

PERSONNEL COMMITTEE

2.00 PM - MONDAY, 3 SEPTEMBER 2018

COMMITTEE ROOMS 1/2 - PORT TALBOT CIVIC CENTRE

PART 1

1. Declarations of Interest

Report of the Director of Finance and Corporate Services

2. Restructure of the Financial Services Division (*Pages 5 - 8*)

Report of the Head of Participation

3. Changes to the Structure of Communities for Work Plus Service within the Education, Leisure and Lifelong Learning Directorate (*Pages 9 - 22*)

Report of the Head of Transformation

4. Changes to the Structure of the Support for Inclusion Service, Education Leisure and Lifelong Learning Directorate (*Pages 23 - 32*)

Report of the Head of Streetcare

5. Foundation Apprentices - Lighting and Building Services (*Pages 33 - 38*)

Report of the Head of Planning and Public Protection

6. Creation of a Part-time post - Craig Gwladus Project Manager (*Pages 39 - 48*)

Report of the Head of Human Resources

7. Equalities Employment Information 2017/2018 (*Pages 49 - 76*)
8. Revised Social Media Policy (*Pages 77 - 92*)
9. HR Support to Schools Budget Setting Process and Strategic Schools Improvement Programme Spring 2018 (*Pages 93 - 106*)
10. Soulbury Committee Pay Update 2018/2019 (*Pages 107 - 112*)
11. JNC for Community Workers Pay Update 2018/2019 (*Pages 113 - 118*)
12. Urgent Items
Any urgent items at the discretion of the Chairperson pursuant to Section 100B(4)(b) of the Local Government Act 1972.
13. 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

14. Changes to the Staffing Structure of the Think Family Partnership Service, within the Education, Leisure and Lifelong Learning Directorate (*Pages 119 - 128*)

S.Phillips
Chief Executive

Civic Centre
Port Talbot

Tuesday, 28 August 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
Members:**

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

REPORT OF THE DIRECTOR OF FINANCE AND CORPORATE SERVICES – HYWEL JENKINS

3rd September 2018

Matter for Decision

Wards Affected - All

Report Title:

Restructure of the Financial Services Division.

Purpose of Report

- 1 The purpose of this report is to seek Members approval to delete the post of Chief Accountant (Capital and Corporate) within the Finance and Corporate Services Directorate and to make further staffing adjustments as required throughout the Division.

Executive Summary:

- 2 Following the recent appointment of the Chief Accountant (Corporate and Capital) to the post of Head of Financial Services, there is a requirement to now delete the post of Chief Accountant (Corporate and Capital) and also make a number of staffing adjustments within the Division. These changes will ensure that the service is delivered efficiently and effectively whilst also making a contribution towards the Directorate's financial savings target.

Background

- 3 An appointment to the post of Head of Finance was made by the Special Appointments Committee on 11th July 2018. This internal appointment was predicated on the successful candidates existing post being deleted and the re-organisation of duties within the Finance Section.

In addition to the deletion of this post there are a number of individuals who have previously expressed an interest in leaving the organisation via voluntary redundancy who, subject to acceptance of appropriate business cases, will exit the organisation over the forthcoming months.

Proposal:

- 4 It is proposed that the post of Chief Accountant (Capital and Corporate) be deleted with other resultant staffing adjustments being made to contribute to the Directorate's Forward Financial Plan target.

Details of any amendments made will be included in a subsequent report to Personnel Committee.

Financial Impact:

- 5 It is not possible to quantify the financial impact of this proposal apart from to confirm that any amendments made will deliver savings which will help meet the Directorate's current and future years' targets. The current Forward Financial Plan assumes budget savings of £163k in 2018/19 and £95k in 2019/20.

Integrated Impact Assessment:

- 6 An Integrated Impact Assessment will be included when then the outcome of this restructuring is reported back to Personnel Committee.

Workforce Impacts:

- 7 Following the retirement of the current Head of Finance and the loss of staff via the ER/VR scheme it is proposed to restructure the Finance Division. There are no proposed compulsory redundancies and there will be an opportunity for some staff progression.

Legal Impact:

- 8 All amendments to the staffing structure of the Finance Division will be in line with the Council's Management of Change in Partnership Policy.

Risk Management:

- 9 There is a need to restructure the service following the loss of experienced staff and the need to put in place a new structure within finances available.

Consultation:

- 10 There is no requirement under the Constitution for external consultation on this item. However consultation with staff and Trade Unions on a proposed new structure will be commenced.

Recommendation:

- 11 It is **RECOMMENDED** that Members **APPROVE** the following:
- The post of Chief Accountant (Capital and Corporate) be deleted from the structure.
 - The Director of Finance and Corporate Services be granted delegated power to consult and make subsequent staffing adjustments within the Finance Division.
 - To receive a subsequent report setting out the agreed changes and structure.

FOR DECISION

Reasons for Proposed Decision:

- 12 This proposal will ensure that an efficient and effective structure is put in place following the deletion of a Chief Accountant post and will deliver savings to contribute towards the Council's Forward Financial Plan.

Officer Contact:

Hywel Jenkins, Director of Finance and Corporate Services.
h.jenkins@npt.gov.uk, 01639 763252

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

3rd September 2018

Report of the Head of Participation Mr Chris Millis

Matter for Decision

Wards Affected: All Wards

Changes to the Structure of Communities for Work Plus Service within the Education, Leisure and Lifelong Learning Directorate

Purpose of the Report

To seek member approval to make changes to the staffing structure of the Communities for Work Plus Service within the Education, Leisure and Lifelong Learning Directorate, details as follows:

Posts to be created:

- 1 x Legacy Community Counsellor Grade 8 (37 hours)
- 1 x Digital Inclusion Ambassador Grade 7 (30 hours),

Executive Summary

These posts will be funded by the Legacy Fund, which is a Welsh Government funded initiative, which has enabled NPT to keep the best elements of the Communities First programme which ended on the 31st March 2018. This links into the new Communities for Work

Plus programme, an employability focused programme which commenced on the 1st April, and provides a wrap-around service to the existing ESF Communities for Work.

Background

With the closure of Communities First ending on the 31st March 2018, Welsh Government announced that a Legacy Fund (6 million) across Wales would commence on the 1st April 2018. This allowed Lead Delivery Bodies to ensure that additional monies be sustained for an approximate period of 2 years, implementing the best elements of the old Communities First programme.

Extensive consultation took place in the lead up to the closure of Communities First with NPTCVS, which incorporated our third sector organisations, the Public Service Board, extensive briefings with internal and external meetings, other groups/organisations, the police and the communities were actively part of the process.

It was evident from the results of the consultations that the 4 list of priorities would be as follows:-

Mental Health Support - Evidence has shown that Mental Health has increased within NPT, and it is proposed to target children and young people who are at risk, or are disengaged within our schools. A Legacy Community Counsellor will be able to look at those who need support and work closely with the children and young person to re-engage with a plan to work through the issues and barriers to support them back into school. The whole family network will be looked at, providing the best support with our partners such as Families First to compliment provisions moving forward.

Digital Inclusion - Neath Port Talbot Third Sector Survey was undertaken by Corporate Strategy within NPT to identify the digital capability of some of our third sector organisations. This information, along with the evidence from the consultation has shown that current provision is varied within our third sector, and our communities. Employing a Digital Inclusion Ambassador will allow to develop an action plan and build on the capacity across the third sector and ensure that current provision is kept up to speed and that a co-

ordinated approach will help embed services across Neath Port Talbot to ensure that no one is left behind.

Youth Activity - Schools and Transition Project - keeping the existing provision within the Youth Service.

Welfare Rights Support - keeping the existing provision within our Welfare Rights team.

Financial Impact

The proposed posts will be fully funded by Welsh Government totalling £76,189. A full breakdown of costs is attached in the Financial Appraisal as Appendix 1.

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

Equality Impact Assessment

The equality implications of the proposals have been assessed in accordance with the Equality Act 2010. The Equality Impact Assessment (EIA) Screening Tool has determined that this proposal does not require an Equality Impact Assessment (see Appendix 2 for Equality Impact Assessment Screening Form).

Workforce Impacts

The proposal complies with employment legislation and the Council's own employment policies.

Legal Impacts

There are no legal impacts associated with this report.

Risk Management

There are no risk management issues associated with this report.

Consultation

There is no requirement under the Constitution for external consultation on this item as it has already taken place.

Recommendations

It is recommended that Members approve the proposed changes to the staffing structure of the Communities for Work Plus Service within the Education, Leisure and Lifelong Learning Directorate, details as follows :

Posts to be created:

1 x Legacy Community Counsellor Grade 8 (37 hours)
1 x Digital Inclusion Ambassador Grade 7 (30 hours),

FOR DECISION

Reasons for Proposed Decision

The recommendation is made that members approve the proposed 2 posts within the structure in accordance with the recommended project as stipulated by Welsh Government.

Appendices

Appendix 1. Financial Appraisal.

Appendix 2. Equality Impact Assessment Screening Form.

Appendix 3. Current Communities for Work Plus/Communities for Work Structure.

Appendix 4. Proposed Communities for Work Plus/Communities for Work Structure.

List of Background Papers

None.

Officer Contact

Mr Christopher D. Millis, Head of Participation, 01639 763226,
c.d.millis@npt.gov.uk

Mrs Angeline Spooner-Cleverly, Participation Co-ordinator, 01639
686044, a.spooner@npt.gov.uk

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SET UP COSTS:

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

RECURRING COSTS:

	This Year £	Maximum £
Costs		
Employee Costs (Financial Appraisal Statement)	76,189	76,189
> Starting Salary		
> Additional cost at Maximum Salary		
Employee Training & Seminars		
Accommodation Running Costs		
Travel & Subsistence		
Other Running Costs		
Total Recurring Costs	76,189	76,189
Funding of Recurring Costs		
External Sources		
Specific Grant: CF Legacy Grant	76,189	76,189
Funding from External Agencies		
Service Level Agreement		
Other (Specify)		
Internal Sources		
HRA		
Existing Budget Allocation		
Additional Guideline Allocation		
Other (specify) :		
Total Funds Available	76,189	76,189

Equality Impact Assessment Screening Form

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

Section 1

What service area and directorate are you from?

Service Area: Participation

Directorate: ELLL

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
Proposal to add additional posts

Q2(a) What does Q1a relate to?

Direct front line
service delivery

Indirect front line
service delivery

Indirect back room
service delivery

☒ (H)

☐ (M)

☐ (L)

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

Because they
need to

Because they
want to

Because it is
automatically provided to
everyone in NPT

On an internal
basis
i.e. Staff

☐ (H)

☒ (M)

☐ (M)

☐ (L)

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

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Age	<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

☐ (H)

☒ (M)

☐ (L)

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

Equality Impact Assessment Screening Form

High risk
to reputation

☐ (H)

Medium risk
to reputation

☐ (M)

Low risk
to reputation

X ☒ (L)

Q5 How did you score?

Please tick the relevant box

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

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

NOT RELEVANT

Please go to Q6
followed by Section 2

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

The proposal to restructure the team will positively impact on direct service delivery by making the team more responsive to the needs of service users. The proposal affects only the staff in the team, with low/no impacts on the identified protected characteristics.

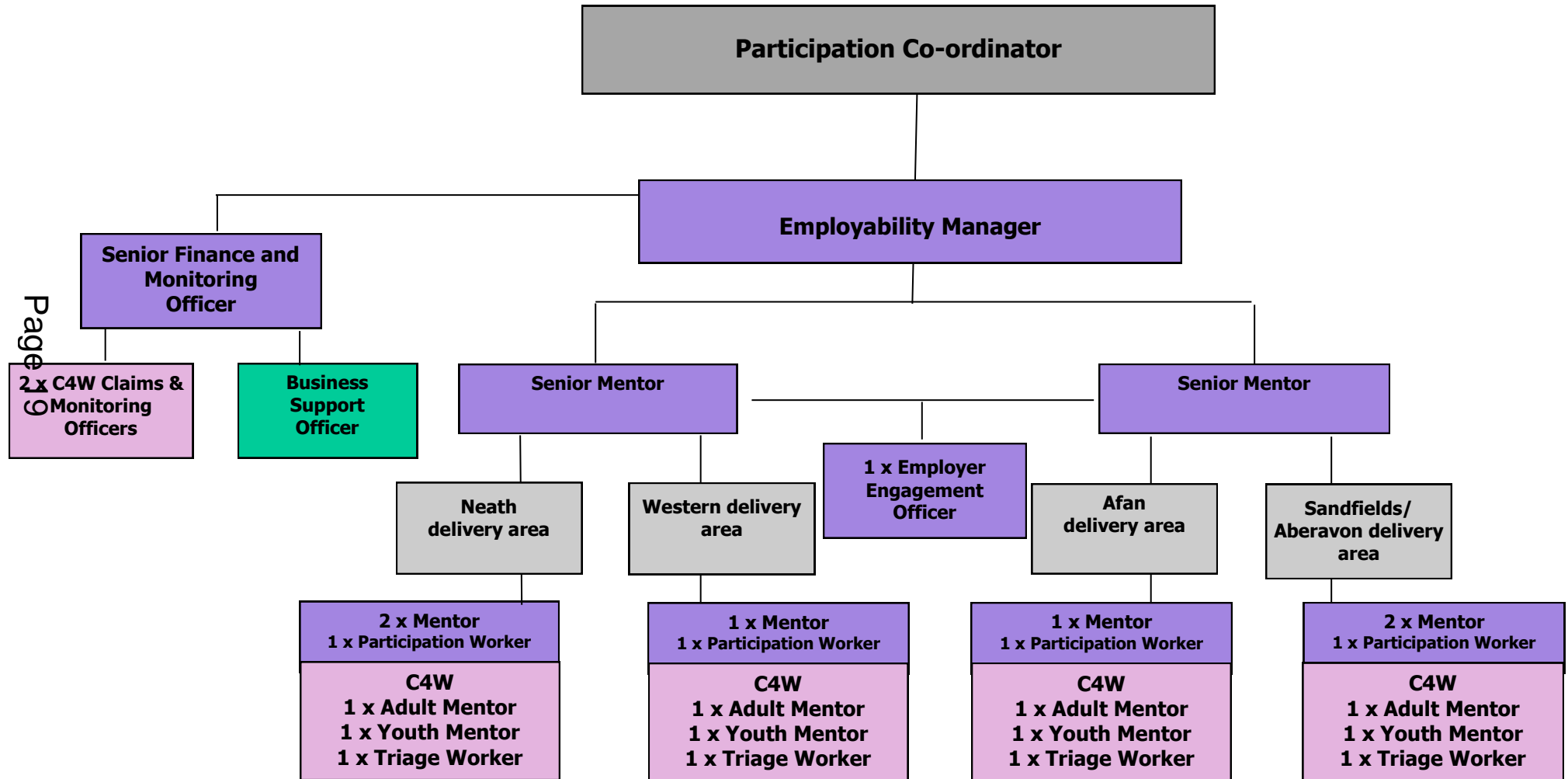
Section 2

Screener- This to be completed by the person responsible for completing this screening	
Name:	Kerry Jones
Location:	The Quays
Telephone Number:	01639 686044
Date: 02.08.18	
Approval by Head of Service	
Name:	Chris Millis
Position:	Head of Participation
Date: 02.08.18	

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.

Version 11
Neath Port Talbot County Borough Council

Communities for Work Plus, Communities for Work and Legacy Fund- Staff Structure

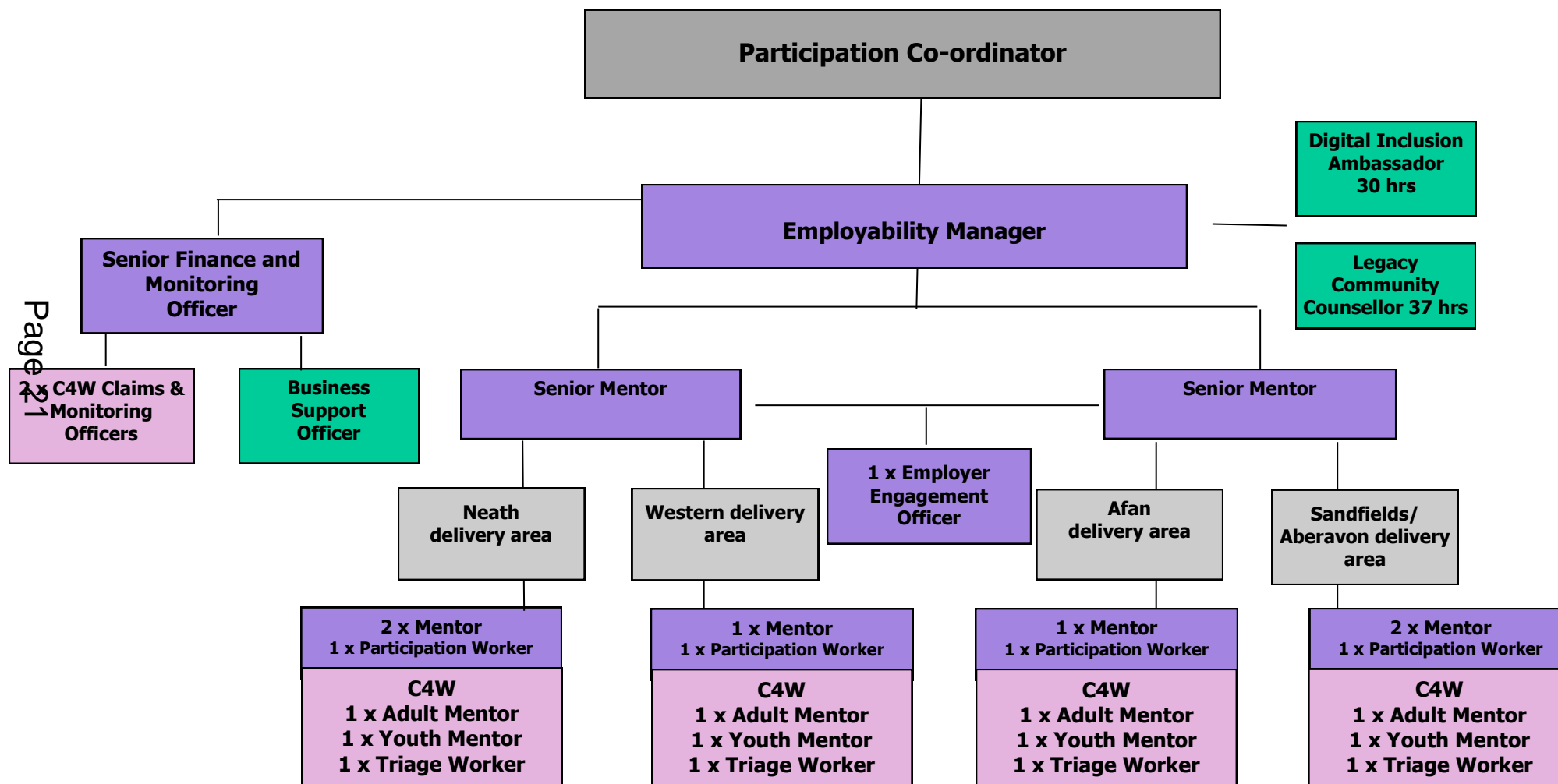


Note—Participation Co-ordinator is funded out of LDB and will not be part of the Employability Grant.
Purple—Communities for Work Plus funded by Welsh Government.
Pink—Communities for Work funded by ESF.
Green—Legacy Fund posts funded by Welsh Government (The Business Support Officer approved Sept 2017)

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Final—Version 11
Neath Port Talbot County Borough Council

Communities for Work Plus, Communities for Work and Legacy Fund- Staff Structure



Note—Participation Co-ordinator is funded out of LDB and will not be part of the Employability Grant.
 Purple—Communities for Work Plus funded by Welsh Government.
 Pink—Communities for Work funded by ESF.
 Green—Legacy Fund posts funded by Welsh Government (The Business Support Officer approved Sept 2017)

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

3rd September 2018

Report of the Head of Transformation – Andrew Thomas

Matter for decision

Wards Affected: All

Changes to the Structure of the Support for Inclusion Service,
Education Leisure and Lifelong Learning Directorate.

Purpose of the Report

To seek Members' approval to make changes to the staffing structure of the Support for Inclusion Service. Details as follows:

Post to be created:

1x Early Years Additional Learning Needs Development Officer post (37 hours) The salary scale will be Soulbury (SCP 5-7).

Executive Summary

To seek Members' approval for the creation of a full time grant funded post within the Inclusion Service. The post will be available on a fixed term basis initially (from 1st October 2018, or as soon after, until 31st August 2019). This is a mandatory post which has to be in place by September 2019, as outlined in the Draft Code of Practice and Additional Learning Needs Act 2018. The funding for the post is secured through the Additional Learning Needs Reform Grant.

Background

There are currently increased pressures upon Inclusion Services across Wales due to the pending changes with Additional Learning Needs Reform. Within the new Draft Code of Practice and Additional Learning Needs Act 2018, there is an expectation that Council's will have to meet the needs of children and young people aged between 0-25. The Additional Learning Needs Act also places an emphasis upon each Council in Wales to have a post an Early Years Coordinator by September 2019. As yet, Welsh Government have not been specific in terms of the expectation and job specification for this position but senior management are mindful of the increasing demands being placed upon Council's in line with ALN Reform. It is recommended that the post is advertised on a temporary basis, until further clarity is provided regarding the long term expectations and funding arrangements for the role.

It is anticipated that the post holder will work alongside services within the Education Directorate as well as wider agencies, including Health and Social Services, in order to assist the Council in preparing for the implementation of new legislation with regards to ALN Reform. This role will specifically focus on preparation for supporting pre-school children and their families and Early Years providers. The post holder will work holistically across a range of settings.

The post holder will be educated to degree level, hold a teaching qualification and require sound working knowledge of Additional Learning Needs.

Financial Impact

The proposed post will be fully funded by the Additional Learning Needs Reform Grant totalling £55,013. A full breakdown of costs is attached in the Financial Appraisal as (Appendix 1).

Equality Impact Assessment

The equality implications of the proposals have been assessed in accordance with the Equality Act 2010. The Equality Impact Assessment (EIA) Screening Tool has determined that this proposal does not require an Equality Impact Assessment (see Appendix 2 for Equality Impact Assessment Screening Form).

Workforce Impacts

The proposal complies with employment legislation and the Council's own employment policies.

Legal Impacts

There is no legal impact associated with this report.

Risk Management

There are no risk management issues associated with this report.

Consultation

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

Recommendations

It is recommended that Members' approve the proposed changes to the staffing structure of the Support for Inclusion Service as follows:

Post to be created:

1x Early Years Additional Learning Needs Development Officer post (37 hours) The salary scale will be Soulbury (SCP 5-7).

FOR DECISION

Reasons for proposed decision

To fulfil the duty upon the Council in line with the requirements set out in Additional Learning Needs Reform and the Additional Learning Needs Act 2018.

Appendices

1. Financial Appraisal.
2. Equality Impact Assessment Screening Form.

Implementation of decision

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

List of Background Papers

None.

Officer Contact

Andrew Thomas, Head of Transformation, 01639 763314,
a.d.thomas@npt.gov.uk

Hayley Lervy, Coordinator for Inclusion, 01639 763718,
h.lervy@npt.gov.uk

FINANCIAL APPRAISAL

APPENDIX 1

POST / POSTHOLDER	PROPOSED CHANGE (New Post / Delete / Regrade)	PAY SCALES		ANNUAL COSTS	
		Current	Proposed	This Year	Maximum
Early Years Additional Learning Needs Development Officer	New post-Fixed Term		£38,767	£19,383	£39,929
		On costs		£7,307	£15,084
		Total		£26,690	£55,013

Financial Implications –

SET UP COSTS:

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

RECURRING COSTS:

<u>Costs</u>	<u>This Year</u> £	<u>Maximum</u> £
Employee Costs (Financial Appraisal Statement)		
> Starting Salary	£26,690	
> Additional cost at Maximum Salary		£55,013
Employee Training & Seminars		
Accommodation Running Costs		
Travel & Subsistence (Standby Allowance)		
Other Running Costs - Office Supplies		
Other Running Costs - Printing & Literature		

Other Running Costs - IT.		
Total Recurring Costs	£26,690	£55,013
<u>Funding of Recurring Costs</u>		
<u>External Sources</u>		
Specific Grant:		
Funding from External Agencies		
Service Level Agreement		
Other (Specify)		
<u>Internal Sources</u>		
HRA		
Existing Budget Allocation		
Additional Guideline Allocation		
Other :		
Additional Learning Needs Reform Grant	(£26,690)	(£55,013)
Total Funds Available	(£26,690)	(£55,013)

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Equality Impact Assessment Screening Form

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

Section 1

What service area and directorate are you from?

Service Area: Inclusion

Directorate: Educational Leisure and Lifelong Learning

Q1(a) What are you screening for relevance?

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

(b) Please name and describe below

Creation of Early Years Development Officer Post

Q2(a) What does Q1a relate to?

Direct front line
service delivery

Indirect front line
service delivery

Indirect back room
service delivery

X ☐ (H)

☐ (M)

☐ (L)

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

Because they
need to

Because they
want to

Because it is
automatically provided to
everyone in NPT

On an internal
basis
i.e. Staff

X ☐ (H)

☐ (M)

☐ (M)

☐ (L)

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

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

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

High visibility
to general public

Medium visibility
to general public

Low visibility
to general public

☐ (H)

☐ (M)

X ☐ (L)

Equality Impact Assessment Screening Form

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

High risk
to reputation

☐ (H)

Medium risk
to reputation

X ☒ (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 / → X ☒ Do not complete
EIA**

NOT RELEVANT

**Please go to Q6
followed by Section 2**

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

Section 2

Screeners- This to be completed by the person responsible for completing this screening
Name: Zoe Ashton Thomas
Location: Inclusion
Telephone Number: 01639 763718
Date: 21.08.18
Approval by Head of Service
Name: Andrew Thomas
Position: Head Of Service

Date: 21.08.18

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.

3rd September 2018

Report of the Head of Streetcare

M. Roberts

Matter for Decision

Wards Affected: All Wards

Foundation Apprentices – Lighting and Building Services

Purpose of Report

- 1 The purpose of this report is to seek Members approval to provide two Foundation Apprenticeship opportunities within Lighting and Building Services of the Streetcare Services Division of the Environment Directorate, as follows:-
 - 1 x Electrician
 - 1 x Painter and Decorator.

Background.

- 2 Lighting and Building Services has traditionally had an Apprentice Training Programme. The last Apprentice intake was 2017 and those trainees are successfully undertaking their Apprenticeships at the present time.
- 3 The Lighting and Building Services age profile indicates that a substantial number of staff will be retiring in the next ten years so in order to ensure that necessary skills and experience are available and retained within the Authority that it is vital that apprenticeships continue to be made available.
- 4 The proposal set out in this report supports one of the aims of the national Career Start Scheme insofar as the creation of apprenticeship opportunities will enhance the employment prospects of a number of local young people as well as making a contribution towards a more diverse Council workforce in terms of age profile.

Proposal.

- 5 Previously Apprentices would have been appointed to an NVQ level 3 Modern Apprenticeship scheme from day one. However, in the current circumstances, in order to maximise the number of opportunities which can be provided, it is proposed to appoint individuals as Foundation Apprentices and to pay a training allowance for a two year fixed term contract leading to the proposed trade / occupation, a decision will need to be made about which of the following options is most appropriate at that time;
- a. Continuation to a full apprenticeship to complete a NVQ 3 Qualification.
 - b. Appointment to a permanent position within the structure if available.
 - c. Cessation of the Apprenticeship arrangement, having provided the individual/s concerned with valuable first class training opportunity.
- 6 The two post identified for 2018/2019 Foundation Apprenticeships are as follows;
- Electrician
Painter and Decorator.

Foundation Apprentice Recruitment.

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

Financial Impact

- 9 The funding for these posts will be met within the Building Services operational budget. Each post, including relevant employer costs will be in the sum of £14,833 per annum for the initial two year period based on the current £5.90 per hour pay rate for an 18-20 year old. This figure may fluctuate dependent upon age of the candidate and applicable National Living Wage.

A Financial Appraisal is provided in Appendix 1.

Equality Impact Assessment

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

Workforce Impact

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

Legal Impact

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

Risk Management

- 13 There are no risk management issues associated with this report.

Consultation

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

Recommendation(s)

- 15 It is recommended that members approve the creation of two Foundation Apprentices in Lighting and Building Services within Lighting and Building Services of the Streetcare Services Division of the Environment Directorate, as follows:-

1 x Electrician
1 x Painter and Decorator

FOR DECISION

Reason for Proposed Decision(s)

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

Implementation of Decision

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

Appendices

- 18 None.

List of Background Papers

- 19 None.

Officer Contact

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

FINANCIAL APPRAISAL**SET UP COSTS**

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

RECURRING COSTS

<u>Costs</u>	<u>This Year Half Year £'000</u>	<u>Full Year Maximum £'000</u>
Employee Costs (from Financial Appraisal Statement)		
- Starting Salary	14,833	29,666
- Additional cost at Maximum Salary		
Accommodation Running Costs		
IT Annual Costs		
Other Running Costs (Specify)		
Total Recurring Costs	<u>14,833</u>	<u>29,666</u>
<u>Funding of Recurring Costs</u>		
External Sources		
Specific Grant:		
- staffing costs		
- other		
Funding from External Agencies		
Service Level Agreement		
Other (Specify)		
Internal Sources		
Existing Budget Allocation	14,833	29,666
Additional Guideline Allocation		
Other		
Total Funds Available	<u>14,833</u>	<u>29,666</u>

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

3RD SEPTEMBER 2018

REPORT OF THE HEAD OF PLANNING AND PUBLIC PROTECTION – NICOLA PEARCE

Matter for Decision

WARD(S) AFFECTED: All

Creation of a part-time post – Craig Gwladus Project Manager

Purpose of Report

The purpose of this report is to seek Member approval for the creation of a temporary, part-time Craig Gwladus Project Manager at Grade 8, 0.5 FTE, based within the Countryside and Wildlife Team.

Background information

Craig Gwladus Country Park is a well-used park, which has suffered significant reduction in budget over recent years and the state of the park is declining, with paths becoming overgrown, industrial heritage features being lost, existing interpretation out of date and the community becoming dis-engaged.

The Countryside and Wildlife Team have secured funding from Natural Resources Wales to develop a community-led, sustainable plan for the park that will enable coordinated and well-informed action. This will be achieved by:

- developing plans for the management and improvement of the park's habitats, infrastructure, features and interpretation.
- working with local schools to develop a teaching pack and park trail to enable the schools to use the park on a regular basis for curriculum based lessons.
- developing a plan for future funding and partnership working.
- working with the Friends of Craig Gwladus in designing a range of activities to appeal to different sectors of the community. These will provide the opportunity to: gather local opinion and knowledge on the future of the park; gather evidence of the wellbeing benefits for people connecting with their green spaces and community; providing training

and events to enable action; increase the volunteer base and membership of the Friends group; .

A significant proportion of the funding is to put in a place a Project Manager, to oversee the project, develop a funding and improvement strategy for the park and to pursue further funding for improvement of the site.

Proposal

To create a temporary, part-time (0.5FTE) Craig Gwladus Project Manager post, (Grade 8) based within the Countryside and Wildlife Team.

The post holder will oversee and deliver the grant funded project, which will include delivery of school workshops and volunteer conservation activities, wildlife / habitat surveying and training, community consultation and evaluation and provision of activities that deliver mental and physical health benefits.

In addition, the post will be responsible for developing and taking forward a strategy for the sustainable, long term management of the site, with a view to securing more long-term, external funding for ongoing improvement of the site.

Financial impact

The salary cost at the bottom of Grade 8, employed for 2.5 days per week, 0.5 FTE, will be £19,375. The cost will be funded by Natural Resources Wales' SMNR (Sustainable Management of Natural Resources) Grant, with a contribution of £3,118 from the Countryside and Wildlife Team's existing budget. A Financial Appraisal is attached as Appendix 1.

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. Please see screening form attached as Appendix 2.

Workforce Impacts

There are no workforce impacts for this proposal.

Legal impacts

There are no legal impacts associated with this report.

Risk management

There are no risk management issues associated with this report.

7. Recommendation

It is recommended that approval is granted for the establishment of a Craig Gwladus Project Manager, at Grade 8, 0.5 FTE, based in the Countryside and Wildlife Team.

FOR DECISION

Reason for proposed decision

To deliver the grant funded project at Craig Gwladus Country Park, and to develop a funding and improvement strategy for the site.

Implementation of decision

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

Officer contact

Nicola Pearce, Head of Planning and Public Protection, Email n.pearce@npt.gov.uk tel. 01639 686681.

Catrin Evans, Countryside and Wildlife Team Leader, Email: c.a.evans@npt.gov.uk or tel. 01639 686056

Appendices

Appendix 1 – Financial assessment

Appendix 2 – Equality Impact Assessment

FINANCIAL APPRAISAL

SET UP COSTS

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

RECURRING COSTS

	<u>Current</u>		<u>Next</u>		<u>Max in Full</u>
	<u>Year</u>	-	<u>Year</u>	-	<u>Year</u>
	<u>£</u>		<u>£</u>		<u>£</u>
<u>Costs</u>					
Employee Costs (Financial Appraisal Statement)					
> Starting Salary	6,237		13,138		
> Additional cost at Maximum Salary					
Accommodation Running Costs					
IT Annual Costs					
Other Running Costs (specify)	-				
Total Recurring Costs	6,237		13,138		
<u>Funding of Recurring Costs</u>					
<u>External Sources</u>					
Specific Grant: Natural Resources Wales	3,119		13,138		
- staffing costs					
- other					
Funding from External Agencies					
Service Level Agreement					
Other (specify)					
<u>Internal Sources</u>					
Countryside and Wildlife Team					

Existing Budget Allocation	3,118	0	
Additional Guideline Allocation			
Other (specify) (Reserves)			
Total Funds Available	<u>6,237</u>	<u>13,138</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: Countryside and Wildlife, Planning and Public Protection

Directorate: Environment

Q1(a) What are you screening for relevance?

Service/
Function

☐

Policy/
Procedure

☐

Project

☒

Strategy

☐

Plan

☐

Proposal

☐
(b) Please name and describe below

Appointment of Temporary Craig Gwladus Project Manager

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 a short term post to deliver a grant funded project, which will be delivering site based improvements to the Country Park.

Section 2

Screener- This to be completed by the person responsible for completing this screening	
Name: Catrin Evans, Countryside and Wildlife Team Leader	
Location: The Quays	
Telephone Number: 01639 686056	
Date:	13/08/2018
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.

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

3rd September 2018

Report of the Head of Human Resources - Sheenagh Rees

Matter for Decision

Wards Affected:

All Wards

Equalities Employment Information 2017/2018

1. Purpose of the Report

To seek Members approval for the publication of equalities employment information for the year 2017 - 2018, prior to its publication on the Council's website, and the employment-related equality objectives.

2. Background

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

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

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

Prepare and publish one or more equality objectives

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

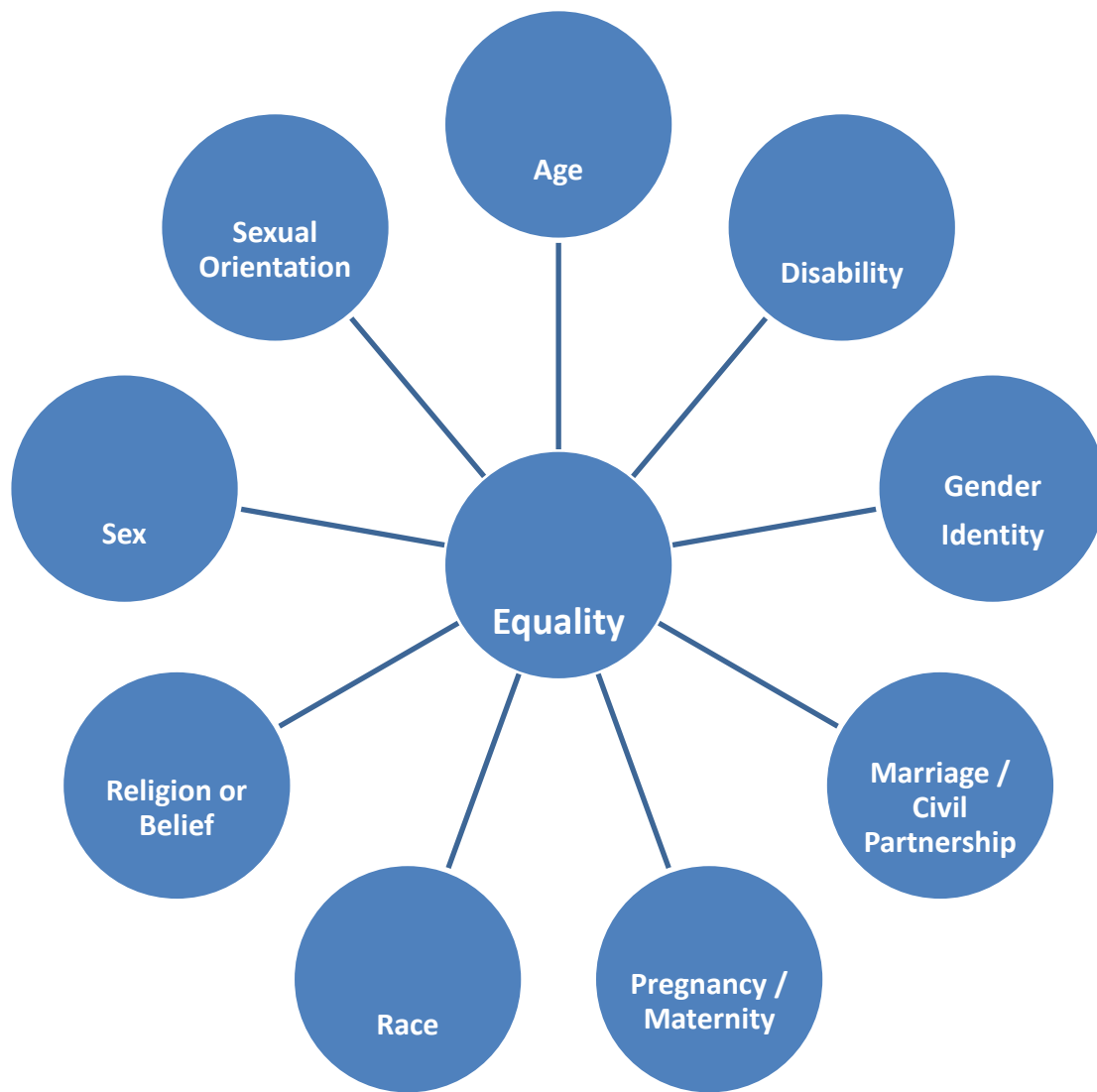
The duty to publish information

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

Gender Pay Gap

In addition to the requirements above, the legislation now requires us to include a gender pay objective within this annual report. Therefore, in order to reflect the new obligation of the legislation, we have calculated and will be reporting our gender pay gap. Please see Appendix 2.

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



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

4. The Equalities Employment Information

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

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

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

5. Financial Impact

There are no financial impacts associated with this report.

6. Consultation

This report will be discussed with all recognised trade unions at meetings of the various collective bargaining groups during the period September to December 2018.

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

7. Recommendations

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

FOR DECISION

8. Appendices

Appendix 1 – Equalities Employment Information 2017 - 2018

Appendix 2 - Gender Pay Gap Information

9. List of Background Papers

None

10. Officer Contact

Sheenagh Rees, Head of Human Resources,

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

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EQUALITIES EMPLOYMENT DATA 2017 / 2018

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

Employment related data for the following protected characteristics:

- Age
- Disability
- Ethnicity
- Gender

Data is analysed against the following criteria:

- People employed by the Council on 31st March 2018 by protected characteristic
- Men and women employed, broken down by:
 - Occupational area
 - Grade and pay
 - Contract type, i.e. permanent or fixed term / temporary
 - Working pattern, i.e. full-time or part-time
- People who have applied for jobs with the Council
- Employees who have successfully applied for training
- Employees who have completed training
- Employees involved in grievance procedures
- Employees subject to disciplinary procedures
- Employees who have left the Council's employment.

THE PROTECTED CHARACTERISTICS

AGE

The data shows that in 2017/18, the highest percentage of the workforce is represented by the age category 45-54 years, closely followed by those aged 35-44 years. This is consistent with previous years.

Age Range	% of total workforce	Head count	% of total workforce	Head count
	2016/2017	2016/2017	2017/2018	2017/2018
16-19	0.6%	33	0.7%	42
20-24	4.2%	240	3.8%	221
25-34	18.6%	1070	18.7%	1078
35-44	25.6%	1471	25.1%	1452
45-54	30.7%	1762	29.5%	1703
55-64	18.9%	1086	20.5%	1182
65-74	1.3%	72	1.6%	93
75+	0.1%	4	0.1%	6
Total	100%	5738	100%	5777

DISABILITY

1.4% of employees have identified themselves as having a disability. The numbers of employees identifying themselves as disabled has reduced by a head count of 4 since 2016/17.

Group	% of workforce	Total	% of workforce	Total
	2016/17	2016/17	2017/2018	2017/2018
Disabled	1.4%	82	1.4%	78
Not Disabled	98.6%	5656	98.6%	5699
Total	100%	5738	100%	5777

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

GENDER

The gender profile for 2017/2018 is 71% female: 29% male.
This is the same as the national average for local government.

In both 2014/15 and 2015/16, the profile was 75% female: 25% male.

Gender	% of workforce 2016/2017	Head count 2016/2017	% of workforce 2017/2018	Head count 2017/2018
Female	71%	4087	71%	4111
Male	29%	1651	29%	1666
Total	100%	5738	100%	5777

ETHNICITY

The overall proportion of black and minority ethnic (BME) employees in the workforce is 1%. To set this in the context of the local population, according to the 2011 Census, the proportion of black and minority ethnic residents within Neath Port Talbot County Borough Council equates to 1.9%.

In 2017/18, the proportion of black and minority ethnic employees of the total workforce was 1%. This represents an increase in headcount of 3 BME employees since 2016/17 however, the percentage of BME employees represented in the workforce is consistent at 1%.

Ethnic Group	2016/2017	2017/2018
Other Ethnic Group	2	2
Irish	6	7
Mixed White & Black Caribbean	7	8
Indian	4	4
Asian Other	11	11
Black British	0	
Mixed White & Black Asian	3	3
Black Caribbean	4	4
Bangladeshi	6	7
Chinese	5	6
Pakistani	1	1
White & Asian	3	3

Mixed White & Black African	0	0
Black African	3	2
Black Other	3	3
Sub Total	58	61
White British	5340	5378
White Other	102	103
Prefer Not to Say	238	235
Total	5738	5777

MEN AND WOMEN AT WORK

OCCUPATIONAL AREA OF WORK ON 31ST MARCH 2018

The gender split shows a significantly higher percentage of males employed in the Environment Directorate compared to females. All other Directorates show a higher percentage of females. This ratio is consistent with the previous year.

CHIEF EXECUTIVES	Female 2016/17	Male 2016/17	Female 2017/18	Male 2017/18
Corporate Strategy & Democratic Services	55	24	55	23
Human Resources	66	13	65	8
Total	121	37	120	31
% of directorate workforce	77%	23%	79%	21%

EDUCATION, LEISURE & LIFELONG LEARNING	Female 2016/17	Male 2016/17	Female 2017/18	Male 2017/18
Schools	1914	417	1928	437
Transformation	90	23	134	54
Participation	618	132	555	88
Total	2622	572	555	88
% of directorate workforce	82%	18%	82%	18%

ENVIRONMENT	Female 2016/17	Male 2016/17	Female 2017/18	Male 2017/18
Engineering & Transport	59	83	57	79
Planning	43	49	47	50
Property & Regeneration	84	61	81	59
South Wales Trunk Road Agency	26	86	33	127
Streetcare Services	26	422	25	407
Total	238	701	243	722
% of directorate workforce	25%	75%	25%	75%

FINANCE & CORPORATE SERVICES	Female 2016/17	Male 2016/17	Female 2017/18	Male 2017/18
Financial Services	135	36	135	32
ICT	27	72	25	69
Legal & Services	50	23	47	26
Total	212	131	207	127
% of directorate workforce	62%	38%	62%	38%

SOCIAL SERVICES HEALTH & HOUSING	Female 2016/17	Male 2016/17	Female 2017/18	Male 2017/18
Commissioning, Support & Direct Services			439	85
Social Work Services			457	103
Western Bay			23	4
Total	890	196	919	192
% of directorate workforce	82%	18%	83%	17%

GRADE AND PAY

Chief Officers

Females now make up 25% of the Chief Officer workforce, compared with 21% in 2016/17 and 14% in 2012/13.

Salary Range	Female	Male	Total
£124,502 - £136,952	0	1	1
£102,746 - £110,801	0	4	4
£85,500 - £94,050	1	0	1
£71,213 - £78,329	4	10	14
Total	5	15	20

LGS (Green Book) Employees

The overall gender distribution of LGS employees between grades is consistent with 2016/17, particularly between Grades 1 – 6.

However, changes are shown in the following grades:

- the percentage of female employees at Grade 7 has increased by 5%
- the percentage of female employees at Grade 8 has increased by 7%
- the percentage of female employees has decreased by 8% in Grade 12
- the percentage of female employees has increased by 9% at Grade 13.

Salary Range	Female	% Female	Male	% Male	Total
Grade 1	502	97%	18	3%	520
Grade 2	75	65%	41	35%	116
Grade 3	516	70%	220	30%	736
Grade 4	400	74%	142	26%	542
Grade 5	730	73%	272	27%	1002
Grade 6	310	70%	132	30%	442
Grade 7	169	57%	128	43%	297
Grade 8	129	59%	91	41%	220
Grade 9	199	68%	94	32%	293
Grade 10	71	50%	70	50%	141
Grade 11	61	66%	32	34%	93
Grade 12	7	27%	19	73%	26
Grade 13	12	35%	22	65%	34
Apprentices	13	48%	14	52%	27
Other	19	46%	22	54%	41

Salary Range	Female	% Female	Male	% Male	Total
Total	3213	71%	1317	29%	4530

Teacher Leadership Groups

There has been an increase in the number of females in this group for this period. In 2016/17, the figure was 63% compared to 65% this year.

Deputy Heads / Teachers in Charge	Female	%	Male	%	Total
£39,374 - £82,293	59	65%	32	35%	91

The overall number of Headteachers has decreased in headcount by 10 in total since 2016/17, by 5 females and 5 males. However, The percentage of females and males has remained constant since 2016/17

Headteacher Groups	Salary Range	Female	%	Male	%	Total
Group 1	£44544 - £58389	8	80%	2	20%	10
Group 2	£46799 - £69330	19	70%	8	30%	27
Group 3	£50476 - £69330	4	40%	6	60%	10
Group 4	£54250 - £72810		0%	1	100%	1
Group 5	£59857 - £80310	1	20%	4	80%	5
Group 6	£64417 - £90773		0%	2	100%	2
Group 7	£69330 - £97692	1	17%	5	83%	6
Total		33	54%	28	46%	61

Teachers

Compared with 2016/17, these figures show a decrease of 1% in female teachers in the highest pay bands.

Salary Range	Female	%	Male	%	Total
£22,917 - £33,824	224	76%	70	24%	294
£35,927 - £38,633	499	76%	159	24%	658
£16,626 - £26,295	16	62%	10	38%	26
Total	739	76%	239	24%	978

Soulbury (Blue Book) Groups

Advisor/Inspector

Salary Range	Female	Male	Total
£46,112 - £57,575	4	2	6
£58,607 - £65,102	3	3	6

Educational Psychologist

Salary Range	Female	Male	Total
£35,731 - £59,235	10	1	11

Youth & Community Service Officer

Salary Range	Female	Male	Total
£35,333 - £41,192	0	0	0
£42,388 - £45,654	0	1	1

Youth & Community Workers (Pink Book)

Salary Range	Female	%	Male	%	Total
£23,679 - £26,194	18	64%	10	36%	28
£26,929 - £29,141	0	0%	4	100%	4
£30,907 - £33,662	3	100%	0	0%	3
Total	21		14		35
Part Time at various rates	24	63%	14	37%	38
Total	45	62%	28	38%	73

CONTRACT TYPE

The gender profile:

- permanent posts = 69% female : 31% male
- fixed term posts = 73% female : 27% male
- temporary posts = 83% female : 17% male

The contract type shows a slightly lower proportion of females in permanent employment (69%), with a higher proportion in fixed-term (73%) and temporary posts (83%).

The percentage of females in temporary posts has increased by 2% compared with 2016/17.

Contract Type	Females 2016/17	Males 2016/17	Total 2016/17	Females 2017/18	Males 2017/18	Total 2017/18
----------------------	------------------------	----------------------	----------------------	------------------------	----------------------	----------------------

Permanent	3275	1442	4717	3280	1462	4742
Fixed Term	218	71	289	191	72	263
Temporary	594	138	732	640	132	772
Total	4087	1651	5738	4111	1666	5777

WORKING PATTERN

- 48% of the Council's workforce is in part-time employment, i.e. contracted to work less than 37 hours a week. This is higher than in 2016/17, which was 42%.
- 52% of the workforce is in full-time employment, which is 6% lower than 2016/17.
- Female part-time employees represent 43% of the total workforce, an increase of 6% compared with 2016/17.
- Of those females employed, 40% work full-time hours and 60% work part-time hours.
- 83% of male employees work full-time hours and 17% part-time hours.
- The smallest proportion (5%) of the workforce are male part-time employees (no variation from 2016/17).

Gender	Full Time 2016/17	Part Time 2016/17	Total 2016/17	Full Time 2017/18	Part Time 2017/18	Total 2017/18
Female	1953	2134	4087	1637	2474	4111
Male	1378	273	1651	1375	291	1666
Total	3331	2407	5738	3012	2765	5777

PEOPLE WHO HAVE APPLIED FOR JOBS WITHIN THE COUNCIL

5,847 people applied for **622*** jobs in 2017/ 2018, with **568#** appointments made in 2017/18.

*including schools adverts

excluding school appointments as these are administered by schools

50% of applicants were internal applicants from within the Council's existing workforce.

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

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

	Applicants	% of all applicants	Shortlisted	% shortlisted	Appointed	% appointed
Female	3979	68%	991	25%	88	9%
BME	178	3%	39	22%	5	13%
Disabled	382	6%	77	20%	3	4%
Age 16-19	266	5%	85	32%	10	12%
Age 20-24	983	16.8%	174	18%	14	8%
Age 25-34	1756	30%	390	22%	22	6%
Age 35-44	1173	20%	299	20%	35	12%
Age 45-54	1138	19%	337	30%	3	11%
Age 55 - 64	534	9%	159	30%	14	9%
Age 65 - 74	9	0.2%	5	55%	1	20%
Age 75+	0	0%	0	0%	0	0%

APPLICANTS WHO HAVE SUCESSFULLY APPLIED FOR TRAINING 2017/18

Training Applications received - gender, disability & ethnicity

Compared to 2016/17, the total number of training applications approved for females has increased by 11,311 and applications from males increased by 3,047. The total number of applications approved has increased by 14,054 since last year.

The applications approved for females in our workforce shows a 5% increase from 71% in 2016/17 to 76% in 2017/18. Applications approved for males decreased by 5% from 29% in 2016/17 to 24% in 2017/18.

The overall % of applications from disabled employees has decreased from 2.4% in 2016/17 to 1.9% in 2017/18.

The % of applications approved for disabled employees has increased slightly in each Directorate, except ELLL, which has decreased by 0.5% from 1.2% to 0.6% in 2017/18.

There is an overall decrease of half to 0.9% applications approved for BME applications. However, the total number of applications increased in 2017/18 in each Directorate, except for SSHH.

Directorate	Female	% female	Male	% male	Total	Disabled	% disabled	BME	% BME
CEX	189	79	49	21	238	6	2.5	4	1.7
ELLL	8732	88	1181	12	9913	64	0.6	56	0.6
ENV	619	20	2546	80	3165	32	1	18	0.6
F&CS	573	79	156	21	729	18	2.5	4	0.5
SSHH	8669	82	1858	18	10527	353	3.4	128	1.2
Total	18782	76	5790	24	24572	473	1.9	210	0.9

Training Applications Approved - age range

Of the total number of applications approved, the % of applications analysed by age group shows that the % has remained relatively consistent with the previous year in all age brackets.

Age ranges 16 – 21 years and 22 - 30 years show a slight decrease whilst age ranges 51 – 60 and 61 – 65 show a slight increase.

	Directorate						
Age range	CEX	ELLL	ENV	FCS	SSHH	Total	%
16-21	9	69	91	7	196	372	1.5
22-30	19	1125	353	73	1291	2861	11.6
31-40	50	2318	556	165	2308	5397	22
41-50	85	3020	862	243	2922	7132	29
51-60	63	2697	1074	214	3228	7276	30
61-65	11	547	202	18	512	1290	5
65+	1	137	27	9	70	244	0.9
Total	238	9913	3165	729	10527	24572	

APPLICANTS WHO HAVE SUCCESSFULLY COMPLETED TRAINING

Applicants who completed training - gender, disability & ethnicity

The total number of applicants who successfully completed training has significantly increased by 13,874 since 2016/17.

The total number of females who successfully completed training has increased since 2016/17 by 6%.

Comparing 2016/17 with 2017/18, the % of disabled applicants who have successfully completed training has decreased by 0.4% to 1.8%.

The % of BME applicants completing training has also decreased from 1.9% to 0.8%.

Directorate	Female	% female	Male	% male	Total	Disabled	% disabled	BME	% BME
CEX	173	79	46	21	219	4	1.8	4	1.8
ELLL	8609	88	1159	12	9768	64	0.7	54	0.6
ENV	602	19	2515	81	3117	32	1	18	0.6
F&CS	546	78	155	22	701	18	2.6	4	0.6

SSHH	7443	82	1656	18	9099	300	3.2	116	1.2
Total	17373	76	5531	24	22904	418	1.8	196	0.8

Applicants who completed training - age range

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

	Directorate						
Age range	CEX	ELLL	ENV	F&CS	SSHH	Total	%
16-21	8	68	90	6	178	350	2
22-30	18	1109	351	69	1149	2696	12
31-40	46	2296	549	154	1963	5008	22
41-50	78	2952	846	240	2549	6665	29
51-60	57	2668	1058	206	2757	6746	29
61-65	11	544	196	17	444	1212	5
65+	1	131	27	9	59	227	1
Total	219	9768	3117	701	9099	22904	

APPLICANTS WHO DID NOT COMPLETE TRAINING

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

The overall % of disabled applicants who did not complete training has remained consistent with the previous year. The % of BME applicants who did not complete training has decreased from 2.9% since the previous year.

The % of females who did not complete training has increased by 2% since the previous year.

Directorate	Female	% female	Male	% male	Total	Disabled	% disabled	BME	% BME
CEX	16	84	3	16	19	2	10.5	0	0
ELLL	123	85	22	15	145	0	0	2	1.4
ENV	17	35	31	65	48	0	0	16	33
F&CS	27	96	1	4	28	0	0	0	0

SSHH	1226	86	202	14	1428	53	3.7	0	0
Total	1409	84	259	16	1668	55	3.3	18	1

Applicants who did not complete training - age range

The applicants with the highest % who did not complete training fall in the same age groups as 2016/17 i.e. age groups 41 – 50 years and 51 – 60 years.

The % in each age range remains relatively consistent with the previous year showing a slight increase in all categories except 22-30 years and 51-60 years. 22 – 30 years shows a decrease of 0.9% and 51- 60 shows a decrease of 1%.

	Directorate						
Age range	CEX	ELLL	ENV	F&CS	SSHH	Total	%
16-21	1	1	1	1	18	22	1
22-30	1	16	2	4	142	165	10
31-40	4	22	7	11	345	387	23
41-50	7	68	16	3	373	467	28
51-60	6	29	16	7	474	532	32
61-65	0	3	6	1	68	78	5
65+	0	6	0	0	11	17	1
Total	19	145	48	28	1428	1668	

EMPLOYEES INVOLVED IN GRIEVANCE PROCEDURES 2017/18

Grievance Cases:

The number of grievance cases has increased in 2017/18.

	Female	Male	Total
2016/2017	1	4	5
2017/2018	4	4	8

Disability	BME
1	0

Age Groups

16-19	20-24	25-34	35-44	45-54	55-64	65-74	75+
1	0	2	3	2	0	0	0

Dignity at Work Complaints

There were 2 dignity at work complaints in 2017/18.

EMPLOYEES SUBJECT TO DISCIPLINARY PROCEDURES

Disciplinary Cases:

The number of employees subject to disciplinary procedures has increased from 39 employees in 2015/16 to 75 in 2017/18.

	Female	Male	Total
2016/2017	36	17	53
2017/2018	47	28	75

Disability	BME
1	0

Age Groups

16-19	20-24	25-34	35-44	45-54	55-64	65-74	75+
0	4	9	11	30	20	1	0

EMPLOYEES WHO HAVE LEFT THE COUNCIL'S EMPLOYMENT

The figures below exclude casual workers:

Of the 704 leavers in 2017/18, 10 were disabled employees and 17 BME employees. Of the 704, the number of females leaving compared to males was significantly higher, which is consistent with previous years.

	Female	Male	Total	Disabled	BME
--	--------	------	-------	----------	-----

2016/17	514	153	667	8	7
2017/18	501	203	704	10	17

The age group with the highest number of leavers was 25 - 34 year olds, whereas, in previous years, the age group was 55 – 64 year olds.

Age Range	16-19	20-24	25-34	35-44	45-54	55-64	65-74	75+
2016/17	5	45	129	123	127	193	44	1
2017/18	8	55	173	131	145	161	31	0

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

	Female	Male	Total	Disabled	BME
2016/17	76	48	124	3	0
2017/18	64	25	89	0	0

The age group with the highest amount of leavers is 20 – 24 years, which is the same as the previous year.

Age Range	16-19	20-24	25-34	35-44	45-54	55-64	65-74	75+
2016/17	14	29	25	10	21	15	10	0
2017/18	15	26	17	12	9	5	5	0

GENDER PAY GAP 2017/18

This is the Council's first gender pay gap report. It sets out the difference between the average pay of the men and women who work in the Council.

What is a Gender Pay Gap?

A gender pay gap is a measure of the difference in the average pay of men and women across an organisation.

The Council's gender pay gap is reported as:

- The **mean** gender pay gap
- The **median** gender pay gap
- The proportion of males and females in each **quartile** pay band.

The gender pay gap is calculated using **gross hourly** rate of pay.

It captures pay differences between men and women, irrespective of their role or seniority. For example, an organisation that is over-populated by men in higher paid/senior roles and women in lower paid roles will have a gender pay gap.

How did we calculate the Gender Pay Gap?

The data is based on the pay period in which **March 31st** falls.

The elements of pay used to calculate the Gender Pay Gap is referred to as **ordinary pay**.

Ordinary Pay:

The pay elements **included**: basic pay, pay for leave and shift premium pay and allowances such as first aid, standby payments.

The pay elements **excluded**: Overtime and allowances earned during paid overtime hours, remuneration related to redundancy or termination of employment, expenses, pay in lieu of annual leave or any arrears of pay.

Who has been included in the calculations?

The pay data has been taken from the Council's workforce of 3,838 employees, at March 31st 2017, which represents 1,297 (34%) males and 2,541 (66%) females.

The pay data **excludes casual employees** and **all schools' employees**.

What is the Mean Gender Pay Gap and the Median Gender Pay Gap?

The mean pay gap is the difference in the **average** hourly rate between men and women.

The median pay gap is the difference between the **midpoint** in the ranges of hourly rates of men and women. The median is the numerical value which splits the top 50% of the workforce from the bottom 50%.

Our Gender Pay Gap

- **Mean Pay Gap**

Our average hourly rate for men is £13.44.

Our average hourly rate for women is £11.91.

Our mean pay gap between men and women is 11.4%.

Mean	11.4%	Male	£13.44
		Female	£11.91

- **Median Pay Gap**

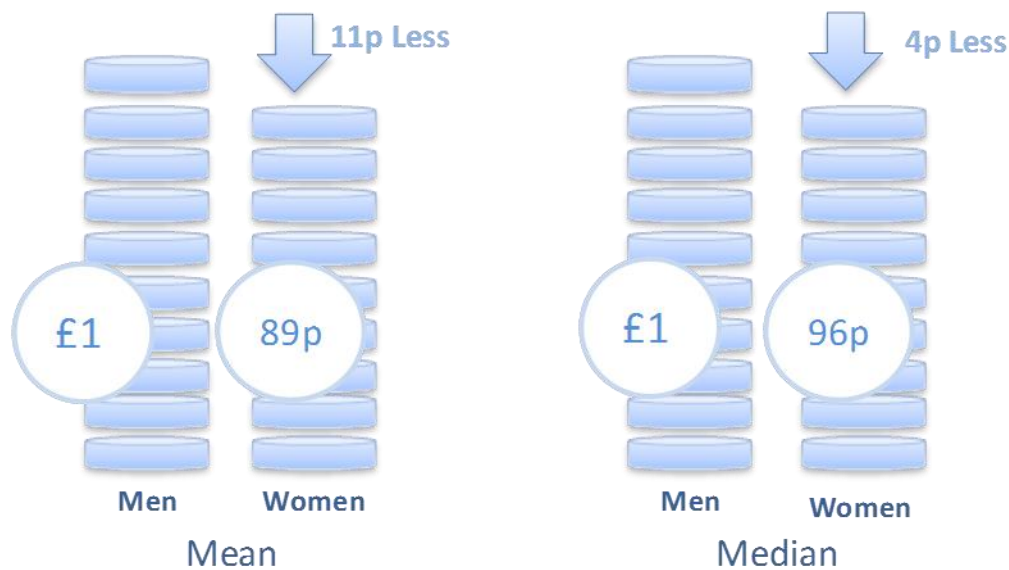
Our median pay hourly rate for men is £11.75

Our median hourly rate for women is £11.26

Our median pay gap between men and women is 4.17%

Median	4.17%	Male	£11.75
		Female	£11.26

Our Mean & Median Gender Pay Gap



What are Pay Quartiles?

Pay quartiles are created by ranking each relevant employee in order of their gross hourly rates of pay, and then dividing those employees into four equal groups from the lowest paid to the highest paid. They show the proportions of men and women in each of four pay quartiles.

Our Pay Quartiles

Quartiles	Men		Women	
	%	Ee's	%	Ee's
Upper: 75-100% of full-pay relevant employees Hourly Rate between £14.38 & £70.24	42.92%	412	57.08%	548
Upper middle: 50-75% of full-pay relevant employees Hourly Rate between £11.26 & £14.38	35.56%	341	64.44%	618
Lower middle: 25-50% of full-pay relevant employees Hourly Rate between £8.69 & £11.26	33.65%	323	66.35%	637
Lower: 0-25% of full-pay relevant employees Hourly Rate between £3.40 & £8.69	23.04%	221	76.96%	738
Total	33.79%	1297	66.21%	2541

Top quartile (highest paid)

Women 57.1%	Men 42.9%
-------------	-----------

57.1% of the top quartile are women

Upper middle quartile

Women 64.4%	Men 35.6%
-------------	-----------

64.4% of the upper middle quartile are women

Lower middle quartile

Women 66.4%	Men 33.6%
-------------	-----------

66.4% of the lower middle quartile are women

Lower Quartile (Lowest Paid)

Women 77%	Men 23%
-----------	---------

77% of the lower middle quartile are women

For comparison purposes, the Office of National Statistics has measured the UK's gender pay gap (median pay) as being **18.1%** in 2016.

Whilst the Council's Gender Pay Gap is lower than the UK's median gender pay gap, we are committed to closing the gap. We will do this by continuing to review and monitor the gender pay gap and one of the actions of the 'Workforce Plan 2018 – 2022' is to 'to develop a strategy to close the Council's gender pay gap'.

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee 3rd September 2018

Report of the Head of Human Resources – Sheenagh Rees

Matter for Decision

Wards Affected:

All wards

Revised Social Media Policy

1. Purpose of the Report

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

2. Executive Summary

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

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

3. Background

A revised Social Media Policy was presented to Personnel Committee on 14th May 2018. At this meeting, it was agreed to make further revisions to the Policy to make employees aware of health and safety implications in relation to using social media at work and to strengthen the potential consequences of breaching the Policy.

These changes, as agreed, have now been made and the policy re-submitted to this Committee for Members approval. They are highlighted in yellow for ease of reference,

5. Consultation

There is no requirement for external consultation on this Policy.

6. Implementation

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

7. Financial Impact

There are no financial impacts associated with this report.

8. Equality Impact Assessment

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

9. Workforce Impacts

The introduction of the revised Social Media Policy will provide managers and employees with a clear framework on

what is permitted and what is not permitted in relation to social media and employment.

10. Legal Impacts

The Policy fully complies with employment legislation.

11. Risk Management

There are no risk associated with this report.

11. Consultation

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

12. Recommendations

It is **RECOMMENDED** that Members **APPROVE** the introduction of the revised Social Media Policy.

FOR DECISION.

13. Reasons for Proposed Decision

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

14. Implementation of Decision

The decision is for immediate implementation

15. Appendices

Appendix 1 – Equality Impact Assessment Screening Form

Appendix 2 – Social Media Policy

16. List of Background Papers

ACAS Guidelines – Social Media in the Workplace.

17. Officer Contact

Sheenagh Rees, Head of Human Resources

E-mail s.rees5@npt.gov.uk
Telephone 01639 763315

Diane Hopkins, Principal HR Manager

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

Telephone 01639 763012

Equality Impact Assessment Screening Form

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

Section 1

What service area and directorate are you from?

Service Area: Human Resources

Directorate: Chief Executives

Q1(a) What are you screening for relevance?

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

(b) Please name and describe below

Introduction of a Social Media Policy to provide guidelines to employees in relation to using social media inside and outside of work and the potential consequences of misuse.

Q2(a) What does Q1a relate to?

Direct front line
service delivery

Indirect front line
service delivery

Indirect back room
service delivery

☐ (H)

☒ (M)

☐ (L)

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

Because they
need to

Because they
want to

Because it is
automatically provided to
everyone in NPT

On an internal
basis
i.e. Staff

☐ (H)

☐ (M)

☐ (M)

☒ (L)

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

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Age	<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

☐ (H)

☒ (M)

☒ (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

X ☐

Low risk
to reputation

(M) ☐

(L)

Q5 How did you score?

Please tick the relevant box

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

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

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

This is an employment policy which, following Member approval, will be introduced. It is a positive addition to the suite of employment policies available to staff as it provides guidelines in relation to the use of social media whilst inside and outside of work.

Section 2

Screener- This to be completed by the person responsible for completing this screening	
Name:	Diane Hopkins
Location:	Human Resources at the Quays
Telephone Number:	01639 763012
Date:	08/08/2018
Approval by Head of Service	
Name:	Sheenagh Rees
Position:	Head of Human Resources
Date:	08/08/2018

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

Social Media Policy



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

APPROVED BY

DATE June 2018

EDITION/VERSION 2

REVIEW DATE

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Appendix Two

Social Media Terms explained	8/9/10
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1. Policy Statement

- 1.1 There are many benefits to using social media. Alongside other communications it can help Neath Port Talbot County Borough Council to communicate with citizens in the places they already are, to consult and engage and be more transparent and accountable.
- 1.2 The Council also values social media as a tool in the workplace and encourages employees to use it responsibly.
- 1.3 Employees are able to access social media services and social networking sites at work either through the Council's IT systems or via their own personal equipment. This must be done in an appropriate manner ensuring that there is no risk to your own personal health and safety or that of other individuals including colleagues and members of the public.
- 1.4 This policy describes the rules around social media within Neath Port Talbot Council and the responsibility of employees in relation to the use of social media at work. It sets out how staff should behave when accessing the Council's social media accounts. It also explains rules about using personal social media accounts at work.
- 1.5 If employees wish to set up service specific Council Social Media Account, please [click here](#).

2. Overview

- 2.1 This policy applies to all employees and to anyone else working for the Council. It does not form part of the contract of employment and can be amended at any time.
- 2.2 The use of social media may, together with the wider use of Council IT resources, be monitored to make sure that all users are complying with this policy. Whenever employees use Council IT resources and systems, they give the Council their consent to monitor their activities.
- 2.3 Employees who breach this policy may face action under the Disciplinary Policy and Procedure. Where there is a serious breach of the social media policy, this may result in dismissal in line with the Council's Disciplinary Policy and Procedure. You may also be required to remove any social media content that in itself breaches this policy and this may invoke the disciplinary procedure if you fail to do so. In addition, if comments you post about the Council or named individuals are found to have harmed their reputation, you could face legal proceedings.

3. What is Social Media?

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

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

4. USING SOCIAL MEDIA AT WORK

- 4.1 You may use Council IT resources and your own equipment to access social media during work hours as long as it is during the hours specified below, that you follow this policy and you are not involved in creating any inappropriate or unprofessional content. Your use must also not interfere with your duties, or put your own health and safety or the health and safety of others at risk.
- 4.2 Usage must take place within your own time – before 8.30 am, between 12 noon and 2.00 pm and after 5.00 pm with no exceptions. This applies seven days per week.
- 4.3 Employees must not post personal content on any Council social media account that they are authorised to use. These accounts belong to the Council and access will be stopped if there is abuse of this policy in any way. When an employee leaves the Council, access will also be stopped and your user names and passwords requested. The Council may also request them at any other time and in either case these must be supplied on request.
- 4.4 Please see Appendix One for further information in relation to etiquette and style and important rules.

5. YOUR RESPONSIBILITIES WHEN USING SOCIAL MEDIA

- 5.1 Always identify yourself and make it clear your opinions are your own and you are not speaking on the Council's behalf. You might consider doing this in a disclaimer. Use a personal email address, not your Council email address, and do not create a social media account that could be mistaken for a Council account we have set up, or could set up.
- 5.2 It is your duty to protect the Council's interests and you must not publish anything that could directly or indirectly damage these or compromise our reputation. You must never speak on the Council's behalf on social media unless authorised to do so and you must always make sure anything you do post is accurate and lawful. Always get your colleagues' permission before posting images of them or any of their personal details.
- 5.3 You must take personal responsibility for your social media content. If you can be identified as working for the Council, you must make sure your profiles, and anything you post, are congruent with how we expect you to present yourself to the public, stakeholders and colleagues. Be mindful that even if you do not name us as your employer, people who know you and where you work may still make an unwelcome association with the Council. If you are in any doubt about what is and is not acceptable, please talk to your manager.
- 5.4 You must always show respect to others when using social media. You must never criticise the Council, our service users, suppliers, your colleagues or anybody else you come into contact through working for the Council. Our other policies — in particular those covering Dignity at Work and the Employee Code of Conduct — give guidance on the type of behaviour we consider unacceptable in the workplace, and we expect you to maintain the same high standards when using social media. Specifically, we will not tolerate any of the following:
- abusive or threatening language
 - sexually explicit language
 - unlawful or disrespectful comments
 - false or misleading statements
 - impersonating your colleagues or third parties
 - inciting somebody to commit a crime.
 - anything that could reasonably be construed as inciting or encouraging someone to commit a breach of health and safety rules
- 5.5 If another Council employee is bullying, harassing or victimising you using social media, you must follow the process laid out in our Dignity at Work Policy which can be accessed via the HR Intranet or via your line manager or trade union representative.
- 5.6 You are obliged to respect Council confidentiality at all times and not to use social media to comment on sensitive matters, including — but not restricted to — the following:

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

- 5.7 We also insist that you never use the Council logo, or other corporate artwork in anything you post or as part of any of your social media profiles.
- 5.8 You may share posts/messages from council accounts (corporate and/or service) that contain these elements, however, any comments you share in relation to these must comply with this policy.
- 5.9 You must remain aware at all times of the public nature of social media. Even content posted on a restricted forum can quickly be shared across other social media and you must assume that anything you publish anywhere will sooner or later reach the public domain.
- 5.10 When you share content posted by others, remember that you may be seen as giving tacit approval to opinions that could bring the Council into disrepute.
- 5.11 You must never air grievances about the Council or any of its activities on social media. Should you wish to make a complaint, you should raise it first with your manager. If the issue remains unresolved, you must then follow the Grievance Procedure.

6. OTHER SOCIAL MEDIA GUIDANCE

- 6.1 Employees should always respect copyright and always check whether or not a third party's content is protected before you reuse or repost it.
- 6.2 If an employee comes across anything posted to a social media site that breaches this policy or otherwise brings the Council into disrepute, they should report this to their manager in the first instance.
- 6.3 Further guidance is provided in Appendix One in relation to social media etiquette and some important rules to consider when using social media.

Etiquette and style

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

Important Rules

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

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

Keep your messages professional, polite and positive.

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

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

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

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

Social Media terms explained

Blog

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

Blogosphere

All the Blogs on the Internet

Community of Practice

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

Direct Message

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

Facebook

An example of social networking

Flickr

Photo sharing site

Follower

Someone who has chosen to follow you on Twitter

Friend

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

Forum

A virtual discussion area

#Hashtag

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

Instagram

A platform for sharing photos and videos

Instant Messaging

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

Microblog

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

Pinterest

A virtual pinboard for creating and sharing images

RebelMouse

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

Retweet

To forward a Tweet received on Twitter

16

RSS feeds or Really Simple Syndication feeds

Messages from websites informing you that new information is available so that you don't have to keep checking the website for updates

Social Bookmarking

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

Social networking

Facebook etc

Snapchat

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

Spam

Electronic junk mail

Trending

Current popular people or conversations as in trending on Twitter now...

Troll

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

Tweet

A message sent on Twitter

Tweety Hall

A virtual gathering place for councillors with Twitter accounts

Twitter

An example of microblogging

Vimeo

A platform for sharing videos and photographs

Whats App

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

Wiki

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

Wikipedia

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

You Tube

A platform for sharing videos and photographs

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee 3rd SEPTEMBER 2018

Report of the Head of Human Resources – Sheenagh Rees

Matter for Information

Wards Affected:

All wards

HR Support to Schools Budget Setting Process and SSIP - Spring 2018

1. Purpose of the Report

The purpose of this report is to provide Members with details of the HR support provided to schools facing financial difficulties as a result of budget pressures, following receipt of their budgets in March 2018. Also, to provide members with details of the HR support provided to schools affected by the Strategic School Improvement Programme (SSIP).

2. Background

In order to prepare for the financial pressures schools may face as a result of the budget setting process, the HR team had already taken the following actions during September / October 2017:

- Reviewed the already established Redundancy / Redeployment Policy and Procedure for All School Based Staff, ensuring the policy properly sets out a process for consultation, contains a fair and objective mechanism for redundancy selection and ensures that roles and

responsibilities are clearly set out, following discussions with Trade Unions and Headteachers.

- Offered and arranged formal training sessions during February 2018 for Governors, Head Teachers and Bursars on the reviewed Policy.
- Encouraged the use of the Joint Pledge to Safeguard Employment in Schools, in association with the trade unions, Head Teachers, Governors and the Council. (Attached as Appendix 1)
- Introduced a Voluntary Redundancy (VR) process for schools where there was a budget deficit.
- Developed a timetable for schools with a budget deficit. The timetable sought to ensure that the various stages included in the Policy, could all be carried out in the very limited time available.

Note1: The Staffing of Maintained Schools (Wales) Regulations 2006 require notice to be issued to teaching staff by 31st May to terminate an employee's contract by the end of the summer term. If this deadline is not met, a dismissal may not be effective until the end of December, which would result in further cost implications for the school between September and December, potentially leading to more job losses.
Note 2: Unlike in previous years, there was no Early Retirement Scheme offered in 2017 for school employees. This was a decision taken by school representatives linked to cost and legalities of the scheme.

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

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

3. Voluntary Redundancy Process

A Voluntary Redundancy (VR) Scheme for school based employees was launched in February 2018. The following reflects the numbers of applications and acceptances from school based employees (based on headcount).

36 Teaching Staff Applications for 2018 with 9 acceptances
68 Support Staff Applications for 2018 with 8 acceptances

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

4. Key Stages in the 2018 redundancy process due to budget deficit

A total of 21 schools contacted the HR team to indicate difficulty in setting budgets, with the potential for an impact on staffing.

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

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

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

The following reductions in staff numbers were identified in order to set budgets across the schools, this included voluntary redundancies, actual posts and reduction in hours:

- 17.59 FTE Teaching Posts
- 13.08 FTE Support Staff Posts

HR Officers attended to support the Staff Disciplinary and Dismissal Committees (SDDC) in determining the actions required and, where necessary, develop Redundancy Selection Criteria. At this point, the SDDC would establish the impact on staff, whether

they would be seeking job losses, and if so, how many, and whether teaching or support staff would be affected. The SDDC would also establish any other actions to be considered such as seeking to change contracts of employment, i.e. reducing hours of work.

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

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

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

Redeployment Liaison Officers (RLOs) were allocated from within the HR team to support employees at risk of redundancy. RLOs met with each affected individual to advise them about the redeployment process and to provide support in completing application forms and ensuring all vacancies were circulated to them in a timely manner.

There were no Appeal hearings as a result of the budget setting process this year, all redundancy notices were issued, where no alternative had been identified, by 31st May 2018.

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

5. SSIP Processes

The closure of Groes Primary, Dyffryn Comprehensive, Llansawel Primary, Ynysmaerdy Primary and Brynhyfryd Primary took place on 31st August 2018, with the opening of Ysgol Cwmbrombil and Ysgol Carreg Hir on 1st September 2018. The Management of Change Process was followed which involved the drafting of a new structure and consultation with staff prior to moving across to the new school. All staff have been issued with new contracts and assimilated into new posts. There have been no compulsory redundancies as a result of the Strategic School Improvement Programme this year.

SSIP Voluntary Redundancy Process

A Voluntary Redundancy (VR) Scheme for school based employees in the schools listed above was launched during the Autumn term. The following reflects the numbers of applications and acceptances from these schools (based on headcount).

11 Teaching Staff Applications with 1 acceptance
29 Support Staff Applications with 9 acceptances

6. Feedback from the 2018 process

In order to make improvements year on year, the HR Team request feedback from key stakeholders such as ELLL Management Team, Challenge Advisors, Trade Unions, Headteachers etc to identify what worked well and what improvements can be made in relation to the schools budget setting process and the SSIP programme.

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

In the Autumn term of 2018, LLAN and NAASH will also be invited to feedback on the process, to determine any areas for action.

HR staff have already identified issues for action as follows:

- The HR team will review the policy and amend if necessary taking in account recent legal decisions and feedback received.
- Guidance will be further enhanced and circulated to support schools in looking at actions as an alternative to redundancy, for example reducing hours of work, changing to term time working.
- Release of indicative budgets at an earlier stage will help ensure that meaningful consultation can take place. Head teachers, Chairs of Governors and the trade unions, have reported increased pressure as a result of the tight timeframe to complete the various stages of the process.
- Bursars have a HR dimension contained within their job evaluated job descriptions, for example, issuing contractual documentation including statements of particulars to school staff. It is important that those involved in recruitment and issuing this contractual documentation have an in depth understanding key aspects of this documentation, such as temporary and fixed term contracts having clear reasons for the temporary / fixed term nature for the contract with a firm and up to date end date contained in the documentation. HR will continue to arrange further training as needed for bursars and Headteachers to improve their knowledge and understanding of key processes that they are responsible for, such as issuing contractual documentation and maintaining up-to-date and accurate employee records.
- The Director of Education Leisure and Lifelong Learning will write to schools to reaffirm the Safeguarding Employment Pledge before the 2019/20 budget is issued.

7. Financial Impact

In early March 2018 the Director of ELLL notified schools on their budgets for 2018/2019. The Schools Delegated Budget for 2018/19 is £79,952 million and was an increase of 0.42% from the 2017/2018 Schools Delegated Budget.

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

8. Equality Impact Assessment

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

9. Workforce Impacts

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

Current position for school redundancies linked to deficit – key figures

Redeployed successfully - Teachers	0.5FTE
Redeployed successfully - Support staff	0.74FTE
Compulsory Redundancy – Teachers	1.35FTE
Compulsory Redundancy - Support staff	0FTE
Voluntary Redundancy - Teachers	7.9FTE
Voluntary Redundancy – Support staff	8.6FTE
Agreed reduced hours and term time contracts – Support staff (16 employees affected)	1.5FTE
Temporary contracts ended (9) - Teachers	7.84 FTE
Temporary contracts ended – Support staff (5)	2.24FTE

All processes were carried out in line with the Schools Redundancy and Redeployment Policy and Procedure.

10. Legal Impacts

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

11. Risk Management

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

12. Consultation

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

13. Recommendations

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

14. Appendices

Joint Pledge to Safeguard Employment in Schools
Equality Impact Assessment Screening Form

15. List of Background Papers

School Redundancy/Redeployment Policy and Procedure
Individual VR Business Cases

16. Officer Contact

Sheenagh Rees, Head of Human Resources

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

Telephone 01639 763315

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Neath Port Talbot County Borough Council

Joint Pledge To Safeguard Employment In Schools

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

Aim

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

The Pledge

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

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

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

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

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

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

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

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

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

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

Safeguarding of Support Services Provided to Schools By NPT Council Employees

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

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

Review

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

Equality Impact Assessment Screening Form

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

Section 1

What service area and directorate are you from?

Service Area: Human Resources

Directorate: Finance & Corporate Services

Q1(a) What are you screening for relevance?

Service/
Function

☐

Policy/
Procedure

☐

Project

☐

Strategy

X

Plan

☐

Proposal

☐

(b) Please name and describe below

School Budget Setting Process

Q2(a) What does Q1a relate to?

Direct front line
service delivery

X(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

X (L)

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

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

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

High visibility
to general public

☐ (H)

Medium visibility
to general public

X (M)

Low visibility
to general public

☐ (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 → X Do not complete EIA
Please go to Q6 followed by Section 2

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

An EIA is not relevant in this circumstance as there is no adverse impact on any particular protected characteristic. In addition the department actively works with Trade Unions to ensure that any redundancy process is not discriminatory.

Section 2

Screener- This to be completed by the person responsible for completing this screening	
Name: Tom Owen	
Location: Human Resources	
Telephone Number:	01639 763304
Date: 17/08/2018	
Approval by Head of Service	
Name: Sheenagh Rees	
Position: Head of Human Resources	
Date: 17/08/2018	

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

3RD SEPTEMBER 2018

REPORT OF THE HEAD OF HUMAN RESOURCES – S.REES

Matter for Information

WARD(S) AFFECTED: All

Soulbury Committee Pay Update 2018 / 2019

1. Purpose of Report

The purpose of this report is to update Members in relation to national pay negotiations for the Soulbury Committee.

2. Background information

Following a meeting of the Soulbury Committee on 18th July, the Employers' Side responded to the Officers' Side pay and conditions claim with an offer of 2% for 2018 and 2% for 2019 on all pay points on the Soulbury pay spines and allowances.

They also agreed to further discussions on reform of the pay spines and terms and conditions on a without prejudice basis. The staff associations are now undertaking a consultation on this a response is due at the end of the month. Once this has been received, a further report will be brought to this Committee.

3. Consultation

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

4. Equality Impact Assessment

There are no equality impacts associated with this report.

5. Recommendation

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

FOR INFORMATION

6. Officer contact

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

7. List of Background Papers

N/A

8. Appendices

- **Appendix 1** - Letter from the Local Government Employers Soulbury Committee dated 18th July 2018

Andrew Morris
Officers' Side Secretary
Soulbury Committee
National Education Union
Hamilton House
Mabledon Place
London
WC1H 9BD

18 July 2018

Dear Andrew

Soulbury Committee – Response to Officers Side's Pay and Conditions Claim 2018

Following the meeting of the Soulbury Joint Secretaries on 16 July, I am writing to confirm the final response of the Employers Side to the Officers Side's pay and conditions claim for 2018 as follows (in bold):

- *The first of our priorities is a significant increase in pay, beginning with an increase of 5% on all pay points, which will begin to address the substantial real terms cuts which Soulbury employees have, like other public sector workers, suffered through a combination of public sector pay restrictions and increases in pay deductions from 2010.*

The Employers' Side is unable to meet your claim for an increase of 5% for 2018 on all pay points. We have considered this and in light of the clear and consistent message from our consultation process with local authorities we consider that the offer made to you on 16 July balances the desire to provide a fair pay increase for all staff that is within the limits of affordability and which is consistent with pay offers made to other parts of the local government workforce. The offer is as follows:

- **2.0% increase on all pay points on each of the Officer pay scales on 1 September 2018 and on 1 September 2019;**
- **2.0% increase on the London Area and Fringe Payments from the same dates.**
- *The second priority is a review of the current Soulbury pay structure in order to ensure that the various scales and ranges and provisions governing their use reflect the current situation within LAs and other related organisations using the Soulbury agreement.*

A. Scales A and B for Education Psychologists should have points 1 and 2 removed and two points added at the top. In the case of Scale A, the three six point scales permitted to local authorities would then become 3-8, 4-9 and 5-10, with authorities retaining the right to choose which of those scales they use.

B. It is also time to consider the reduction of the length of the spine for Education Improvement Professionals. We suggest that SP1-4 should be eliminated, making SP5 the first point on the scale. This would provide a significant boost to the lowest paid professionals and improve the attractiveness of roles. The length of this spine would still be longer than the other Soulbury pay spines.

C. We also propose that the minimum points for the specific categories of Education Improvement Professions (EIP) should be increased by at least two points and that advice is issued confirming that no EIP should be paid below the minimum starting point for their category of post. In order to help give effect to the immediate pay increase proposed earlier in this submission, the Officers Side proposes that for EIPs this could be achieved by immediate pay progression by one point on the pay spine.

D. Finally, mindful of the wholesale removal of posts (particularly at Principal level) and the associated increases in workloads and flexibility, we propose that the minimum points for the specific categories of YP/CSMs should also be increased by at least two points and that advice is issued confirming that no YP/CSM should be paid below the minimum starting point for their category of post.

The Employers' Side is unable to agree these structural changes to the Soulbury pay spines and ranges but is able to commit to further discussions at Joint Secretarial level on without prejudice basis.

- The third priority is a serious discussion on the impact of the erosion in conditions of service entitlements in many authorities and services, which have hit Soulbury employees harder than many other local government workers.

The Employers' Side is not aware of specific examples of where you consider this to be the case. However, if you are able to share further detail on the issues you touched upon in our meeting, we are happy to discuss this further at Joint Secretarial level.

- While the trend continues towards provision of Soulbury services (in particular school improvement services and some EP services) by third party providers, we believe that the Soulbury Report should be amended to make clear that its provisions are jointly recommended as terms and conditions of employment not only to local authorities but also to others engaged in the provision of such services. Therefore, we propose that a new paragraph 2.2 should be added to the Soulbury Report as follows:

2.2 The Soulbury Committee recommends that this should apply not only to officers employed in such functions by local authorities but also to officers employed in

such functions by organisations paid to provide such services by local or central government or the Welsh Assembly Government.

The Employers' Side is able to agree this element of your claim.

In concluding this response, the Employers' Side wishes to record its thanks for the commitment and significant role Soulbury Officers play in helping to maintain and improve local authorities' education and children's services, in relation to school improvement, educational psychology services and the management of the youth service.

I would be grateful if you could confirm that the Officers' Side will consult its membership on the offer and the timescale for that consultation. We hope that this offer will form the basis of an agreement for 2018 and 2019.

Yours sincerely

A handwritten signature in black ink, appearing to read "Simon Pannell".

Simon Pannell
Employers' Side Secretary

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

3RD SEPTEMBER 2018

REPORT OF THE HEAD OF HUMAN RESOURCES – S.REES

Matter for Information

WARD(S) AFFECTED: All

JNC for Community Workers Pay Update 2018 / 2019

1. Purpose of Report

The purpose of this report is to update Members in relation to national pay negotiations for JNC for Youth and Community Workers.

2. Background information

Following a meeting of the JNC for Youth and Community Workers on 9th July, the Employers' Side responded to the Staff Side's pay and conditions claim for 2018 with an offer which consisted of removal of pay point 2 in 2019, additional cash payments on points 2 – 6 for 2018 and 2019 and 2% for 2019 on all of the remaining pay points on the Youth and Community Support Worker and Professional spines and allowances.

They also agreed to further discussions on evening working practices, Education Training Standards (ETS) accreditation for playworkers and apprenticeships in the sector.

The Staff Side Trade Unions are currently undertaking a consultation on this response. Once this has been received, a further report will be brought to this Committee.

3. Consultation

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

4. Equality Impact Assessment

There are no equality impacts associated with this report.

5. Recommendation

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

FOR INFORMATION

6. Officer contact

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

7. List of Background Papers

N/A

8. Appendices

- **Appendix 1** - Letter from the National Employers for JNC for Youth and Community Workers dated 13th July 2018

Colenzo Jarrett-Thorpe
Staff Side Secretary
JNC for Youth and Community Workers
Unite House
128 Theobald's Road
London
WC1X 8TN

13 July 2018

Dear Colenzo

JNC Youth and Community Workers - Response to Staff Side's Pay and Conditions Claim 2018

Following the meeting of the JNC for Youth and Community Workers on 9 July, I am writing to confirm the final response of the Employers' Side to the Staff Side's pay and conditions claim for 2018 as follows (in bold):

i) to join with Staff Side to mount a strong campaign to promote and defend youth services including hosting regional roadshows with staff and encompassing community, not for profit and voluntary sector employers

The Employers' Side is unable to agree to join with the Staff Side in this campaign but can propose some joint working with the LGA's Children and Young People Board to promote the sector.

ii) to continue to recognise the JNC agreement and commit to maintaining it for all youth and community work staff, both in local authorities and community, not for profit and voluntary sector providers.

The Employers' Side is currently content to continue with the JNC bargaining arrangements. It is unable to commit to a position that all local authorities and community, not for profit and voluntary sector providers should maintain it for their staff. We believe that all providers have the discretion and autonomy on whether to apply the Agreement or not.

iii) to give a rise of £1000 or 5%, whichever is the greater, on all grades and allowances from September 2018 and a rise of £1000 or 5%, whichever is the greater, on all grades and allowances from September 2019.

The Employers' Side is unable to meet the claim of a rise of £1000 or 5% for 2018 and for 2019. The Employers' Side has considered this and in light of the clear and consistent message from our consultation process with local authorities we continue to believe that the broad framework of the offer made to you on 9 July balances the desire to provide a fair pay increase for all staff that is within the limits of affordability and which is consistent with pay offers made to other parts

of the local government workforce. Following the discussions at the JNC, we have made some minor adjustments to the cash values at points 2-6 in both 2018 and 2019. The final offer is set out below:

From 1 September 2018

- £950 on pay point 2
- £850 on pay point 3
- £750 on pay point 4
- £650 on pay point 5
- £550 on pay point 6
- 2% on all other pay points
- 2% on London and Area allowances

From 1 September 2019

- The deletion of pay point 2 (14.61%)*
- £850 on pay point 3 (10.36%)*
- £750 on pay point 4 (8.86%)*
- £650 on pay point 5 (7.43%)*
- £550 on pay point 6 (6.11%)*
- 2% on all other pay points
- 2% on London and Area allowances

* % increase over two years.

iv) remove pay point 2 to bring the JNC pay spine in line with the Living Wage Foundation rate with a view to reaching the Minimum Income Standard by September 2020.

The Employers' Side is able to agree to removal of pay point 2 in 2019 in the second year of a pay agreement.

v) to undertake a joint comparative review of all London and area allowances to be completed by December 2018.

The Employers' Side is unable to agree to undertake a review of London and area allowances within current budgetary constraints and in isolation of other terms and conditions.

vi) to formally define an evening session as one that finishes after 6pm.

The Employers' Side cannot agree to formally define an evening session on this basis. However, it is able to agree to further discussions on broader principles of working practices around evening work on a without prejudice basis at Joint Secretarial level.

vii) to work the English ETS and Welsh ETS to include the monitoring and validation of playwork qualifications alongside side their remit with youth work qualifications.

The Employers' Side is able to agree to further discussions on this element on a without prejudice basis at Joint Secretarial level and with the English ETS and Welsh ETS.

viii) The JNC should set up a joint working group on youth work apprenticeships, to develop joint guidance as an appendix to the JNC Pink Book on this issue. The joint working group should report back its findings before September 2019.

The Employers' Side is able to agree to further discussions on issues relating to apprenticeships in the sector at Joint Secretarial level. However, we need to be clear from the outset that we would see these focused on professional issues and not terms and conditions.

I would be grateful if you could confirm that the Staff Side will consult its membership on the offer and the timescale for that consultation.

Yours sincerely



Simon Pannell
Employers' Side Secretary

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