



## ***PERSONNEL COMMITTEE***

***2.00 PM - MONDAY, 15 OCTOBER 2018***

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

### **Part 1**

1. To receive any Declarations of Interest from Members.

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

2. Establishment of a Senior Independent Domestic Violence Advisor (IDVA) *(Pages 3 - 20)*

### **Report of the Head of Human Resources**

3. Budget Proposals / Voluntary Redundancy Scheme *(Pages 21 - 24)*

### **Report of the Interim Head of Adult Services**

4. Homelessness and Housing Options - Management of Change *(Pages 25 - 38)*

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

5. Proposal to amend the staffing structure within the Business Support Team of Legal Services *(Pages 39 - 50)*
6. Any urgent items (whether public or exempt) at the discretion of the Chairman pursuant to Section 100B (4) (b) of the Local Government Act 1972.
7. Access To Meetings To Resolve To Exclude The Public For The

Following Item(S) Pursuant To Section 100a(4) And (5) Of The Local Government Act 1972 And The Relevant Exempt Paragraphs Of Part 4 Of Schedule 12a To The Above Act.

## **Part 2**

### **Private Report of the Head of Human Resources**

8. Proposed Change to ER.VR.CR Scheme for all employees excluding Teachers (*Pages 51 - 70*)

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

9. Traveller Education Service and Minority Ethnic Achievement Service (*Pages 71 - 80*)
10. Review of School Catering Service (*Pages 81 - 84*)

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

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

**Tuesday, 9 October 2018**

### **Committee Membership:**

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

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

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

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Personnel Committee

15<sup>th</sup> October 2018

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

#### Matter for Decision

#### Wards Affected:

All wards

#### Establishment of a Senior Independent Domestic Violence Advisor (IDVA)

#### Purpose of the Report

The purpose of this report is to seek Members' approval to establish a Senior Independent Domestic Violence Advisor (IDVA) post evaluated at grade 8, based in the community safety team in the Chief Executive's Directorate.

#### Executive Summary

This report seeks approval for the establishment of a Senior IDVA post in the Domestic Abuse IDVA team, at grade 8. The role of this post will be to manage the IDVA team based in the Community Safety Team.

#### Background

The role of the IDVA is to provide a high-quality frontline service to victims of domestic abuse; delivering the service to those at highest risk, identifying and assessing the risks and needs of domestic abuse victims, and to provide a pro-active, short to medium-term crisis

intervention through individual safety planning and personal support to keep them and their children safe.

Over the ten year period that the service has been operating, demand has increased year on year and last year reached crisis point. A high risk review was undertaken to look at the demand on the service which identified the following:

- The caseloads for the IDVA workers exceed the National Charity for victims of Domestic Abuse Safe Lives benchmark by a significant margin
- There was no qualified manager in place to provide leadership of the service
- There was no case management or clinical supervision in place to help debrief staff and provide for their welfare
- There was limited service resilience/cover over bank holiday and other periods; the service was predominantly working in office hours
- There was inconsistency in relationships with specialist Domestic Abuse providers operating across the area which meant that the ability to step down cases was inconsistent and ongoing support for victims inequitable

Following the review, the capacity in the team was increased from two full-time IDVAs to three and a part-time Business Support Officer appointed. This review also identified the need for a senior IDVA as proposed below.

## **Proposal**

A post of Senior IDVA is created at grade 8 to enable the IDVA team to be restructured. The post will cover, amongst others, the following areas:

- To support and line manage the team of IDVAs to provide a high quality frontline service to victims of domestic abuse that delivers a service to those highest risk.
- To be the lead in crisis situations and provide advice and guidance on child protection issues and information sharing concerns.

- To implement and support the development of the strategic direction of the service and take a role in the local domestic violence strategy partnerships.
- To provide case management support to the IDVAs

As the IDVA team are required by Welsh Government to work regionally with Swansea, consideration was given to the Swansea Senior IDVA managing the Neath Port Talbot Team. This option was dismissed for a number of reasons, including, the different working practices of the teams, the difficulty in effectively managing a team across two locations and the risk of the Neath Port Talbot Team losing the premium service for local people.

Following approval from the unions, authorisation from the Head of Service and consultation with the team, an agreement was reached that the most experienced Officer in the team took on the role of Senior IDVA. This report formalises this arrangement.

### **Financial Impact**

All posts in the IDVA team are currently grant funded. The post of Senior IDVA will be funded by Welsh Government Regional Domestic Abuse funding. Neath Port Talbot works regionally with Swansea and Swansea is the banker for this funding stream.

All costs associated with this post, including any future pay awards, will be met from funding from the Police & Crime Commissioner's funding stream. There will be no additional expenditure incurred to the Council. Please see financial appraisal in Appendix 1.

### **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 2.

### **Workforce Impacts**

This proposal will provide greater resilience within the Domestic Abuse IDVA team and provide staff with a management structure and

case management to ensure realistic case loads and ongoing support.

### **Legal Impacts**

There are no legal impacts associated with this report

### **Risk Management**

This proposal will help reduce the risk of an unmanageable caseload, unsafe case management practices and ensure correct policies and procedures are in place to support the team.

### **Consultation**

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

### **Recommendations**

It is recommended that Members approve the establishment of a Senior IDVA post (Grade 8) based in Community Safety Team of the Chief Executive's Directorate.

### **FOR DECISION**

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

To provide a robust management structure in the Domestic Abuse IDVA team to enable them to work appropriately and effectively with all high risk victims and their families.

#### **Implementation of Decision**

The decision is for immediate implementation.

#### **Appendices**

Appendix 1 – Financial Appraisal

Appendix 2 – Equality Impact Assessment Screening Form

Appendix 3a – Community Safety team structure before change

Appendix 3b – Community Safety team structure after change

### **List of Background Papers**

[www.Safelives.org.uk](http://www.Safelives.org.uk)

### **Officer Contact**

Karen Jones – Assistant Chief Executive and Chief Digital Officer

Tel No: 01639

E mail: [k.jones3@npt.gov.uk](mailto:k.jones3@npt.gov.uk)

Sian Morris – Principal Officer for Community safety

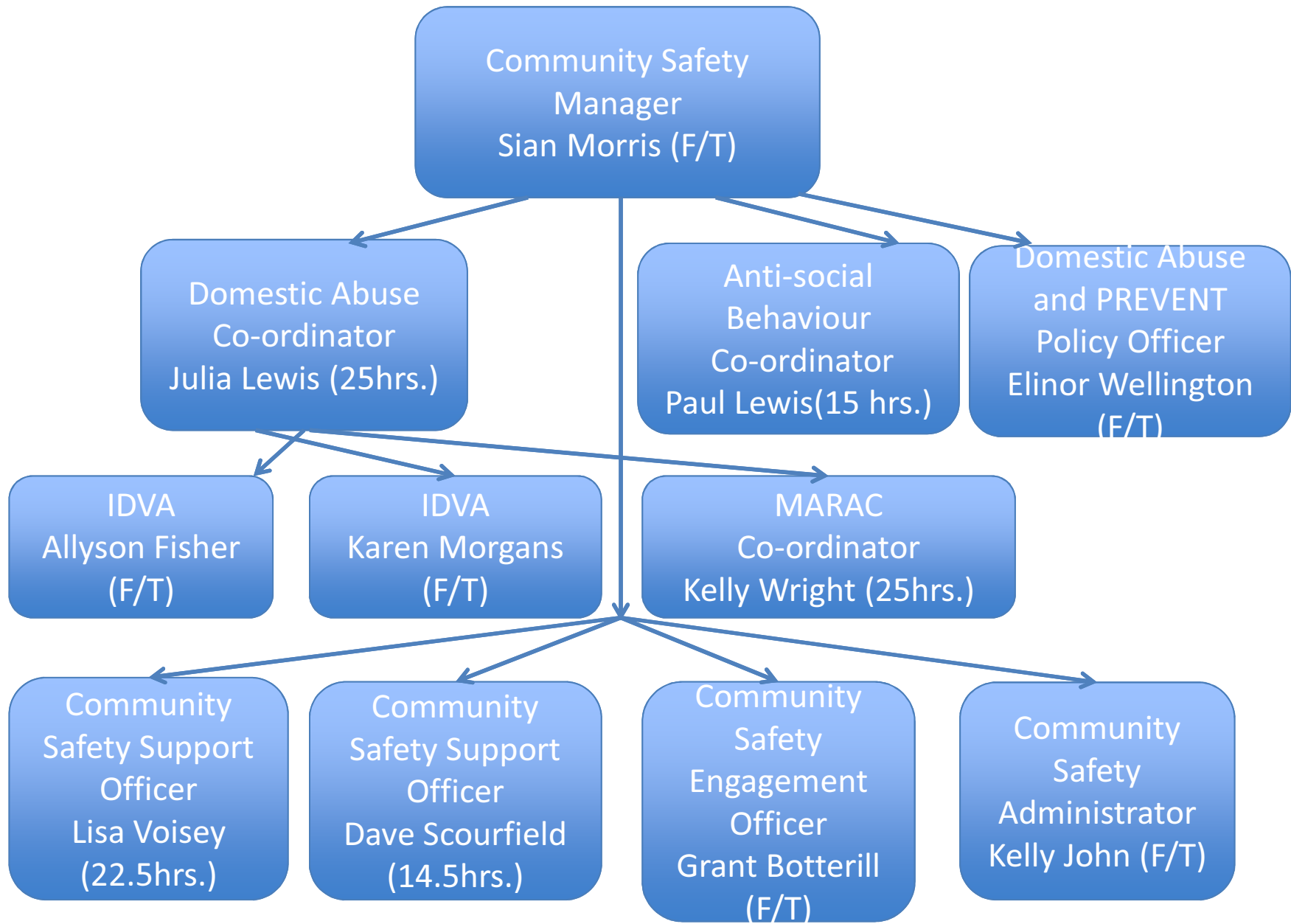
Tel No; 01639 889161

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



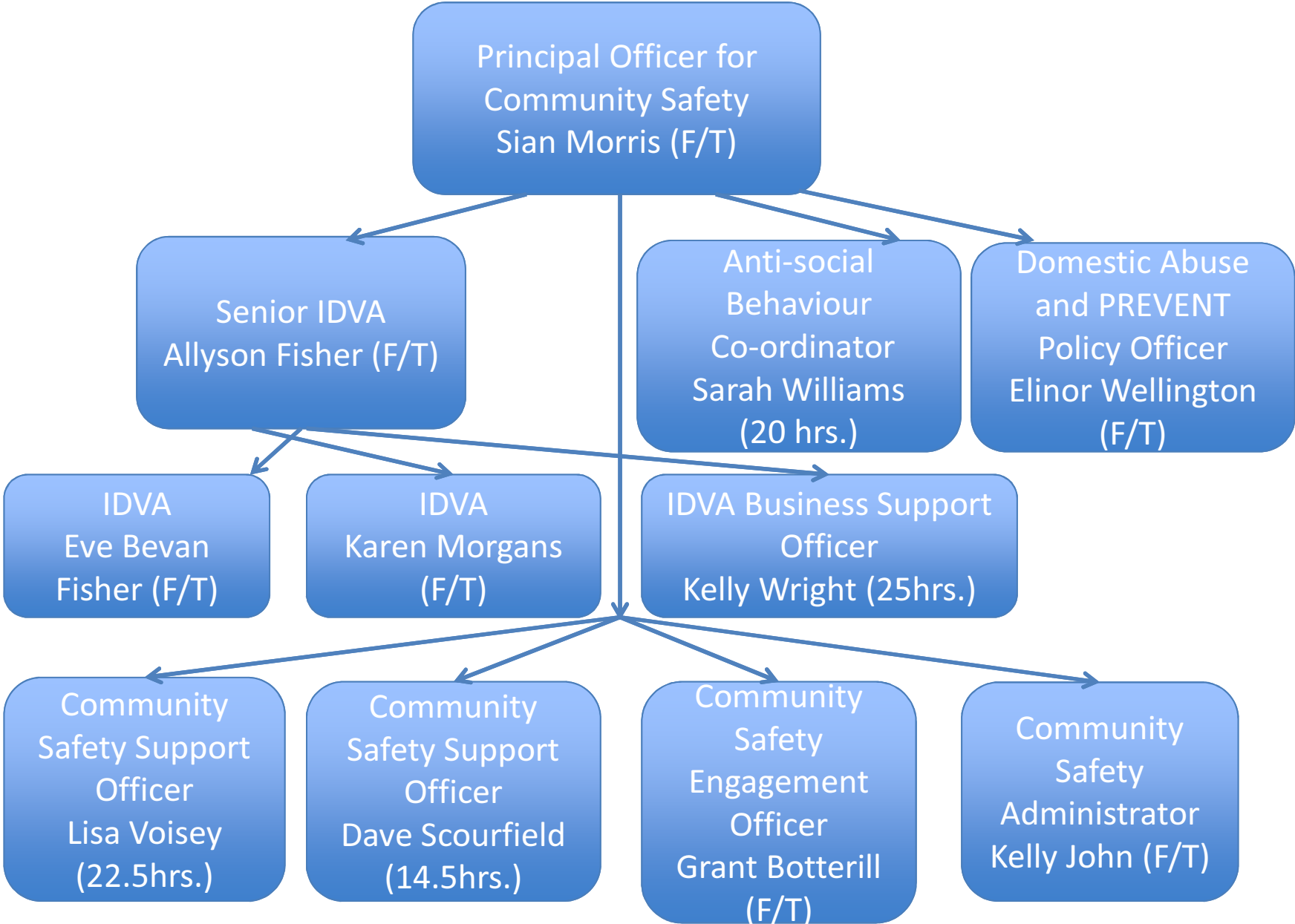


# Community Safety Team



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# Community Safety Team



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**SET UP COSTS**

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

**RECURRING COSTS**

	<u>Current</u> <u>Year</u> <u>£</u>	-	<u>Next</u> <u>Year</u> <u>£</u>	-	<u>Max</u> <u>in</u> <u>Full</u> <u>Year</u> <u>£</u>
-					
-					
<b><u>Costs</u></b>					
Employee Costs (Financial Appraisal Statement)					
> Starting Salary	1,166	1,166		1,166	
> Additional cost at Maximum Salary		1,190		3,267	
Accommodation Running Costs					
IT Annual Costs					
Other Running Costs (specify)	-				
<b>Total Recurring Costs</b>	<u>1,166</u>		<u>2,356</u>		<u>4,433</u>
<b><u>Funding of Recurring Costs</u></b>					
<b><u>External Sources</u></b>					
Specific Grant:					
- staffing costs	1,166	2,356	4,433		
- other					
Funding from External Agencies					
Service Level Agreement					
Other (specify)					
<b><u>Internal Sources</u></b>					
HRA					
Existing Budget Allocation					
Additional Guideline Allocation					
Other (specify)					

<b>Total Funds Available</b>	<b>1,166</b>	<b>2,356</b>	<b>4,433</b>
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Financial Appraisal

Post	Proposed Change (New Post / Delete / Regrade)	Pay Scales		Annual Costs	
		Current	Proposed	This year	Maximum
1.0 fte Senior IDVA Officer	Create (Grant Funded)		Grade 8	40,890	44,157
1.0 fte IDVA Officer	Delete (Grant Funded)	Grade 7		(39,724)	(39,724)
<b>Total</b>				1,166	4,433

## Funding Statement





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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: Community Safety

Directorate: Chief Executives

### 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  
Senior IDVA in the Domestic Abuse High Risk team

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

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

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

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

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

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Age	→ <input type="checkbox"/>	<input type="checkbox"/>	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"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	→ <input type="checkbox"/>	x <input type="checkbox"/>	<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
<input type="checkbox"/> (H)	<input type="checkbox"/> (M)	x <input type="checkbox"/> (L)

## Equality Impact Assessment Screening Form

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

High risk  
to reputation

X  (H)

Medium risk  
to reputation

(M)

Low risk  
to reputation

(L)

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

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

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

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

The post of Senior IDVA is a new post in an existing team and will not affect any person or group of persons adversely. This is a back office function providing much need support and case management to an existing team. The new post has been developed following a review of the High Risk Domestic Abuse team, which identified the need for the team to be restructured. The team only accept referrals from South Wales Police and Specialist DA providers.

### Section 2

Screener- This to be completed by the person responsible for completing this screening
Name: Sian Morris
Location: Neath Police Station
Telephone Number: 01639 889161
Date: 25 <sup>th</sup> September 2018
Approval for the Head of Service
Name: Claire Jones
Position: Strategic manager partnerships & Community Cohesion
Date: 26 <sup>th</sup> September 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

### CHIEF EXECUTIVE'S OFFICE

#### HEAD OF HUMAN RESOURCES – S.REES

15<sup>th</sup> October 2018

#### **Matter for Decision**

**Wards Affected:** all wards

#### **Budget Proposals / Voluntary Redundancy Scheme**

##### **1. Purpose of Report**

The purpose of this report is to seek Member approval in relation to the employment actions necessary to support the Council's budget planning process for 2019 / 2020.

##### **2. Budget proposals**

As a result of the continued budgetary challenge facing the Council, a package of Forward Financial Plan-related proposals have been developed for consideration by Members in order to assist Members to set the Council's budget for 2019 / 2020, and beyond. Members will be asked to make decisions regarding these proposals and other associated topics over the coming months.

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

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

As a result of the scale of the consultations required, and the need for urgency in relation to the actions needed to deliver a balanced budget for 2019 / 2020, Members are asked to delegate authority to each

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

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

It is planned a report will be submitted to this Committee early in the 2019 / 2020 financial year summarising all of the workforce-related actions which have been taken by Corporate Directors in accordance with the delegated authority recommended above.

### **3. Voluntary Redundancy Scheme**

A revised VR Scheme has been agreed with the Trade Unions and is the subject of an earlier report to this Committee. Should Members approve the revised VR Scheme, it is intended to launch a 'window of opportunity' for employees to make an expression of interest in VR between the dates of 16<sup>th</sup> October 2018 and 2nd November 2018. Every employee of the Council, with the exception of those employed by School Governing Bodies and Chief Officers, will either receive an email of a letter inviting expressions of interest.

Once the deadline for expressions of interest has passed, they will be considered by Heads of Service. The Council's HR and payroll teams and the pensions team in the City and County of Swansea will then work together to provide the necessary access to pension and redundancy figures to help with the assessment of each application.

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

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

to now authorise Corporate Directors to make such organisational changes.

It is planned a report will be submitted to this Committee early in the 2019 / 2020 financial year which will summarise the decisions taken by each Corporate Director and Head of Service in relation to (a) leavers under the Voluntary Redundancy Scheme and (b) all consequential workforce-related changes.

#### **4. Risk Management**

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

#### **5. Financial Impact**

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

#### **6. Consultation**

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

#### **7. Equality Impact Assessment**

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

#### **8. Recommendation**

It is **RECOMMENDED** that Members:

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

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

(iii) Receive a report early in 2019 / 2020 summarising all the decisions and actions taken in relation to the foregoing matters.

## **FOR DECISION**

### **9. Officer contact**

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

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

### **10. Appendices**

None

### **11. List of Background Papers**

The Neath Port Talbot County Borough Council ER/VR/CR Scheme 15<sup>th</sup> October 2018



## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Personnel Committee

15th October 2018

### Report of the Interim Head of Adult Services – Angela Thomas

#### Matter for Decision,

#### Wards Affected:

All wards

### Homelessness and Housing Options - Management of Change

#### Purpose of the Report

1. The purpose of this report is to seek Members approval to amend the permanent staffing structure of the Homelessness and Housing Options Team.

#### Executive Summary

2. It is proposed to restructure the Homelessness Service into 3 clearly defined teams
  - a. Housing Options Service
  - b. Accommodation and Resettlement
  - c. Social Letting Agency.

3. A number of posts have been created, changed or deleted as below:

Posts created

1.0 x FTE GR 11 Homelessness & Housing Options Manager

1.0 x FTE GR 6 Support and Accommodation Officer

1.0 x FTE GR 6 Private Sector Housing officer

1.0 x FTE GR 5 Housing Options Financial Inclusion Officer

2.0 x FTE GR 4 Support and Resettlement Assistant

1.0 x FTE GR 3 Maintenance / Caretaker

Posts deleted

1.0 x FTE GR 7 High Risk Officer

1.0 x FTE GR 7 Property Manager Negotiator

1.0 x FTE GR 3 Business Support Assistant (Social Lettings Agency)

Other Changes

Principal Officer for Housing Renewals and Adaptations takes over the Homelessness and Housing Options service.

1 x Senior Housing Options Officer - renamed to Housing Options Team Leader

1 x Senior Support & Resettlement Officer - renamed to Housing Options Team Leader

1 x Housing Options Officer – renamed to Support and Accommodation officer, based at interim accommodation.

2 X Support Resettlement Assistants to be made permanent

Senior Housing Surveyor - HRAS Relocations to take over the management of Social Lettings Agency

Social worker to be located at Lewis Road.

Accommodation Officer to be relocated to Beaufort house.

Private Sector Housing Officer to relocate to Tregelles Court.

Llamau Mediation Worker to relocate to Lewis Road.

## **Background**

4. The Homelessness and Housing Options department has gone through a number of changes over the last few years with a change in legislation, benefits and funding and also a significant increase in demand for its services some due to the knock on effect of the benefit changes.
5. The number of interim accommodation units has significantly increased with the re-opening of the hostel at Beaufort House.
6. The demand for housing through the Social Lettings Agency is increasing.
7. The current structure is no longer suitable moving forward.

## **Financial Impact**

8. The additional cost of the posts will be funded from within the Homelessness Budget with a combination of savings made from deletion of other posts and also from the Supporting People grant.

## **Equality Impact Assessment**

9. There is no equality impacts associated with this report.

## **Workforce Impacts**

10. The proposed changes will increase the capacity within the establishment having a positive impact on the workforce, the changes will create a number of permanent posts rather than the on-going temporary arrangements and also give promotion opportunities. The new arrangement will stabilise the team and improve morale. The employees affected and Trade Unions have been fully consulted on the proposal.

## **Legal Impacts**

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

## **Risk Management**

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

## **Consultation**

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

## **Recommendations**

14. It is recommended that members approve the above changes to the structure for the Homelessness and Housing Options Team as follows:-
15. Posts created
16. 1.0 x FTE GR 11 Homelessness & Housing Options Manager
17. 1.0 x FTE GR 6 Support and Accommodation Officer
18. 1.0 x FTE GR 6 Private Sector Housing officer
19. 1.0 x FTE GR 5 Housing Options Financial Inclusion Officer
20. 2.0 x FTE GR 4 Support and Resettlement Assistant
21. 1.0 x FTE GR 3 Maintenance / Caretaker
- 22.
23. Posts deleted
24. 1.0 x FTE GR 7 High Risk Officer
25. 1.0 x FTE GR 7 Property Manager Negotiator
26. 1.0 x FTE GR 3 Business Support Assistant (Social Lettings Agency)

Other Changes:-

27. Principal Officer for Housing Renewals and Adaptations takes over the Homelessness and Housing Options service.
28. 1 x Senior Housing Options Officer - renamed to Housing Options Team Leader
29. 1 x Senior Support & Resettlement Officer - renamed to Housing Options Team Leader
30. 1 x Housing Options Officer – renamed to Support and Accommodation officer, based at interim accommodation.
31. 2 X Support Resettlement Assistants to be made permanent
32. Senior Housing Surveyor - HRAS Relocations to take over the management of Social Lettings Agency
33. Social worker to be located at Lewis Road.
34. Accommodation Officer to be relocated to Beaufort house.
35. Private Sector Housing Officer to relocate to Tregelles Court.
36. Llamau Mediation Worker to relocate to Lewis Road.

#### FOR DECISION

37. Implementation of Decision
38. The decision is proposed for implementation after the three day call in period

#### Appendices

39. Appendix 1 - Existing Structure
40. Appendix 2 - Proposed Structure
41. Appendix 3 - Financial appraisal.

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

42. None

## **Officer Contact**

43. Angela Thomas, Head of Adult Services

Tel: 01639 763794, email [a.j.thomas@npt.gov.uk](mailto:a.j.thomas@npt.gov.uk)

Robert Davies, Principal Officer Housing Renewal & Adaptation Service

Tel: 01639 763288, email [r.i.davies@npt.gov.uk](mailto:r.i.davies@npt.gov.uk)

**FINANCIAL APPRAISAL – Central Support Restructure****APPENDIX 3**

POST	PROPOSED CHANGE (New Post / Delete / Regrade)	PAY SCALES		ANNUAL COSTS	
		Current	Proposed	Full Year	Maximum
Homelessness & Housing Options Manager	New Post	Gr 11		53,710	59,059
Support & Accommodation Officer	New Post	Gr 6		30,370	35,097
Private Sector Housing Officer	New Post	Gr 6		30,370	35,097
Housing Options Financial Inclusion Officer	New Post	Gr 5		26,738	31,368
Support & Resettlement Assistant	New Post	Gr 4		23,357	26,738
Support & Resettlement Assistant	New Post	Gr 4		23,357	26,738
Maintenance/Caretaker	New Post	Gr 3		21,543	23,357
High Risk Officer	Delete	Gr 7		-39,724	-39,724
Property Manager Negotiator	Delete (no budget attached)	Gr 7		-	-
Business Support Assistant	Delete	Gr 3		-21,996	-21,996
			<b>Total</b>	<b>147,725</b>	<b>175,734</b>

## Financial Implications – Central Support Restructure

### APPENDIX 3

#### SET UP COSTS:

<u>Costs</u>	<u>This Year</u> £	<u>Maximum</u> £
Recruitment Costs		0
Accommodation Costs		
Office Costs		
I.T.		
Other (Specify)		
<b>Total Set Up Costs</b>	<b>0.00</b>	<b>0</b>
<b><u>Funding of Set Up Costs</u></b>		
Revenue Budget		
Reserves		
Special Grant:		
Other (Specify)		
<b>Total Funding of Set Up Costs</b>	<b>0.00</b>	<b>0</b>

#### RECURRING COSTS:

<u>Costs</u>	<u>This Year</u> £	<u>Maximum</u> £
Employee Costs (Financial Appraisal Statement)		
> Starting Salary	147,725	
> Additional cost at Maximum Salary		175,734
Employee Training & Seminars		
Accommodation Running Costs		
Travel & Subsistence (Standby Allowance)		
Other Running Costs - Office Supplies		
Other Running Costs - Printing & Literature		
Other Running Costs - IT.		
<b>Total Recurring Costs</b>	<b>147,725</b>	<b>175,734</b>
<b><u>Funding of Recurring Costs</u></b>		
<b><u>External Sources</u></b>		
Specific Grant:		
Funding from External Agencies		
Service Level Agreement		
Other (Specify)		
<b><u>Internal Sources</u></b>		
HRA		
Existing Budget Allocation	147,725	175,734
Additional Guideline Allocation		
Other (specify) :		
<b>Total Funds Available</b>	<b>147,725</b>	<b>175,734</b>

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



# 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: homelessness

Directorate: social services and housing

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

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

(b) Please name and describe below Management of change

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

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

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

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

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

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

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

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

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

# Equality Impact Assessment Screening Form

High risk  
to reputation

(H)

Medium risk  
to reputation

(M)

Low risk  
to reputation

(L)

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

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

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

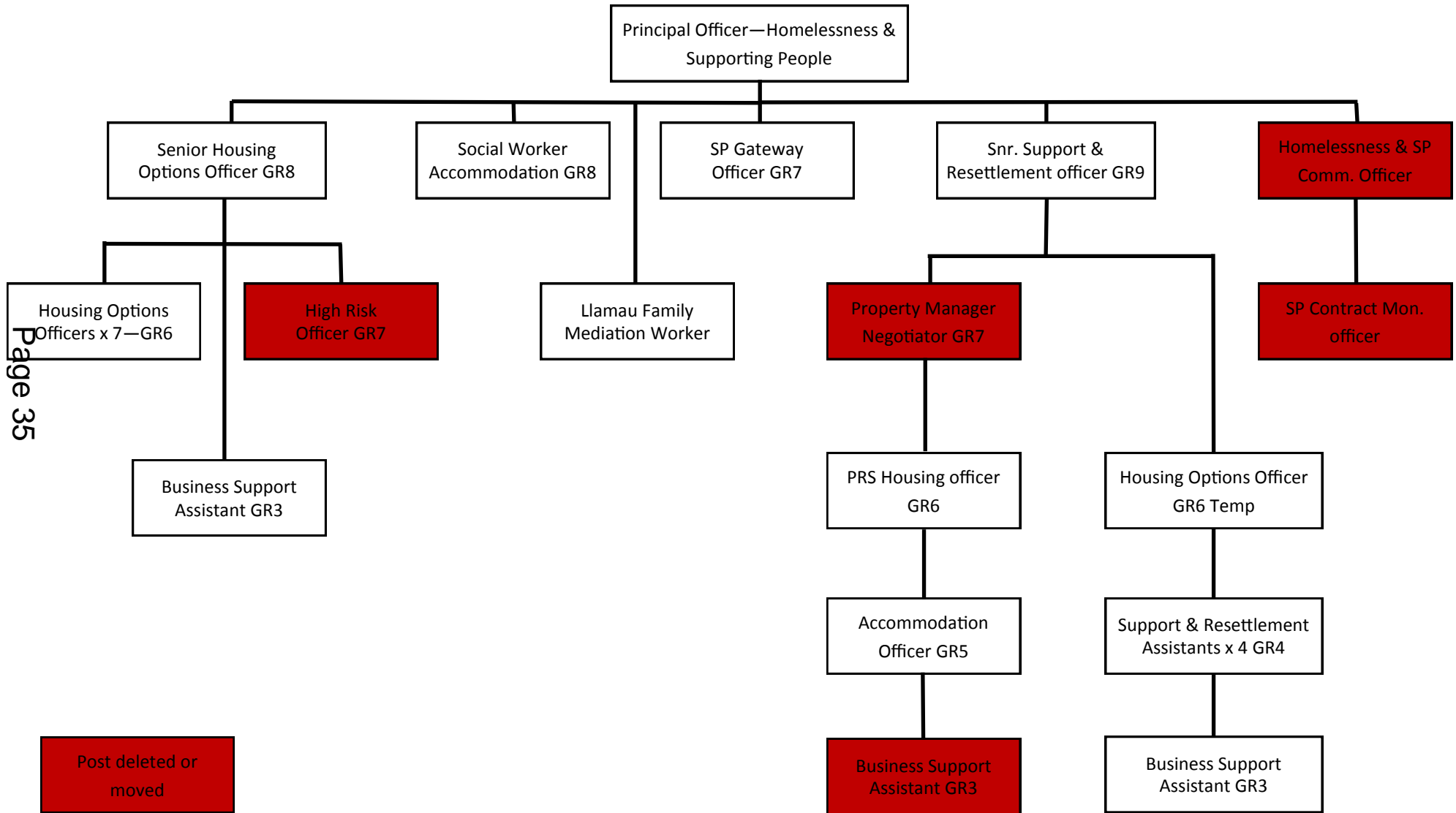
**Q6 If after completing the EIA screening process you determine that this service/function/policy/project is not relevant for an EIA you must provide adequate explanation below (Please use additional pages if necessary).**

Management of change is a low impact, service will not be disrupted in any way, the service users will not be affected. The MOC is to make the structure and set up of the service more robust and efficient and is designed to cope with the higher demand on the service in a better way.

## Section 2

Screener- This to be completed by the person responsible for completing this screening
Name: Rob Davies
Location: Tregelles Court,
Telephone Number: 01639 763288
Date: 25/09/18
Approval by Head of Service
Name: Angela Thomas
Position: Head of Service
Date: 25/09/2018

**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.**



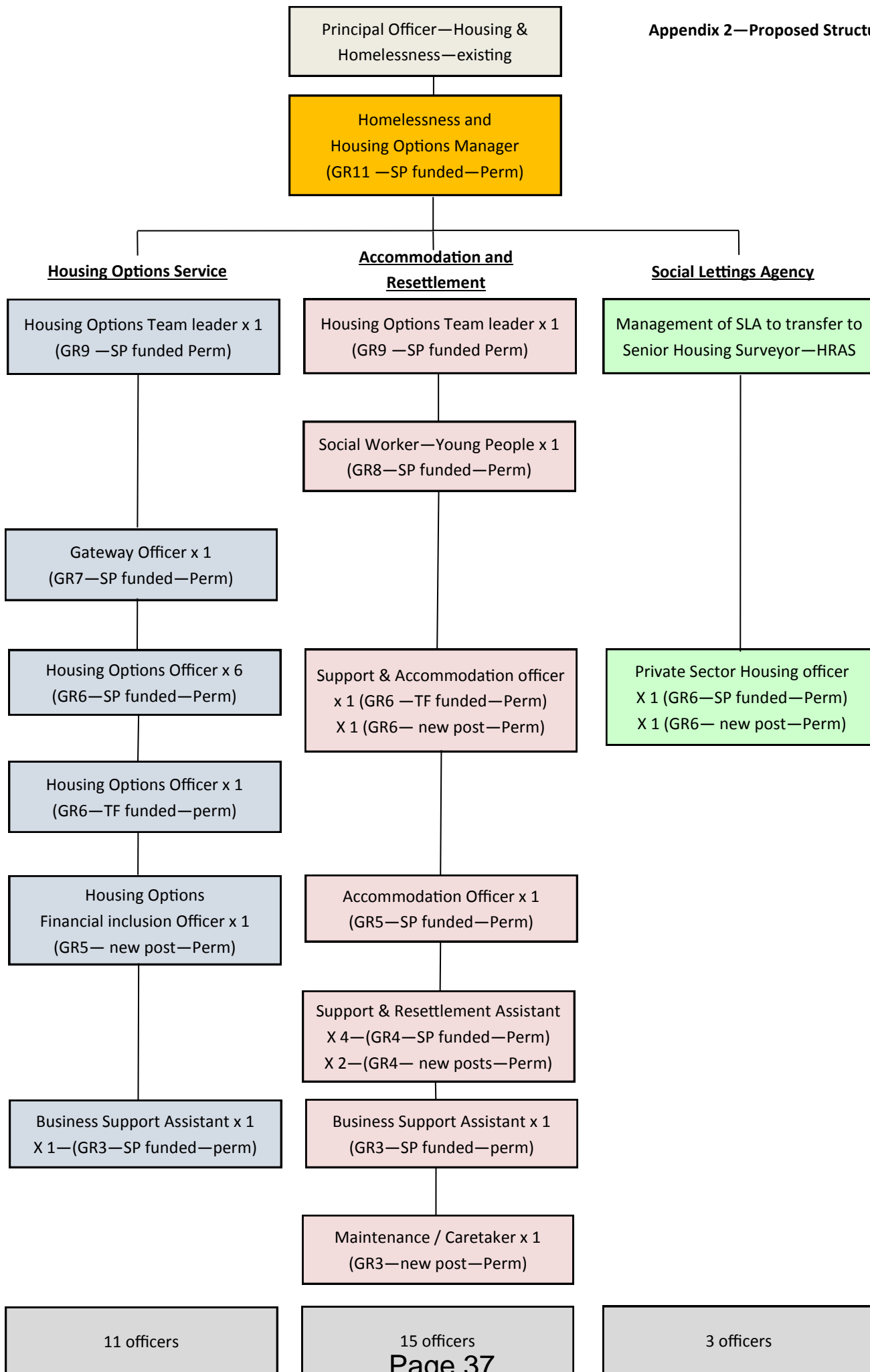
Page 35

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**Homelessness and Housing Options, Proposed Re-Structure 2018**

**Appendix 2—Proposed Structure**



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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### PERSONNEL COMMITTEE

15<sup>th</sup> October 2018

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

##### Matter for Decision

**Wards Affected:** All Wards

##### Proposal to amend the staffing structure within the Business Support Team of Legal Services

##### Purpose of the Report

1. To seek Members' approval to amend the staffing structure within the Business Support Team within the Legal Services Section of the Finance and Corporate Services Directorate as follows:-
  - a) delete 1 x 22.5 Hour Support Services Manager (Grade 7)
  - b) delete 1 x 22.5 Hours Support Services Supervisor (Grade 5)
  - c) delete 1 x 14.5 hours Support Services Supervisor (Grade 7)
  - d) delete 1 x 37 Hour WP Operator/Admin Assistant (Grade 3)
  - d) delete 1 x 37 Hour Legal Assistant (Evolution) (Grade 5)
  - e) delete 1 x 22.5 Hour Clerical Assistant (Grade 4)
  - f) create 1 x 37 Hour Support Services Manager (Grade 7)
  - g) create 1 x 37 Hour Support Services Officer (Grade 5)
  - h) create 1 x 30 Hour Legal Assistant / Clerical Assistant (Grade 4)
  - i) create 1 x 22.5 Hour WP/General Assistant (Grade 3)

## Executive Summary

2. In July 2018 the Business Support Manager of Legal Services retired from Neath Port Talbot County Borough Council. This has presented the Council with the opportunity to restructure the establishment of the Business Support Team to ensure it continues to provide strong and resilient support to the Legal Services Section and the Finance and Corporate Services Directorate as a whole to enable priorities to be delivered effectively and a contribution is made to Directorate financial targets.

## Background

3. The newly appointed Business Support Manager has undertaken a review of the team. The following recommendations are made following consultation with both staff and trade unions and in accordance with the Council's Management of Change in Partnership Policy. It was agreed with the staff and trade unions that a 14 day consultation period be undertaken given that the effect of the change on staff would be positive. The 14 day consultation period with staff and their representatives commenced on the 11<sup>th</sup> September 2018 and concluded on the 25<sup>th</sup> September 2018. Feedback during the consultation has been considered as part of the determination as to how to proceed.

## Proposal

4. It is proposed to make the following amendments to the Business Support Team staffing structure

Post	Status
1 x22.5 hour Support Services Manager (Grade 7)	Delete
1 x Support Services Supervisor (22.5 Hours at Grade 5 and 14.5 Hours at Grade 7)	Delete
1 x Full Time WP Operator/Admin Assistant (Grade 3)	Delete



1 x Full Time Legal Assistant (Evolution) (Grade 5)	Delete
1 x Clerical Assistant (22.5 Hours) (Grade 4)	Delete
1 x Full Time Support Services Manager (Grade 7)	Create
1 x Support Services Officer (Grade 5)	Create
1 x Legal Assistant/Clerical Assistant (30 Hours) (Grade 4)	Create
1 x WP/General Assistant (22.5 Hours) (Grade 3)	Create

5. All changes to staffing structure will be ring fenced to the existing Business Support team and any vacant posts following this being advertised via the Council's prior consideration and internal recruitment process.
6. A copy of the current structure and the proposed structure is set out at Appendix 1 and 2 of this report.

### **Equality Impact Assessment**

7. An Equality Impact Assessment screening form was completed to assist the authority in complying with its Public Sector Equality Duty. The screening indicated that there was no requirement to carry out a full equality impact assessment. Please see Appendix 4.

### **Financial Impact**

8. The financial impact is shown at Appendix 3. In summary it will allow a saving of £28,744 to be realised to contribute towards the Forward Financial Plan.

### **Workforce Impacts**

9. This will have a positive impact upon the service, ensuring greater resilience, with opportunities for progression to some staff members.

### **Legal Impacts**

10. There are no legal impacts associated with this report as any changes are being carried in accordance with Council policy and procedure

### **Risk Management**

11. There are no risks associated with this report.

### **Consultation**

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

### **Recommendations**

13. It is recommended that members approve the amendments of the staffing structure within the Business Support Team within the Legal Services Section of the Finance and Corporate Services Directorate as follows:-

- (a) delete 1 x 22.5 Hour Support Services Manager (Grade 7)
- b) delete 1 x 22.5 Hours Support Services Supervisor (Grade 5)
- c) delete 1 x 14.5 hours Support Services Supervisor (Grade 7)
- d) delete 1 x 37 Hour WP Operator/Admin Assistant (Grade 3)
- d) delete 1 x 37 Hour Legal Assistant (Evolution) (Grade 5)
- e) delete 1 x 22.5 Hour Clerical Assistant (Grade 4)
- f) create 1 x 37 Hour Support Services Manager (Grade 7)
- g) create 1 x 37 Hour Support Services Officer (Grade 5)
- h) create 1 x 30 Hour Legal Assistant / Clerical Assistant (Grade 4)
- i) create 1 x 22.5 Hour WP/General Assistant (Grade 3)

For Decision

## **Reasons for Proposed Decision**

- 14 That the business support team continues to provide strong and resilient support to the Legal Services Section and the Finance and Corporate Section as a whole to enable priorities to be delivered effectively and a contribution is made to Directorate financial targets.

## **Implementation**

- 15 The decision is for immediate implementation.

## **Appendices**

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

## **List of Background Papers**

- 17 None

## **Officer Contact**

Mr Craig Griffiths

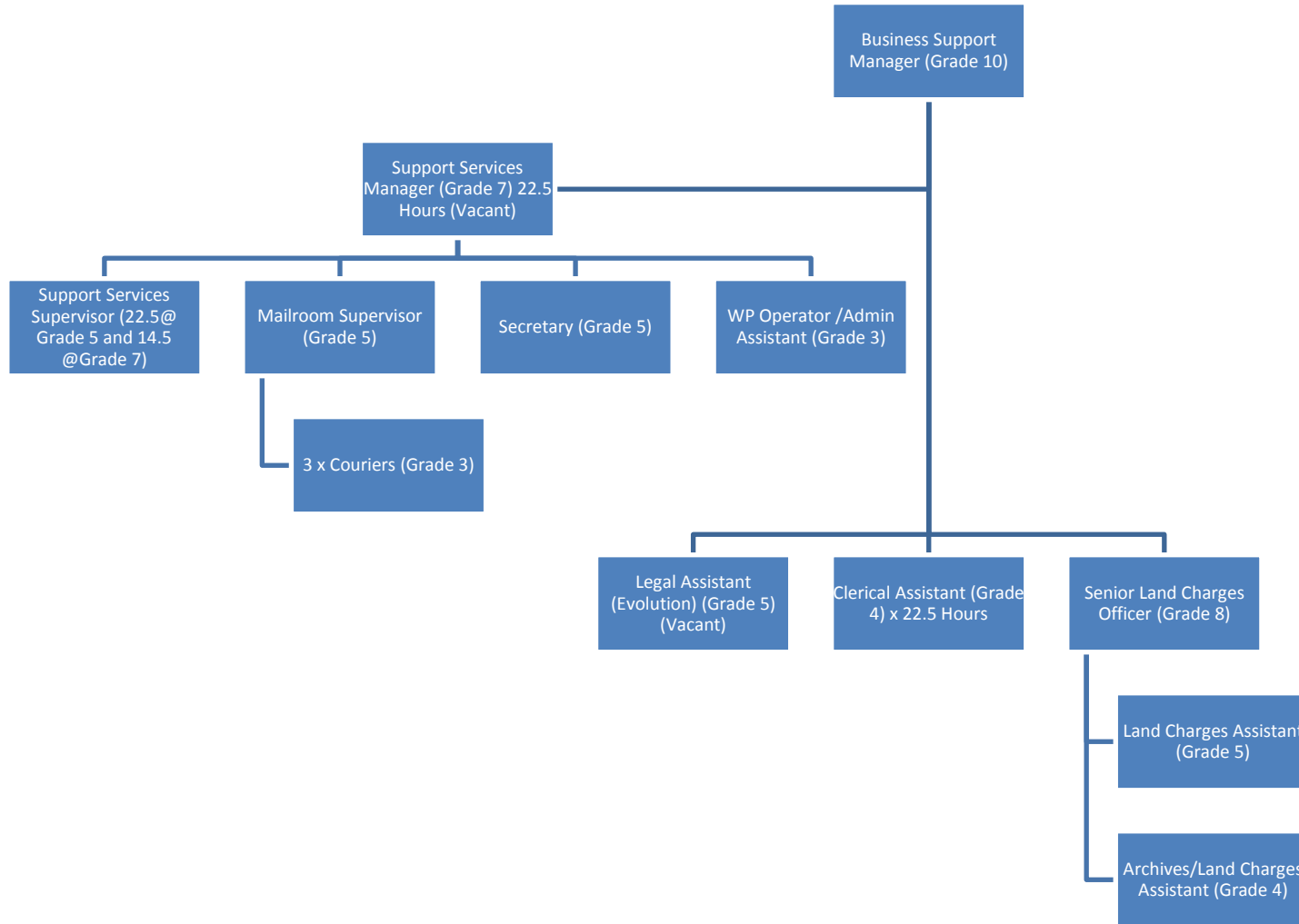
Head of Legal Services

01639 763767

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

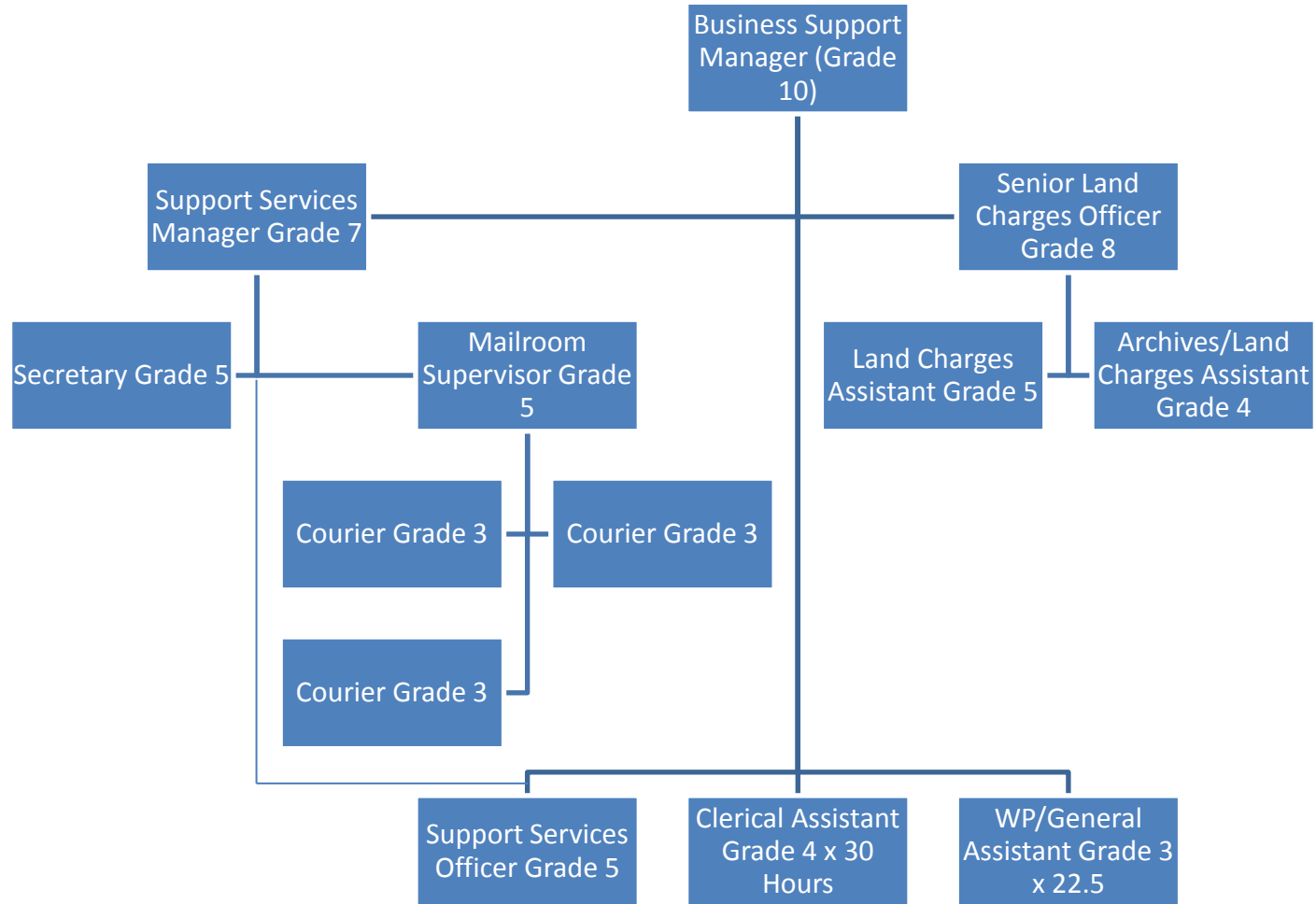
# Appendix 1

## Current Structure



Appendix 2

Proposed Structure



### Appendix 3

### Financial Appraisal

Post	Proposed Change (New Post / Delete / Regrade)	Pay Scales		Annual Costs
		Current	Proposed	
				<b>£</b>
1.0 22.5 Support Services Manager	Delete	Grade 7		(23,715)
1.0 Support Services Supervisor (22.5 Hours at Grade 5 and 14.5 Hours at Grade 7)	Delete	Grade 7 Grade 5		(34,643)
1.0 Full Time WP Operator/Admin Assistant	Delete	Grade 3		(24,132)
1.0 Full Time Legal Assistant (Evolution)	Delete	Grade 5		(31,366)
1.0 Clerical Assistant (22.5 Hours)	Delete	Grade 4		(14,659)
1.0 Full Time Support Services Manager	Create		Grade 7	39,689
1.0 Support Services Officer	Create		Grade 5	26,703
1.0 Clerical Assistant (30 Hours)	Create		Grade 4	19,545
1.0 WP/General Assistant (22.5 Hours)	Create		Grade 3	13,834
Total				(28,744)

**SET UP COSTS**

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

**RECURRING COSTS**

	<u>Current</u>		<u>Next</u>		<u>Max in</u>
	<u>Year</u>	-	<u>Year</u>	-	<u>Full Year</u>
	<u>£</u>		<u>£</u>		<u>£</u>
<b><u>Costs</u></b>					
Employee Costs (Financial					
Appraisal Statement)	(28,744)				(21,184)
> Starting Salary					
> Additional cost at Maximum Salary					

Accommodation Running Costs			
IT Annual Costs			
Other Running Costs (specify)	-		
<b>Total Recurring Costs</b>	<b>(28,744)</b>		<b>(21,184)</b>
<b><u>Funding of Recurring Costs</u></b>			
<b><u>External Sources</u></b>			
Specific Grant:			
- staffing costs			
- other			
Funding from External Agencies			
Service Level Agreement			
Other (specify)			
<b><u>Internal Sources</u></b>			
HRA			
Existing Budget Allocation	(28,744)		(21,184)
Additional Guideline Allocation			
Other (specify)			
<b>Total Funds Available</b>	<b>(28,744)</b>		<b>(21,184)</b>



## Appendix 4 – Equality Impact Screening Assessment

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: Legal Services – Business Support

Directorate: Finance and Corporate Services

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

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

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

Reorganisation of Business Support Team within Legal Services

#### 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

(H)

Medium visibility  
to general public

(M)

Low visibility  
to general public

(L)

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

High risk  
to reputation

(H)

Medium risk  
to reputation

(M)

Low risk  
to reputation

(L)

**Q5 How did you score?**

*Please tick the relevant box*

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

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

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

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

**Section 2**

<b>Screeener- This to be completed by the person responsible for completing this screening</b>
Name: Ali Forbes
Location: Legal Services, Port Talbot Civic Centre, Port Talbot
Telephone Number: 01639 763933
Date: 21st August 2018
<b>Approval by Head of Service</b>
Name: Craig Griffiths
Position: Head of Legal Services
Date: 21st August 2018

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

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of the Local Government Act 1972.

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of the Local Government Act 1972.

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

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