	8	9	9½	10	10½	11	11½	12	12½	-	-	-	
32	2	3	4	5	6	7	8	9	10	10½	11	11½	12	12½	13	13½	-	-	
33	2	3	4	5	6	7	8	9	10	11	11½	12	12½	13	13½	14	14½	-	
34	2	3	4	5	6	7	8	9	10	11	12	12½	13	13½	14	14½	15	15½	
35	2	3	4	5	6	7	8	9	10	11	12	13	13½	14	14½	15	15½	16	16½
36	2	3	4	5	6	7	8	9	10	11	12	13	14	14½	15	15½	16	16½	
37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15½	16	16½	17	17½
38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16½	17	17½	18
39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17½	18	18½
40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18½	19
41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19½
42	2½	3½	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
44	3	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½
45	3	4½	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
46	3	4½	6	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½
47	3	4½	6	7½	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
48	3	4½	6	7½	9	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½
49	3	4½	6	7½	9	10½	12	13	14	15	16	17	18	19	20	21	22	23	24
50	3	4½	6	7½	9	10½	12	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	24½
51	3	4½	6	7½	9	10½	12	13½	15	16	17	18	19	20	21	22	23	24	25
52	3	4½	6	7½	9	10½	12	13½	15	16½	17½	18½	19½	20½	21½	22½	23½	24½	25½
53	3	4½	6	7½	9	10½	12	13½	15	16½	18	19	20	21	22	23	24	25	26
54	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	20½	21½	22½	23½	24½	25½	26½
55	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22	23	24	25	26	27
56	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	23½	24½	25½	26½	27½
57	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25	26	27	28
58	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	26½	27½	28½
59	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28	29
60	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	29½
61+	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	30

Department for Business, Innovation and Skills URN 09/1371

Appendix B

50 WEEK DISCRETIONARY COMPENSATION PAYMENTS TABLE

Age	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17	1.67	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
18	1.67	2.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
19	1.67	2.5	3.33	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
20	1.67	2.5	3.33	4.17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
21	1.67	2.5	3.33	4.17	5	-	-	-	-	-	-	-	-	-	-	-	-	-	
22	1.67	2.5	3.33	4.17	5	5.83	-	-	-	-	-	-	-	-	-	-	-	-	
23	2.5	3.33	4.17	5	5.83	6.67	7.5	-	-	-	-	-	-	-	-	-	-	-	
24	3.33	4.17	5	5.83	6.67	7.5	8.33	9.17	-	-	-	-	-	-	-	-	-	-	
25	3.33	5	5.83	6.67	7.5	8.33	9.17	10	10.83	-	-	-	-	-	-	-	-	-	
26	3.33	5	6.67	7.5	8.33	9.17	10	10.83	11.67	12.5	-	-	-	-	-	-	-	-	
27	3.33	5	6.67	8.33	9.17	10	10.83	11.67	12.5	13.33	14.17	-	-	-	-	-	-	-	
28	3.33	5	6.67	8.33	10	10.83	11.67	12.5	13.33	14.17	15	15.83	-	-	-	-	-	-	
29	3.33	5	6.67	8.33	10	11.67	12.5	13.33	14.17	15	15.83	16.7	17.5	-	-	-	-	-	
30	3.33	5	6.67	8.33	10	11.67	13.33	14.17	15	15.83	16.7	17.5	18.33	19.17	-	-	-	-	
31	3.33	5	6.67	8.33	10	11.67	13.33	15	15.83	16.7	17.5	18.33	19.17	20	20.83	-	-	-	
32	3.33	5	6.67	8.33	10	11.67	13.33	15	16.7	17.5	18.33	19.17	20	20.83	21.67	22.5	-	-	
33	3.33	5	6.67	8.33	10	11.67	13.33	15	16.7	18.33	19.17	20	20.83	21.67	22.5	23.33	24.17	-	
34	3.33	5	6.67	8.33	10	11.67	13.33	15	16.7	18.33	20	20.83	21.67	22.5	23.33	24.17	25	25.83	
35	3.33	5	6.67	8.33	10	11.67	13.33	15	16.7	18.33	20	21.67	22.5	23.33	24.17	25	25.83	26.67	
36	3.33	5	6.67	8.33	10	11.67	13.33	15	16.7	18.33	20	21.67	23.33	24.17	25	25.83	26.67	27.5	
37	3.33	5	6.67	8.33	10	11.67	13.33	15	16.7	18.33	20	21.67	23.33	25	25.83	26.67	27.5	28.33	
38	3.33	5	6.67	8.33	10	11.67	13.33	15	16.7	18.33	20	21.67	23.33	25	26.67	27.5	28.33	29.17	
39	3.33	5	6.67	8.33	10	11.67	13.33	15	16.7	18.33	20	21.67	23.33	25	26.67	28.33	29.17	30	
40	3.33	5	6.67	8.33	10	11.67	13.33	15	16.7	18.33	20	21.67	23.33	25	26.67	28.33	30	30.83	
41	3.33	5	6.67	8.33	10	11.67	13.33	15	16.7	18.33	20	21.67	23.33	25	26.67	28.33	30	31.67	
42	4.17	5.83	7.5	9.17	10.83	12.5	14.17	15.83	17.5	19.17	20.83	22.5	24.17	25.83	27.5	29.17	30.83	32.5	
43	5	6.67	8.33	10	11.67	13.33	15	16.7	18.33	20	21.67	23.33	25	26.67	28.33	30	31.67	33.33	
44	5	7.5	9.17	10.83	12.5	14.17	15.83	17.5	19.17	20.83	22.5	24.17	25.83	27.5	29.17	30.83	32.5	34.17	
45	5	7.5	10	11.67	13.33	15	16.7	18.33	20	21.67	23.33	25	26.67	28.33	30	31.67	33.33	35	
46	5	7.5	10	12.5	14.17	15.83	17.5	19.17	20.83	22.5	24.17	25.83	27.5	29.17	30.83	32.5	34.17	35.83	
47	5	7.5	10	12.5	15	16.7	18.33	20	21.67	23.33	25	26.67	28.33	30	31.67	33.33	35	36.67	
48	5	7.5	10	12.5	15	17.5	19.17	20.83	22.5	24.17	25.83	27.5	29.17	30.83	32.5	34.17	35.83	37.5	
49	5	7.5	10	12.5	15	17.5	20	21.67	23.33	25	26.67	28.33	30	31.67	33.33	35	36.67	38.33	
50	5	7.5	10	12.5	15	17.5	20	22.5	24.17	25.83	27.5	29.17	30.83	32.5	34.17	35.83	37.5	39.17	
51	5	7.5	10	12.5	15	17.5	20	22.5	25	26.67	28.33	30	31.67	33.33	35	36.67	38.33	40	
52	5	7.5	10	12.5	15	17.5	20	22.5	25	27.5	29.17	30.83	32.5	34.17	35.83	37.5	39.17	40.83	
53	5	7.5	10	12.5	15	17.5	20	22.5	25	27.5	30	31.67	33.33	35	36.67	38.33	40	41.67	
54	5	7.5	10	12.5	15	17.5	20	22.5	25	27.5	30	32.5	34.17	35.83	37.5	39.17	40.83	42.5	
55	5	7.5	10	12.5	15	17.5	20	22.5	25	27.5	30	32.5	35	36.67	38.33	40	41.67	43.33	
56	5	7.5	10	12.5	15	17.5	20	22.5	25	27.5	30	32.5	35	37.5	39.17	40.83	42.5	44.17	
57	5	7.5	10	12.5	15	17.5	20	22.5	25	27.5	30	32.5	35	37.5	40	41.67	43.33	45	
58	5	7.5	10	12.5	15	17.5	20	22.5	25	27.5	30	32.5	35	37.5	40	42.5	44.17	45.83	
59	5	7.5	10	12.5	15	17.5	20	22.5	25	27.5	30	32.5	35	37.5	40	42.5	45	46.67	
60	5	7.5	10	12.5	15	17.5	20	22.5	25	27.5	30	32.5	35	37.5	40	42.5	45	47.5	
61+	5	7.5	10	12.5	15	17.5	20	22.5	25	27.5	30	32.5	35	37.5	40	42.5	45	47.5	

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

19th February 2018

Report of the Head of Human Resources – Sheenagh Rees

Matter for Decision

Wards Affected:

All wards

Introduction of a Smoke Free Policy

1. Purpose of the Report

The purpose of this report is to seek approval from Members to introduce a Smoke Free Policy.

2. Background

The Council has had, since 2013 had in place a No Smoking Policy which has prohibited our employees from smoking cigarettes in all Council buildings and Council vehicles. This policy did not deal with e-cigarettes specifically and now, as a result of the rapid growth in e-cigarette use, it is necessary to consider the impact of e-cigarettes on our existing No Smoking Policy and smoking cessation programmes.

3. Development of the Smoke Free Policy

Public Health England published guidance for organisations to support the development of policies on the use of e-cigarettes in the workplace. The framework is designed to help employers create policies that both support smokers to stop smoking and the organisation to staff smoke free.

The five points within the framework are:-

- Make a clear distinction between vaping and smoking

- Ensure policies are based on the evidence of harm to bystanders
- Identify and manage the risks of uptake by children and young people
- Support smokers to stop smoking and stay smoke free
- Support compliance with smoke free law and policies

When developing this Policy, a working group was established with officers from Human Resources, Environmental Health, Occupational Health and two trade union colleagues.

4. Consultation

The Joint Trade Unions have been fully consulted on this Policy at the Local Government Services Forum and they are fully supportive of the introduction of this Policy.

5. Implementation

In order to ensure that employees are aware of the Smoke Free Policy, it will be placed on the HR Intranet, an article will be placed 'In The Loop' and Heads of Service will be requested to cascade the information to managers and employees within their respective service areas.

6. Financial Impact

There are no financial impacts associated with this report.

7. 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. Please see Appendix 1.

8. Workforce Impacts

The introduction of the Smoke Free Policy will provide clear guidelines in relation to smoking and the use of e-cigarettes.

9. Legal Impacts

The Policy complies with the legal framework in relation to smoking.

10. Risk Management

There are no risk associated with this report.

11. Consultation

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

12. Recommendations

It is RECOMMENDED that Members APPROVE the introduction of the Smoke Free Policy.

FOR DECISION.

13. Reasons for Proposed Decision

To provide employees with guidelines in relation to smoking and the use of e-cigarettes.

14. Implementation of Decision

The decision is for immediate implementation

15. Appendices

Appendix 1 – Equality Impact Assessment Screening Form

Appendix 2 – Smoke Free Policy

16. List of Background Papers

'E-cigarettes in public places and workplaces: a 5 point guide to policy making' Public Health England

17. Officer Contact

Sheenagh Rees, Head of Human Resources

E-mail s.rees5@npt.gov.uk

Telephone 01639 763315

Diane Hopkins, Principal HR Manager

E-mail: d.b.hopkins@npt.gov.uk

Telephone 01639 763012

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"/> X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(b) Please name and describe below

Introduction of a Smoke Free Policy to provide guidelines to employees in relation to smoking and the use of e-cigarettes.

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"/> X (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"/> X (L)

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

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

Medium risk
to reputation

Low risk
to reputation

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

```
graph LR; A["MOSTLY L → EIA"] --> B["LOW PRIORITY /  
NOT RELEVANT"]; B --> C["X <input type='checkbox' style='border: 1px solid red; width: 1em; height: 1em; margin: 0 5px; border-radius: 50%; vertical-align: middle;"/> Do not complete  
Please go to Q6  
followed by Section 2"];
```

The diagram is a horizontal flowchart. It starts with the text "MOSTLY L" followed by an arrow pointing right, then "EIA". This leads to a second section with two lines of text: "LOW PRIORITY /" above "NOT RELEVANT". From this section, another arrow points right to a final section. The final section features a large black "X" character followed by a red-bordered checkbox. To the right of the checkbox is the text "Do not complete". Below this, in a larger font, is the instruction "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 an employment policy which, following Member approval , will be introduced. It is a positive addition to the suite of employment policies available to staff as it provides guidelines in relation to smoking and the use of e-cigarettes in the workplace.

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:	08/02/2018

Approval by Head of Service	
Name:	Sheenagh Rees
Position:	Head of Human Resources
Date: 08/02/2018	

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.

Smoke Free Policy



Human Resources

APPROVED BY

Personnel
Committee

DATE

EDITION/VERSION

2

REVIEW DATE

November
2017

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1. INTRODUCTION

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second hand smoke. This ensures compliance with the Health Act 2006 which states that all enclosed and substantially enclosed workplaces and public places are legally required to be smoke free. In Wales, The Smoke Free Premises etc. (Wales) Regulations 2007 also makes provision concerning the prohibition of smoking in certain wholly or substantially enclosed public spaces.

Exposure to second hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

This policy has been amended to address e-cigarettes in the workplace. E-cigarette use does not meet the legal or clinical definitions of smoking. Furthermore, international peer-reviewed evidence suggests that e-cigarettes carry a fraction of the risk of cigarettes.

Some concerns have been expressed about the safety of e-cigarettes and there is evidence to show that they are a fire risk particularly when being re-charged. The Chief Fire Officers Association includes e-cigarettes in its wider advice on rechargeable devices.

In addition to concerns about safety, there is also continuing controversy about the potential for the widespread use of vaping to normalise other smoking behaviours, reversing public health gains achieved as a result of banning tobacco smoking in public places.

Whilst acknowledging the above, this Policy applies to employees who smoke cigarettes and to those who use e-cigarettes.

2. AIMS OF THE POLICY

It is the policy of Neath Port Talbot County Borough Council (NPTCBC) that all of the workplaces owned or managed by the Council and other enclosed places owned or managed by the Council to which employees and the public have access are smoke free and that all employees have a right to work in a smoke free environment.

3. DEFINITIONS

Smoking: is defined as smoking or being in possession of a lit substance such as

tobacco or any other substance that may be smoked

Electronic Cigarettes: E-cigarettes, personal vaporizers (PV's) and electronic nicotine delivery systems (ENDS) are battery operated devices that mimic tobacco smoking and are often used as a replacement for cigarettes. In this policy reference to all such devices is covered by the term E-cigarette.

Enclosed premises: premises will be considered to be enclosed if they have a ceiling and a roof and, except for door and windows, are wholly enclosed, whether on a permanent or temporary basis.

Substantially enclosed premises: premises will be considered to be substantially enclosed if they have a ceiling and a roof, but there are openings in the walls which are less than half of the total area of walls, including other structures which serve the purpose of walls and constitute the perimeter of the premises. When determining the area of an opening, no account can be taken of openings in which doors, windows, or other fittings can be opened or shut. The term 'roof' includes any fixed or movable structure or device which is capable of covering all or part of the premises as a roof.

4. ROLES AND RESPONSIBILITY

Chief Executive/ Corporate Directors

Overall responsibility for the implementation of the policy rests with the Chief Executive and Corporate Directors.

Heads of Service

Heads of Service will be responsible for ensuring that the health and safety arrangements are developed and implemented to satisfy the requirements of this policy. It is a key responsibility of Heads of Service to ensure that where officers have specific responsibilities for securing compliance with the legislation and this policy, that these duties are clearly notified to the officers concerned.

Governing Bodies of Schools Maintained by NPTCBC

There is a shared responsibility for health, safety and welfare between the Council, Governing Body and Head teacher.

Managers / Team Leaders / Head teachers

Each Manager, Team Leader and Head teacher will ensure that procedures/instructions relating to this Policy are implemented within their section.

Corporate Health and Safety Section/ Occupational Health Unit

The Corporate Health and Safety Section and the Occupational Health Unit will provide

advice and guidance in relation to this policy.

Human Resources

Human Resources Officers will provide advice and guidance in relation to employment issues resulting from this policy.

Environmental Health Section

Responsibility for enforcement of the legislation will rest with the Council's Environmental Health Section.

Employees

Employees are responsible for compliance with this policy.

5. LEGAL IMPLICATIONS

5.1 Premises covered by this policy

Smoking is prohibited throughout the premises owned, occupied or managed by the Council, including schools. Smoking by employees, agency workers and contractors is also prohibited at, and in the vicinity of, the entrances to buildings owned, occupied or managed by the Council, and also within a ten metre radius of any such building.

5.2 Local Authority owned/run schools sites

Smoking / using e-cigarettes is not permitted in school premises or on school grounds, including playing fields and car parks under the control of the school, or is managed as part of the school.

5.3 Other areas frequented by young people or families

Employees of NPTCBC who work with, or near, children and young persons as part of their employment, must refrain from smoking/using e-cigarettes in sight of and in the vicinity of such individuals whilst engaging in work related activities. Smoking in these circumstances can have the potential to "normalise" smoking / use of e-cigarettes, which may have a subsequent negative influence on the behaviour of these young people with a greater likelihood of them trying tobacco products.

5.4 Exemptions

Private Accommodation

Private dwellings are exempt from the regulations. However, smoking is NOT permitted in any part of a private dwelling that is shared with other premises (including other private dwellings) if they are open to the public or are used as places of work.

Smoking is NOT permitted in parts of a private dwelling used as a place of work UNLESS only the occupier works there and no-one visits them in connection with work.

Where smoking is subject to a ban, its effect is permanent and not just for the period of any visit.

The regulations do not apply to work that is undertaken in any part of a private dwelling if it is undertaken for the following purposes:

- To provide personal or health care for a person living in a dwelling;
- To assist with the domestic work of the household of the dwelling;
- To maintain the structure or fabric of the dwelling;
- To install, inspect, maintain or remove any service provided to the dwelling for the benefit of persons living in it.

This means that the householder can smoke in their house and therefore expose the visiting worker to smoke. It is widespread knowledge that second hand smoke is harmful, and whilst there is a consensus that e-cigarettes are safer than normal cigarettes, as an employer, we must consider the long-term effects that are yet to be determined.

It is the policy of NPTCBC to support any employee who requests that a householder provides a smoke free environment (including the use of e-cigarettes) for the duration of their visit.

Residential Accommodation

Under the regulations, designated rooms that are used for accommodation for persons 18 years and over will be permitted to be not smoke free in care homes as defined in the Care Standards Act 2000. Designated rooms must comply with certain conditions and should be used solely for smoking:

- Rooms that are smoking permitted must be designated in writing and signed by the person in charge of the premises.
- Rooms designated for smoking must be clearly marked as a room where smoking is permitted.
- Rooms designated for smoking must not have any door which opens on to smoke-free parts that is not mechanically closed immediately after use.

- Residents and their guests will be permitted to smoke in designated rooms. Employees will not be permitted to smoke in the premises.
- The designated smoking room in residential accommodation must be used solely for smoking and not used as a communal recreation area or television room.

5.5 Vehicles

All Council owned vehicles are to be smoke free. Smoking (and the use of electronic cigarettes) is prohibited in all Council vehicles, whether owned or “hired”. Vehicles required to be smoke free must display no smoking signs in accordance with the regulations. Relevant persons are responsible for ensuring compliance. The regulations define a relevant person as the vehicle operator, driver and any person on a vehicle who is responsible for order or safety on it.

This policy does not apply to private vehicles. However, employees should not smoke (or use an electronic cigarette whilst driving) in a private car on a business journey, when accompanied by other employees or clients.

5.6 Signage at premises

No smoking signs will be clearly displayed in prominent positions at the entrance to each smoke free building and in all Council vehicles. Officers with responsibility for signage will be informed of this by the appropriate Head of Service. A ‘No Smoking’ sign in premises must:

- Be flat and rectangular and at least 160mm by 230mm in size.
- Display the international ‘No Smoking’ symbol in red, at least 85mm in diameter.
- Contain the following bilingual statement: ‘Mae ysmwyd yn y fangre hon yn erbyn y gyfraith/It is against the law to smoke in these premises.’

Free premises signage can be obtained from Environmental Health on 01639 685678.

5.4 Signage in vehicles

No smoking signs in vehicles must be placed in a prominent position in each compartment of the vehicle which is wholly or partly covered by a roof, including the driver’s compartment.

A ‘No Smoking’ sign in a vehicle must display the international ‘No Smoking’ symbol in red, at least 75mm in diameter. There are no requirements relating to the overall size or wording of the notice.

Free vehicle signage can be obtained from Environmental Health on 01639 685678.

5.5 Non compliance

The Disciplinary Policy and Procedure will be initiated if an employee does not comply with this policy and/or is in breach of the legislation during the course of their duties.

The Environmental Health department is responsible for the enforcement of the provisions of the Smoke Free Legislation under the Health Act 2006 and the Smoke free Premises etc. (Wales) Regulations 2007. Summary of offences are:

- Person who occupies or is concerned in the management of smoke-free premises or (or the relevant person in relation to a smoke-free vehicle) fails to ensure that no-smoking signs are displayed in accordance with the requirements of the 2007 Regulations (**Fixed penalty notice £200 or £3,000 maximum fine**).
- Person smokes in smoke free place or vehicle (**Fixed penalty notice £50 or £200 maximum fine**).
- Person in control or concerned in the management of smoke free premises (or the relevant person in relation to a smoke-free vehicle) fails to cause a person smoking there to stop smoking (**£2,500 maximum fine**).

6. E-CIGARETTES

E-cigarettes fall outside the scope of smoke free legislation as the act requires a substance to be burned, while there is a consensus that e-cigarettes are safer, as an employer however we must consider the long-term effects which are yet to be determined.

NPTCBC takes a positive view on the use of e-cigarettes as an effective harm minimisation strategy for people who smoke: e-cigarettes may help them to move away from using harmful burnt tobacco products towards a cleaner form of nicotine delivery, and can help support cutting down and quitting altogether.

We understand that the vapours created by e-cigarettes may also create an unpleasant environment for non-smokers. Whilst smoking is prohibited throughout the premises owned, occupied or managed by the Council, including schools, the use of e-cigarettes will be permitted in the vicinity of, the entrances to buildings owned, occupied or managed by the Council, except for schools (see 5.2 & 5.3). However e-cigarette users in such areas must have consideration for others who may not wish to be exposed to such vapours, and ensure that there is a thoroughfare free from vapour particularly at access and egress points to buildings. E-cigarette users must also be mindful of nearby openings to buildings, such as doors, windows and ventilation vents, which may provide a route for the vapour to enter the building.

The charging of e-cigarettes and related products will not be permitted within the workplace.

As new evidence emerges about e-cigarettes NPTCBC will review this position

7. HELP TO STOP SMOKING

In the interests of promoting better health and well-being, the Council's Occupational Health Unit is available to provide advice and guidance for those employees who wish to stop smoking or alternatively employees can contact Stop Smoking Wales on 0800 085 2219. The Stop Smoking Wales service is easy to access, and trained staffs are available to offer guidance, advice on how to quit, information on nicotine replacement therapy as well as free access to regular support.

The use of electronic cigarettes may be reviewed pending definitive guidance from Stop Smoking Wales and/or regulation.

Additionally, the Council will provide smoking cessation classes/support from time to time. Such attendance, subject to approval by the employee's manager, will be with pay.

8. SMOKING/ E-CIGARETTE BREAKS

The Council wishes to encourage and support all employees who are smokers to stop smoking. However, it is recognised that this will not be achieved overnight. Consequently, smoking / e-cigarette breaks will be permitted, but only where this has no adverse impact upon service delivery and also conditional upon smoking / e-cigarette breaks taking place in an employee's own time.

Participants in the Council's flexitime scheme must always deduct their time spent on smoking/e-cigarette breaks. This is not permitted during Core Time.

Line managers are responsible for regulating the frequency and duration of any smoking / e-cigarette breaks taken.

9. REVIEW

The implementation of this policy will be the subject of periodic review, changes to legislation, or as new evidence emerges about e-cigarettes.

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Agenda Item 11

By virtue of paragraph(s) 15, 16 of Part 4 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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