



## ***PERSONNEL COMMITTEE***

***2.00 PM - MONDAY, 25 JUNE 2018***

***COMMITTEE ROOMS 1/2 - PORT TALBOT CIVIC CENTRE***

### **PART 1**

1. Declarations of Interest
2. Minutes of Previous Meeting

### **Report of the Assistant Chief Executive and Chief Digital Officer**

3. Proposal to amend Staffing Structure - Corporate Strategy Team  
(Pages 5 - 18)

### **Report of the Head of Participation**

4. Revised Staffing Structure - Education, Leisure and Lifelong Learning (Pages 19 - 28)

### **Joint Report of the Head of Engineering & Transport and Head of Streetcare**

5. New Posts for undertaking new Statutory Duties as a Sustainable Drainage Authorising Body (SAB) (Pages 29 - 36)

### **Report of the Head of Property and Regeneration**

6. Reinstatement of Tourism Unit within the Regeneration and Economic Development Team (Pages 37 - 46)
7. Proposed re-structure of the European and Strategic Funding Unit and Regeneration and Economic Development Unit (Joint Report)

*(Pages 47 - 56)*

### **Report of the Head of Financial Services**

8. Shared Cost Additional Voluntary Contribution Scheme Implementation *(Pages 57 - 60)*

### **Report of the Head of Legal Services**

9. Staffing Arrangements - Creation of Senior Procurement Officer *(Pages 61 - 74)*

### **Report of the Head of ICT**

10. Creation of Posts to address the Councils obligations under GDPR Legislation *(Pages 75 - 80)*

### **Report of the Head of HR**

11. Workforceplan *(Pages 81 - 108)*
12. Pay Update *(Pages 109 - 110)*
13. Creation of Part-time Mental Health Nurse *(Pages 111 - 118)*
14. Travel and Subsistence Policy *(Pages 119 - 122)*
15. Meal Charges in Residential Accommodation *(Pages 123 - 126)*
16. Urgent Items  
Any urgent items at the discretion of the Chairperson pursuant to Section 100B(4)(b) of the Local Government Act 1972.
17. Access to Meetings  
That pursuant to Section 100A(4) and (5) of the Local Government Act 1972, the public be excluded for the following items of business which involved the likely disclosure of exempt information as defined in Paragraph 12 and 15 of Part 4 of Schedule 12A of the above Act.

## **PART 2**

### **Private Report of the Head of Participation**

18. Proposed Restructure (*Pages 127 - 138*)
19. Changes to Structure of Participation Management (*Pages 139 - 154*)
20. Access Managed Services (*Pages 155 - 164*)
21. Think Families (*Pages 165 - 174*)

**Head of Transformation**

22. Well Being Manager (*Pages 175 - 182*)

**Report of the Head of HR**

23. Voluntary Redundancy Scheme Update (*Pages 183 - 220*)

**S.Phillips**  
**Chief Executive**

**Civic Centre**  
**Port Talbot**

**Tuesday, 19 June 2018**

**Committee Membership:**

**Chairperson:**      **Councillor D.Jones**

**Vice**  
**Chairperson:**      **Councillor S.Paddison**

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

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

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### PERSONNEL COMMITTEE

25<sup>TH</sup> JUNE 2018

#### REPORT OF THE ASSISTANT CHIEF EXECUTIVE & CHIEF DIGITAL OFFICER

##### **Matter for Decision**

**Wards Affected:** All

##### **Report Title:**

**Proposal to amend the staffing structure within the Corporate Strategy Team**

##### **Purpose of the Report:**

1. The purpose of this report is to seek Members approval to amend the staffing structure within the Corporate Strategy Team of the Chief Executive's Directorate.

##### **Executive Summary:**

2. Since 2016, there has been a change in the focus of the work being undertaken within the Corporate Strategy Team. A significant part of this work has been in response to new statutory requirements from the Welsh Government, the introduction of a new performance management system and increasing workloads associated with the Military Covenant, together with new areas of policy work set out in the approved Corporate Plan. This report makes proposals to change the establishment of the Corporate Strategy Team to ensure these requirements are met, other Council priorities are delivered efficiently and effectively and a contribution is made to Directorate financial targets.

## **Background:**

3. The Interim Corporate Policy & Democratic Services Manager has undertaken a review of the Team. The following recommendations are made following consultation with both staff and Trade Unions and in accordance with the Council's Management of Change Policy. The 30 day consultation period with staff and their representatives commenced on the 21<sup>st</sup> May 2018 and concluded on the 20<sup>th</sup> June 2018.

Feedback received during the consultation period has been considered. Whilst it was initially proposed that a Modern Apprentice post would be created within the team, following staff concerns about capacity to support and supervise the apprentice, this proposal has been withdrawn.

## **Proposal:**

4. It is proposed to make the following amendments to the Corporate Strategy Team staffing structure:
  - Re-designate one of the Performance Management Officers to a Corporate Policy Officer post at the same grade (Grade 8) which will support the development and delivery of the Council's Corporate Plan by undertaking specific policy development, implementation and evaluation work.
  - Delete the Grade 9 Development Officer post which was initially created to support the development of the Older Persons Strategy but in recent times has been refocused to support the Military Covenant work. Create a Grade 8 Regional Armed Forces Covenant Liaison Officer post (Grant funded by the Ministry of Defence) for two years) to lead on the strengthening of the delivery of the Armed Forces Covenant work across Neath Port Talbot, Swansea and Bridgend local authorities.
  - Delete the Grade 4 Research & Analysis Technician post as the activities will be automated when the Council's new corporate performance management software (CAMMS) is fully implemented.
  - PSB Co-ordination to be transferred to the Head of Substance Misuse Strategy & Development.

In addition to the above proposed changes, there will be limited impact on the following posts in the current structure. It is proposed to delete those posts and assimilate the current post holders into the revised posts as a 80% match in line with the Management of Change Policy:

- Grade 10 Corporate Strategy & Performance Manager – assimilated to Grade 10 Corporate Policy & Performance Manager
- Grade 8 Performance Management Officer – assimilated to Grade 8 Corporate Performance Management Officer
- Grade 8 Equalities & Engagement Officer – assimilated to Grade 8 Corporate Policy Officer (Equalities and Welsh Language)

All changes to the staffing structure will be ring fenced to the existing Corporate Strategy Team.

**Financial Impact:**

5. The cost of the proposed changes will be met from the existing budget, and the proposal will result in a budgetary saving of £41,949.

**Equality Impact Assessment:**

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

**Workforce Impacts:**

7. This will have a positive impact upon the service, ensuring greater resilience. However, there is one less post in the proposed structure to the current structure and it will therefore be necessary to redeploy one of the staff to alternative employment within the Council.

### **Legal Impacts:**

8. The changes are being carried out in accordance with employment law and associated Council policy and procedure.

### **Risk Management:**

9. There is a risk of compulsory redundancy for one staff member if redeployment is not secured.

### **Consultation:**

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

### **Recommendations:**

11. It is **RECOMMENDED** that Members **APPROVE** the following:
  - Re-designate a Performance Management post as a Corporate Policy Officer post at Grade 8
  - Delete a Grade 9 Development Officer post
  - Create a Grade 8 Regional Armed Forces Covenant Liaison Officer post (Grant funded for two years)
  - Delete a Grade 4 Research & Analysis Technician post
  - Delete a Grade 8 Performance Management Officer post
  - Grade 10 Corporate Strategy & Performance Manager is assimilated to Grade 10 Corporate Policy & Performance Manager
  - Grade 8 Performance Management Officer is assimilated to Grade 8 Corporate Performance Management Officer
  - Grade 8 Equalities & Engagement Officer is assimilated to Grade 8 Corporate Policy Officer (Equalities and Welsh Language)

### **FOR DECISION**

### **Reasons for Proposed Decision:**



12. These proposed establishment changes will ensure statutory requirements are met, other Council priorities are delivered efficiently and effectively and a contribution is made to required Directorate financial targets savings.

**Appendices:**

Appendix 1 - Financial Appraisal and Funding Statement

Appendix 2 - Current and proposed structure

Appendix 3 - Equality Impact Assessment Screening Form

**Officer Contact:**

Karen Jones, Assistant Chief Executive & Chief Digital Officer, Chief Executives Directorate. Telephone: 01639 763284. Email: [k.jones3@npt.gov.uk](mailto:k.jones3@npt.gov.uk)

Caryn Furlow, Interim Corporate Policy & Democratic Services Manager, Chief Executives Directorate. Telephone: 01639 763242. Email: [c.furlow@npt.gov.uk](mailto:c.furlow@npt.gov.uk)

Financial Appraisal

Post	Proposed Change (New Post / Delete / Regrade)	Pay Scales		Annual Costs	
		Current	Proposed	This year	Maximum
1.0 fte Corporate Policy Officer	Create		Grade 8	38,516	44,157
1.0 fte Regional Armed Forces Covenant Liaison Officer	Create (Grant funded)		Grade 8	38,516	44,157
1.0 fte Development Officer	Delete	Grade 9		(49,704)	(49,704)
1.0 fte Performance Management Officer	Delete	Grade 8		(44,157)	(44,157)
1.0 fte Research & Analysis Technician	Delete	Grade 4		(25,120)	(25,120)
<b>Total</b>				(41,949)	(30,667)

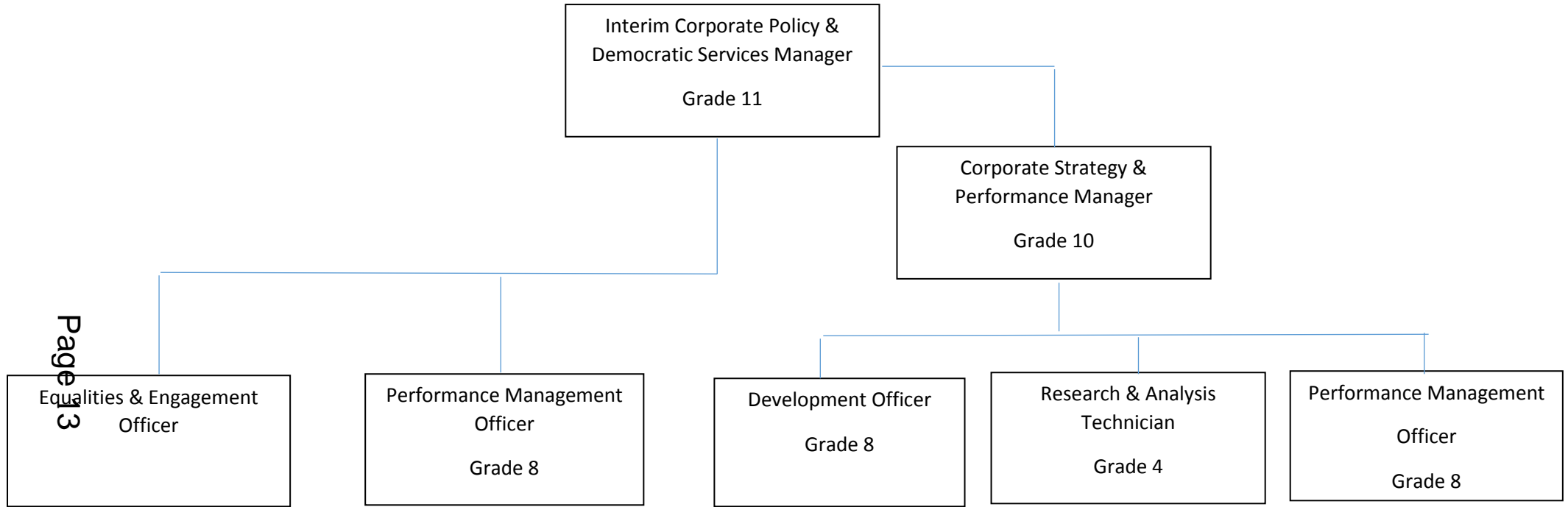
**SET UP COSTS****APPENDIX 1**

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

## RECURRING COSTS

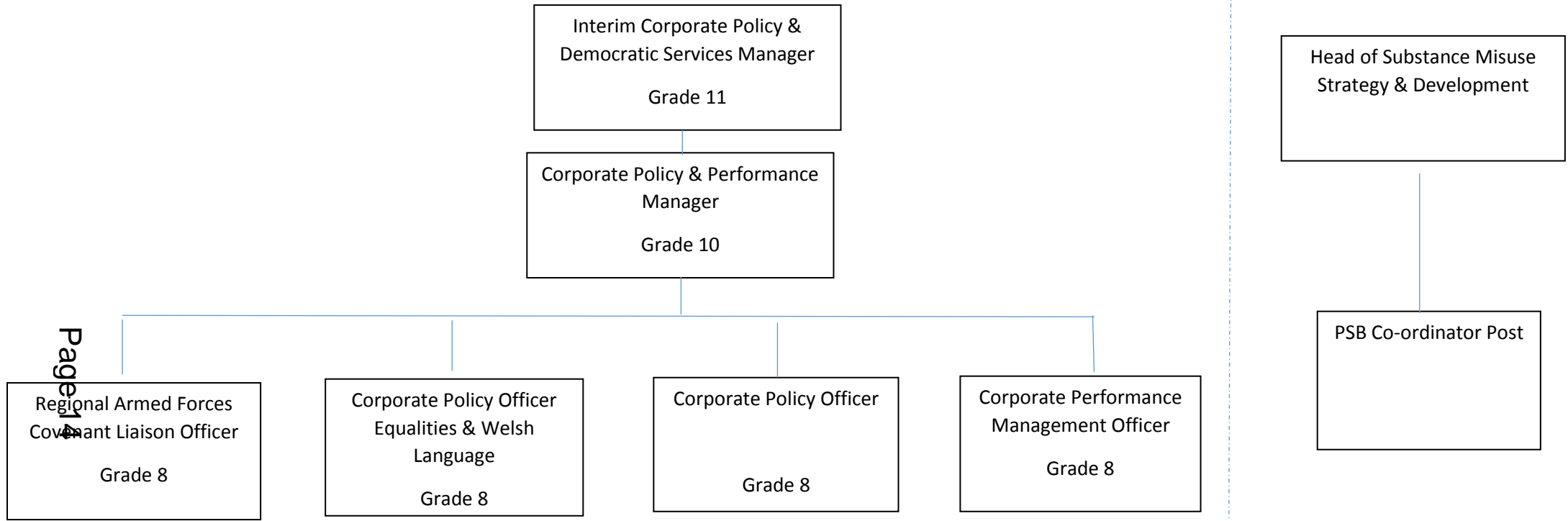
<u>Costs</u>	<u>This Year</u> <u>£'000</u>	<u>Maximum</u> <u>£'000</u>
Employee Costs		
- Starting Salary	(41,949)	(41,949)
- Additional cost at Maximum Salary		11,282
Accommodation Running Costs		
IT Annual Costs		
Other Running Costs (Tuition Fees)		
<b>Total Recurring Costs</b>	<b>(41,949)</b>	<b>(30,667)</b>
<b><u>Funding of Recurring Costs</u></b>		
<b>External Sources</b>		
Specific Grant:		
- staffing costs	38,516	44,157
- other		
Funding from External Agencies		
Service Level Agreement		
Other (Specify)		
<b>Internal Sources</b>		
Existing Budget Allocation	(80,465)	(74,824)
Additional Guideline Allocation		
Other		
<b>Total Funds Available</b>	<b>(41,949)</b>	<b>(30,667)</b>

## Appendix 2 - Corporate Strategy Team – Current Structure



**Appendix 2 (contd) - Corporate**

**Strategy Team – Proposed Structure & Roles**



Page 14

**Equality Impact Assessment Screening Form**

<b>Section 1</b>	
What service area and directorate are you from?	
Service Area: Corporate Strategy	
Directorate:	Chief Executives

**Q1(a) What are you screening for relevance?**

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

**(b) Please name and describe below**

**Proposed restructuring of posts in the Corporate Strategy Team**

**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 type="checkbox"/> (M)	<input checked="" type="checkbox"/> (L)

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

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

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

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

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

High visibility to general public <input type="checkbox"/> (H)	Medium visibility to general public <input type="checkbox"/> (M)	Low visibility to general public <input checked="" type="checkbox"/> (L)
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(b) What is the potential risk to the council's reputation? (*Consider the following impacts – legal, financial, political, media, public perception etc...*)

High risk  
to reputation

(H)

Medium risk  
to reputation

(M)

Low risk  
to reputation

(L)

Q5 How did you score?

*Please tick the relevant box*

MOSTLY **H** and/or **M** → HIGH PRIORITY →  EIA to be completed

Please go to Section 2

MOSTLY **L** → LOW PRIORITY / →  Do not complete EIA

NOT RELEVANT

Please go to Q6 followed by  
Section 2

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

The proposals will ensure statutory requirements are met and other Council priorities are delivered efficiently and effectively.

## Section 2

Screener- This to be completed by the person responsible for completing this screening	
Name:	Caryn Furlow
Position:	Interim Corporate Policy & Democratic Services Manager
Telephone Number:	01639 763242
Date:	21 <sup>st</sup> June 2018

Approval by Head of Service	
Name:	Karen Jones
Position:	Assistant Chief Executive & Chief Digital Officer
Date:	21 <sup>st</sup> June 2018

# NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

## Personnel Committee

June 2018

### Report of the Head of Participation, Mr Chris Millis

#### Matter for Decision

**Wards Affected:** All wards

#### **Revised staffing structure – Education Leisure and Lifelong Learning**

#### **Purpose of the Report**

To seek Member approval for a revised staffing structure for the ELLL:

- a) The creation of one new post, Planning and Performance Officer, Grade 9, 37 hours per week.

#### **Executive Summary**

The proposal to amend the staffing structure reflects operational changes, which have proved necessary following the need to support and advise all planning processes across the Directorate, including

strategic plans, business plans, self-evaluation, and risk management. The officer will ensure compliance with local or national regulation and expectation where necessary. The Planning and Performance Officer will monitor the delivery of plans support service areas to monitor the impact of planning delivery and deliver training as necessary on these areas of responsibility. They will also collate and oversee the Directorate's professional learning programme.

## **Background**

Education, Leisure and Lifelong Learning Senior Management Team have identified the need to employ an officer that will take a lead role in advising the Directorate's co-ordinators on planning processes, securing consistency in terms of content and timescales.

There is a need to manage the Directorate's self-evaluation process to ensure consistency, quality and coverage. There is a need identified to appoint a dedicated officer to manage the Directorate's risk management process and regularly revise its content and to ensure that there are clear strategic links between Directorate planning and wider corporate planning.

The authority has useful systems in place to monitor and evaluate its work and uses a range of beneficial tools to support this. The Planning and Performance officer will support others to consistently evaluate their work, for example when using the authority's report card system.

The officer will create an overarching strategy that links professional learning with self-evaluation or the broad aims of the directorate. As a result, leaders will be able to evaluate fully the contribution that officers' professional learning makes to improving outcomes for learners.

## **Proposals**

It is proposed to create the post of Planning and Performance Officer, Grade 9, 37 hours per week within the Participation Service.

## **Financial Impact**

There are no additional costs or pressures associated with the creation of this post for. The funding for this post will be provided by available match funding

Please see appendices 1 and 2

## **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**

The recommendations in relation to staffing matters comply with employment legislation and the Council's own employment policies.

## **Legal Impacts**

There are no legal impacts associated with this report.

## **Risk Management**

## **Consultation**

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

## **Recommendations**

That Members approve the following amendments to the staffing structure: The creation of one new post, Planning and Performance Officer, Grade 9, 37hrs at full time.

FOR DECISION

## **Reasons for Proposed Decision**

The recommendation is made that members approved the post, Planning and Performance Officer in order for Education Leisure and Lifelong Learning to improve the processes of strategic plans, business plans, self-evaluation and risk management.

## **Implementation of Decision**

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

**Appendix 1** - Financial Appraisal

**Appendix 2** - Financial Implications summary

**Appendix 3** - Equality Impact Assessment Screening Form

**Officer Contact**

Chris Mills: Head of Participation

e-mail: [c.d.millis@npt.gov.uk](mailto:c.d.millis@npt.gov.uk)

Telephone: 01639 763226

Appendix 1

FINANCIAL APPRAISAL  
 Planning and performance Officer

POST / POSTHOLDER	PROPOSED CHANGE (New Post / Delete / Regrade)	PAY SCALES		ANNUAL COSTS	
		Current	Proposed	This Year	Maximum
Planning and Performance Officer	New post		35-40	£31,401	£31,401
		On costs		£11,622	£11,622
		<b>Total</b>		<b>£43,023</b>	<b>£43,023</b>



**FINANCIAL IMPLICATIONS – Planning and Performance officer****APPENDIX 2****SET UP COSTS:**

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

**RECURRING COSTS:**

<b><u>Costs</u></b>	<b><u>This Year</u></b>	<b><u>Maximum</u></b>
	£	£
Employee Costs (Financial Appraisal Statement)		
> Starting Salary	£43,023	£43,023
> Additional cost at Maximum Salary		
Employee Training & Seminars		
Accommodation Running Costs		
Travel & Subsistence (Standby Allowance)		
Other Running Costs - Office Supplies		
Other Running Costs - Printing & Literature		
Other Running Costs - IT.		
<b>Total Recurring Costs</b>	<b>£43,023</b>	<b>£43,023</b>
<b><u>Funding of Recurring Costs</u></b>		
<b><u>External Sources</u></b>		
Specific Grant:		
EIG		
Service Level Agreement		
Other (Specify)		
<b><u>Internal Sources</u></b>		
HRA		
Existing Budget Allocation	(£43,023)	(£43,023)
Additional Guideline Allocation		
Other (specify) :		
<b>Total Funds Available</b>	<b>(£43,023)</b>	<b>(£43,023)</b>
Refer to this statement in the report's section on Financial Appraisal.		

Appendix 3

**Equality Impact Assessment Screening Form**

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

<b>Section 1</b>
What service area and directorate are you from?
Service Area: Participation
DELLL

**Q1(a) What are you screening for relevance?**

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

**(b) Please name and describe below**

**Planning and Performance Officer**

**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 type="checkbox"/> (M)	<b>X</b> (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)	<b>X</b> (L)

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

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

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

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

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

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

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



**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).

## Section 2

Screener- This to be completed by the person responsible for completing this screening
Name: Chris Millis
Location: Port Talbot Civic Centre
Telephone Number: 01639 763326
Date: 090518

Approval by Head of Service
Name: C D Millis
Position: Head of Participation
Date: 090518

**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

25<sup>th</sup> June 2018

### Joint Report of the Head of Engineering & Transport - David Griffiths and the Head of Streetcare Mike Roberts

#### Matter for Decision

**Wards Affected:** All Wards

#### **Creation of a new posts for undertaking new statutory duties as a Sustainable Drainage Authorising Body (SAB)**

##### **Purpose of Report**

- 1.1 To seek Members' approval to create three and a half posts to resource new statutory Sustainable Urban Drainage System Approval duties.

##### **Executive Summary**

- 2.1 New legislation comes fully into effect in January 2019 relating to Sustainable Urban Drainage Systems (SUDS), with transition arrangements starting now.
- 2.2 The Highway Development Control Section will be responsible for administering the Council's new statutory duty to act as a SuDS Approving Body (SAB).
- 2.3 Officers will be responsible for approving, refusing, inspecting and attending appeals/enforcing applications for sustainable drainage systems on new developments, and meeting these new duties will require additional staff resources.
- 2.4 As part of the new statutory duty, additional input will be required from the Drainage and Biodiversity Sections, creating additional workloads in these sections as well as in Highways Development Control.

- 2.5 All developments that meet the legislative criteria will be required to submit sustainable drainage applications and will need approval by the SAB prior to commencing work on site. This is a separate statutory process to the Planning Approval process.

### **Background Information**

- 3.1 Schedule 3 of the Flood and Water Management Act (FWMA) 2010 requires surface water drainage for new developments to comply with mandatory National Standards for Sustainable Drainage Systems (SuDS). It also requires surface water drainage systems to be approved by a SuDS Approving Body (SAB) before construction work with drainage implications may begin.
- 3.2 In order to deliver the aims of the Act, there are requirements to:
- Make unitary authorities in Wales the responsible SuDS Approving Body (SAB) to approve new drainage systems before construction can commence.
  - Compel the SAB, where appropriate, to adopt drainage systems serving multiple properties, making it responsible for ensuring a surface water drainage system adopted by the SAB is maintained in accordance with the mandatory National Standards.
  - Enable secondary legislation to be made relating to various matters concerning approval and adoption.
  - Establish the role of statutory consultees in the approval process.
- 3.3 The responsibility for delivery of the SAB functions rests with the 22 local authorities in Wales alongside their duties as Lead Local Flood Authority (LLFA). The Commencement Order for the new legislation was signed by Welsh Government on the 1 May 2018 and that Schedule 3 of the FWMA becomes law as from 7 January 2019.
- 3.4 The SAB will contribute to the following Well-Being Goals within the Well-Being of Future Generations Act (Wales) 2015:
- A prosperous Wales
  - A resilient Wales
  - A healthier Wales
  - A more equal Wales

- A Wales of cohesive communities, and
  - A globally responsible Wales
- 3.5 The SAB links to the Authority's Well Being Objective: To develop the local economy and environment so that the well-being of people can be improved.
- 3.6 Surface water flooding is a serious problem, identified in the National Strategy for Flood and Coastal Erosion Risk management as a major cause of flooding of homes. The impact on citizens, communities and cost to the Welsh economy is significant. The risk of flooding is on the rise owing to climate change and urbanisation. Local flooding, due to the overloading of volume constrained drainage systems and sewers, is also of increasing concern.
- 3.7 The local authority as a SAB will administer a technical statutory approval process and can charge for services within this process. Examples of chargeable aspects are:
- SAB pre-applications – It is a key function of the SAB to engage with developers for technical pre-application discussions. This will steer developments to comply with the National Standards. When schedule 3 of the FWMA is implemented the SAB will be able to charge for pre-application comments. The charge proposed for pre-application enquiries is £250.
  - Outline/Full Applications – the latest information is that only developments of two properties and above, (or with an area greater than 100m<sup>2</sup> or which otherwise have drainage implications) would require SAB approval. This process is chargeable at the rates set by Welsh Government. A fee of £350 per application is chargeable with an additional amount up to a maximum of £7500 depending on the area of land developed.
  - Although for the first 24months the Welsh Government have decided that single dwellings will be exempt from requiring approval, charges are likely to be applied after this time.
  - Inspection of assets – SuDS schemes will need to be inspected by the SAB during construction, to ensure they are built to an appropriate standard. The SAB may charge an

inspection fee based on cost recovery, which includes hourly rates and numbers of hours.

- Adoption arrangement – SuDS that meet the specified criteria will be adopted by the SAB via a bespoke legal agreement and commuted sums will be required which reflects the maintenance/replacement plan required for the lifetime of the development.

3.8 This new statutory function cannot be undertaken within existing resources, therefore further specialised expertise is required to deliver the service as identified in paragraph 4.2 below.

### **Proposal**

4.1 It is proposed that additional staff are employed within relevant sections to ensure the Council can undertake this new function and meet its statutory and regulatory obligations.

4.2 Additional staff requirements have been identified as follows:

#### **Highway Development Control**

1 x Assistant Highway Development Engineer (Grade 6) and 1 x Highway Development Engineer (Grade 8) leading the administration, approval, enforcement, inspection and adoption process of any proposed sustainable drainage systems.

#### **Drainage Section**

1 x Drainage Engineer (Grade 9) to carry out hydrology assessment, adoption and on-going maintenance processes.

#### **Biodiversity Section**

0.5 x Biodiversity Officer (Grade 8) to advise on open water features and suitable planting or other matters associated with proposed sustainable drainage systems.

### **Financial Impact**

5.1 The costs of the additional posts is £130,225 one-off set up costs of £8,000 for new software and associated licences. This cost will be partly met by income fees from the approval process of applications made to develop land although, as with cost of the planning process and associated nationally set fees, there is likely to be a shortfall in income versus expenditure. The anticipated fee



income has been estimated using data from the last three financial years for planning applications and sites that would require SAB approval.

5.2 Overall, costs are proposed to be met as follows:

SAB Fee Income	£35,000
Vacant post within Highway Development Control	£48,405
Other identified budgets within Highway Development Control	£40,000
Total	£123,405
One off set up costs to be identified	£8,000
Potential shortfall/budget pressure – Year 1	£7,420
Potential shortfall/budget pressure - Year 4	£27,863

5.3 There may be no shortfall dependent on development activity and fee income levels, and, as noted above, additional fees to single dwellings may become payable. However given the current prediction, as part of ongoing Forward Financial Planning £27,000 has been highlighted as a potential pressure for the new statutory duties going forward. In reality there will be no shortfall in the current year as employment costs will only be pro-rata with date of appointment.

### **Appendices**

6.1 Financial Appraisal / Statement – Appendix 1

### **Recommendation**

7.1 It is recommended that:

(1) the new posts as indicated in the report be approved;

And that the fees and delegated arrangements set out below be referred to the SS & E Board for decision;

(a) That the pre-application fee is set at £250

(b) That officers are delegated authority to set the appropriate inspection fees and agree appropriate commuted sum payments associated with the new systems.

## **FOR DECISION**

### **Reason for Proposed decision**

- 8.1 To ensure the Council is resourced to meet new statutory requirements

### **List of Background Papers**

- 9.1 None

### **Wards Affected**

- 10.1 All

### **Officer Contact**

- 11.1 David Adlam Highway Development Control Section (01639 686398) [d.adlam@npt.gov.uk](mailto:d.adlam@npt.gov.uk)

**FINANCIAL APPRAISAL****SET UP COSTS**

<b><u>Costs</u></b>	<b><u>This Year</u></b> <b><u>(2018/19)</u></b> <b><u>£</u></b>
Recruitment Costs	0
Accommodation Costs	0
Office Costs	0
Others	8000
<b>Total Set Up Costs</b>	<b>8000</b>
<b><u>Funding of Set Up Costs</u></b>	
Revenue Budget	0
Reserves	0
Special Grant	0
Other (Specify)	0
<b>Total Funding of Set Up Costs</b>	<b>0</b>

**RECURRING COSTS**

<b><u>Costs</u></b>	<b><u>This Year</u></b> <b><u>£'000</u></b>	<b><u>Maximum</u></b> <b><u>£'000</u></b>
Employee Costs (from Financial Appraisal Statement)		
- Starting Salary	130225	130225
- Additional cost at Maximum Salary		20445
Accommodation Running Costs		
IT Annual Costs	600	600
Other Running Costs (Specify)		
<b>Total Recurring Costs</b>	<b>130825</b>	<b>151268</b>
<b><u>Funding of Recurring Costs</u></b>		
<b><u>External Sources</u></b>		
Specific Grant:		
- staffing costs		
- other		
Funding from External Agencies		
Service Level Agreement		
Other (Specify)		
<b><u>Internal Sources</u></b>		
Existing Budget Allocation	88405	88405
Income Generation	35000	35000
Other-backdated Job Evaluation		
<b>Total Funds Available</b>	<b>123405</b>	<b>123405</b>
Shortfall	7420	27863

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

25<sup>th</sup> June 2018

### Personnel Committee

#### Report of the Head of Property and Regeneration – S. Brennan

#### Matter for Decision

**Wards Affected:** All

### Reinstatement of a Tourism Unit within the Regeneration and Economic Development Team

#### 1. Purpose of the Report

To seek Members' approval to establish the staffing structure of the new Tourism Unit within the Regeneration & Economic Development team within the Environment Directorate. The posts are:-

- i. Create a Destination Management and Marketing Manager – JEID 3884 (Grade 9)
- ii. Create a Destination Management Officer - JEID 3885 (Grade 6)

#### 2. Executive Summary

This report outlines the proposed reinstatement of a Tourism Unit within Neath Port Talbot County Borough Council and seeks approval for the staffing structure required to deliver these proposals.

#### 3. Background

In December 2017 the Regeneration and Sustainable Development Scrutiny Committee endorsed a review undertaken by the committee into support for the tourism sector. The recommendations within the review included the reinstatement of a tourism provision within Neath Port Talbot County Borough Council (NPTCBC) in order to encourage the growth of the sector within the local economy.

A report outlining the proposed remit for a tourism unit and suggested staffing structure (as contained within this report) was presented to the Regeneration and Sustainable Development Cabinet Board for endorsement on 22<sup>nd</sup> June 2018.

In May 2018 the Leader of the Council tasked the Economic Development Team with holding a workshop for the Neath Port Talbot (NPT) tourism industry in order to establish their views on the proposed remit for a Tourism Unit. The proposed remit

was subsequently endorsed by the industry and can be found in **Appendix 2** of this report.

### **Reasons For Proposed Structure**

The evidence presented to the scrutiny review (as referenced above) and the testimony of officers both from within NPTCBC and partner organisations made it clear that a permanent solution was the only sustainable way forward to ensure the future development of tourism in the County Borough.

In 2016 the Business Development Team secured funding through the Rural Development Plan (RDP) funded LEADER programme to deliver a project tailored towards supporting the tourism sector. This included employing a Business Development Officer who works with the tourism sector in the rural wards only.

However the activities of this role are severely constrained by the activities deemed eligible under the LEADER programme. The existing Business Development Officer (Tourism) role which will end in May 2019 and is permitted to deliver the following activities only;

- Mapping the business development needs of the tourism sector (providing business advice is not an eligible activity)
- Undertake visitor research to ensure the tourism sector is better informed on the needs and wants of visitors (this research is complete and referenced in this report)
- Deliver networking events for the tourism sector which encourage sense of place and raise the familiarisation of tourism operators on what the area has to offer.
- Deliver videography and photography of the rural wards
- Establish 3 networks which encourage the involvement of stakeholders in the delivering specific and prioritised destination management plan projects
- Undertake a feasibility study which tests the viability of a tourism proposal (this is yet to be identified).

Whilst the Tourism Development in NPT Project offers some capacity towards meeting the proposed remit set out in **Appendix 2** it is impossible to deliver what is needed using this resource alone.

It is therefore proposed that the Destination Management and Marketing Manager post commences as soon as possible and that the Destination Management Officer post commences in May 2019 after the Business Development Officer (Tourism) post funded via the RDP LEADER programme ceases.

### **Proposed Staffing Structure**

The following Council funded staffing structure is proposed for the reinstatement of a Tourism Unit.

- **Destination Management and Marketing Manager (Grade 9 JE ID 3884)**

Purpose of post: To lead on the development and promotion of NPT as a visitor destination and maximise the contribution that the tourism sector makes towards the economic prosperity of the County Borough. This post will be responsible for supervision of the Destination Management Officer post (from year 2 onwards) and the Business Development Officer (Tourism) post until the project ceases in May 2019 (line management for this post currently sits under the Business Services Co-ordinator post). The post holder will report directly to the Regeneration and Economic Development Manager.

- **Destination Management Officer (Grade 6 JEID 3885)**

Purpose of post: To assist with the co-ordination of the destination management process and the delivery of key tourism development and marketing projects. This post will report to the Destination Management and Marketing Manager.

#### **4. Financial Appraisal**

The costs associated with the creation of these posts is set out in the Financial Appraisal in **Appendix 1**

During year one the creation of the Destination Management and Marketing Manager post will require a minimum allocation of £43,000 (including overheads) and in year two the addition of the Destination Management Officer post will require an additional minimum allocation of £30,500 (including overheads).

#### **5. Equality Impact Assessment**

There are no equality impacts associated with this report. Please refer to the EIA Screening Form in **Appendix 3**

#### **6. Workforce Impacts**

The proposal will have a positive impact on the workforce.

#### **7. Legal Impacts**

There are no legal impacts associated with this report.

#### **8. Consultation**

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

#### **9. Recommendation**

It is recommended that Members **APPROVE** the establishment of a staffing structure of the new Tourism Unit within the Regeneration & Economic Development team within the Environment Directorate. The posts are:-

- i. Create a Destination Management and Marketing Manager – JEID 3884 (Grade 9)
- ii. Create a Destination Management Officer – JEID 3885 (Grade 6)

This proposal is subject to the approval of the remit of the new Tourism Unit and the resources required in order to establish the Unit being approved by the Regeneration & Sustainable Development Board held on the 22<sup>nd</sup> June 2018.

FOR DECISION

### **Reasons for Proposed Decision**

In order to deliver the resources required for the reinstatement of a Tourism Unit within NPTCBC and secure the growth of tourism as an important sector of the local economy.

### **10. Implementation of Decision**

The decision is proposed for immediate implementation.

### **Appendices**

Appendix 1 – Financial Appraisal

Appendix 2 – Proposed Remit for Tourism Unit

Appendix 3 – Equalities Impact Assessment Screening Form

### **List of Background Papers**

- Report to Regeneration and Sustainable Development Cabinet Board 22/06/2018 – Proposals for Future Tourism Provision within Neath Port Talbot County Borough Council.

### **Officer Contact**

Andrew Collins  
Regeneration and Economic Development Manager  
Tel: 01639 686416  
Email: [a.collins@npt.gov.uk](mailto:a.collins@npt.gov.uk)



## Tourism Unit Financial Implications

## SET UP COSTS:

<u>Costs</u>	<u>First Year</u>	<u>Maximum</u>
	£	£
Recruitment Costs	250	
Accommodation Costs		
Office Costs	250	
IT	250	
Other (Training)		
<b>Total Set Up Costs</b>	<b>750</b>	<b>0</b>
<b><u>Funding of Set Up Costs</u></b>		
Revenue Budget		
Reserves	750	
Special Grant		
Other		
<b>Total Funding of Set Up Costs</b>	<b>750</b>	<b>0</b>

## RECURRING COSTS

<u>Costs</u>	<u>First Year</u>	<u>Maximum</u>
	£	£
Employee Costs		
- Starting salary (Grade 9 post)	43,000	43,000
- Additional cost at maximum salary (Grade 9 post)		5,500
- Starting salary (Grade 6/7 post) from year 2 onwards		30,500
- Additional cost at maximum salary (Grade 6/7) post		7,500
Employee Training and Seminars	500	500
Accommodation Running Costs		
Travel and Subsistence	1,000	1,000
Other running costs – office supplies	500	500
Other running costs – printing and literature	500	500
Other running costs - IT	500	500
Marketing & Development Operational Budget	50,000	50,000
<b>Total Recurring Costs</b>	<b>96,000</b>	<b>139,500</b>
<b><u>Funding of Recurring Costs</u></b>		
<b><u>External Sources</u></b>		
Specific Grant		
Funding from External Agencies		
Service Level Agreement		
Other		
<b><u>Internal Sources</u></b>		
HRA		
Existing Budget Allocation		
Additional Guideline Allocation for 2019-20		139,500
Other (specify) Reserves	96,000	
<b>Total Funds Available</b>	<b>96,000</b>	<b>139,500</b>

### The Proposed Remit of a Tourism Unit

In light of the findings of the recent visitor research and lessons learned from past and current tourism provision within the Council, the remit for the new NPTCBC Tourism Unit can be summarised as follows;

1. Co-ordinate the ongoing production and delivery of the revised Neath Port Talbot Destination Management Plan in order to encourage collaboration with the sector and remain eligible to apply for funding via Visit Wales for tourism development and marketing schemes.
2. Strengthen relationships with key partners such as Visit Wales, Welsh Government Major Events Unit, Tourism Swansea Bay, Brecon Beacons National Park, Natural Resources Wales and neighbouring local authorities to secure investment and raise the profile of NPT as a visitor destination.
3. Attract investment in new tourism product development (including new developments linked to Regeneration schemes) and existing infrastructure (i.e. mountain bike trails, country parks) in order to remain competitive and enhance the visitor experience. This can be achieved by building relationships with key funders.
4. Deliver specialist advice and assistance to businesses (SME's) in the Tourism sector in order to maximise job creation opportunities and encourage good quality developments.
5. Act as a facilitator (or single point of contact) for key tourism developments to maximise opportunities to secure private sector investment and major tourism developments in the area.
6. Identify opportunities for Council buildings/ land to be tendered for use as tourism assets, for example, the former Waterfalls Centre in Pontneddfechan which now operates as holiday accommodation/ bistro (known as Sgwd Gwladys). Developments such as this support the tourism economy and raise revenue for the council through its lease with the proprietors.
7. Secure benefits from major events by delivering a modest support package to attract and nurture annual and/ or high profile events where there is a demonstrable economic benefit.
8. Undertake specific and targeted destination marketing and PR activities which act on the visitor research findings to achieve the following;
  - Increasing the number and length of overnight stays
  - Present our tourism product as a more packaged offering making it obvious that you can stay in NPT for longer than two days.
  - Redesign the [www.visitnpt.co.uk](http://www.visitnpt.co.uk) and [www.afanforestpark.co.uk](http://www.afanforestpark.co.uk) websites and concentrate our marketing efforts on mainly digital methods.

- Undertake targeted marketing activities for our key markets (outdoor activities/ peace and quiet seekers/ landscape lovers).
- Establish NPT as a place to base a stay ('a gateway') to South West Wales.

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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.

<b>Section 1</b>
What service area and directorate are you from?
Service Area: Regeneration and Economic Development
Directorate: Environment

**Q1(a) What are you screening for relevance?**

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

**(b) Please name and describe below**  
Reinstatement of Tourism Unit Within NPTCBC

**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 type="checkbox"/> (M)	<input checked="" 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 checked="" type="checkbox"/> (M)	<input type="checkbox"/> (M)	<input type="checkbox"/> (L)

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

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

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

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

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

# Equality Impact Assessment Screening Form

High risk  
to reputation  
 (H)

Medium risk  
to reputation  
 (M)

Low risk  
to reputation  
 (L)

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

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

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

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

The reinstatement of a tourism unit will not have a negative impact on any of the protected characteristics.

## Section 2

Screener- This to be completed by the person responsible for completing this screening
Name: Andrew Collins
Location: Regeneration and Economic Development, The Quays
Telephone Number: 01639 686416
Date: 25.05.18
Approval by Head of Service
Name:
Position:
Date:

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

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Personnel Committee

25<sup>th</sup> June 2018

### Report of the Head of Property & Regeneration

S. Brennan

#### Matter for Decision

**Wards Affected:** All Wards

#### **Proposed re-structure of the European and Strategic Funding Unit and Regeneration and Economic Development Unit (Joint Report)**

#### **Purpose of Report**

- 1 To seek Members' approval to re-structure the European and Strategic Funding Unit (formerly European and External Funding Unit) and the Regeneration and Economic Development Unit within the Environment Directorate through the establishment of two new posts which will be 100% externally funded on an initial fixed term contract for 2 ½ years. The posts are:

1 x Strategic Funding Officer (GR08)

1 x Regeneration Projects Officer (GR08)

#### **Executive Summary**

- 2 This report outlines the proposed re-structure of the European and Strategic Funding Unit and the Regeneration and Economic Development Unit through the establishment of two externally funded new posts to support the work of the two service areas to deliver the Council's regeneration priorities.

#### **Background**

- 3 The Welsh Government has launched its Targeted Regeneration Investment (TRI) Programme commencing April 2018 for 3 years.

The aim of the programme is to support projects that promote economic regeneration - creating jobs, enhancing skills and employability and creating the right environment for businesses to grow and thrive - with a focus on individuals and areas most in need to ensure prosperity is spread to all parts of Wales.

- 4 Neath Port Talbot Council, along with the counties of Swansea, Carmarthenshire and Pembrokeshire, has developed a Regional Plan for Regeneration for South West Wales and the region has secured an indicative regional allocation from the Welsh Government's Targeted Regeneration Investment (TRI) programme.
- 5 Neath Port Talbot CBC has identified an indicative list of projects up to the value of £6.75 million over 3 years to deliver strategic and thematic projects to promote economic regeneration in the region.
- 6 There is modest funding available to allow each Council to resource the delivery of the Programme at a local level as there are a number of associated activities required to deliver this programme e.g. feasibility studies, business plan preparation, governance arrangements and compliant delivery of the schemes.
- 7 Due to resource constraints, there is a need for additional resource to deliver prioritised TRI schemes and to ensure that Neath Port Talbot benefits from the regional indicative allocation. It is therefore proposed that two posts are created to carry out the following activities (not an exhaustive list): awareness raising / stakeholder engagement; feasibility studies; coordination of project development; business plan development / preparation; coordination of governance structures; financial monitoring and claim preparation / submission.
- 8 The Strategic Funding Officer post would be established in the European and Strategic Funding Unit to develop the business plans, carry out project monitoring and preparing / submitting financial claims. In terms of JE, this post will be clustered with the existing Strategic Funding Officer post



- 9 The Regeneration Projects Officer post would be established in the Regeneration and Economic Development Unit to carry out stakeholder engagement / consultation, feasibility studies and support the development of the business plan.
- 10 The additional resource within the European and External Funding Unit would allow the existing Officers (1.8 FTE) to focus on other strategic funding opportunities alongside current European funding programmes to support the Council's Corporate Plan priorities. There are a number of emerging funding programmes such as Welsh Government's regeneration programmes and UK Government Industrial Challenge funds and the proposed Shared Prosperity Fund.

### **Financial Impact**

- 11 The costs associated with the creation of the two posts is set out in the Financial Appraisal in Appendix I. The two posts will be 100% externally funded until end March 2021, with the potential for additional funding post March 2021.

### **Equality Impact Assessment**

- 12 There are no equality impacts associated with this report.

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

Please refer to the EIA screening form in Appendix II

### **Workforce Impact**

- 13 The proposal will have a positive impact on the workforce.

### **Legal Impact**

14 There are no legal impacts associated with this report.

### **Risk Management**

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

### **Consultation**

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

### **Recommendation(s)**

17 It is recommended that Members APPROVE the proposed re-structure of the European and Strategic Funding Unit and Regeneration and Economic Development Unit through the establishment of two new posts on an initial fixed term contract for 2 ½ years. The posts are:

1 x Strategic Funding Officer (GR08)

1 x Regeneration Projects Officer (GR08)

### **FOR DECISION**

#### **Reason for Proposed Decision(s)**

18 In order to deliver the Targeted Regeneration Investment (TRI) programme 2018 - 2021 and to maximise external strategic funding opportunities to deliver the Council's Corporate Plan

#### **Implementation of Decision**

19 The decision is proposed for immediate implementation

#### **Appendices**

20 Appendix I – Financial Appraisal

21 Appendix II – Equalities Impact Screening Assessment

#### **List of Background Papers**

22 Report to Regeneration and Sustainable Development Cabinet  
Board 18/05/2018 - The Welsh Government Targeted  
Regeneration Investment Programme 2018 - 2021

### **Officer Contact**

23 Lisa Willis  
European and Strategic Funding Manager  
Tel: 01639 686074 Email: [l.willis@npt.gov.uk](mailto:l.willis@npt.gov.uk)

24 Andrew Collins  
Regeneration and Strategic Development Manager  
Tel: 01639 686416 Email: [a.collins@npt.gov.uk](mailto:a.collins@npt.gov.uk)

## Appendix I - FINANCIAL APPRAISAL

### SET UP COSTS

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

### RECURRING COSTS

	<u>Current</u> <u>Year</u>		<u>Next</u> <u>Year</u>		<u>Max</u> <u>in Full</u> <u>Year</u>
-	<u>£</u>	-	<u>£</u>	-	<u>£</u>
<b><u>Costs</u></b>					
Employee Costs (Financial Appraisal Statement)					
> Starting Salary	77,104		77,104		77,104
> Additional cost at Maximum Salary			2,346		11,282
Accommodation Running Costs					
IT Annual Costs					
Other Running Costs (specify)	-				
<b>Total Recurring Costs</b>	<u>77,104</u>		<u>79,450</u>		<u>88,336</u>
<b><u>Funding of Recurring Costs</u></b>					
<b><u>External Sources</u></b>					
Specific Grant:					
- staffing costs	77,104		79,450		88,336
- other					
Funding from External Agencies					
Service Level Agreement					
Other (specify)					
<b><u>Internal Sources</u></b>					
HRA					

Existing Budget Allocation			
Additional Guideline Allocation			
Other (specify)			
<b>Total Funds Available</b>	<u>77,104</u>	<u>79,450</u>	<u>88,336</u>

## Equality Impact Assessment Screening Form

## Appendix II

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

### Section 1

What service area and directorate are you from?

Service Area: European and Strategic Funding Unit

Directorate: Environment

#### Q1(a) What are you screening for relevance?

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

#### (b) Please name and describe below

Proposed re-structure of European and Strategic Funding Unit

#### Q2(a) What does Q1a relate to?

Direct front line  
service delivery

Indirect front line  
service delivery

Indirect back r  
service deliver

(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

(H)

(M)

(M)

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

	High Impact (H)	Medium Impact (M)	Low Impact (L)
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

High visibility  
to general public

Medium visibility  
to general public

Low visibil  
to general p

(H)

(M)

(L)

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

## Equality Impact Assessment Screening Form

High risk  
to reputation  
 (H)

Medium risk  
to reputation  
 (M)

Low risk  
to reputation  
 (L)

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

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

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

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

The proposed re-structure of the European and Strategic Funding Unit will not have a negative impact on any of the protected characteristics.

The Unit is not a front line service delivery function and does not have a bearing on equality and diversity issues.

### Section 2

Screener- This to be completed by the person responsible for completing this screening
Name: Lisa Willis
Location: The Quays
Telephone Number: 01639 686074
Date: 07/06/2018
Approval by Head of Service
Name:
Position:
Date:

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

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### PERSONNEL COMMITTEE

25<sup>th</sup> June 2018

### REPORT OF THE HEAD OF FINANCIAL SERVICES

#### MATTER FOR INFORMATION

#### WARDS AFFECTED

All

#### SHARED COST ADDITIONAL VOLUNTARY CONTRIBUTION SCHEME IMPLEMENTATION

##### **Purpose of Report**

1. This report provides an update of the implementation of the salary sacrifice scheme for additional voluntary contributions (SSAVC) as part of the Local Government Pension Scheme (LGPS) arrangements.

##### **Background**

2. Staff who join the LGPS have the option to contribute an element of their pay as an additional voluntary contribution (AVC) to build up a capital sum for their retirement. This long term saving plan is offered by an independent insurance company and runs alongside the LGPS.
3. Previously, the arrangements meant that AVC deductions from pay attracted tax relief. This Committee approved the implementation of a new salary sacrifice additional voluntary contribution scheme which allows staff members to choose to benefit from national insurance savings as well as tax relief. This arrangement also benefits the Council as it makes a national insurance saving.

##### **Scheme implementation**

4. To ensure the successful SSAVC implementation, we undertook a large communication exercise with the existing 439 LGPS AVC contributors and their trade unions. We started by providing the detailed documentation to each person and then set up a question and answer facility to deal with any concerns. This led to a weekly newsletter being sent to all contributors addressing the questions or issues raised in the

last week, together with face to face presentations at all the main Council sites, to deal with any queries.

5. The Scheme was introduced in accordance with the initial project plan, with one staff member agreeing to an early implementation so that we could seek HMRC approval once we had a live salary sacrifice scheme. HMRC have formally approved the arrangements that we have put in place.
6. Training was provided to ensure that staff opting to join the Scheme are protected from reducing their cash earnings below the National Minimum Wage and to ensure that any benefit implications are considered.
7. Once the arrangements were put in place for the original AVC contributors, we started to roll out the Scheme to other LGPS members. To do this, we worked with the Council's AVC provider to ensure that they could provide the appropriate information when they came to explain the advantages of AVCs to those who had not yet taken up this opportunity. This involved a change in their website, as Neath Port Talbot Council are early adopters of this opportunity to make staff savings. In addition, the Prudential asked that the Council be represented at their annual presentations so that the new Scheme could be explained in detail. The opportunities available were also included in the staff magazine, on all the payslips issued in March and on the HR pages on the Intranet. We continue to update staff on this saving option and we are identifying work places where there is little take-up, then providing direct updates to these areas.

### **Financial Impact**

8. Staff members who have chosen to move to the SSAVC Scheme have seen a reduction in the cost of their contributions to their AVC savings of 12%.
9. Although we are still at an early stage in the introduction of the Scheme, we have already seen an impact on the Council's national insurance costs. If the current uptake is maintained, we should see cost reductions of £80,000 per annum, from 2018/19, which can contribute to the savings required as part of the Council's forward financial plan.

### **Equality Impact Assessment**

10. This proposal does not result in any equality issues, so there is no requirement for an equality impact assessment in respect of this item.

### **Workforce impacts**

11. This scheme will provide a financial benefit to workforce members who are part of the LGPS.

### **Legal Impacts**

12. The legal impacts with HMRC have been fully addressed as part of the scheme implementation.

### **Risk Management**

13. The identified risks in relation to the scheme approval were dealt with as part of the HMRC approval of the implementation of the SSAVC scheme.

### **Consultation**

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

### **Recommendation**

15. It is recommended that the report be NOTED.


FOR INFORMATION

### **List of Background Papers**

Local Government Pension Tax Regulations  
PSTAX updates – AVC Wise

### **Officer Contact**

Mrs Janet North – Chief Accountant, Technical and Exchequer

 01639 763635

E-mail: j.north@npt.gov.uk

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### PERSONNEL COMMITTEE

25<sup>th</sup> June 2018

### Report of the Head of Legal Services – Mr C Griffiths

#### Matter for Decision

**Wards Affected:** All Wards

#### Staffing Arrangements – Creation of a Senior Procurement Officer

#### Purpose of the Report

1. To seek Member approval to create an additional post of Senior Procurement Officer (Grade 7 JEID 1392) within the Corporate Procurement Unit of the Legal Services Section of the Finance and Corporate Services Directorate.

#### Executive Summary

2. This report is to consider approval for the creation of an additional post of Senior Procurement Officer within the Corporate Procurement Unit as a result of an increase in competitive tendering that has taken place over the last few years as a result of legislative changes and to meet demand that will arise in the future for procurement support.

#### Background

- 3 Since the implementation of the Public Contract Regulations 2015, the rules in respect of social care procurement have changed significantly. Whereas previously local authorities could rely on what was called the Part B exemption that limited the number of competitive procurements that authorities had to undertake, the new Regulations removed this element meaning all social work commissioning over the value of

£615,278 must now be competitively tendered in the Official Journal of the European Union.

- 4 The Welsh Government in their Procurement Practice Note of 2015 also advocated that in the future all contracts over the value of £25,000 should be subject to competitive tender via the Sell2Wales website and consultation was undertaken as to whether this should be implemented into law, though to date the decision has yet to be officially confirmed with the Welsh Government and it remains a practice position at this time.
- 5 As a result of this it is acknowledged that in coming years, the volume of procurement work within the authority will undoubtedly increase and there is a need to ensure that there is a professional, knowledgeable and resilient procurement team to ensure that this complex area of law is complied with, thereby negating the risk of potential challenge from unsuccessful tenderers.
- 6 The level of contractual and procurement work undertaken by the Legal Section is somewhat high for adult social services. It has involved advising on the set up of third sector arrangements, contracts and procurement arrangements for domiciliary care and residential care as well as the development of contracts for provision of support services for vulnerable service users, both adults and children. Tender packages are often bespoke to individual requirements and specific and detailed contracts put in place to ensure appropriate service provision and monitoring can take place. In recent years, Legal Services have undertaken procurement and legal advice on a number of contracts and procurement related matters and the number is increasing significantly:

Calendar Year	Number of contracts/tenders entered into
2014	12 contracts/tenders
2015	25 contracts/tenders
2016	48 contracts/tenders
2017	53 contracts/tenders

- 7 Discussions between the Corporate Procurement Unit and the Common Commissioning Unit have to date suggested that in the coming years, more procurement input will likely be required. Ensuring procurement expertise will be vital to ensure procurement options are being developed which can ensure best value to the Authority.

- 8 It is recognised by officers that in order to achieve the required aims, support will be required by the Corporate Procurement Unit,
- 9 The Corporate Procurement Unit presently undertakes all corporate based procurement such as food, equipment, stationery, agency contracts and the liaison with the National Procurement Service. There is limited scope therefore to be able to dedicate an officer full time to Social Services based procurement.
- 10 To that end it has been suggested that a further Senior Procurement Officer at a Grade 7 post be appointed, whose role it shall be to liaise with the Common Commissioning Unit and provide advice to the Common Commissioning Unit on all procurement related matters and overseeing the running of competitive tenders under the supervision of the Principal Solicitor Procurement and Corporate Procurement Manager.
- 11 Dialogue with the Head of Legal Services and Head of Adult Social Services has recognised the need for more active support in commissioning matters and therefore the funding of the post will be met by Adult Services and the funding coming from that budget. The post being line managed by the Principal Solicitor Procurement who oversees the Corporate Procurement Unit.

### **Equality Impact Assessment**

- 12 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 4.

### **Financial Impact**

- 13 The financial impact is shown at Appendix 3. The costs will be funded by the Adult Services and within the budget of the Common Commissioning Unit.

### **Workforce Impacts**

- 14 There are no workforce impacts associated with this report.

### **Legal Impacts**

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

## **Risk Management**

- 16 There are no risks associated with this report.

## **Consultation**

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

## **Recommendations**

18. It is RECOMMENDED that Members approve the creation of an additional post of Senior Procurement Officer (Grade 7 JEID 1392) within the Corporate Procurement Unit of Legal Services Section of the Finance and Corporate Services Directorate.

## **Reasons for Proposed Decision**

- 19 To ensure that legal services can continue to provide a high quality and essential service in respect of this adult social services procurement and to ensure that arrangements are competitively tendered in accordance with the appropriate legislation and best value can be achieved from such processes.

## **Implementation**

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

## **Appendices**

- 21 (a) Appendix 1 – Existing Structure  
(b) Appendix 2 – Proposed Structure  
(c) Appendix 3 – Financial Appraisal  
(d) Appendix 4 – Equality Impact Assessment Screening Form

## **List of Background Papers**

- 22 None



## **Officer Contact**

Mr Craig Griffiths

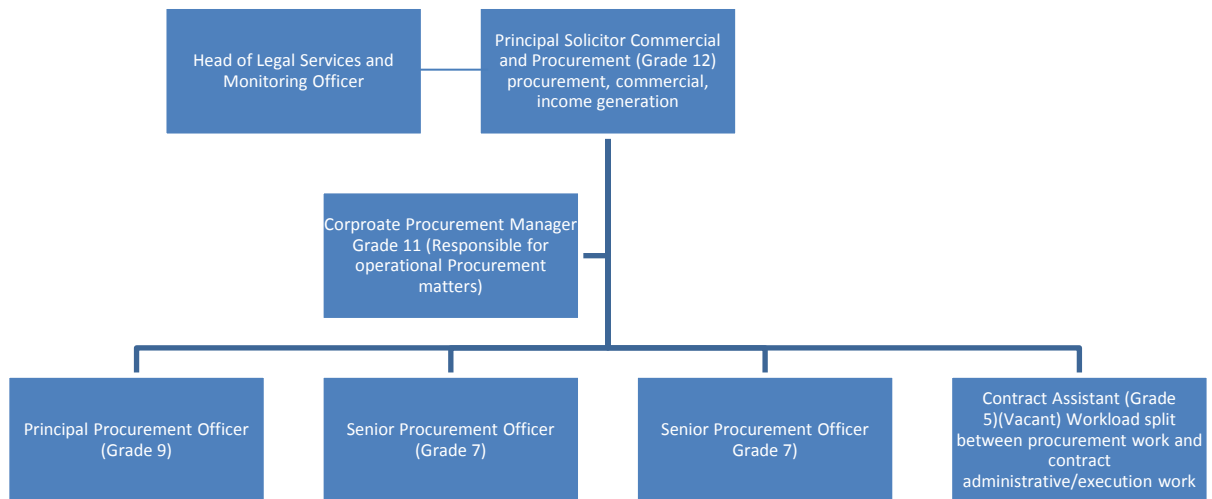
Head of Legal Services

01639 763767

[c.griffiths2@npt.gov.uk](mailto:c.griffiths2@npt.gov.uk)

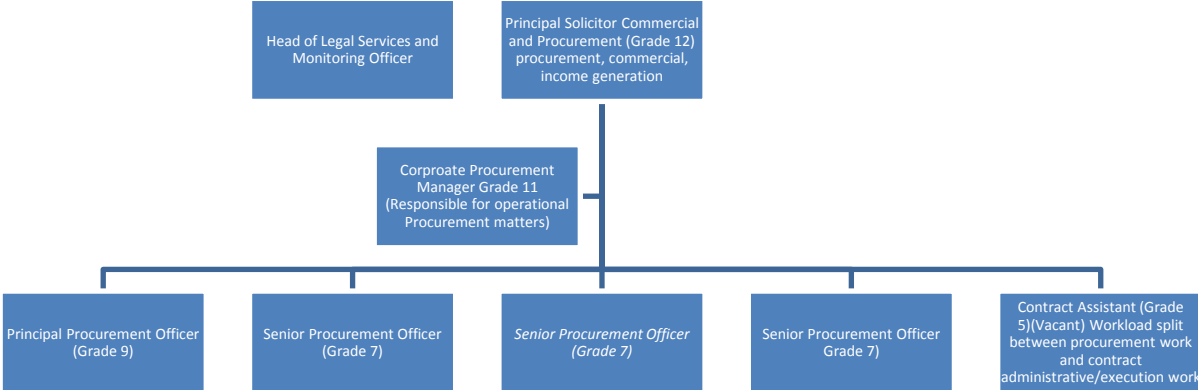
## Appendix 1

### Current Structure of Corporate Procurement Team



Appendix 2

Proposed Structure of Corporate Procurement Team



## **Appendix 3**

### Financial Appraisal

**SET UP COSTS**

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

**RECURRING COSTS**

	<u>Current</u> <u>Year</u> <u>£</u>	-	<u>Next</u> <u>Year</u> <u>£</u>	-	<u>Max</u> <u>in Full</u> <u>Year</u> <u>£</u>
-					
-					
<b><u>Costs</u></b>					
Employee Costs (Financial Appraisal Statement)					
> Starting Salary	33,505		34,638		34,638
> Additional cost at Maximum Salary					,,5,051
Accommodation Running Costs					
IT Annual Costs					
Other Running Costs (specify)	-				
<b>Total Recurring Costs</b>	<u>          33,505          </u>		<u>          34,638          </u>		<u>          39,689          </u>
<b><u>Funding of Recurring Costs</u></b>					
<b><u>External Sources</u></b>					
Specific Grant:					
- staffing costs					
- other					
Funding from External Agencies					
Service Level Agreement					
Other (specify)					
<b><u>Internal Sources</u></b>					
HRA					

Existing Budget Allocation			
Additional Guideline Allocation			
Other (specify)	<u>33,505</u>	<u>34,638</u>	<u>39,689</u>
<b>Total Funds Available</b>	<b><u>33,505</u></b>	<b><u>34,638</u></b>	<b><u>39,689</u></b>

## **Appendix 4**

### Equality Impact Screening Assessment

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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.

<b>Section 1</b>
What service area and directorate are you from?
Service Area: Corporate Procurement Unit
Directorate: Legal Services

**Q1(a) What are you screening for relevance?**

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

**(b) Please name and describe below**

Creation of an additional post of Senior Procurement Officer (Grade 7) to undertake social services procurement work.

**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 type="checkbox"/> (M)	<input checked="" type="checkbox"/> (L)

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

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

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

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

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

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

# Equality Impact Assessment Screening Form

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

High risk  
to reputation

(H)

Medium risk  
to reputation

(M)

Low risk  
to reputation

(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).**

No immediate equality impacts. All application processes will be conducted with Equality Act 2010 provisions in mind.

## Section 2

Screener- This to be completed by the person responsible for completing this screening
Name: Craig Griffiths
Location: Legal Services, Port Talbot Civic Centre, Port Talbot
Telephone Number: 01639 763767
Date: 11 <sup>th</sup> June 2018
Approval by Head of Service
Name: Craig Griffiths
Position: Head of Legal Services
Date: 11 <sup>th</sup> June 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

25th June 2018

### Report of the Head of ICT & Procurement

#### Matter for Decision

#### Wards Affected:

All wards

### Creation of Two Posts to address the Council's obligations under the new GDPR legislation.

#### Purpose of the Report

1. The purpose of this report is to create two posts within the ICT Division of the Finance and Corporate Services Directorate to ensure that the Authority complies with the new Data Protection Act and its GDPR obligations. The posts are:-  
  
2 x Records Officers (Grade 8 JE ID 3081)

#### Executive Summary

2. Two additional staff will be seconded into the IT Division until March 2020. These additional staff will work with Accountable Managers, Head Teachers, the Data Protection Officer and the Senior Information Risk Officer in addressing the requirements imposed under the new Data Protection Act.

#### Background

3. The new Data Protection Act and associated General Data Protection Regulation (GDPR) came into force in May 2018.

4. The Act enhances data subject's rights to access, correct and delete the information organisations hold about them, puts in place obligations for better data management for organisations and includes a new regime of fines.
5. The Act means that the Authority must have documentation relating to the reason that information is being collected and processed, descriptions of the information that's held, detail of how long it will be kept for and descriptions of technical security measures in place to protect that personal data and special categories of personal data (previously called sensitive personal data).
6. Failure to be compliant with this new act risks the Authority facing a financial penalty which could reach up to 20 million euros.
7. The two seconded staff will work with accountable managers and head teachers to cover all of the areas mandated by the new act.
8. It is envisaged that at the end of the period of secondment accountable managers and head teachers will be in a position to be self-sufficient in terms of compliancy with the Data Protection Act.

### **Financial Impact**

9. The costs associated with the two staff will be £146,118 over the two year period.
10. Funding for one of these posts will be met by the existing ICT budget. The second post will be funded in the first year with an increased guideline allocation. The costs for this post in the second year will be met with an allocation from school based budgets. This funding has been agreed with the Director of Finance & Corporate Services and the Director of Education.

### **Equality Impact Assessment**

11. There are no equality impacts associated with this report

### **Workforce Impacts**

12. The two posts will be filled internally from within the authority via the normal recruitment processes.

## **Legal Impacts**

13. The two staff will be seconded to ensure that the Authority complies with the new Data Protection Act.

## **Risk Management**

14. The secondment to the two posts will help to mitigate the risk of the Authority being subject to a financial penalty imposed by the Information Commissioner's Office (ICO), defend against any reputational damage any transgression might deliver or both.

## **Consultation**

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

## **Recommendations**

16. It is recommended that Members APPROVE the creation of two posts to the ICT of the Finance and Corporate Services Directorate to ensure that the Authority complies with the new Data Protection Act and its GDPR obligations. The posts are:-

2 x Records Officers (Grade 8 JE ID 3081)

## **FOR DECISION**

### **Reasons for Proposed Decision**

17. The initial workload imposed by the introduction of GDPR is significant and cannot be met with existing resources. Failure to recruit two extra staff to address these new duties will expose the Council and its schools to significant risk; both financial and reputational.

### **Implementation of Decision**

18. The decision is proposed for implementation after the three day call in Supplementary information

## **Appendices**

19. Appendix 1 - Financial Appraisal

Appendix 2 - Equality Impact Assessment Screening Form

## **List of Background Papers**

20. No background papers

## **Officer Contact**

21. Stephen John, Head of ICT & Procurement

[s.john@npt.gov.uk](mailto:s.john@npt.gov.uk)

01639 686218

# 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.

<b>Section 1</b>	
What service area and directorate are you from?	
Service Area:	ICT Division
Directorate:	Finance & Corporate Services

**Q1(a) What are you screening for relevance?**

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

**(b) Please name and describe below**

Secondment of two members of staff to the ICT Division until 31<sup>st</sup> March 2020 to carry out work relating to the new Data Protection Act

**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 type="checkbox"/> (M)	<input checked="" type="checkbox"/> (L)

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

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

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

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

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

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

# Equality Impact Assessment Screening Form

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

High risk  
to reputation

(H)

Medium risk  
to reputation

(M)

Low risk  
to reputation

(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).**

These posts will provide a back office support function to the Council's staff. They will not provide any citizen facing services.

## Section 2

Screener- This to be completed by the person responsible for completing this screening	
Name:	Ian John
Location:	ICT Divison, The Quays
Telephone Number:	01639 686036
Date:	13/06/18
Approval by Head of Service	
Name:	Stephen John
Position:	Head of ICT & Procurement
Date:	15/06/18

**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

25<sup>TH</sup> JUNE 2018

#### REPORT OF THE HEAD OF HUMAN RESOURCES – S.REES

##### Matter for Decision

**WARD(S) AFFECTED: All**

##### Workforce Plan

##### 1. Purpose of Report

To present a Workforce Plan for consideration and approval.

##### 2. Background information

Council services are delivered by people, the workforce of the Council. Workforce planning is a process of analysing the current workforce, determining future workforce needs, identifying the gap between the present and the future, and implementing solutions to address any gaps so that the Council can achieve what it needs to achieve. In other words, the aim of workforce planning it is to ensure that the right number of people with the right skills and attitudes are employed in the right place at the right time, to deliver both the short term and long term objectives of the Council.

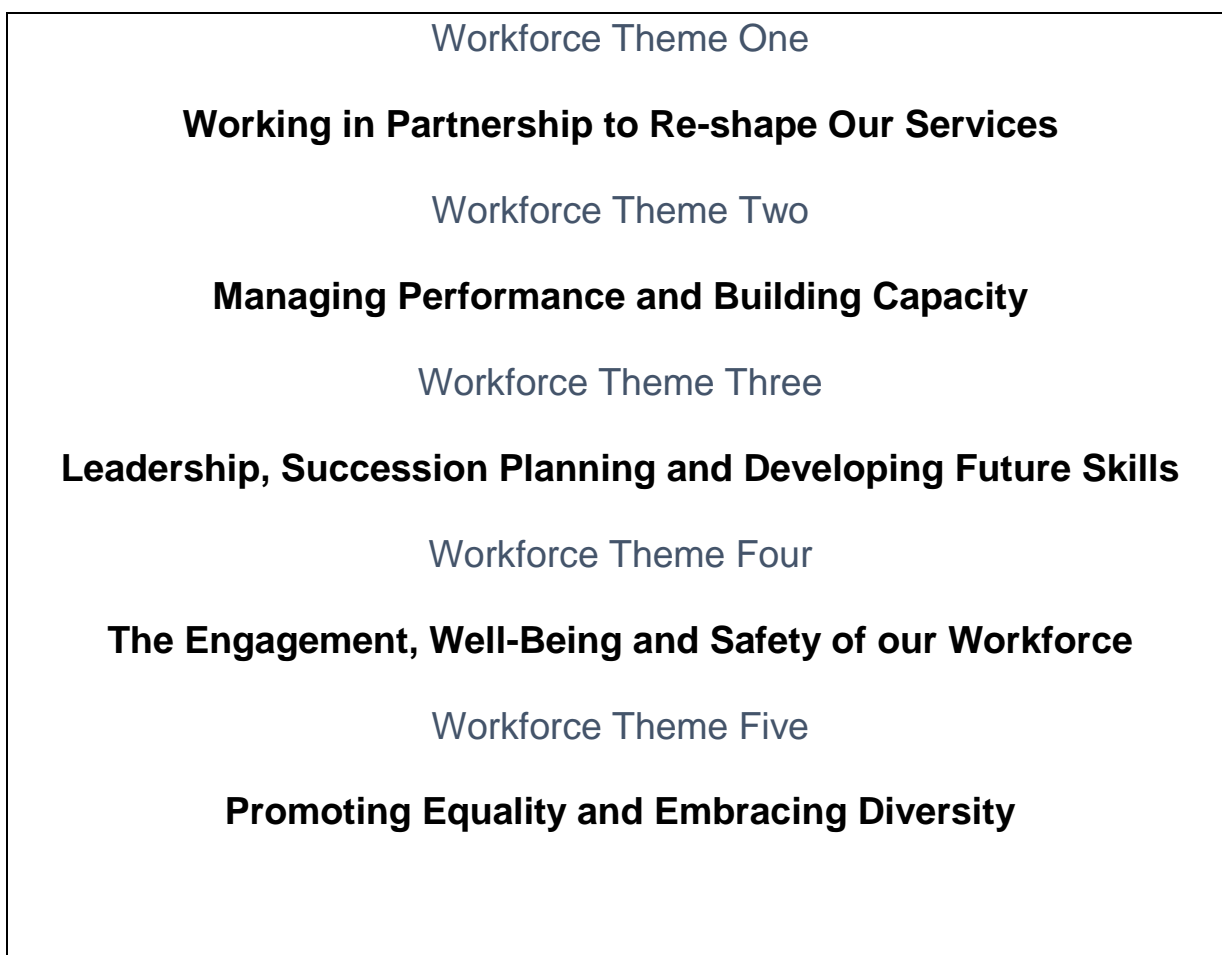
It is essential that workforce plans have a future focus, and in order to be effective, should have clear links to key organisational strategies, aims and objectives. Workforce planning must also be a dynamic process, and should be subject to constant review in order to remain relevant to the changing environment in which the Council operates.

##### 3. The Workforce Plan

The Council has clearly articulated its vision and strategic objectives, the three well-being objectives, and plans for the future, as well as the opportunities and risks that the Council faces. The workforce plan has been developed by analysing our current workforce and key workforce trends and identifying the priorities for the workforce set out in the

Corporate Plan, Financial Plan, Asset Management Plan and the Corporate Risk Register – comparing where we are now with where we want to be.

This led to the development of five key Workforce themes:



The action plan sets out how the Council will seek to implement this Workforce Plan, and how we can demonstrate progress.

#### **4. Implementation, Monitoring and Review**

The Workforce Plan provides a new corporate framework for workforce planning activities that will be implemented through the business planning and performance management system. It is planned that the Workforce Plan will be linked to the new performance system, CAMMS, in order to support monitoring and reporting on the priorities set out in the plan.

## **5. Consultation**

There is no requirement under the Constitution for external consultation on this item. Consultation has taken place with Cabinet Members, Corporate Directors and their management teams and the recognised trade unions. The Workforce Plan has been amended to reflect feedback received during the consultation.

## **6. Equality Impact Assessment**

The Workforce Plan specifically aims to support the requirement of the Equality Act 2010, for public bodies to “pay due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it: and
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.”

## **7. Financial Appraisal**

The Workforce Plan supports the implementation of the Council’s Financial Planning, referencing the impact of the Council’s reducing budget on the Council’s workforce and how we deliver services, and importantly what this means for the workforce of the future.

## **8. Recommendation**

That Members approve the Workforce Plan as set out in Appendix 1.

## **FOR DECISION**

### **8. Officer contact**

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

### **9. Appendices**

Appendix 1 – The Workforce Plan 2018 - 2022

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# **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

## **WORKFORCE PLAN**

**2018 - 2022**

## Foreword



Our services are delivered by people and it is the people who make this Council what it is.

The public sector is facing difficult and uncertain times and we are facing challenging financial pressures, along with social, economic, demographic and legislative changes. Facing this backdrop, we recognise that the future public sector workforce will look very different from today and we know that the challenges ahead will require us to work in different ways to continue to deliver and improve services.

This workforce plan sets out how we intend to shape our workforce over the next 5 years, to ensure that together we can create a bright future for all the people who live here. We need to ensure that we can continue to attract, retain and motivate the best employees with the right skills to deliver services that are the best they can be.

**Cllr R G Jones**  
**Leader of Council**

## The need for workforce planning

Neath Port Talbot County Borough Council will be undergoing significant transformational and budgetary challenges over the next five years and as a Council, we need to focus our resources, particularly our employees, on successfully delivering our corporate objectives and priorities.

These challenges have significant implications for our employees and will require new approaches to how we work with our citizens, the redesign of organisational structures and jobs, the development of new skills and a focus on how we engage our employees in the programme of change ahead. The purpose of our workforce plan is to enable us to keep pace with the workforce implications of our Corporate Plan and set out actions to help achieve our priorities and objectives.

**In other words, effective workforce planning will enable us to identify any gaps between our workforce of today and the workforce we need going forward over the next five years.**

The Workforce Plan of Neath Port Talbot has been drafted on the basis of the following steps:-

- Setting out the key challenges for our employees over the next five years, articulated in the Corporate Plan objectives and priorities, the Medium Term Financial Plan, the Asset Management Plan and the Corporate Risk Register.
- Understanding the current workforce within the Council and the issues which may affect the capacity and supply of suitably skilled employees over the next five years
- Seeking to anticipate the demand for employees and specifically the sort of skills and competencies required to take the Council forward
- Developing an action plan to seek to 'bridge the gap' between our current and identified future workforce needs
- Establish mechanisms for monitoring and reviewing the plan and sustaining the workforce planning processes

### The aim of the workforce plan:

To ensure the Council has the right number of people with the right skills and attitudes in place at the right time to deliver its services and functions.

## OUR CURRENT WORKFORCE

Our ability to address and meet the future workforce need will be, in part, based on an analysis of the current workforce and identification of significant underlying trends.

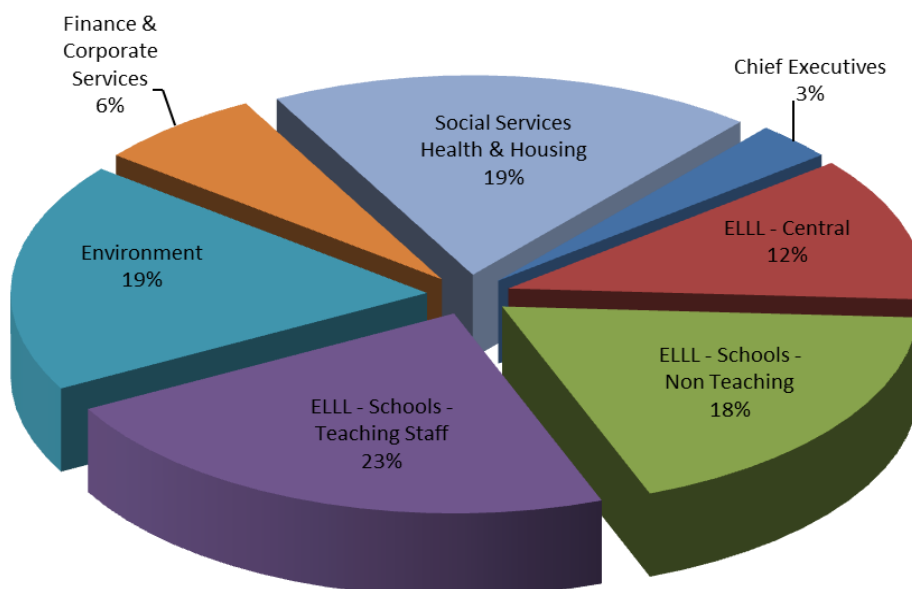
We produce a range of data and information in relation to our workforce, including:

- The Annual Equality in Employment Report
- The Pay Policy Statement
- Quarterly sickness monitoring data
- Agency worker monitoring
- Redundancy monitoring
- Head of Service Workforce Profiles
- Social Care Wales Workforce Development Programme Annual Report

This is a summary of what our workforce looks like (based on 31<sup>st</sup> March 2017, unless otherwise stated):

- We employ **6,310** people or **4,891** full-time equivalent (FTE) employees.
- In the last two years our workforce has reduced in headcount by **6.18%**.
- **53%** of our employees work in the Education, Leisure and Lifelong Learning Directorate. **41%** are directly employed in schools. **23%** of our employees are teachers and **18%** are school support staff.

Percentage of employees per directorate





- Our workforce is **71%** female and **29%** male.
- **97%** of those employed in our lowest paid pay band (Grade 1) are female.
- **22%** of those employed in our highest pay bands (Head of Service / Corporate Director / Chief Executive) are female.
- **42%** of our employees work part-time (i.e. contracted to work less than 37 hours).
- Female part-time employees represent **37%** of the total workforce.
- The **median pay** in our Council (as at 1<sup>st</sup> April 2018) is **£21,962**.
- Our **Median Gender Pay Gap** (excluding school employees) is **4.17%**.
- The ratio between the lowest paid employee's earnings and the highest paid employee's earnings (as at 1<sup>st</sup> April 2018) is 1:9.
- **28%** of our employees are aged between **50-59 years**, **27%** are aged **40-49 years**.
- **1%** of the workforce is aged **under 20**, **15%** are under **30**.
- Our workforce includes **1.01 %** from the Black, Asian and Minority Ethnic population.
- **1.4 %** of our workforce have indicated they have a disability
- **7%** of our workforce describe themselves as fluent Welsh speakers and writers
- Average **sickness absence** levels amongst our workforce (shown as working days/shifts lost per full-time equivalent employee) were **9.5 days** in 2017/18.
- **Stress** and **mental health** conditions accounted for the highest reasons given for sickness absence in 2017 / 18.
- 64% of all sickness absence related to **long term absence** from work (absence longer than 28 continuous days).

## Aligning the Workforce Plan

In order to understand what the Council's workforce will look like, where they will work, how they will work and what they need to achieve, this workforce plan must be aligned with the Council's Vision, Values, Well-being Objectives, Financial Planning, Asset Management Planning and governance arrangements.



## PURPOSE, VISION AND VALUES

### Purpose

Neath Port Talbot County Borough Council exists to serve and represent the interests of its citizens and communities. We strive to improve the economic, social, environmental and cultural well-being of all of our people.

### Vision

We want our county borough to be a place where everyone has an equal chance to get on in life – a place where people want to live, learn and work and bring up their family.

We want our beautiful natural environment, and our rich cultural and industrial heritage to be appreciated and protected for many future generations to come. We also want to pursue new and existing opportunities for economic growth so we can sustain our diverse communities for many years to come.

## Values

- We will **stand up** for our citizens and our communities, advocating for the needs and aspirations of our people in every aspect of our work.
- We will **listen** to our citizens, our workforce and our many partners and seek ways to meaningfully involve people in our work.
- We will celebrate **diversity** in all of its forms and work tirelessly for **greater equality** in all of our communities.
- We will conduct the work of the Council in an **open and accessible** way, ensuring we are properly **accountable** for the decisions we make.
- We will make the best use of all **resources** available to us.
- We will be open to challenge and will promote a culture of **learning and innovation** throughout our organisation.
- We will further strengthen the bonds of **collaboration**, working with others – including the voluntary, statutory and private sectors – to benefit our citizens and communities.

## **Corporate Plan Strategic Objectives and priorities 2017 – 2022**

To achieve our vision for the County Borough, the Corporate Plan sets out three strategic objectives, our well-being objectives. These well-being objectives fulfil the requirement under (s.3 (2) (a)) of the Well-being of Future Generations Act 2015 and establish the key objectives for the Council's workforce.

### **Well-being Objective 1 - To improve the well-being of children and young people**

*"All of our children and young people have the best start in life, so they can be the best they can be"*

### **Well-being Objective 2 - To improve the well-being of all adults who live in the county borough**

*"Everyone participates fully in community life – socially and economically"*

### **Well-being Objective 3 - To develop the local economy and environment so that the well-being of people can be improved**

*"The whole of the county borough will be a vibrant and healthy place to live, work and enjoy recreational time"*

## Medium Term Financial Plan

Since 2010, £78 million has been cut from the Council's revenue budget and the workforce has reduced by a quarter. The Council's model of **social partnership established between elected members, officers and trade unions** has been crucial in managing the significant change programmes required to reduce staff numbers whilst at the same time protecting the workforce from compulsory redundancy to the maximum extent possible. We have robust mechanisms and processes in place to facilitate full and meaningful consultation, negotiation and genuine involvement in decisions that affect employees' lives. Five voluntary redundancy programmes have been delivered, and the ground breaking and unique Workforce Strategy Collective Agreement implemented in 2013 contributed approximately £8 million over the 5 year lifetime of the Agreement, safeguarding jobs and reducing the Council's pay bill costs.

**We are proud to have a strong social partnership with our trade unions.**

The cross-cutting **Head of Service Workforce Planning Group**, which includes our trade union partners, meets on a regular basis with the key aim of managing the reduction in staff numbers whilst at the same time safeguarding employment and minimising compulsory redundancies. Key measures supported by the group are:

- Restrictions on external recruitment
- The staff mobility clause
- Redeployment of employees at risk of redundancy (846 employees were redeployed between 1<sup>st</sup> April 2013 and 31<sup>st</sup> March 2017)
- Agency worker monitoring

As we anticipate the need to make further cuts in revenue expenditure in the region of an estimated £64 million over the next four years, this will undoubtedly require equally innovative approaches. The Corporate Plan sets out key measures and strategies to help the Council continue to set a balanced budget. These include:

- A renewed focus on income generation
- Accelerating the introduction of new models of service, in particular, changing the way we work with communities, building social capital and involving people in different ways to meet the needs of our communities now and into the future
- Further economy, efficiency and value for money reviews
- Further automation of processes and services through an expanded digital programme
- Further reduction in some service levels

There will clearly be a need to keep pace with the workforce implications of this very challenging agenda. This Workforce Plan sets out measures to build both the capacity and the capability of our workforce to deliver the well-being objectives set out in the Corporate Plan, whilst at the same time responding to the financial challenge.

## Asset Management

The Council's Property Asset Management Plan sets out measures to deliver a fit for purpose **Agile Working Programme**. This aims to promote staff retention, improve morale and increase productivity by providing a more flexible working environment, provide more effective and efficient use of space therefore reducing occupational costs and provide opportunities where possible to offer surplus office space to external organisations on a commercial basis.

To support agile working, the ICT **Unified Communication Strategy** will provide the tools our employees need, that can be used as and where required, allowing staff to collaborate and contact inside and outside the organisation.

Workforce planning will address the actions required to support the introduction of agile working and the new technology that will support it.

## Risk and Governance

The Council's risk registers set out risks identified by senior management teams. Strategic Risks are defined as those risks which may threaten the achievement of an organisation's longer term strategic goals and objectives and are often the responsibility of Senior / Executive Management to monitor and report on. Operational Risks are defined as those risks which affect the organisation at the business unit or department level.

This Workforce Plan sets out measures in response to risks identified that either directly relate to the workforce, or have workforce implications. These risks are summarised below:

### Strategic risks:

- Failure to adequately undertake workforce planning could lead to the Council not having the right numbers of the right people, in the right place, at the right time, doing the right things
- Failure to manage the Health & Safety of the workforce
- Business continuity – serious disruption to Council services and functions

### Operational risks:

- Service delivery failures due to:
  - insufficient capability and / or experience
  - insufficient capacity
  - increased sickness absence levels

## Corporate Change Programme

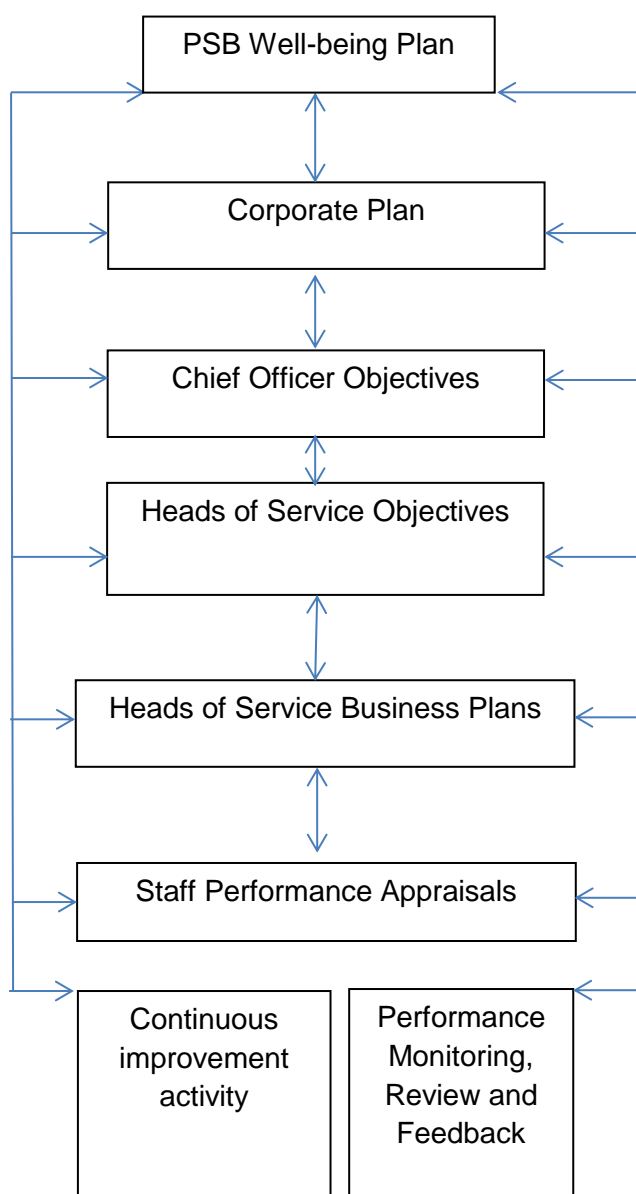
Over the next 12 months, the Council-wide corporate change programme will focus on extending the use of digital technologies, exploiting new income sources and working differently with its communities. Three work streams will drive forward the change:

- **Digital by Choice**
- **Sharing the Load**
- **Better Together**

Ensuring that our employees are in the right place and have the right skills and tools to contribute effectively to the change programme is a priority for workforce planning.

## Delivering our well-being objectives and priorities

The Council has a clear structure in place for delivering the objectives, priorities and actions set out in the Public Service Board (PSB) Well-being Plan and the Council's Corporate Plan. This structure ensures a connection between each member of staff and the objectives and the priorities of the Council, via the **Annual Performance Appraisal Review**:





## Our workforce vision

It is important that we are able to map out our priority workforce measures needed to shape the future workforce and ensure it has the capacity and capability to deliver our Corporate Plan. We can then deliver **what matters** to our communities and customers and fulfil our well-being objectives and the Workforce Management Improvement Priority.

We want to:

- **Lead by example**
- **Ensure our workforce is developed, motivated and valued**
- **Enable our workforce to do the best it can and deliver the best possible services to our communities.**

## Priorities for our workforce

To support the delivery of our objectives and priorities over the next five years, we will focus on five key workforce themes:

### Workforce Theme One

#### **Working in Partnership to Re-shape Our Services**

### Workforce Theme Two

#### **Managing Performance and Building Capacity**

### Workforce Theme Three

#### **Leadership, Succession Planning and Developing Future Skills**

### Workforce Theme Four

#### **The Engagement, Well-Being and Safety of our Workforce**

### Workforce Theme Five

#### **Promoting Equality and Embracing Diversity**

## Workforce Theme One

### Working in Partnership to Re-shape Our Services

<b>Workforce Priority</b>							
<b>Action</b>	<b>What will be the outcome?</b>	<b>How will we demonstrate progress?</b>	<b>Outlook</b>				
			Baseline	18/19	19/20	20/21	21/22
To strategically manage changes in staffing numbers to support the Forward Financial Plan in partnership with the trade unions.	Employee headcount will change in line with service priorities, with the Council's continued commitment to safeguard employment to the maximum extent possible; compulsory redundancy being the last resort.	Number of compulsory redundancies	26	The number of compulsory redundancies to be minimal compared to overall job loss numbers – subject to economic conditions.			SR
		Number of voluntary redundancies	160	The number of voluntary redundancies / successful redeployments to represent the majority of overall job loss numbers – subject to economic conditions.			SR
		Number of “at risk” employees redeployed within the Council	98				
To develop the skills that managers need to contribute to the Corporate Change Programme, and to explore new models of service, changing the way we work with communities and build social capital.	An organisational development programme that will equip staff at all levels with the knowledge, skills and confidence to work with communities in a different way, embracing the asset based community development model and being able to exploit new opportunities for income generation.	In 2018 / 2019 Heads of Service to produce annual Service Workforce Plans, identifying the key skills employees have that can be matched to council priorities, the service specific skills gaps and other key workforce challenges, to inform the development of the organisational development programme.	To be developed.				SR
To support the workforce actions needed to implement an Agile Working Strategy.	Effectively managed and implemented change to how we work.	The successful roll out of agile working, to be determined by the Agile Working Strategy	Baseline and measures will be developed in line with the Agile Working Strategy.				SR

Priority Two

Managing Performance and Building Capacity

Workforce Priority							
Action	What will be the outcome?	How will we demonstrate progress?	Outlook				
			Baseline	18/19	19/20	20/21	21/22
To strengthen the Council's Performance Management Framework.	Every employee will have a performance appraisal on an annual basis.	% of employees who receive a performance appraisal.	n/a	To be developed.			Each HOS
To maximise employee attendance at work.	Improved attendance at work and reduced sickness absence.	FTE days lost.	2017/18 9.5 fte days	To be developed.			Each HOS
Develop approaches to support greater mobility of staff between services.	Fit for purpose Employee Secondment Policy and Procedure.	Implementation of fit for purpose policy arrangements.	n/a	To be developed.			SR
	Fit for purpose redeployment processes to support employees at risk of redundancy.	Implementation of fit for purpose arrangements.	n/a	To be developed.			SR

Priority Three

**Leadership, Succession Planning and Developing Future Skills**

Workforce Priority								
Action	What will be the outcome?	How will we demonstrate progress?	Outlook					
			Baseline	18/19	19/20	20/21	21/22	Lead HOS
To ensure the Council has robust succession planning arrangements in place.	Each service of the Council has considered its succession planning arrangements and has an action plan in place to ensure future leadership and skills.	Each service will report that it has an up-to-date succession plan in place.	To be developed.					Each HOS
To develop our leaders.	Strengthened leadership and management arrangements.	Delivery of a Leadership Development strand of the Organisational Development Strategy.	To be developed.					SR
To support young people leaving full-time education to enter employment.	The provision of work placement, apprenticeships and trainee opportunities for young people within the Council's workforce, in particular providing opportunities for Looked After Children.	% vacancies advertised as apprentice opportunities.	28%	45%	50%	55%	60%	SR
		Number of apprenticeship, traineeship and work placement opportunities made available within the Council	48	83	95	110	125	SR
		Number of ring-fenced opportunities for NEET and LAC placements	N/a	10	15	20	25	SR
		Maximisation of Government Apprentice Levy.	Ongoing monitoring and promotion of apprentice placements and maximise funding of other training costs for existing employees within the Council.					SR
To develop the digital	Employees will have the digital	The delivery of a Workforce	Baseline and measures will be					SR

Workforce Priority							
Action	What will be the outcome?	How will we demonstrate progress?	Outlook				Lead HOS
			Baseline	18/19	19/20	20/21	
skills of the workforce in partnership with the trade unions.	skills they need to do their jobs effectively.	Digital Skills Strategy.	developed in 18/19.				
To develop the Social Care Workforce of Neath Port Talbot.	Employees will receive training and development in line with the Social Care Wales Workforce Development Plan (SCWWDP).	The SCWWDP Grant Annual Monitoring Report.	To be developed.				SR
	The Domiciliary Care workforce will be registered in line with the requirements of Regulation and Inspection Act, and will be appropriately trained and qualified to meet the R&I Act requirements.	% of the workforce who are registered with Social Care Wales	To be developed.				SR / AT
		% of the workforce who complete post registration training and qualification requirements.	To be developed.				SR / AT

Priority Four

The Engagement , Well-Being and Safety of our Workforce

Workforce Priority								
Action	What will be the outcome?	How will we demonstrate progress?	Outlook					
			Baseline	18/19	19/20	20/21	21/22	Lead HOS
To ensure that the Council demonstrates sound occupational health and safety performance, including the minimisation of risks associated with occupational hazards.	Conformity to the British Standard Occupational Health & Safety Assessment Series 18001, the internationally applied British Standard for occupational health and safety management systems.	Following regular audit and monitoring, continued registration with the British Standards Institute.	To be developed.					SR
To develop an Employee Engagement Strategy in partnership with the Corporate Communication Team and our trade unions.	A strategy to implement and measure actions to improve employee engagement across services.	Delivery of an Employee Engagement Strategy, in conjunction with the Corporate Communication and Community Relations Strategy.	To be developed.					SR / KJ
To comply with the obligations of the Civil Contingencies Act 2004.	Every service will implement Business Continuity Planning arrangements across the Council.	Every service will report that it has an appropriate, fit-for-purpose and up-to-date Business Continuity Plan in place, that has been communicated to all relevant employees and is tested on a regular basis.	To be developed.					Each HOS.

Workforce Priority							
Action	What will be the outcome?	How will we demonstrate progress?	Outlook				Lead HOS
			Baseline	18/19	19/20	20/21	
To support the implementation of our local, joint Violence Against Women, Domestic Abuse and Sexual Violence Strategy.	Our Employees will be trained to spot the signs of violence and to know how to refer people to support services.	% Council staff trained at each level of the National Training Framework.	25	approximately 6000 (100% of employees)	Mop up training sessions e.g. for new staff and other employees who have not received training		SR
To promote well-being through the workplace.	The development of a Mental Health in the Workplace Strategy in partnership with the trade unions, and a strategic approach to supporting the mental health of employees, with actions aimed at reducing sickness absence caused by mental health illness.	Delivery of a Mental Health Strategy.	To be developed.				SR
	To raise awareness about the Menopause in partnership with the trade unions.	Employees will have greater awareness of how women in the workplace may be affected by the Menopause and know how to refer people to support services.	To be developed.				SR
	Improved customer	Roll out of the OuCH					

Workforce Priority							
Action	What will be the outcome?	How will we demonstrate progress?	Outlook				Lead HOS
			Baseline	18/19	19/20	20/21	
	access to occupational health services, with the implementation of a digital system to manage referrals and all other aspects of employee occupational health, improving efficiency, and access to timely and appropriate medical guidance and advice to support the management of employee health in the workplace.	System to all services.	To be developed.				



Priority Five

Promoting Equality and Embracing Diversity

Workforce Priority							
Action	What will be the outcome?	How will we demonstrate progress?	Outlook				
			Baseline	18/19	19/20	20/21	21/22
The Council will ensure that our recruitment processes promote fairness, equality and inclusion	Our recruiting managers will be aware of their responsibilities under the Equality Act 2010 in relation to making reasonable adjustments, at interview and when considering the best applicant for the post, ensuring a fair and transparent process.	Number of staff attending recruitment training	Tbc	To be developed.			
		% of participants in recruitment training sessions that consider their knowledge has increased	Tbc	To be developed.			
		Number of complaints and / or grievances received in relation to recruitment processes / outcomes	Tbc	To be developed.			
	The Council will achieve The Disability Confident Employer Status (Level 2) (biannual assessment)	% of job vacancies advertised through organisations and media aimed particularly at disabled people	n/a	To be developed.			SR
		Development of Mental Health Strategy, to include guidance, information and advice for managers and staff on mental health conditions	n/a	To be developed.			SR
	% of employees identifying as disabled	1.4%	To be developed.			SR	
	NPT's BME community will be engaged and supported to increase employment	Support strategy to be developed.		To be developed.			SR

Workforce Priority							
Action	What will be the outcome?	How will we demonstrate progress?	Outlook				
			Baseline	18/19	19/20	20/21	21/22
	opportunities both within the Council and the wider County Borough.						
To develop a strategy to close the Council's Gender Pay Gap.	The Council will understand the reasons for our gender pay gap and will have identified actions to close the pay gap.	In 2018 / 2019 the Council will publish its % median gender pay gap (excluding schools).	4.17%	To be developed.			SR
Implementation of Welsh Language Standards in relation to recruitment and employment	The Welsh language is treated no less favourably than the English language in relation to vacant posts advertised and recruited to.	Number of posts advertised and assessed as:  (a) Welsh language skills are essential; (b) Welsh language skills need to be learnt when appointed to the post; (c) Welsh language skills are desirable; or (d) Welsh language skills are not necessary.	15  0  79  313	To be developed.			SR
	Improved Welsh language capability and confidence within the workforce.	Numbers of employees who have accessed Welsh language learning, training and development.	63	To be developed.			
To support obligations set out the Strategic Equality Plan (SEP).	Employees will be aware of their obligations under the SEP and will have training and development to support this, appropriate to their role.	Appropriate actions will be set out in the Organisational Development Strategy.	To be developed.			SR	



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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### PERSONNEL COMMITTEE

25<sup>TH</sup> JUNE 2018

#### REPORT OF THE HEAD OF HUMAN RESOURCES – S.REES

##### Matter for Information

**WARD(S) AFFECTED: All**

##### Pay updates

##### 1. Purpose of Report

The purpose of this report is to update Members in relation to national pay negotiations.

##### 2. Background information

Members were provided with information at the last meeting in relation to the pay agreement reached at a national level in respect of Local Government Services “Green Book” employees. The pay agreement is for two years, and includes a minimum pay increase of 2% to apply from April 2018 and April 2019, with a new pay spine to be implemented with effect from 1<sup>st</sup> April 2019.

##### 3. Chief Executives’ Pay Agreement 2018 - 2020

The JNC for Chief Executives of Local Authorities have confirmed that agreement has now been reached on pay awards applicable in 2018 and 2019. A pay increase of 2% will apply from 1<sup>st</sup> April 2018 and 1<sup>st</sup> April 2019. This agreement covers the period from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2020.

Members are asked to note that the Chief Executive has declined the pay award applicable from 1<sup>st</sup> April 2018.

#### **4. Chief Officer Pay 2018 - 2020**

For clarity, in this Council, Chief Officer pay and terms and conditions of service, relate to Corporate Directors and Heads of Service.

The National Employers for local government services have confirmed the pay offer for the period 2018 – 2020, in a letter to the trade unions dated 8<sup>th</sup> June 2018. The pay offer, described as the ‘final pay offer’ is for 2% on basic salary to apply from 1<sup>st</sup> April 2018 and 2% on basic salary to apply from 1<sup>st</sup> April 2019. In addition there is an offer to open discussions in relation to a trade union request to “cooperate on a joint survey on the levels of stress, workload pressures and unpaid overtime being experienced by Chief Officers”.

The response to this offer is awaited, and an update will be provided at committee.

#### **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 pay.

#### **FOR INFORMATION**

#### **8. Officer contact**

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

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### PERSONNEL COMMITTEE

25<sup>TH</sup> JUNE 2018

#### REPORT OF THE HEAD OF HUMAN RESOURCES – S.REES

##### **Matter for Decision**

##### **WARD(S) AFFECTED: All**

##### **Creation of a part-time Mental Health Nurse**

##### **Purpose of Report**

The purpose of this report is to seek Member approval for the creation of a part-time Mental Health Nurse based within the Occupational Health Unit.

##### **Background information**

The Council established a Sickness Taskforce, based within the HR team and supported by the recognised trade unions, in 2014. The taskforce, with additional resources made available, have implemented the Early Intervention, Effective Communication and Case Management Strategy. In 2017 / 2018, sickness absence across the Council reduced by 4% to 9.5 FTE days per employee. School sickness budgets reduced by £280k. This Council is 6<sup>th</sup> on the sickness benchmarking table out of the 22 Local Authorities in Wales.

However, more can still be achieved. Mental health related absence accounts for the biggest cause of sickness absence. In 2017 / 2018 6,823 days of absence related to 'stress'. 2096 days absence related to bereavement / grief reaction and 2080 days absence related to depression. Members will note in the Workforce Plan, presented at this committee today, that the development of a Mental Health Strategy is a key priority, developing, in partnership with the trade unions, a strategic approach to supporting the mental health of employees, with actions aimed at reducing sickness absence caused by mental health illness.

## **Proposal**

To create a part-time Mental Health Nurse, based within the Occupational Health Team, to support mental health within the workplace. The post holder will provide reactive interventions to support those already identified as having mental health conditions, as well as preventative mental health programmes.

## **Financial impact**

The salary cost at the bottom of Grade 8, employed for 2 days per week, 0.4 FTE, will be £17,246. The cost will be funded within the Directorate.

## **Consultation**

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

## **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 ensure appropriate and specialist occupational health support is available for employees with mental health conditions.

## **Legal impacts**

There are no legal impacts associated with this report.

## **Risk management**



This proposal will help reduce risks associated with mental health illness within the workplace.

## **7. Recommendation**

It is recommended that approval is granted for the establishment of a Mental Health Nurse at Grade 8, 0.4 FTE based in the Occupational Health Unit.

### **FOR DECISION**

#### **Reason for proposed decision**

To support employees with mental health conditions within the workplace.

#### **Implementation of decision**

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

#### **Officer contact**

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

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

#### **Appendices**

Appendix 1 – Financial assessment

Appendix 2 – Equality Impact Assessment

## FINANCIAL APPRAISAL

**SET UP COSTS**

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

**RECURRING COSTS**

	<u>Current</u> <u>Year</u>	<u>Next</u> <u>Year</u>	<u>Max in Full</u> <u>Year</u>
	<u>£</u>	<u>£</u>	<u>£</u>
-		-	-
-			
<b><u>Costs</u></b>			
Employee Costs (Financial Appraisal Statement)			
> Starting Salary	14,960	15,435	14,960
> Additional cost at Maximum Salary			2,286
Accommodation Running Costs			
IT Annual Costs			
Other Running Costs (specify)	-		
<b>Total Recurring Costs</b>	<b>14,960</b>	<b>15,435</b>	<b>17,246</b>
<b><u>Funding of Recurring Costs</u></b>			
<b><u>External Sources</u></b>			
Specific Grant:			
- staffing costs			
- other			
Funding from External Agencies			
Service Level Agreement			
Other (specify)			
<b><u>Internal Sources</u></b>			
HRA			

Existing Budget Allocation			
Additional Guideline Allocation			
Other (specify) (Reserves)	<u>14,960</u>	<u>15,435</u>	<u>17,246</u>
<b>Total Funds Available</b>	<u>                    </u>	<u>                    </u>	<u>                    </u>

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: Occupational Health

Directorate: CHEX

**Q1(a) What are you screening for relevance?**

Service/  
Function

Policy/  
Procedure

Project

Strategy

Plan

Proposal

**(b) Please name and describe below**  
Appointment of Mental Health Nurse

**Q2(a) What does Q1a relate to?**

Direct front line  
service delivery

 (H)

Indirect front line  
service delivery

 (M)

Indirect back room  
service delivery

 (L)

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

Because they  
need to

 (H)

Because they  
want to

 (M)

Because it is  
automatically provided to  
everyone in NPT

 (M)

On an internal  
basis  
i.e. Staff

 (L)

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

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

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

High visibility

Medium visibility

Low visibility

to general public  
 (H)

to general public  
 (M)

to general public  
 (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  
 (H)

Medium risk  
to reputation  
 (M)

Low risk  
to reputation  
 (L)

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

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

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

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

This is an internal advisory role and has been determined through the application of this assessment as being low.

## Section 2

Screener- This to be completed by the person responsible for completing this screening	
Name:	Shaun Burgess
Location:	The Quays
Telephone Number:	01639 763955
Date:	18/06/2018
Approval by Head of Service	
Name:	Sheenagh Rees
Position:	Head of Human Resources
Date:	18/06/2018

**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

25th June 2018

## Report of the Head of Human Resources - Sheenagh Rees

### Matter for Information

#### Wards Affected:

All wards

## Review of Payments for Travel and Subsistence

### Purpose of the Report

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

### Background

2. The Authority's Travel and Subsistence Policy was last reviewed in March 2017 and there is a requirement to review it annually in line with the retail prices index, subject to certain criteria outlined in the Policy, based on current rates.
3. There has been an increase of 0.83% in the food element of the retail prices index during the period March 2017 to May 2018.
4. In relation to accommodation and 'out of pocket' expenses, there has been an increase of 5.61% in the travel and leisure index during the same period.

5. The table below shows current rates and the proposed rates, which, if agreed, would apply from 1st July 2018:-

	1/3/2017 Rate	RPI Increase (for May 2018)	Revised Rate
Breakfast	Up to £5.84	0.83%	Up to £5.88
Lunch	Up to £8.33	0.83%	Up to £8.39
Tea	Up to £3.33	0.83%	Up to £3.35
Evening Meal	Up to £14.02	0.83%	Up to £14.13
Bed and Breakfast (outside London)	Up to £86.02	5.61%	Up to £90.84
Bed and Breakfast (within London)	Up to £111.55	5.61%	Up to £117.80
Allowance for “out of pocket” expenses	£4.89 per night	5.61%	Up to £5.16

#### Car Allowance Payments

The amount in relation to car allowance and motorcycle payments remain unchanged and in line with the HMRC rates, as per below.



	Current Rate	
Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p

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

### **Financial Impact**

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

### **Workforce Impacts**

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

### **Legal Impacts**

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

### **Risk Management**

8. There are no risks associated with this report.

### **Consultation**

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

## **Recommendations**

10. It is RECOMMENDED that Members APPROVE the review of payments made to employees in respect of travelling, accommodation and meals expenses incurred whilst on business journeys as part of their role. This review to be effective from 1st July 2018.

FOR DECISION

## **Appendices**

11. Revised Travel and Subsistence Policy

## **List of Background Papers**

12. None

## **Officer Contact**

13. Sheenagh Rees, Head of Human Resources

Tel: 01639 763315

Email: [s.rees3@npt.gov.uk](mailto:s.rees3@npt.gov.uk)

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Personnel Committee

25th June 2018

## Report of the Head of Human Resources - Sheenagh Rees

### Matter for Information

#### Wards Affected:

All wards

## Meal Charges in Residential Accommodation

### Purpose of the Report

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

### Background

2. The Authority's scheme for meal charges was reviewed last year and in order to remain up to date, it is necessary to review on an annual basis, in line with the retail prices index.
3. The food element of the retail prices index has increased by 0.83% during the period March 2017 to May 2018 and it is proposed that the current rate is increased accordingly.

### Proposed Increase

Shown below is a table of the current rates and the proposed rates which would apply from 1st July 2018:-

	1/7/2017 Rate	RPI Increase (for May 2018)	Revised Rate
Breakfast	96p	0.83%	96p
Dinner/Main Meal	£1.63	0.83%	£1.64
Tea	47p	0.83%	47p
Snack Supper	75p	0.83%	75p

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

### **Financial Impact**

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

### **Workforce Impacts**

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

### **Legal Impacts**

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

### **Risk Management**

6. There are no risks associated with this report.

## **Consultation**

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

## **Recommendations**

8. It is RECOMMENDED that Members APPROVE the revised rates for Meal Charges in Residential Accommodation and that these are applied from 1st July 2018.

FOR DECISION

## **Appendices**

9. None

## **List of Background Papers**

10. None

## **Officer Contact**

11. Sheenagh Rees, Head of Human Resources

Tel: 01639 763315

Email: [s.rees3@npt.gov.uk](mailto:s.rees3@npt.gov.uk)

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