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

AGENDA

PERSONNEL COMMITTEE

2.00 PM - MONDAY, 14 MAY 2018

COMMITTEE ROOMS 1/2 - PORT TALBOT CIVIC CENTRE

PART 1

1. Declarations of Interest

Report of Head of Financial Services

2. Establishment of a dedicated Fraud Officer *(Pages 3 - 12)*

Report of the Head of Streetcare Services

3. Employment of Graduates *(Pages 13 - 24)*

Head of Children and Young People's Services

4. Establishment of the Multi Agency Placement Support Service (MAPSS) *(Pages 25 - 40)*

Head of Human Resources

5. Local Government Pay 2018/2019 Update *(Pages 41 - 44)*

6. Revised Social Media Policy *(Pages 45 - 60)*

7. Agency Worker Update *(Pages 61 - 70)*

8. 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.

9. 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.

S.Phillips
Chief Executive

Civic Centre
Port Talbot **Tuesday, 8 May 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 Member:	Councillors P.D.Richards, C.Clement-Williams, A.Wingrave, A.R.Lockyer, P.A.Rees and D.W.Davies

Neath Port Talbot County Borough Council

Personnel Committee

14th May 2018

Report of the Head of Financial Services

Matter for decision

Wards Affected:

All

Establishment of a dedicated fraud officer post

Purpose of report

The purpose of this report is to seek Member approval to establish a Fraud Officer post at grade 7 based in the Internal Audit Section of the Finance and Corporate Services Directorate.

Executive Summary

The post will be responsible for the prevention and detection of fraud/overpayments by proactively investigating all potential instances of fraud and/or overpayments and for recommending changes where appropriate to systems and controls to minimise the risk of fraud and overpayments occurring. The post will also enable the Council to fulfil its commitment to joint working with the Department for Work and Pensions (DWP) to progress criminal fraud cases toward a prosecution from the outset.

Background

Previously there were primarily two elements of fraud investigation carried out by the Council, Housing Benefit fraud and all other fraud. Housing Benefit fraud was carried out by a dedicated team that sat under the control of the Principal Benefits Officer and was responsible for all aspects of fraud in relation to housing benefits only.

The responsibility for Housing Benefit fraud investigation across the UK was taken over by the Department of Works and Pensions (DWP) and

rolled out nationally between October 2014 and March 2016 and the Council's Housing Benefit fraud team was fully disbanded on 1st December 2015.

All other fraud was investigated by the Internal Audit Team and continues to be so. Due to the Council's requirement for budget savings in recent years as a result of the Government's austerity measures however, the size of the Internal Audit team has reduced from 12.0 FTE in 2008 to 7.50 FTE in 2018 a 37.5% reduction.

As a result of this reduction the Internal Audit team now investigates possible instances of fraud very much on a reactive basis mainly through referrals or through issues that have arisen from other audit work. Fraud investigations have to be given priority which means that staff have to be taken off planned work to carry them out; they also invariably take a considerable amount of time to undertake. This then puts great pressure on the team in terms of completing its planned work and often results in some audits having to be cancelled.

In addition to fraud investigations, Internal Audit participates in the National Fraud initiative which involves data matching across a range of public bodies and a range of services throughout the United Kingdom and which requires input from both Internal Audit and relevant services. Again because of shrinking resources across the Council, full benefit is not being taken of this initiative.

In recent years the Council has paid an external company to review single person discount (SPD) claims across the County Borough with a view to limiting instances of fraudulent claims.

The Council has also recently agreed to sign up to a joint counter fraud initiative with the DWP which is being rolled out throughout local government. This joint initiative is likely to require a significant level of input from Internal Audit which without this proposed post will put further pressure on the team in terms of being able to complete the audit plan and provide a meaningful level of assurance to members regarding the governance and control arrangements of the Council.

Proposal

A Fraud Auditor post is created at grade 7 to undertake work on the prevention and detection of fraud covering amongst others, the following areas:

- Council Tax Reduction scheme payments
- Regular reviews of Council Tax single person discount (SPD) awards
- National Fraud Initiative (NFI) work
- Joint counter fraud initiative work with DWP
- Internal data matching exercises for detection of instances of both fraud and overpayments
- Referrals to Internal Audit from various sources including whistleblowers, managers and following general Internal Audit work.

The benefits to the Council of creating this post will be:

- Greater resilience and broader coverage in terms of fraud investigative work and prevention of overpayments
- Financial savings from the prevention and detection of fraud
- Greater benefit received from NFI exercises
- Ability to provide greater contribution to the counter fraud initiative with the DWP
- Less disruption to the planned work carried out by Internal Audit
- Greater assurance provided to members around the governance and control arrangements of the Council.

Financial Impact

The salary cost at the bottom of grade 7 will be approximately £33,653. The cost will be funded from the Housing Benefit subsidy arrangements.

In addition to the salary cost there will be some equipment (one off), travel and subsistence and training costs. The total cost in the first full

year as detailed in appendix 1 is expected to be approximately £38,000. This plus the cost in subsequent years will be fully funded from the benefit subsidy arrangements.

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.

Workforce impacts

This proposal will provide greater resilience within the Internal Audit Section and increased support for its work on special investigations.

Legal impacts

There are no legal impacts associated with this report.

Risk management

This proposal will help reduce the risk of fraud against the Council going undetected.

Consultation

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

Recommendations

It is recommended that approval is granted for the establishment of a Fraud Officer post at grade 7 based in the Internal Audit Section of the Finance and Corporate Services Directorate.

FOR DECISION

Reasons for proposed decisions

To carry out work for the Council on the prevention and detection of fraud and overpayments.

Implementation of decision

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

Appendices

Appendix 1 – Financial Implications – Fraud Officer Post

Appendix 2 – Equality Impact Assessment

List of background papers

DWP Joint Working Expression of Interest Letter.

Officer contact

David Rees – Head of Financial Services
Tel. No.- 01639 763634
E-mail - d.rees1@npt.gov.uk

Anne-Marie O'Donnell – Audit Manager
Tel. No. – 01639 763628
am.odonnell@npt.gov.uk

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Financial Implications – Fraud Officer Post **APPENDIX 1**

SET UP COSTS:

	First Year	Maximum
Costs	£	£
Recruitment Costs		0
Accommodation Costs		
Office Costs	1,700	
I.T.		
Other (Training)	1,000	
Total Set Up Costs	**2,700**	**0**
Funding of Set Up Costs		
Revenue Budget		
Reserves		
Special Grant:		
Other (Benefit Subsidy)	2,700	
Total Funding of Set Up Costs	**2,700**	**0**

RECURRING COSTS:

	First Year	Maximum
Costs	£	£
Employee Costs (Financial Appraisal Statement)		
> Starting Salary	33,653	
> Additional cost at Maximum Salary		6,002
Employee Training & Seminars		
Accommodation Running Costs		
Travel & Subsistence (Standby Allowance)	1,600	
Other Running Costs - Office Supplies		
Other Running Costs - Printing & Literature		
Other Running Costs - IT.		
Total Recurring Costs	**35,253**	**6,002**
Funding of Recurring Costs		
External Sources		
Specific Grant:		
Funding from External Agencies	35,253	6,002
Service Level Agreement		
Other (Specify)		
Internal Sources		
HRA		
Existing Budget Allocation		
Additional Guideline Allocation		
Other (specify) **:**		
Total Funds Available	**35,253**	**6,002**

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

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Equality Impact Assessment Screening Form

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

Section 1
What service area and directorate are you from?
Service Area: Internal Audit
Directorate: Finance & Corporate Services

Q1(a) What are you screening for relevance?

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
☐	☐	☐	☐	☐	X

(b) Please name and describe below

Creation of a new post (Auditor Fraud) within the Internal Audit Section

Q2(a) What does Q1a relate to?

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

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

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

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

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Age	☐	☐	X	☐
Disability	☐	☐	X	☐
Gender reassignment	☐	☐	X	☐
Marriage & civil partnership	☐	☐	X	☐
Pregnancy and maternity	☐	☐	X	☐
Race	☐	☐	X	☐
Religion or belief	☐	☐	X	☐
Sex	☐	☐	X	☐
Sexual orientation	☐	☐	X	☐
Welsh language	☐	☐	X	☐

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

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

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

Equality Impact Assessment Screening Form

High risk to reputation	Medium risk to reputation	Low risk to reputation
☐ (H)	☐ (M)	X (L)

Q5 How did you score?
Please tick the relevant box

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

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

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

Creation of a new post within the Internal Audit Team to strengthen service delivery to Council.

Section 2

Screener- This to be completed by the person responsible for completing this screening
Name: Anne-Marie O'Donnell
Location: Port Talbot Civic Centre
Telephone Number: 01639 763628
Date: 8th May 2018

Approval by Head of Service
Name: David Rees
Position: Head of Financial Services
Date: 8th May 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.

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee
14th May 2018

Report of the Head of Streetcare
M. Roberts

Matter for Decision

Wards Affected: All Wards

Employment of Graduates

Purpose of Report

1. To seek approval to create four new three-year graduate posts and recruit accordingly as part of succession planning and ensuring service continuity for the future.

Executive Summary

2. Further to succession planning there is a need to take action at two levels, apprenticeship level and graduate level, and this report relates to the latter. The report seeks approval to recruit four graduates in Streetcare Services, on an initial three year fixed contract, three based at the Quays and one at Tregelles Court.

Background

3. With budget reductions, a general ending to structured professional training programmes, natural retirements, voluntary redundancies, and an associated general staff downsizing over some ten years now, there has not only been limited opportunities for progression within the organisation but there has also been very limited recruitment at graduate level.

4. One consequence is that the age profile of the organisation shows we now have an ageing workforce and succession planning indicates action needs to be taken to help ensure the Council has a sufficient talent pool of staff available going forward. Some 46% of staff are now over 50 years old in Streetcare overall, 57% in Lighting & Buildings Services. Whatever model of service

delivery exists in the future, whether the Council acts in enabler and/or provider roles the Council is going to need high quality candidates to fill principal officer, project management, manager and other senior posts. Even where service provision is procured externally, there will need to be expert client officers to protect the Council's position and ensure value for money. It is furthermore known from previous internal recruitment exercises that very few of those existing staff with the qualifications or capability to step up to senior levels of responsibility wish to do so.

5. The position in Neath Port Talbot is by no means unique in Local Government across Wales. In this context it would seem folly to place reliance solely on external recruitment going forward as expert and experienced staff will be in short supply and Local Government is becoming a less attractive place to work in terms of pay and pensions for the highly skilled, particularly in relation to the technical disciplines. If we are going to invest in staff for the future we need to do it now, whilst there are highly skilled and experienced staff still around to pass on their knowledge and skills.

6. The current cohort of graduates will be graduating in May/June, joining other graduates already in the market for employment, which would be an ideal time to place an advert for recruitment. The Council needs to attract graduates of the correct calibre with good degrees in subjects of interest and relevance. If approved it is proposed, at least initially, the four graduates will be hosted in the following areas: Building Services; Street Lighting; Waste and Highways.

7. A Job Description and Person Specification for the proposed posts has been produced as given in Appendix A. The role has been subject to Job Evaluation and assessed as Grade 6 i.e. with a starting salary of £21,693. This is in line with graduate jobs elsewhere which are typically in the range £20K-£25K. It is proposed the posts would initially be offered on a 3 year temporary contract.

8. It is acknowledged that funding for proactive measures in relation to succession planning is always going to be problematic in the context of austerity, and set out below alongside the financial implications is how it is proposed cost will be met. There is an element of financial risk but the question is whether the council can

afford to take no action and leave future resourcing solely to the vagaries of the market.

9. If the proposal to recruit graduates in Streetcare is approved, the Council will then have three strands towards ensuring capacity at more senior level, i.e. continuing to develop those existing staff who wish to progress in their careers, in-house training and development of graduates, and external recruitment.

Financial Impact

10. Please see attached financial appraisal form in Appendix B.

11. Following a series of very cold winters the winter maintenance budget was reviewed about five years ago, and notwithstanding general financial reductions the winter maintenance budget was increased by £100K a year. A succession of relatively mild winters has followed and the Winter Maintenance Reserve, to which underspends in the annual budget are transferred, has grown year on year and is now back at former levels.

12. It is proposed to meet the cost of three temporary graduate posts from the winter maintenance budget. In mild years there will be adequate money in the winter maintenance budget however should expenditure due to severe weather over the three years be of such an extent that both the annual revenue budget and reserve budget are expended then ultimately there could be a need to call on the corporate contingency to meet severe weather costs. Given the reserve currently stands at over £750,000 this is however considered unlikely. It is proposed to meet the cost of the fourth post from the Building Services Trading Account

Equality Impact Assessment

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

Workforce Impact

14. This proposal with help ensure there is a sufficient pool of suitably experience and qualified staff available in the future to ensure service continuity.

Legal Impact

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

Risk Management

16. This proposal will reduce the risk of there being insufficient staff of appropriate qualifications and capabilities to meet succession planning needs.

Consultation

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

Recommendation(s)

18. It is recommended that approval be given to create four Grade 6 Graduate Municipal Services Officer posts in Streetcare Services and to recruit graduates accordingly, initially on three-year temporary contracts.

Reason for Proposed Decision(s)

19. To fulfil succession planning needs.

Implementation of Decision

20. The decision is proposed for immediate implementation.

Appendices

21. Appendix A – Job Description
    Appendix B – Financial Appraisal

List of Background Papers

22. None

Officer Contact

23. Mr Mike Roberts, Head of Streetcare. Tel: 01639 686966 or e-mail:m.roberts@npt.gov.uk

Appendix A

ENVIRONMENT DIRECTORATE

JOB DESCRIPTION

Effective Date: **Post Reference:**

1. Description

Post Title: Graduate Municipal Services Officer

Grade: GR 6

Section: Streetscene Services

Location: The Quays

1.1 Position in Organisation

Post title of immediate supervisor: Accountable Service Manager

Number directly supervised by post holder: Up to 6 (if Required)

1.2 Main Purpose of Post

To assist the Service Manager with any and all aspects of service delivery and undertake relevant personal development.

1.3 Main Duties and Responsibilities

1. To assist with policy and strategy.
2. To assist with organising all aspects of services.
3. To assist in compiling and managing contracts.

1.3 Main Duties and Responsibilities

4. To assist with managing operational and other staff.

5. To assist with bids for funding and administration of grants

6. To learn and develop skills with respect to services and project management.

7. To assist external design skills and provide design input if required.

8. To assist in meeting the performance standards and targets of the sections operational business plan and those of the corporate plan.

9. To prepare reports.

10. To deal with complaints, correspondence and requests of services.

11. To process invoices and orders.

12. To assist with service reviews, make presentations and recommendations.

13. To undertake site visits around the County Borough as required.

14. To assist in the development and implementation of specifications, service level agreement, and business plans.

15. To supervise individuals and senior teams as requested by senior manager.

16. To carry out annual reviews with any staff under direct control.

17. To work to any agreed training plans.

18. To take responsibility for service actions.

19. To project manage change as required.

20. To undertake manual work where required as part of awareness or other training.

21. Any other duties commensurate with the grading of the post.

Standards of Performance

i. Attending all meetings specified by the Accountable Service Manager.

ii. Satisfactory completion of courses and qualifications.

iii. Timely completion of tasks and activities set by accountable manager.

iv. Ensuring that Council and Directorate policies/procedures are adhered to

Authority to Act

i. Authority to Act: Within the guidelines provided by Accountable Service Manager

ii. Act and Report: To Accountable Service Manager

iii. Recommend: Service improvements and effectiveness.

iv. Delegate: Tasks to relevant staff, as may be placed under direct control.

This is an outline description of the job as it presently exists. The job description will be examined periodically and updated to ensure that it relates to the job as then being performed or to incorporate whatever changes are proposed by the Authority. Any such changes will be subject to consultation with the post holder. It will be the Authority's aim to reach agreement to reasonable changes, if agreement is not possible, the Authority reserves the right to insist on changes, following consultation.

Neath Port Talbot County Borough Council
Cyngor Bwrdeistref Sirol Castell Nedd Port Talbot

Environment Directorate

Person Specification

Post: Graduate Municipal Service Officer

Introduction

The purpose of this document is to enable you, as a candidate, to consider whether or not you have the attributes, which are required for appointment to this post. Please note that this document indicates those attributes that are considered to be **essential** to undertake the duties and responsibilities of this post and those that are merely **desirable**. If you do not possess any of the attributes that are **desirable**, this does not mean that you will not be considered for interview or subsequent appointment.

SKILLS/ATTRIBUTES	ESSENTIAL OR DESIRABLE	EVALUATION METHOD
Work Experience Candidates should have some previous experience of carrying out tasks associated with the main duties and responsibilities.	Desirable	Application Form/Interview

SKILLS/ATTRIBUTES	ESSENTIAL OR DESIRABLE	EVALUATION METHOD
Skills/Abilities		
Good standard of written and verbal communication.	Essential	Application Form/Interview
Good standard of computer literacy.	Essential	Application Form/Interview
Ability to work independently as well as part of a team.	Essential	Application Form/Interview
Ability to communicate effectively through the medium of Welsh.	Desirable	Application Form/Interview
Education and Training		
To be educated to a Degree level Class II Division II or better in a relevant degree	Essential	Application Form/Interview
Other Requirements		
Current full driving licence.	Essential	Application Form/Interview
Satisfactory Medical Clearance Certificate	Essential	Pre-employment questionnaire

Please note:

If you have any query in respect of this document, please contact:

Appendix B

FINANCIAL APPRAISAL

SET UP COSTS

Costs	This Year (2018/19) £
Recruitment Costs	0
Accommodation Costs	0
Office Costs	0
Others	0
Total Set Up Costs	**Nil**
Funding of Set Up Costs	
Revenue Budget	0
Reserves	0
Special Grant	0
Other (Specify)	0
Total Funding of Set Up Costs	**Nil**

RECURRING COSTS

Costs	This Year £'	Maximum £'
Employee Costs (from Financial Appraisal Statement)		
- Starting Salary inc. On-costs (4 @ Grade 6)	117,496	
- Additional cost at Maximum Salary		138,700
Accommodation Running Costs		
IT Annual Costs		
Other Running Costs (Specify)		
Total Recurring Costs	**117,496**	**138,700**
Funding of Recurring Costs		
External Sources		
Specific Grant:		
- staffing costs		
- other		
Funding from External Agencies		
Service Level Agreement		
Other (Specify)		
Internal Sources		
Existing Budget Allocation - Highways	88,122	104,025
- Building Services	29,374	34,675
Additional Guideline Allocation		
Other		
Total Funds Available (see financial section of report	**117,496**	**138,700**

Post will be subject to a three year fixed term contract

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

14th May 2018

Report of the Interim Head of Children and Young People Services – Keri Warren

Matter for Decision

Wards Affected:

All Wards

Establishment of the Multi Agency Placement Support Service (MAPSS)

Purpose of the Report

The purpose of this report is to seek Member approval to establish a staffing structure for the regional Multi-Agency Placement Support Service (MAPSS) across Neath Port Talbot County Borough Council (NPT) the City and County of Swansea (CCoS) and Bridgend County Borough Council (BCBC) as Neath Port Talbot Council are the host Local Authority.

Executive Summary

MAPSS aims to provide additional placement support to children and young people who have complex needs and are Looked After by the Council, CCoS or BCBC. This will be achieved providing support around

the Service User through the delivery of a co-ordinated multi-agency response

Following a successful joint bid by the Council, CCoS and BCBC to the Intermediate Care Fund (ICF), £313,784 was made available to implement a regional MAPSS pilot until March 31st 2018.

NPT is the lead authority in the establishment and delivery of the regional MAPS Service. This is a joint service with CCoS and BCBC and has involved working closely with partners in Abertawe Bro Morgannwg University Health Board (ABMU HB) and the Child and Adolescent Mental Health Services (CAMHS) and the three local authority education departments.

It has been agreed that ICF funding will be available in 2018/19

To date the service has run on a pilot basis. Now that funding has been established through ICF for 2018/19 it is necessary for the staffing structure to be agreed within the NPT establishment in order to appoint to the posts for the duration of the grant fund up until 31st March 2019.

Background

MAPSS is a regional project funded through Welsh Government ICF.

The service aims to help Looked after Children across the Western Bay region with, or at risk of, mental illness and/or emotional and/or behavioural difficulties by providing specialist placement support. The Service will support children and young people by ensuring practice across the Western Bay region is preventative, pro-active, planned and promotes permanence. The high level objectives for MAPSS are:

Establishment of an effective service to improve the mental health and emotional wellbeing of looked after children with particularly complex needs;

Improved placement stability for looked after children;

Reduction in the number of children placed with independent foster placements and children’s homes;

Reduction in the number of looked after children subject to school exclusion;

Reduction in the number of children placed out of area;

Increased confidence, skills and knowledge of foster carers and professionals;

Shared responsibility of caring for our most vulnerable children amongst a wider group of individuals;

Improved links to CAMHS for children with more acute mental illness;

Increased understanding of evidence on the number and types of mental health and emotional difficulties to inform future staff training programmes and service developments.

NPT is the lead authority in the establishment and delivery of MAPSS. A Steering Group has been established to oversee the implementation and delivery of MAPSS, this Steering Group reports to the Western Bay Heads of Children's Services Group.

To date the Service has been delivered by a part-time Lead Clinical Psychologist from within AMBU funded by ICF through MAPSS and through commissioned and spot purchased services from independent providers who have undertaken therapeutic assessments or interventions to support the work of the Lead Clinical Psychologist.

The structure of the pilot service in 2017/18 has been:

Lead Clinical Psychologist x1

Consultant Social Worker x1

Project Manager x 1

Spot purchased sessional contracts for additional psychology;

Spot purchased sessional contracts for therapies.

The Lead Clinical Psychologist was assigned to the team in October 2017. The Consultant Social Worker was appointed in December 2017. Referrals into the service commenced in October 2017 and have been

complimented by each Local Authority being allocated a budget for commissioned services as follows:

Beneficiary	Q3	Q4	Total
Swansea (50%)	54,628	34,537	89,165
NPT (25%)	27,314	17,268	44,582
Bridgend (25%)	27,314	17,268	44,582
Total	109,256	69,073	178,329

NPT has entered into an Inter Authority Agreement with BCBC and CCoS. This agreement sets out the terms and conditions of the arrangement and governance of the partnership arrangement.

Proposals for 2018/19

The Western Bay Heads of Service group has agreed the following service structure for 2018/19.

Team Members	FTE	Max COST PER ROLE plus on costs	Max TOTAL COST plus on costs

Lead Clinical Psychologist Grade 8b	1	75,400	75,400
Clinical Psychologist Grade 12 scp 46-49	1	61,492	61,492
Team Manager Grade 11 scp 43-47	1	59,059	59,059
Consultant Social Worker Grade 10 scp 39-44	Up to 3	55,058	165,174
Play Therapist Grade 7 JEID 3686. Scp 27-32	Up to 2	44,767	89,534
Family worker - Education and placement support Grade 7 scp 27-32	Up to 2	39,724	79,448
Business Support Officer Grade 3 scp scp11-15	1	26,738	26,738

The total grant funding for 2018/19 is £544,565. The total cost of all posts if employed for the full year, at the top of the salary scales would cost £556,845 but this will be mitigated by the posts not being filled for the full year.

The Western Bay Heads of Service Group have agreed that from 1st April 2018 the service will move from one which is reliant on commissioned support to one which is operated from its core staff.

The Team Manager and 2x Consultant Social worker posts have been appointed, and are pending start dates. The interviews for the family workers, therapists and Clinical psychologist post will take place in May 2018. The social worker and family worker posts will be recruited to on a seconded basis from within the Western Bay region however the Psychology and therapy posts will be subject to a temporary contract and or may continue to be purchased through CAMHS/AMBU. The Lead Clinical Psychologist will continue to be purchased via ABMU.

Financial impact

The ICF bid for 2018/19 covers the total cost of the project and there is regular financial monitoring undertaken to ensure that the project stays within budget with monthly financial reports to be submitted to the MAPSS Steering Group. Any projected overspend or underspend will be reported to the Heads of Children Services Group.

Equality Impact Assessment

There are no equality impacts associated with this report.

Workforce Impacts

Some staff to the service will be seconded from within the Western Bay Local Authorities of NPT, BCBC and CCoS or will be employed on a temporary contract. Those posts purchased from AMBU/Cwm Taf Health Board are subject to separate contractual agreements

The ICF funding is for a 12 month period, and the service will be monitored by the Western Bay Heads of Children's Service Group to ensure that there are no risks to staff of the Local Authority arising from the grant funding being available or ceasing beyond 31st March 2019.

Legal Impacts

There are no legal impacts associated with this report. Inter Authority Agreement and contractual agreements are established. These set out the terms of the partnership, including governance arrangements, expectations, responsibilities, liabilities and indemnity.

Risk Management

There may be a risk to MAPSS if the proposal for BCBC to move to the Cwm Taff Health Board area is undertaken within 2018/19. A Risk Assessment Plan with mitigation proposals for MAPSS has been undertaken; this assessed the overall risk to the project as low. In the event of any potential change to the ABMU HB footprint, the Council will work with all partners to mitigate any potential negative impact on MAPSS.

Consultation

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

Recommendations

It is RECOMMENDED that Members APPROVE the establishment of a staffing structure for the regional Multi-Agency Placement Support Service (MAPSS) across Neath Port Talbot County Borough Council (NPT) the City and County of Swansea (CCoS) and Bridgend County Borough Council (BCBC) as Neath Port Talbot Council are the host Local Authority.

FOR DECISION

Reasons for Proposed Decision

The reason for the proposals are as follows;

NPT has been identified as the Lead Local Authority

The posts will be funded through ICF grant funding

An inter Authority agreement is in place between NPT, CCoS and BCBC

A contract is in place in respect of the purchased Health personnel

Monitoring and reporting arrangements are established

Implementation of Decision

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

Appendices

Appendix 1 - Financial Appraisal

Appendix 2 - Equality Impact Assessment

List of Background Papers

None

Officer Contact

Delyth Berni

Principal Officer

01639 763319

d.berni@npt.gov.uk

FINANCIAL APPRAISAL **APPENDIX 1**

POST/ POSTHOLDER	PROPOSED CHANGE (New Post/Delete/Regrade etc)	PAY SCALES		ANNUAL COST	
		Current	Proposed	2018-19	
Clinical Psychologist	Create 1 fte Grade 12 post (Fixed Term)	-	scp 46-49	43,035	assumes 1st July start scp 46
Team Manager	Create 1 fte Grade 11 post (Fixed Term)	-	scp 43-47	46,667	assumes 1st June start scp 45
Consultant Social Worker	Create 3 fte Grade 10 posts (Fixed Term)	-	scp 39-44	120,326	assumes 1st June start scp 39
Play Therapist	Create 2 fte Grade 7 posts (Fixed Term)	-	scp 27-32	55,586	assumes 1st June start scp 36
Family Worker	Create 2 fte Grade 7 posts (Fixed Term)	-	scp 27-32	55,586	assumes 1st June start scp 27
Business Support Officer	Create 1 fte Grade 3 post (Fixed Term)	-	scp 11-15	19,354	assumes 1st June start scp 15
		Total		340,554	

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FUNDING STATEMENT FOR PERSONNEL COMMITTEE REPORT

SET UP COSTS

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

RECURRING COSTS

	2018-19 £
Costs	
Employee Costs (Financial Appraisal Statement)	-
> Salary (including on costs)	#REF!
> Lead Clinical Psychologist (ABMU)	75,400
Mobile phones	1,830
Telephone recharge	1,800
Photocopying recharge	1,000
Car allowances	3,000
Other Supplies & Services	2,500
Total Cost	**#REF!**
Funding of Total Cost	
External Sources	
Western Bay ICF funding	544,565
Total Funding Available	**544,565**

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

FUNDING STATEMENT FOR PERSONNEL COMMITTEE REPORT

Comments

All posts will need to be fixed term to 31st March 2019

Funding is only approved to 31st March 2019

al.

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: Fostering
Directorate: Children and Young People Services

Q1(a) What are you screening for relevance?

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
☐	☐	☐	☐	☐	√

(b) Please name and describe below

The proposal is to make an adjustment to the current structure of the fostering team by converting one of the Consultant Social Worker Posts in the service to a Deputy Team Manager post. This will enhance the management capacity in the service and will allow the opportunity for increased development.
It will also mean that the skills and knowledge of current staff is maintained within the service.

Q2(a) What does Q1a relate to?

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

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

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

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

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Age	☐		√	☐
Disability	☐		√	☐
Gender reassignment	☐		√	☐
Marriage & civil partnership	☐		√	☐
Pregnancy and maternity	☐		√	☐
Race	☐		√	☐
Religion or belief	☐		√	☐
Sex	☐		√	☐
Sexual orientation	☐		√	☐
Welsh language	☐		√	☐

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

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

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

High risk to reputation	Medium risk to reputation	Low risk to reputation
☐ (H)	☐ (M)	√ (L)

Q5 How did you score?
Please tick the relevant box

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

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

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

Converting a Consultant Social Worker post to a Deputy Manager post will add additional management oversight to the team.

The Deputy Team Manager post is the same grade as the Consultant Social Worker post so there is no financial impact.

The post would be ring-fenced to applications within the Fostering Service, so that no individual is placed 'at risk' as a result of the change.

If no one is appointed to the post of Deputy Manager from within the Fostering Service the change will not go ahead until such time when there is a natural vacancy within the consultant social worker positions in the team – and at this point the vacancy would be advertised as a Deputy Manager post. This means that there is no risk associated with any individual.

The change has no impact to service delivery or to stakeholders but will have a positive impact on the management and development of the service

Section 2

Screener- This to be completed by the person responsible for completing this screening
Name: Delyth Berni, Principal Officer
Location: Neath Civic Centre
Telephone Number: 01639 763319
Date: 07.11.17

Approval by Head of Service
Name:
Position: HOS.
Date: 7.11.17

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

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

14TH MAY 2018

REPORT OF THE HEAD OF HUMAN RESOURCES – S.REES

Matter for Information

WARD(S) AFFECTED: All

Local Government Pay 2018 / 2019 update

1. Purpose of Report

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

2. Background information

Members have been provided with regular update reports in relation to the national pay negotiations for LGS Employees. Following an offer made by the National Employers in December 2017, trade unions have been consulting with their respective memberships in order to determine whether or not to accept the pay offer. In the last meeting of this Committee, the final conclusion of these consultations had not yet been confirmed.

3. **Agreement**

The NJC confirmed on 10th April 2018 that agreement has now been reached between the National Employers and the NJC Trade Union Side on rates of pay applicable from 1st April 2018 and 1st April 2019.

2018

A minimum pay increase of 2.0% will apply from April 2018, with salary scale points 6 – 19 receiving higher increases in order to close the

significant gap with the National Living Wage. As a result, salary scale point 6 will equate to £8.50 per hour.

This first year of the pay offer will increase the national pay bill by 2.707%.

2019

From 1st April 2019, a new pay spine will apply, again providing a minimum pay increase of at least 2.0%. In order to deal with the compacting of differentials at the lower end of the spine, the existing bottom twelve points are 'paired off' into six new pay points, i.e. current SCPs 6 & 7 become the new SCP 1. The new pay spine also irons out what has been described as random gaps between pay points and introduces even increments of 2% between SCPs 1 to 22.

This second year of the pay offer will increase the national pay bill by 5.584%.

4. **Implementation**

The pay increase applying from April 2018 was received by employees in their April pay.

As a result of the new pay spine to be introduced in April 2019, the Council will need to 're-model' the LGS pay and grading structure, and agree any new pay arrangements with recognised trade unions via collective agreement. Members will be asked to approve the proposed new pay arrangements.

Training has been arranged to take place in May 2018, for employees who will support the pay modelling process.

Members will be provided with further updates in relation to the pay modelling and development of the pay and grading structure.

5. Consultation

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

6. **Equality Impact Assessment**

There are no equality impacts associated with this report.

7. **Recommendation**

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

FOR INFORMATION

8. **Officer contact**

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

9. **List of Background Papers**

- Letter from the National Employers for Local Government Services 5th December 2017

- Letter from the National Joint Council for Local Government Services 10th April 2018

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee
14th May 2018

Report of the Head of Human Resources – Sheenagh Rees

Matter for Decision

Wards Affected:

All wards

Revised Social Media Policy

1. Purpose of the Report

The purpose of this report is to seek Member approval to introduce a revised Social Medial Policy.

2. Executive Summary

Social media is defined as a type of interactive online media or app that allows parties to communicate instantly with each other or to share data in a public forum. This includes online social forums, apps, blogs, video-and image-sharing apps and websites and similar facilities. It can be used to share news and information and keep our citizens and employees up to date with important developments

There is, however, an inherent risk involved in using social media, in that, it is an instantaneous and far reaching form of communication and inappropriate use can impact upon our citizens, employees and the reputation of the Council.

3. Background

The Council has, since 2012 had in place a Social Media Policy. However, since this was introduced, social media has increased in usage and is an integral part of the way in which we communicate with each other in our day to day lives.

As a result of the above, it was necessary to review our Social Medial Policy and introduce a revised more fit for purpose policy.

4. Development of the Social Media Policy

The Policy was developed taking into account guidance provided by ACAS, which states:-

Employers should develop a policy setting out what is and what is not acceptable behaviour at work when using the internet, emails, smart phones, and networking websites. The policy should also give clear guidelines for employees on what they can and cannot say about the organisation. Any policy should be clear throughout about the distinction between business and private use of social media. If it allows limited private use in the workplace, it should be clear what this means in practice.

The Policy addresses all the above.

When developing this Policy, the trade unions were consulted and they sent the draft Policy to their regional officers, for consideration. Some slight amendments were received, which have been incorporated into the Policy.

5. Consultation

There is no requirement for external consultation on this Policy.

6. Implementation

In order to ensure that employees are aware of this revised Social Media 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.

7. Financial Impact

There are no financial impacts associated with this report.

8. Equality Impact Assessment

An Equality Impact Assessment screening form was completed to assist the authority in complying with its Public Sector Equality Duty. The screening indicated that there was no requirement to carry out a full equality impact assessment. Please see Appendix 1.

9. Workforce Impacts

The introduction of the revised Social Medial Policy will provide manages and employees with a clear framework on what is permitted and what is not permitted in relation to social media and employment.

10. Legal Impacts

The Policy fully complies with employment legislation.

11. 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 revised Social Media Policy.

FOR DECISION.

13. Reasons for Proposed Decision

To provide employees with a framework of guidelines in relation to the use of social medial.

14. Implementation of Decision

The decision is for immediate implementation

15. Appendices

Appendix 1 – Equality Impact Assessment Screening Form

Appendix 2 – Social Media Policy

16. List of Background Papers

ACAS Guidelines – Social Media in the Workplace.

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
☐	X☐	☐	☐	☐	☐

(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
☐ (H)	x☐ (M)	☐ (L)

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

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

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

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Age	☐	☐	X☐	☐
Disability	☐	☐	X☐	☐
Gender reassignment	☐	☐	X☐	☐
Marriage & civil partnership	☐	☐	X☐	☐
Pregnancy and maternity	☐	☐	X☐	☐
Race	☐	☐	X☐	☐
Religion or belief	☐	☐	X☐	☐
Sex	☐	☐	X☐	☐
Sexual orientation	☐	☐	X☐	☐
Welsh language	☐	☐	X☐	☐

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

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

(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
☐ (H)	X ☐	(M) ☐ (L)

Q5 How did you score?
Please tick the relevant box

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

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

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

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:	02/05/2018

Approval by Head of Service	
Name:	Sheenagh Rees
Position:	Head of Human Resources
Date:	02/05/2018

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.

Social Media Policy

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

APPROVED BY	
DATE	May 2018
EDITION/VERSION	2
REVIEW DATE	

Contents **Page**

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Appendix One

	Etiquette and Style	7
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Appendix Two

	Social Media Terms explained	8/9/10

1. Policy Statement

1.1 There are many benefits to using social media. Alongside other communications it can help Neath Port Talbot County Borough Council to communicate with citizens in the places they already are, to consult and engage and be more transparent and accountable.

1.2 The Council also values social media as a tool in the workplace and encourages employees to use it responsibly.

1.3 Employees are able to access social media services and social networking sites at work either through the Council's IT systems or via their own personal equipment.

1.4 This policy describes the rules around social media within Neath Port Talbot Council and the responsibility of employees in relation to the use of social media at work. It sets out how staff should behave when accessing the Council's social media accounts. It also explains rules about using personal social media accounts at work.

1.5 If employees wish to set up service specific Council Social Media Account, please click here.

2. Overview

2.1 This policy applies to all employees and to anyone else working for the Council. It does not form part of the contract of employment and can be amended at any time.

2.2 The use of social media may, together with the wider use of Council IT resources, be monitored to make sure that all users are complying with this policy. Whenever employees use Council IT resources and systems, they give the Council their consent to monitor their activities.

2.3 Employees who breach this policy may face action under the Disciplinary Policy and Procedure. You may also be required to remove any social media content that in itself breaches this policy and this may invoke the disciplinary procedure if you fail to do so. In addition, if comments you post about the Council or named individuals are found to have harmed their reputation, you could face legal proceedings.

3. What is Social Media?

3.1 Social media can be defined as websites and applications that allow users to create and share content and/or take part in online networking. The most popular sites include the following:

- Facebook
- Twitter
- LinkedIn
- YouTube
- Google+
- Instagram
- Pinterest
- Flickr
- Tumblr
- Reddit.
- WhatsApp
- BBM

4. USING SOCIAL MEDIA AT WORK

4.1 You may use Council IT resources and your own equipment to access social media during work hours as long as it is during the hours specified below, that you follow this policy and you are not involved in creating any inappropriate or unprofessional content. Your use must also not interfere with your duties.

4.2 Usage must take place within your own time – before 8.30 am, between 12 noon and 2.00 pm and after 5.00 pm with no exceptions. This applies seven days per week.

4.3 Employees must not post personal content on any Council social media account that they are authorised to use. These accounts belong to the Council and access will be stopped if there is abuse of this policy in any way. When an employee leaves the Council, access will also be stopped and your user names and passwords requested. The Council may also request them at any other time and in either case these must be supplied on request.

4.4 Please see Appendix One for further information in relation to etiquette and style and important rules.

5. YOUR RESPONSIBILITIES WHEN USING SOCIAL MEDIA

5.1 Always identify yourself and make it clear your opinions are your own and you are not speaking on the Council's behalf. You might consider doing this in a disclaimer. Use a personal email address, not your Council email address, and do not create a social media account that could be mistaken for a Council account we have set up, or could set up.

5.2 It is your duty to protect the Council's interests and you must not publish anything that could directly or indirectly damage these or compromise our reputation. You must never speak on the Council's behalf on social media unless authorised to do so and you must always make sure anything you do post is accurate and lawful. Always get your colleagues' permission before posting images of them or any of their personal details.

5.3 You must take personal responsibility for your social media content. If you can be identified as working for the Council, you must make sure your profiles, and anything you post, are congruent with how we expect you to present yourself to the public, stakeholders and colleagues. Be mindful that even if you do not name us as your employer, people who know you and where you work may still make an unwelcome association with the Council. If you are in any doubt about what is and is not acceptable, please talk to your manager.

5.4 You must always show respect to others when using social media. You must never criticise the Council, our service users, suppliers, your colleagues or anybody else you come into contact through working for the Council. Our other policies — in particular those covering Dignity at Work and the Employee Code of Conduct — give guidance on the type of behaviour we consider unacceptable in the workplace, and we expect you to maintain the same high standards when using social media. Specifically, we will not tolerate any of the following:

- abusive or threatening language
- sexually explicit language
- unlawful or disrespectful comments
- false or misleading statements
- impersonating your colleagues or third parties
- inciting somebody to commit a crime.

5.5 If another Council employee is bullying, harassing or victimising you using social media, you must follow the process laid out in our Dignity at Work Policy which can be accessed via the HR Intranet or via your line manager or trade union representative.

5.6 You are obliged to respect Council confidentiality at all times and not to use social media to comment on sensitive matters, including — but not restricted to — the following:

- our intellectual property

- information on other employees
- information on service users
- any information intended for internal use only
- anything else that is not already in the public domain.

5.7 We also insist that you never use the Council logo, or other corporate artwork in anything you post or as part of any of your social media profiles.

5.8 You may share posts/messages from council accounts (corporate and/or service) that contain these elements, however, any comments you share in relation to these must comply with this policy.

5.9 You must remain aware at all times of the public nature of social media. Even content posted on a restricted forum can quickly be shared across other social media and you must assume that anything you publish anywhere will sooner or later reach the public domain.

5.10 When you share content posted by others, remember that you may be seen as giving tacit approval to opinions that could bring the Council into disrepute.

5.11 You must never air grievances about the Council or any of its activities on social media. Should you wish to make a complaint, you should raise it first with your manager. If the issue remains unresolved, you must then follow the Grievance Procedure.

6. OTHER SOCIAL MEDIA GUIDANCE

6.1 Employees should always respect copyright and always check whether or not a third party's content is protected before you reuse or repost it.

6.2 If an employee comes across anything posted to a social media site that breaches this policy or otherwise brings the Council into disrepute, they should report this to their manager in the first instance.

6.3 Further guidance is provided in Appendix One in relation to social media etiquette and some important rules to consider when using social media.

Etiquette and style

Keep your communications clear, positive, polite and professional. Plain language helps. Many people use abbreviations on Twitter – you'll pick these up as you go along! Avoid being ironic or sarcastic, it can be misinterpreted. On Facebook, you will need to monitor and, if necessary, censor the contributions that other people make to your site; delete them if they do not match your required standards of behaviour or language. Be careful of making derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age. Defamatory and offensive language will be attributed to the publisher as well as the original author and could incur financial liability. It is up to you to decide if you want to remove posts that disagree with your political position, however if you do remove them you may be accused or censoring contributions on political grounds. So even in your personal on-line networking you need to bear in mind the effect your posts could have on Neath Port Talbot County Borough Council.

Important Rules

Think before you post on social media. Do not say anything, post views or opinions that you would not be prepared to discuss face to face with the person you are speaking about and discuss and defend with anyone who sees it.

Remember that once you have said something it may be seen by millions including the press and could be re-tweeted around the world in minutes. Once it is published on the internet you have no control over where it might end up.

Keep your messages professional, polite and positive.

Remember to try to keep social media posts and texts separate – many people use social media to post comments that they would previously have texted someone privately;

Don't enter into unhelpful online arguments; remember all of your followers or friends will be witnessing this online. Ignore people or block them if they persist in vexatious comments.

Don't post on social media when you are "tired" or under the influence of alcohol. It's probably sensible to turn off your phone at any time when you think your judgement may be impaired.

Do not allow anyone else access to your social media accounts, protect your passwords, especially if you use a public computer.

APPENDIX TWO

Social Media terms explained

Blog
Term derived from Weblog i.e an internet log or diary

Blogosphere
All the Blogs on the Internet

Community of Practice
Group of people who are members of an online 'club' because they have a role or an interest in an area of work

Direct Message
A message sent via Twitter to someone who follows you or who you follow.

Facebook
An example of social networking

Flikr
Photo sharing site

Follower
Someone who has chosen to follow you on Twitter

Friend
Someone who you have allowed to access your Facebook page. Not necessarily a real friend.

Forum
A virtual discussion area

#Hashtag
A hashtag or # is a way of denoting a keyword which can be used as a search term on Twitter.

Instagram
A platform for sharing photos and videos

Instant Messaging
A conversation with one other person via for example Microsoft Live Messenger or Yahoo Messenger. A conversation which, if you indicate that you are available for a chat is more immediate that e mail and easier to type than a text

Microblog
Short blog e.g. Twitter using a maximum of 140 characters

Pintrest
A virtual pinboard for creating and sharing images

RebelMouse
A free service that connects to your accounts at services such as Facebook, Twitter and/or Instagram. It integrates all your SM Tweets, postings and blogs automatically into one page, boosting your SM presence without you doing anything extra as it 'runs in the background'. It will save you having to tweet your blogs etc. to get more prominence on search engines.

Retweet
To forward a Tweet received on Twitter
16

RSS feeds or Really Simple Syndication feeds
Messages from websites informing you that new information is available so that you don't have to keep checking the website for updates

Social Bookmarking
A way of saving and sharing all your favourite sites on the web, for example delicious

Social networking
Facebook etc

Snapchat
A photo messaging application for photos, videos, drawings and text

Spam
Electronic junk mail

Trending
Current popular people or conversations as in trending on Twitter now…

Troll
Someone who disrupts online communities or discussions through un helpful or irrelevant posts

Tweet
A message sent on Twitter

Tweety Hall
A virtual gathering place for councillors with Twitter accounts

Twitter
An example of microblogging

Vimeo
A platform for sharing videos and photographs

Whats App
A Whats App group that has eight or more participants is considered to be a social networking group and will be subject to the same rules as Facebook and Twitter. A Whats App group that has less than 8 participants is considered to be a private group.

Wiki
A tool which enables anyone to add or edit content on a website

Wikkipedia
Online Encyclopedia which works using this method and is therefore not always accurate

You Tube
A platform for sharing videos and photographs

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

14 May 2018

Report of the Head of Human Resources – Sheenagh Rees

Matter for Information

Wards Affected:

All wards

Report on Agency Usage and Spend

Purpose of the Report

To provide an update on agency workers usage across the Council, per Head of Service.

Executive Summary

The report shows the usage and spend on Agency workers by Head of Service over the last three financial years.

Background

During 2010, the Council reviewed its agency worker usage and appointed Comensura to take over responsibility for managing the supply of all temporary agency workers. The new arrangement came into place in May 2010.

Comensura are not a staffing agency and engage with suppliers offering them the opportunity to work with the Council. Using Comensura simplified the way the Council recruited temporary agency workers. Instead of contacting numerous staffing agencies, Managers contact Comensura via an online system called C-net, saving time and money. Comensura then takes responsibility for managing agencies on the Council's behalf and as a result of economies of scale, supply agency workers to the Council at the best rate possible.

Influential to the Council's decision to partner with Comensura was the fact that they are not a staffing company and are entirely supplier-neutral. All temporary agency workers are provided by preferred suppliers and through the Comensura programme all relevant suppliers are presented with an equal opportunity to grow their business with the Council.

Agency Spend

Attached as Appendix 1 is a table showing the breakdown of agency worker spend for the financial years: April 1st 2015 – March 31st 2016; April 1st 2016 – March 31st 2017 and April 1st 2017 – March 31st 2018.

The table provides information on the spend per Head of Service and the types of jobs that Agency workers have been used for.

The data has been provided by 'Comensura' and is based on 'active' usage of Agency workers, which falls within the reported periods.

The figures show that total expenditure has steadily decreased across the Council from £1,516,699.09 in 2015/16 to £1,261,839.07 in 2016/17 and to £1,129,100.37 in 2017/18.

The highest expenditure over these three financial years is in the Environment Directorate within the Refuse and Recycling Teams in Streetcare Services. This expenditure has been used to specifically cover the jobs of Refuse/Recycling Driver and Refuse/Recycling Loader. The reasons for using agency workers to cover these jobs have been given as cover for holiday/leave, cover for sickness absence and to meet short-term demand.

	TOTAL EXPENDITURE
2015/16	£567,706.24
2016/17	£549,184.63
2017/18	£649,831.61

The table above shows that expenditure has decreased over the first two years but, increased over the last financial year.

The main reasons for this increase was the need for agency workers to provide cover for additional training being delivered, particularly in health and safety, supervisors being taken away from their job roles to carry out project work, the Council's recycling scheme being rolled out which required equipment to be delivered to households and also, for office cover for long-term sickness absences.

The second highest expenditure shown is in Social Services, Health and Housing Directorate.

The majority of expenditure within this Directorate is in Children's Services and Adult Services and this has been when they have engaged agency Social Workers.

The table below shows the total expenditure on social workers over the three financial years divided into Children's Services and Adult Services:

	TOTAL EXPENDITURE	ADULT SERVICES	CHILDREN'S SERVICES
2015/16	£679,493.74	£190,455.88	£489,037.86
2016/17	£516,842.64	£279,317.58	£237,525.06
2017/18	£222,176.79	£158,489.30	£63,687.49

The figures demonstrate that total expenditure over the three financial years has significantly decreased during the three year period and at present there is 1 agency social workers in Children and Young People's Services and 1 in Adult Services.

Financial Impact

The cost of agency workers is met by individual services engaging the agency workers. The total spend is included in the report.

Equality Impact Assessment

There are no equality impacts associated with this report.

Workforce Impacts

There are no workforce impacts associated with this report".

Legal Impacts

Agency Worker Regulations give Agency workers are entitled to certain employment rights and equal treatment if the hirer uses the worker for 12 consecutive weeks in a given job.

Risk Management

The delivery of front line services to the community could be disrupted if Agency workers are not used.

Consultation

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

Recommendations

It is RECOMMENDED that the report be NOTED.

FOR INFORMATION.

Appendices

Appendix 1

List of Background Papers

None

Officer Contact

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Appendix 1

AGENCY USAGE PER HEAD OF SERVICE

HEAD OF SERVICE	TOTAL SPEND APR 15 - MAR 16	JOB ASSIGNMENTS	TOTAL SPEND APR 16 – MAR 17	JOB ASSIGNMENTS	TOTAL SPEND APR 17 – MAR 18	JOB ASSIGNMENTS
CHIEF EXECUTIVE'S	**£3,786.27**		**£7,916.96**		**£15,667.43**	
Corporate Strategy & Democratic services	£3,786.27	Customer Services Assistant	£7,916.96	Customer Services Assistant CCTV & Emergency Response Controller	£15,667.43	CCTV & Emergency Response Controller
Human Resources	Nil		Nil		Nil	
EDUCATION, LEISURE AND LIFELONG LEARNING	**£20,274.26**		**£6,232.47**		**£392.44**	
Participation	£35.97	Mobile Play Bus Driver	£5,115.18	Admin & Finance Officer Development Worker	£392.44	Development Worker
Transformation	£20,238.29	Waiter/Waitress (AMS)	£1,117.29	Waiter/Waitress Receptionist /Clerk	Nil	

ENVIRONMENT	**£698,717.16**		**£655,149.43**		**£729,639.03**	
Street Care Services	£595,379.24	Public Lighting Contract Supervisor Refuse/Recycle Loader Refuse/Recycle Driver	£582,297.63	Public Lighting Contract Supervisor Admin Officer (Network Management) Refuse/Recycle Loader Refuse /Recycle Driver	£651,110.72	Public Lighting Contract Supervisor Refuse/Recycle Loader Refuse/Recycle Driver
Planning and Public Protection	Nil		£1,281.22	Colliery Spoil Entomologist	£23,258.36	Trading Standards Officer Colliery Spoil Entomologist
Property and Regeneration	£310.10	Catering – Waiter/waitress	Nil		Nil	
Engineering and Transport	Nil		Nil		Nil	
South Wales Trunk Agency	£103,027.82	Principal Engineer Business Support Technician	£71,570.58	Principal Engineer Business Support Technician Area Technician	£55,242.95	Principal Engineer Business Support Technician
FINANCE & CORPORATE SERVICES	**Nil**		**£4,051.30**		**£14,931.76**	
Legal Services	Nil		£2,251.23	Legal Technical Assistant	£14,931.76	Senior Childcare Lawyer
Financial Services	Nil		£1,800.08	Admin & Finance Officer (Court Deputy Team)	Nil	NA
ICT	Nil		Nil		Nil	

SOCIAL SERVICES, HEALTH AND HOUSING	**£793,921.40**		**£588,488.91**		**£368,469.71**	
Children and Young People Services	£435,316.23	Social Worker Supervised Contact Worker Cook (Hillside)	£243,370.43	Social Worker Supervised Contact Worker Cook (Hillside) Receptionist/Clerk (Hillside)	£82,606.78	Social Worker Supervised Contact Worker Day Support Worker
Adult (Social Care) Services	£312,199.28	Social Worker Occupational Therapist Kitchen Assistant Day Support Worker Care Assistant	£294,643.85	Social Worker Occupational Therapist Domestic Kitchen Assistant	£229,433.31	Social Worker Occupational Therapist Domestic
Commissioning and Support Services Housing Services	£6,293.82 £40,112.07	Business Support Officer Support & Resettlement Worker Environmental Health Officer (£306.88)	Nil £50,474.63	Support & Resettlement Worker Housing Support Officer	Nil £56,429.62	Admin Officer Housing Options Officer Support & Resettlement Worker Public Sector Lettings Officer

NPT TOTAL SPEND	**£1,516,699.09**		**£1,261,839.07**		**£1,129,100.37**	