



PERSONNEL COMMITTEE

2.00 PM - MONDAY, 19 NOVEMBER 2018

COMMITTEE ROOMS 1/2 - PORT TALBOT CIVIC CENTRE

PART 1

1. Declarations of Interest

Report of the Interim Head of Adult Services

2. Amendments to staffing structure - Direct Services and Direct Payments (*Pages 5 - 18*)

Report of the Head of Legal Services

3. Proposal to amend the staffing structure within the Registration Service (*Pages 19 - 34*)

Report of the Assistant Chief Executive & Chief Digital Officer

4. Change to establishment: temporary Public Services Board Coordinator (*Pages 35 - 46*)

Report of the Head of Property and Regeneration

5. Regional Employability Project (*Pages 47 - 60*)

Report of the Head of Human Resources

6. JNC for Youth and Community Workers Pay Agreement 2018 / 2019 (*Pages 61 - 68*)
7. Soulbury Committee Pay Agreement 2018 / 2019 (*Pages 69 - 80*)

8. Urgent Items
Any urgent items at the discretion of the Chairperson pursuant to Section 100B(4)(b) of the Local Government Act 1972.
9. 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 Director of Social Services, Health and Housing

10. Restructure of Senior Management Arrangements in Social Services Health & Housing (*Pages 81 - 90*)

Private Report of the Head of Participation

11. Proposed Draft Structure for Skills and Training within the Education Leisure and Life Long Learning Directorate (*Pages 91 - 104*)

S.Phillips
Chief Executive

Civic Centre
Port Talbot

Tuesday, 13 November 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

19th November 2018

Personnel Committee Report of the Interim Head of Adult Services – Angela Thomas

Matter for Decision

Wards Affected

All wards

Report title

Amendments to staffing structure - Direct Services and Direct Payments

Purpose of the Report

This report seeks member's approval to make permanent amendments to the staffing structure in area of Direct Services and Direct Payments as follows:-

- Delete 1 Grade 7 Service Coordinator post within the Community Connecting Team.
- Create 1 x 37 hr Local Area Coordinator G8 post for Briton Ferry East, West and Neath East. To make current post holder permanent
- Delete the current G10 Direct Payment Support Service Managers post.
- To make the current Operational Manager Grade 11 appointment permanent.

Executive Summary

Community Connecting Team and Local Area Coordination

The operational line management of the Local Area Coordination team has transferred from the Community Resource Team to Direct Services. These teams provide similar types of support as such it makes greater operational sense to have them more closely aligned in terms of effectively managing overall resources. It also provides

the opportunity to further develop the Local Area Coordination model by working creatively within existing resources and, in line with the Local Authorities direction of travel in relation to “Building Safe and Resilient Communities”.

Background

Operational Manager Arrangements

The current Operational Manager post Grade 11 was appointed to on an Interim basis by competitive interview in July 2018. This report seeks to make the current post holder permanent as it is recognised this post is essential in managing such a large and diverse service area.

It is proposed to delete the Direct Payment Support Service Manager post and this will place the employee covering the interim Operational Manager post ‘at risk’ as this is her substantive post.

Direct Payment Support Service

It has been identified that the Direct Payment Support Service can be effectively managed by the Operational Managers in the Direct Services and Direct Payment area, therefore it is proposed that the Direct Payment Support Services Manager post (Grade 10) be deleted.

See Appendix 2 – Current and proposed structure Direct Services and Direct Payments

Community Connecting Team & Local Area Coordination

The Community Connecting Team had a vacancy at Grade 7 Service Coordinator, 37hrs. This was temporarily deleted and a temporary 6 month Grade 8 Local Area Coordinator post was created, 37 hours for Briton Ferry East, West and Neath East. This is in line with the direction of travel of Adult Services and the initiative referred to as “Building Safe and Resilient Communities”.

An employee on the At Risk Register was appointed to this post via a competitive interview in September 2018 and this report asks for this arrangement and appointment to be made permanent.

See Appendix 1 – LAC and CCT current & proposed structure

Financial Impact

These proposals are within existing budgets and represent a saving due to the deletion of the Grade 10 Direct Payment Support Service Managers position.

The conversion from Grade 7 Service Coordinator to Grade 8 Local Area Coordinator will be funded by the above post deletion.

See appendix 3 financial summary

Equality Impact Assessment

In order to assist the authority in discharging its duty under the Equality Act 2010, an Equality Impact Assessment Screening Form has been completed and the outcome is that a full equality impact assessment is not required.

See appendix 4 Equality Impact Screening Assessment

Workforce Impacts

The Local Area Coordination post and was advertised on a six month basis pending permanent status subject to committee approval. It has already been through a competitive interview process with the successful appointment of a current Tier 2 Prior Consideration candidate.

By deleting the DPSS Managers post, the substantive post holder is 'at risk'. However, we will offer this post holder the Operational Manager post (Grade 11) as 'suitable alternative employment'.

Both of the above appointments will remove people from being on the "at risk register" and meet the requirements of the service area.

Legal Impacts

There are no legal impacts associated with this report as all proposed changes have been carried out in line with the Council's Management of Change in Partnership Policy.

Risk Management

There are no risks associated with this report.

Consultation

There is no requirement for external consultation on this report.

Recommendations

It is RECOMMENDED that Members APPROVE the permanent amendments to the staffing structure in area of Direct Services and Direct Payments as follows:-

- To delete 1 Grade 7 Service Coordinator post within the Community Connecting Team.
- Create 1 x 37 hr Local Area Coordinator G8 post for Briton Ferry East, West and Neath East. To make current post holder permanent
- To delete the current G10 Direct Payment Support Service Managers post.
- To make current Operational Manager Grade 11 appointment permanent.

FOR DECISION

Reasons for Proposed Decision

To create a permanent staffing structure that is reflective of actual service needs.

Implementation of Decision

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

Appendices

No.	Detail
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1	Current & proposed structure LAC & CCT
2	Current & proposed structure Direct Services & Direct Payments
3	Financial summary
4	Equality Impact Screening Assessment

List of Background Papers

Not applicable

Officer Contact

Name: Angela Thomas

Designation: Head of Adult Services

Email: a.j.thomas@npt.gov.uk

Tel. No.

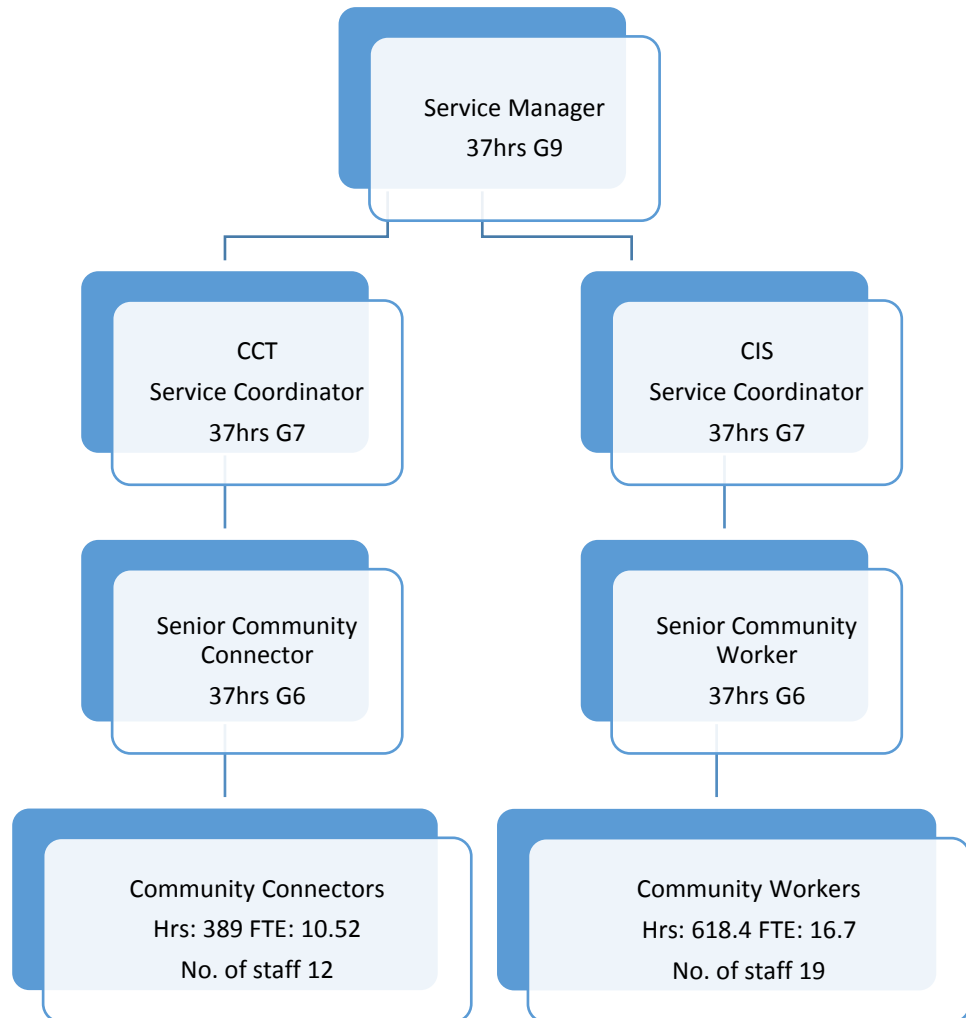
Name: Lisa Livingstone

Designation: Principal Officer Direct Services & Direct Payments

Email: l.e.livingstone@npt.gov.uk

Tel. No: 07816999081

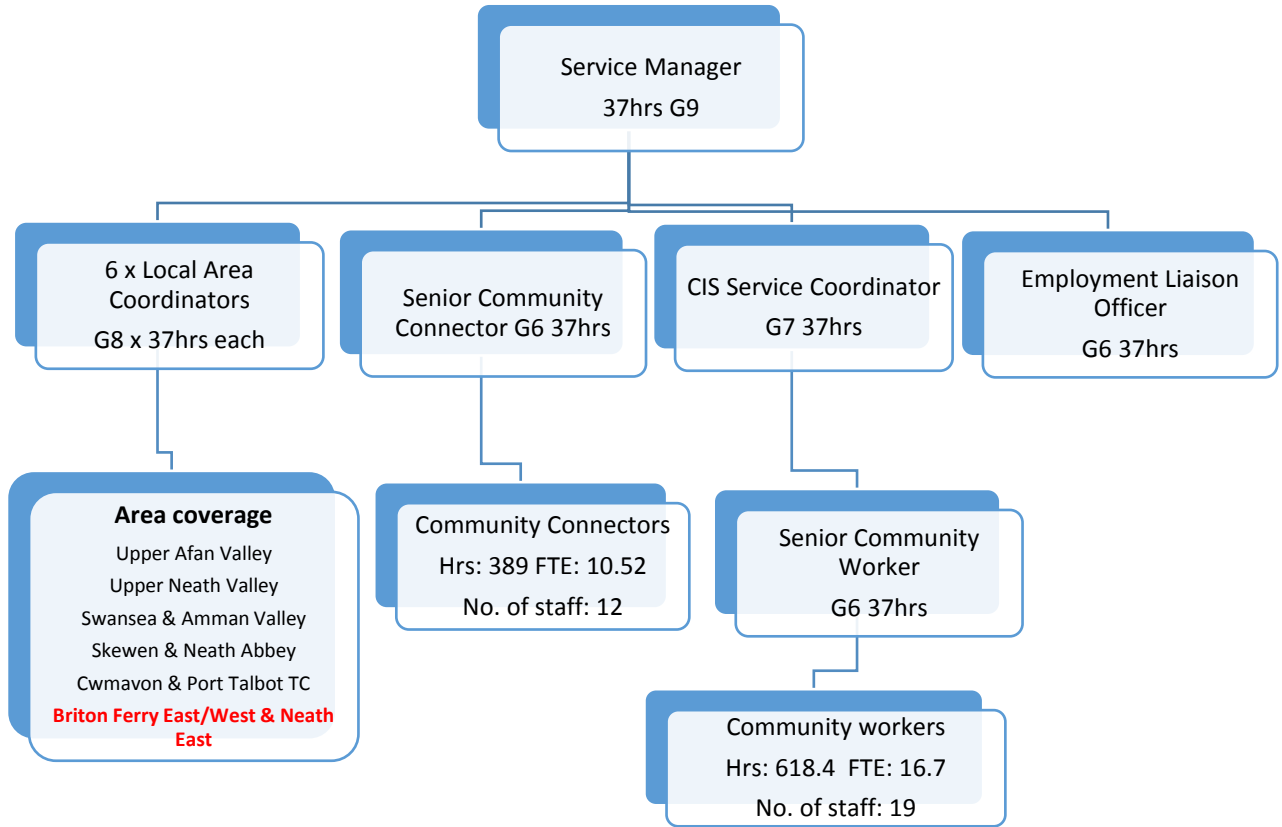
Current Community Connecting & Community



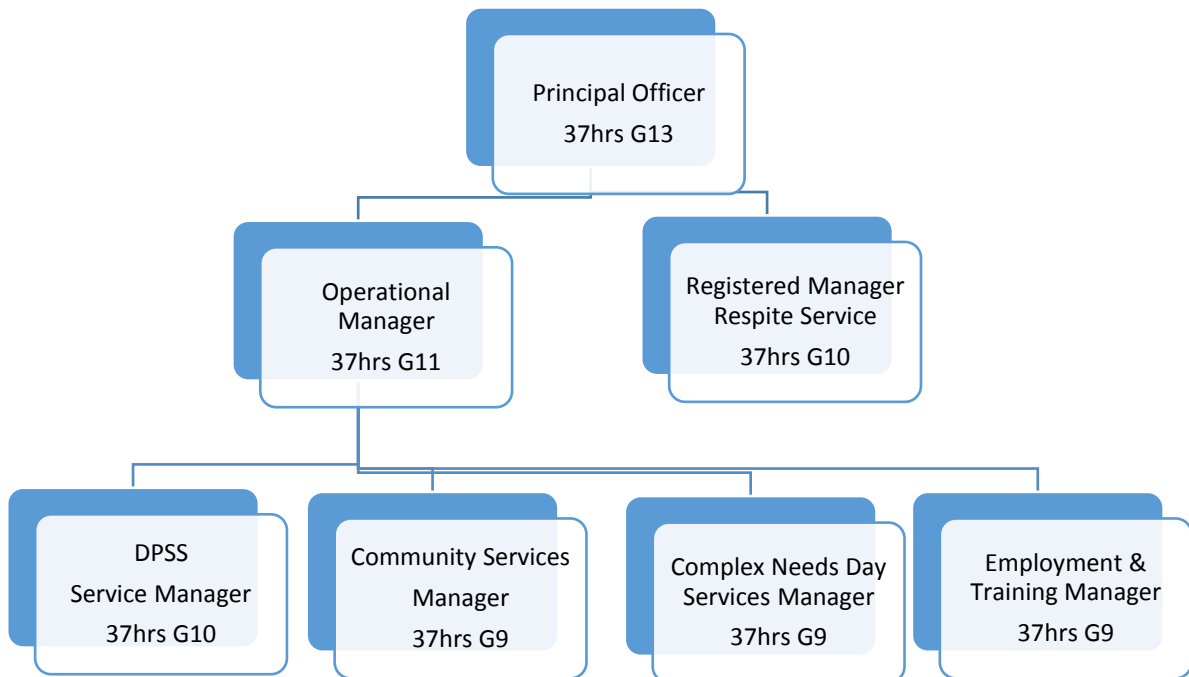
Independence Structure – June'2018

NOTE: CCT Service Coordinator G7 @ 37hrs vacant & Community Connector G5 @ 24hrs vacant

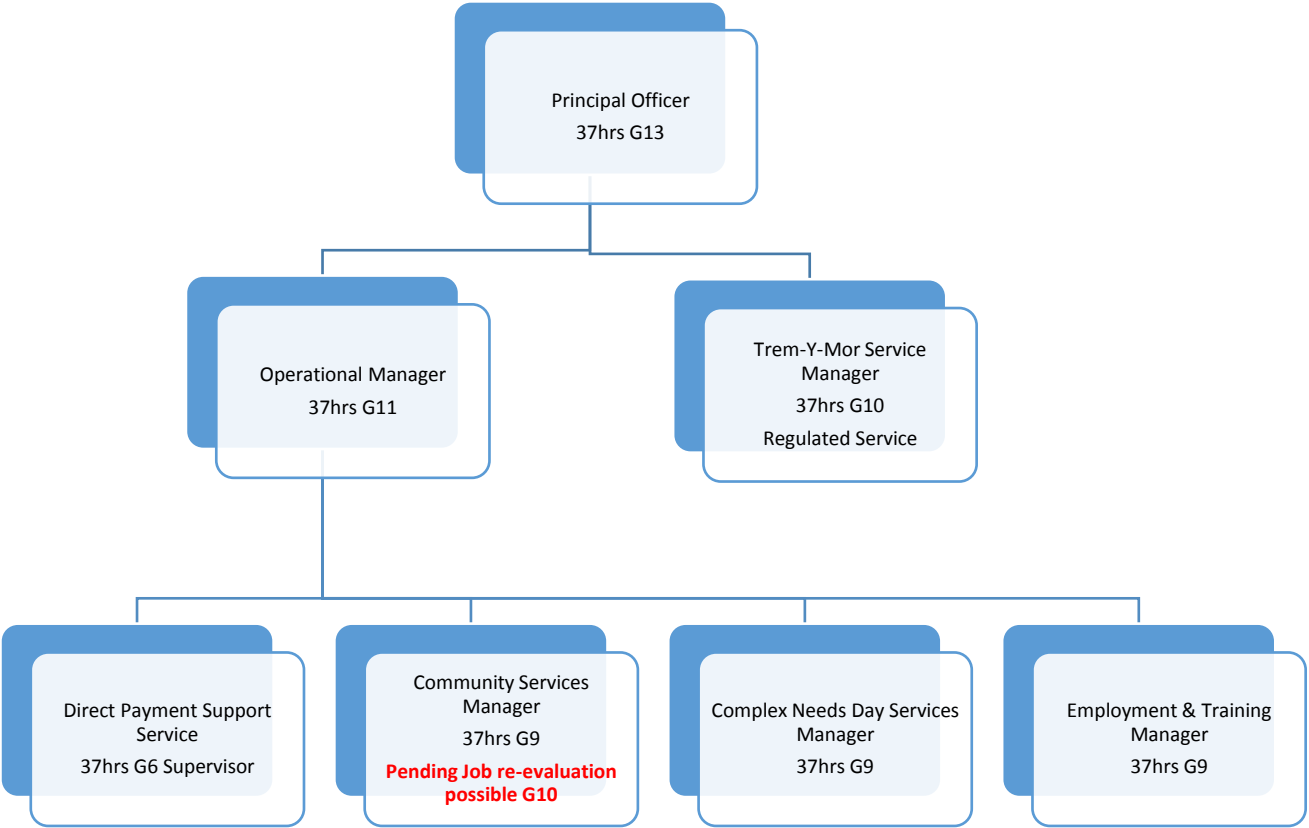
Community Support Services Proposed Structure



Direct Services & Direct Payments Structure – June'2018



Direct Services & Direct Payments Proposed Structure



Appendix 3 – Financial Summary

FUNDING STATEMENT	Min	Max		
Costs	£	£		
Employee Costs (Financial Appraisal Statement)				
> Salary	- 43,334	- 43,334		
> Additional cost at Maximum Salary		3,255		
Accommodation Running Costs				
IT Annual Costs				
Other Running Costs (specify)				
Total	- 43,334	- 40,079		
Funding of Recurring Costs				
External Sources				
Specific Grant:				
- staffing costs				
- other				
Funding from External Agencies				
Service Level Agreement				
Other (specify)				
Internal Sources				
HRA				
Existing Budget Allocation	- 43,334	- 40,079	<i>Current budgets included in 45CLAA and 45FHAA</i>	
Additional Guideline Allocation				
Other (specify)				
Total	- 43,334	- 40,079		

FINANCIAL APPRAISAL			APPENDIX
POST	PROPOSED CHANGE (New Post/Delete/Regrade etc)	Cost	
		Current Cost	Max
CCT Service Coordinator	Delete post - grade 7	- 37,339	- 39,724
Local Area Coordinator	Create additional 1 fte - grade 8	38,553	44,193
Direct Payments Manager	Delete post	- 44,548	- 44,548
	TOTAL COST	- 43,334	- 40,079

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?

Social Services Health and Housing - Commissioning Support & Direct Services

Service Area: Direct Services & Direct Payments

Directorate: Social Services Health & Housing

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

Amendments to staffing structure Direct Services & Direct Payments

- To delete 1 Grade 7 Service Coordinator post within the Community Connecting Team.
- Create 1 x 37 hr Local Area Coordinator G8 post for Briton Ferry East, West and Neath East. To make current post holder permanent
- To delete the current G10 Direct Payment Support Service Managers post.
- To make current Operational Manager Grade 11 appointment permanent.

Q2(a) What does Q1a relate to?

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

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

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

The Local Area Coordination post and was advertised on a six month basis pending permanent status subject to committee approval. It has already been through a competitive interview process with the successful appointment of a current Tier 2 Prior Consideration candidate.

By deleting the DPSS Managers post we place the substantive post holder at risk. However, by slotting and matching into G11 Operational Managers post we avoid this scenario completely. This individual has already been through a competitive interview process.

Both of the above appointments will remove people from being on the "at risk register" and meet the requirements of the service area.

Section 2

Screener- This to be completed by the person responsible for completing this screening
Name: Lisa Livingstone
Location: Principal Officer Direct Services and Direct Payments Cimla Hospital
Telephone Number: 07816999081
Date: 23/10/18

Approval by Head of Service
Name: Angela Thomas
Position: Head of Adult Services
Date: 23/10/18

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.

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

19th November 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 Registration Service

Purpose of the Report

1. To seek Member approval to amend the staffing structure within the Registration Service within the Legal Services Section of the Finance and Corporate Services Directorate as follows:-

Deletion of the following posts:-

2.0 x Registrars (Grade 5 18.5 Hours)

1.0 x Deputy Registrar (Grade 3)

1.0 x Clerical Assistant

Casual Registrars (Grade 3) (As and when required)

Casual Registrars of Marriages (Grade 5 – bar on scp.20) (As and when required)

Creation of the following posts:-

1.0 x Senior Registration Officer (Grade 6 – 25 Hours)

1.0 x Registration Officer (Grade 5 18.5 Hours)

1.0 x Registration Officer (Grade 5)

1 x Registration Services Coordinator (Grade 4 32 Hours)

1 x Registration Services Coordinator (Grade 4 18.5 Hours)

Casual Registration Officers (Grade 4)

Executive Summary

2. July 2018 saw the Superintendent Registrar for Neath Port Talbot Registration Service retired from the Neath Port Talbot County Borough Council with a new Superintendent appointed. The opportunity has presented the Council with the opportunity to restructure the establishment of the Registration Service to ensure it continues to provide to ensure that it continues to provide strong and consistent services to the Neath Port Talbot community

Background

3. The Registration Service has undertaken a review of the team. The following recommendations are made following consultation with both staff and trade unions and in accordance with the Council's Management of Change Policy. 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 affected staff would be positive. The 14 day consultation period with staff and their representatives commenced on the 23rd October 2018 and concluded on the 30th October 2018. All staff were supportive of the changes made and were content for them to be implemented. 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 Registration Service staffing structure:

Post	Status
2.0 x Registrars (Grade 5 18.5 Hours)	Delete
1.0 x Deputy Registrar (Grade 3)	Delete
1.0 x Clerical Assistant	Delete
Casual Registrars (Grade 3) (As	Delete

and when required)	
Casual Registrars of Marriages (Grade 5 – bar on scp.20) (As and when required)	Delete
1.0 x Senior Registration Officer (Grade 6 – 25 Hours)	Create
1.0 x Registration Officer (Grade 5 18.5 Hours)	Create
1.0 x Registration Officer (Grade 5)	Create
1 x Registration Services Coordinator (Grade 4 32 Hours)	Create
1 x Registration Services Coordinator (Grade 4 18.5 Hours)	Create
Casual Registration Officers (Grade 4)	Create

5. All changes to staffing structure will be ring fenced to the existing Registration Staff and any vacant posts following this being advertised via the Council’s internal recruitment process. Recruitment processes will also be undertaken to recruit an increased number of Casual Registration Officers so that the Council can increase the number of services it can provide for when the demand arises, which will have the effect of increasing potential income generation that the Registration Service can undertake,
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 for this proposal presents a small increase to salaries once all employees are at the top end of the pay scale (with an additional £3,000) being required to implement; however this is outweighed by the introduction of postal charges for all applications to the register office and the introduction of a non-refundable booking deposit for all bookings of civil ceremonies (as approved by Cabinet on the 24th October 2018), as this income will counterbalance any disparity in costs. Any additional income generated will then go towards contributing to the Council's budget gap

Workforce Impacts

9. This will have a positive impact upon the service, ensuring greater resilience, with opportunities for progression for 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 amended the staffing structure within the Registration Service within the Legal Services Section of the Finance and Corporate Services Directorate as follows:-

Deletion of the following posts:-

2.0 x Registrars (Grade 5 18.5 Hours)

1.0 x Deputy Registrar (Grade 3)

1.0 x Clerical Assistant

Casual Registrars (Grade 3) (As and when required)

Casual Registrars of Marriages (Grade 5 – bar on scp.20) (As and when required)

Creation of the following posts:-

1.0 x Senior Registration Officer (Grade 6 – 25 Hours)

1.0 x Registration Officer (Grade 5 18.5 Hours)

1.0 x Registration Officer (Grade 5)

1 x Registration Services Coordinator (Grade 4 32 Hours)

1 x Registration Services Coordinator (Grade 4 18.5 Hours)

Casual Registration Officers (Grade 4)

FOR DECISION

Reasons for Proposed Decision

- 14 To ensure the Neath Port Talbot Registration Service continues to provide to ensure that it continues to provide strong and consistent services to the Neath Port Talbot community and a structure is adopted that allow key duties to be met but also to allow opportunities for income generation to be developed and implemented.

Implementation

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

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

Mrs Sharon Thomas

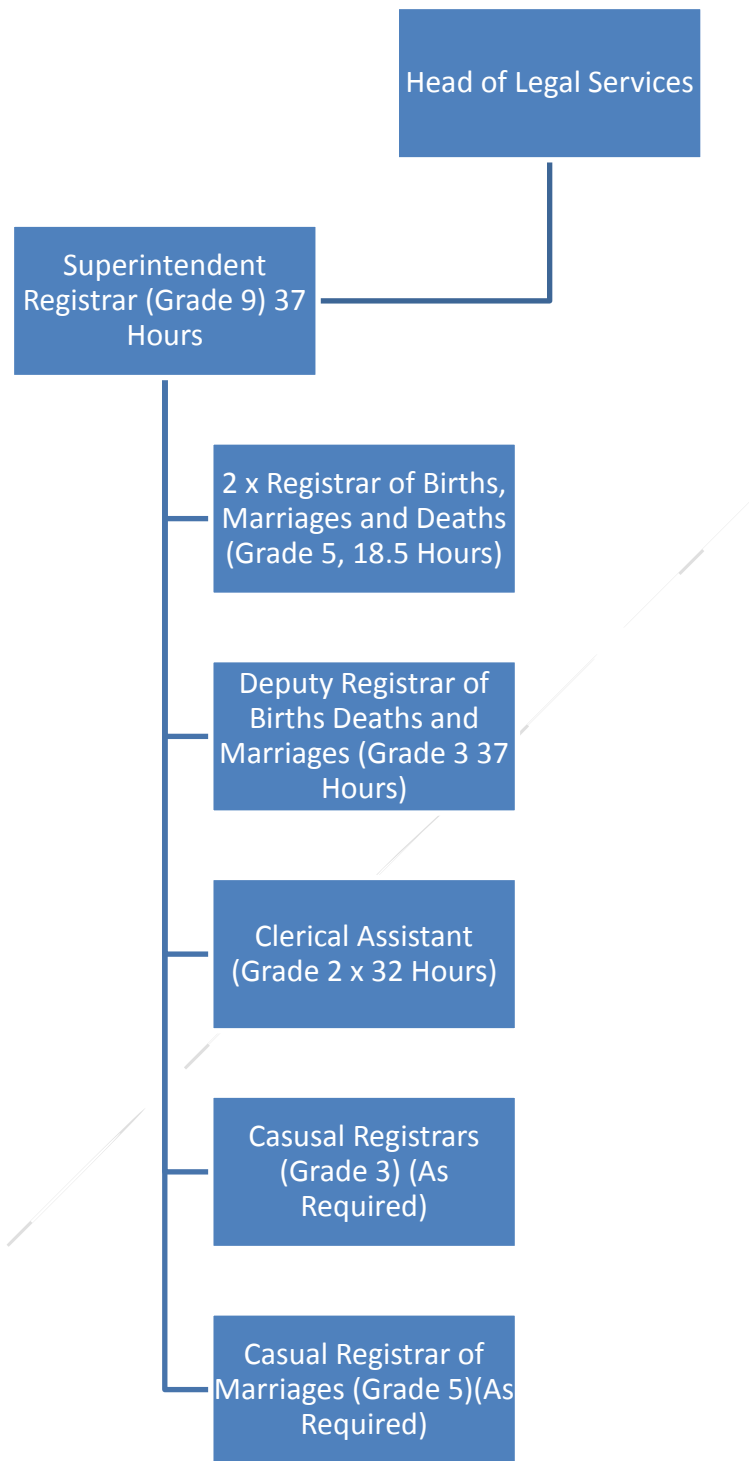
Superintendent Registrar

01639 760021

s.thomas1@npt.gov.uk

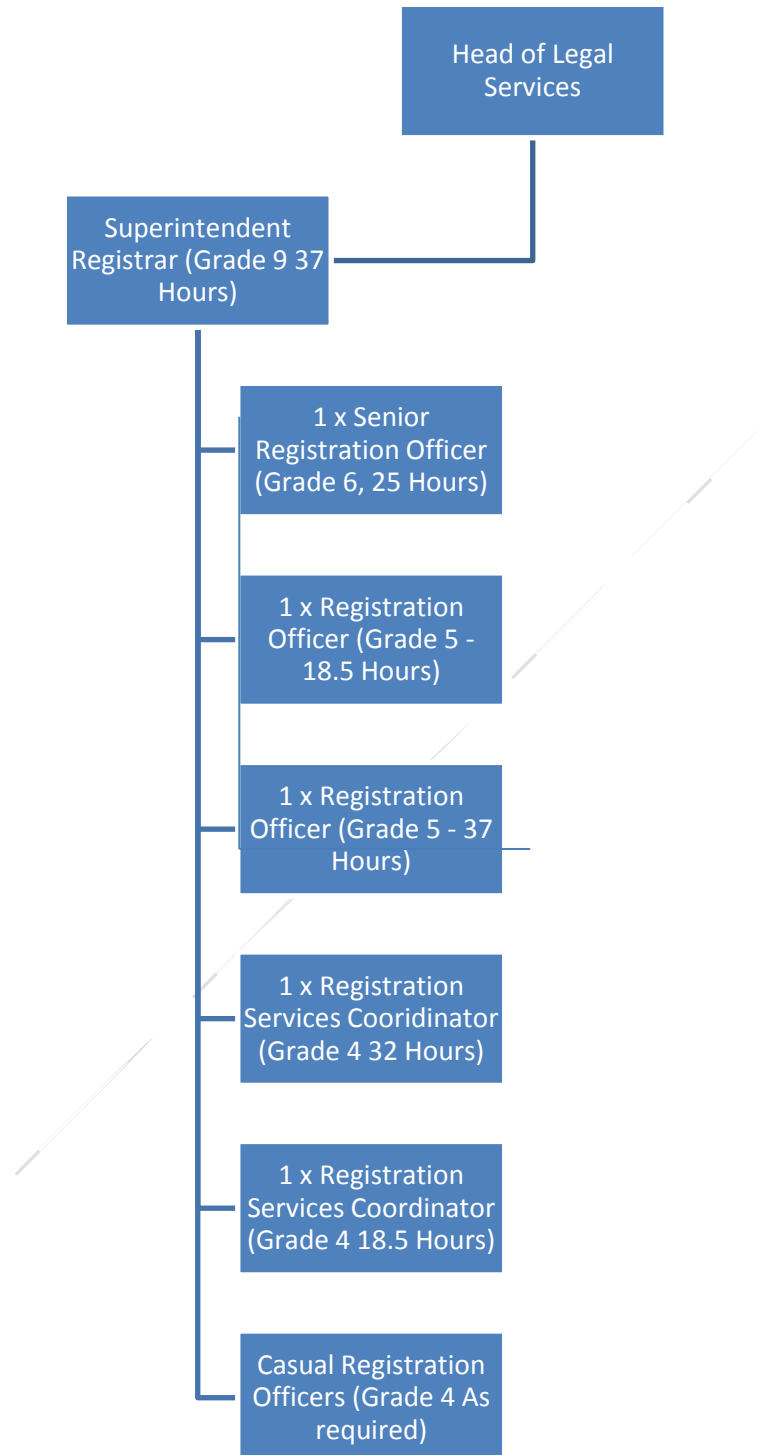
Appendix 1

Current Structure



Appendix 2

Proposed Structure



Appendix 3

Financial Appraisal

POST	PROPOSED CHANGE (New Post / Delete / Regrade)	PAY GRADE		COST / (SAVING)		
		Current	Proposed	Current Year £	Full Year £	Maximum £
1.0 x Registrar (18.5 Hours)	Delete	Grade 5		(5,222)	(15,666)	(15,666)
1.0 x Registrar (18.5 Hours)	Delete	Grade 5		(5,222)	(15,666)	(15,666)
1.0 x Deputy Registrar	Delete	Grade 3		(7,763)	(23,289)	(24,106)
1.0 x Clerical Assistant (32 Hours)	Delete	Grade 2		(6,558)	(19,675)	(19,675)
Casual Registrars (As and when required)	Delete	Grade 3		(7,583)	(22,749)	(24,106)
Casual Registrars of Marriages (As and when required)	Delete	Grade 5		(8,901)	(26,703)	(31,332)

1.0 x Senior Registration Officer (25 Hours)	New Post		Grade 6	7,296	21,887	23,404
1.0 x Registration Officer (18.5 Hours)	New Post		Grade 5	5,222	15,666	15,666
1.0 x Registration Officer	New Post		Grade 5	8,901	26,703	31,332
1.0 x Registration Services Coordinator (32 Hours)	New Post		Grade 4	6,949	20,848	23,094
1.0 x Registration Services Coordinator (18.5 Hours)	New Post		Grade 4	4,018	12,053	13,352
Casual Registrars	New Post		Grade 4	8,035	24,106	26,703
Total				(828)	(2,485)	3,000

SETUP COSTS

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

RECURRING COSTS:

	Current Year £	Full Year £	Maximum £
<u>Costs</u>			

Salary (See next page)	(828)	(2,485)	3,000
Employee Training & Seminars			
Accommodation Running Costs			
Travel & Subsistence (Standby Allowance)			
Other Running Costs - Office Supplies			
Other Running Costs - IT.			
Total Recurring Costs	(828)	(2,485)	3.000
<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>			
Existing Budget Allocation	(828)	(2,485)	3,000
Other (specify)			
Total Funding	(828)	(2,485)	3,000

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 – Registration Services

Directorate: Finance and Corporate Services

Q1(a) What are you screening for relevance?

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

(b) Please name and describe below

Reorganisation of Registration Service 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
<input checked="" type="checkbox"/> (H)	<input checked="" 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 checked="" type="checkbox"/> (M)	<input type="checkbox"/> (M)	<input checked="" type="checkbox"/> (L)

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

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

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

High visibility to general public

(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

Screeener- This to be completed by the person responsible for completing this screening
Name: Sharon Thomas
Location: Legal Services, Port Talbot Civic Centre, Port Talbot
Telephone Number: 01639 760021
Date: 22 nd October 2018
Approval by Head of Service
Name: Craig Griffiths
Position: Head of Legal Services
Date: 22 nd October 2018

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

19th November 2018

Report of the Assistant Chief Executive & Chief Digital Officer– Mrs Karen Jones

Matter for Decision

Wards Affected:

All wards

Change to establishment: temporary Public Services Board Coordinator

Purpose of the Report

To change the establishment structure within the Assistant Chief Executives Department and to create a part time (24 hours/week) role of Public Services Board Co-ordinator reporting directly to the Strategic Manager Community Cohesion & Partnerships.

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Executive Summary

A recent review of senior management arrangements within the Assistant Chief Executive & Chief Digital Officer's directorate, saw the

creation of the post of Strategic Manager Partnerships and Community Cohesion.

There are consequential changes to the establishment that flow from the changes introduced at senior management level. This report deals with support to the Neath Port Talbot Public Services Board.

Background

A review of senior management portfolios has recently been undertaken within the Assistant Chief Executive & Chief Digital Officer's directorate. The review resulted in the creation of a new post of Strategic Manager Partnerships and Community Cohesion which brings together management responsibility for key partnerships into one role.

This new section of community cohesion and partnerships has responsibility for:

- i. Community safety including support to the Community Safety Partnership, Antisocial Behaviour team and IDVA services;
- ii. Substance Misuse Regional Commissioning Support Team (to the Area Planning Board);
- iii. Support to the Public Services Board; and
- iv. Support to refugees settled under the Syrian Resettlement programme.

The PSB is provided with a grant from Welsh Government each year in the form of a specific grant. The grant is provided as one grant for the Western Bay region and supports development officer and support capacity for the three public services boards in the region.

The Neath Port Talbot Public Services Board has already agreed the type of support needed and this has been undertaken on a temporary basis by an individual seconded from the Council's Corporate Strategy team. Responsibility for supporting the PSB has been realigned within the senior management structure as set out above and it is therefore timely to formalise the support arrangements.

This report therefore seeks approval to amend the establishment:

create a part time (24 hours/week) role of Public Services Board Co-ordinator reporting directly to the Strategic Manager Community Cohesion & Partnerships.

The current secondee will return to her substantive post within Corporate Strategy & Democratic Services and the resultant secondment opportunity will be advertised internally within the Council and to partner agencies.

Financial Impact

A Job Evaluation grade has been sought, and it has been evaluated at

Grade 10 post.

GR10 post 24 hours/week	Total annual salary cost (bottom of grade)	£36,220
-------------------------	--	---------

The post is funded from the Welsh Government PSB regional grant (£15,000), ABMU contribution (£10,000) and departmental budget contribution of £11,220. A Financial Appraisal is attached as Appendix 3.

Equality Impact Assessment

There are no equality impacts associated with this report.

Workforce Impacts

Consultation has been carried out with the current secondee who is supportive of the proposal and consultation has also been carried out with partner agencies.

Legal Impacts

Welsh Government have already confirmed that the post meets the grant conditions.

Risk Management

Without filling the role with an appropriately skilled person, there will be no dedicated support to the Public Services Board which will give rise to the following risks:

- Statutory duties placed on the statutory partners to produce an annual report will not be met;
- Delivery of the Well-being Plan will be disrupted as the current secondee is pivotal to providing the programme management support to lead officers who are taking forward each of the six well-being objectives;
- The Neath Port Talbot Public Services Board will not be well informed about a range of issues under consideration by the Future Generations Commissioner, Wales Audit Office and Welsh Government as there will be no dedicated capacity to maintain involvement in the relevant forum and networks.

Consultation

As for workforce impacts.

Recommendations

It is recommended that the following changes are made to the establishment:-

- i. Create the role of Public Services Board Co-ordinator on the basis of a 24 hour per week contract, reporting directly to the Strategic Manager Community Cohesion & Partnerships.

Reasons for Proposed Decision

To enable the Council and members of the Public Services Board to have the necessary support to enable it to achieve the duties set out in the Well-being of Future Generations (Wales) Act 2015.

Implementation of Decision

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

Appendices

Appendix 1 - Structure chart

Appendix 2 - EIA Screening Form

Appendix 3 - Financial Appraisal

List of Background Papers

None

Officer Contact

Mrs Karen Jones

Assistant Chief Executive and Chief Digital Officer

Tel: 01639 763284

Email: k.jones3@npt.gov.uk

Mrs Claire Jones

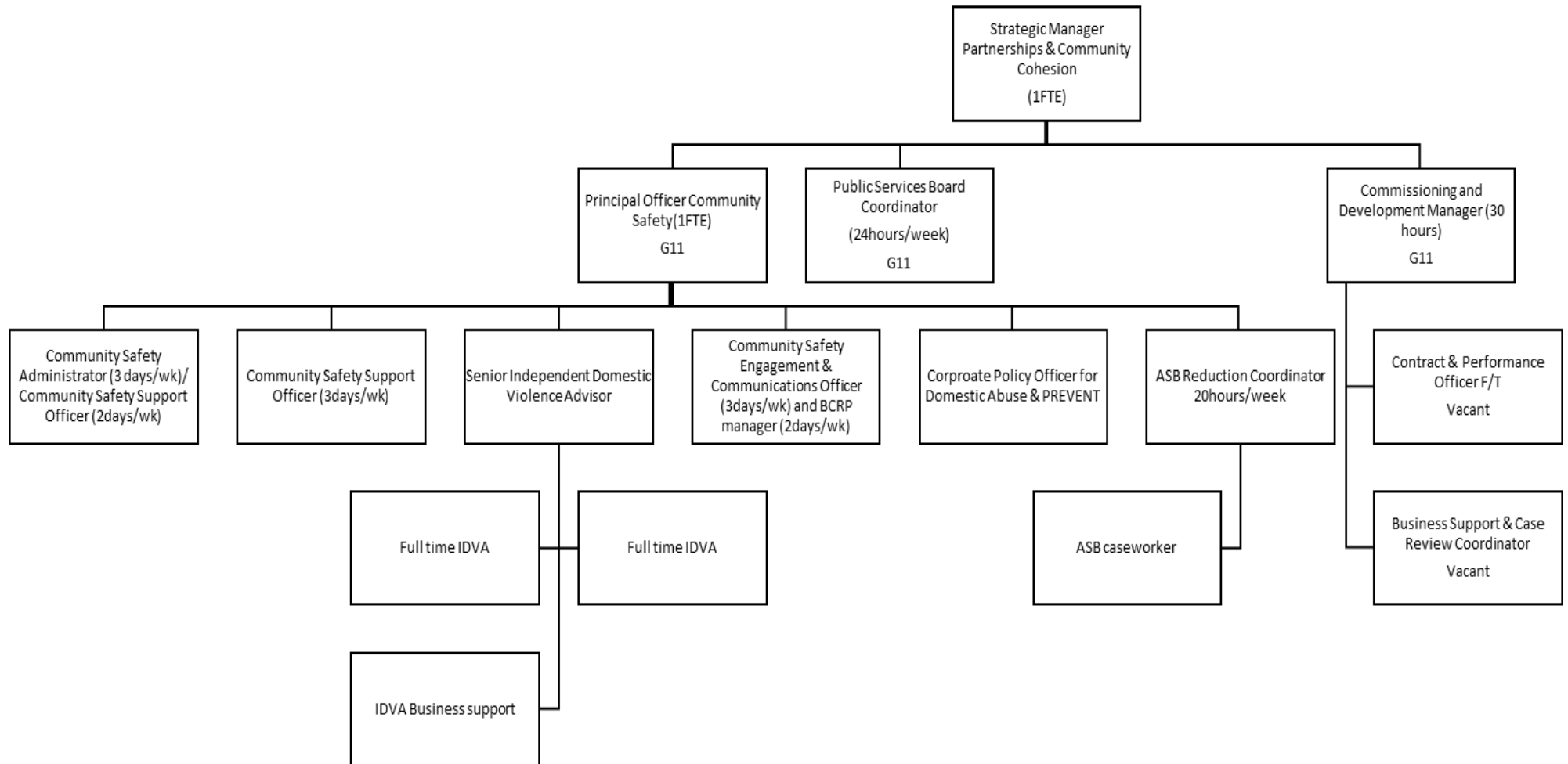
Strategic Manager Community Cohesion and Partnerships

Western Bay Area Planning Board

Tel: 01639 763193

Email: s.c.jones@npt.gov.uk

Appendix 1: Revised structure:
Partnerships & Community Cohesion



Appendix 2: EIA 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?

1. Service Area: Partnerships & Community Cohesion

2. Directorate: Chief Executives

Q1(a) What are you screening for relevance?

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

(b) Please name and describe below Public Services Board Co-ordinator (PSB)

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

Pregnancy and maternity	<input type="checkbox"/>	x	<input type="checkbox"/>	<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

(M)

Low visibility to general public

x (L)

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

High risk to reputation

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** → 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).

The post of PSB Coordinator is a secondment opportunity to provide support to the PSB to help it fulfil its objectives. Without filling the role with an appropriately skilled person, there will be no dedicated support to the PSB which will give rise to risks but will not affect any person or group of persons adversely. This is a back office function providing much need support to the PSB to enable it to fulfil its objectives, which will impact positively on the wellbeing of the community.

Section 2

Screener- This to be completed by the person responsible for completing this screening
Name: Claire Jones (Strategic Manager Partnerships & Community Cohesion)
Location: Neath Civic centre
Telephone Number: 01639 763193
Date: 6 th November 2018
Approval for the Head of Service
Name: Karen Jones
Position: Assistant Chief Executive and Chief Digital Officer
Date: 6th November 2018

SETUP COSTS

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

RECURRING COSTS:

	Current Year £	Full Year £	Maximum £
<u>Costs</u>			
Salary (See next page)	10,333	31,000	36,220
Employee Training & Seminars			
Accommodation Running Costs			
Travel & Subsistence (Standby Allowance)			
Other Running Costs - Office Supplies			
Other Running Costs - IT.			
Total Recurring Costs	10,333	31,000	36,220
<u>Funding of Recurring Costs</u>			
<u>External Sources</u>			
Specific Grant	5,000	15,000	15,000
Funding from External Agencies	3,333	10,000	10,000
Service Level Agreement			
Other (Specify)			
<u>Internal Sources</u>			
Existing Budget Allocation	2,000	6,000	11,220
Other (specify)			
Total Funding	10,333	31,000	36,220

Please refer to this table in the Financial Appraisal section of the report.

FINANCIAL APPRAISAL – SALARY DETAILS

APPENDIX (CONTINUED)

POST	PROPOSED CHANGE (New Post / Delete / Regrade)	PAY GRADE		COST / (SAVING)		
		Current	Proposed	Current Year £	Full Year £	Maximum £
1.0 Public Services Board Coordinator (24 hours)	New Post		Grade 10	10,333	31,000	36,220
Total				10,333	31,000	36,220

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ENVIRONMENT DIRECTORATE

REPORT OF THE HEAD OF PROPERTY & REGENERATION – S. BRENNAN

19th November 2018

SECTION A – MATTER FOR DECISION

WARDS AFFECTED: All.

CREATION OF 5 NEW POSTS TO DELIVER AND SUPPORT A REGIONAL EMPLOYABILITY PROJECT TO SUPPORT SHORT TERM UNEMPLOYED PEOPLE (Less than 12 months).

Purpose of the Report

To seek Members' approval to create 5 posts to deliver a new EU Funded project – Workways+ Short Term Unemployed. The project will operate alongside the current Workways+ project but allow the eligibility of those that can be supported to be widened.

The posts to be created are:-

- 3x Mentors - JEID 3944 (Grade 6)
- Finance & Quality Administrator (Grade 6)
- Regional Finance & Monitoring Officer - JEID 3855 - (Grade 8)

Background

Following a gap analysis carried out by the Workways+ team, it highlighted the lack of provision to support those who have been unemployed for less than a year and have barriers that are preventing them from gaining employment. Barriers include a disability, work limiting health condition or lacking qualifications. To overcome this issue, and prevent people being turned away without support, an application was submitted to the Welsh European Funding Office where a grant of £3m has been granted for a regional project covering 4 Local Authorities in South West Wales. The project will be led by NPTCBC and include a small team for delivery in the county area.

Proposal

It is proposed that 5 posts be created to delivery of the project:

Regional Finance & Monitoring Officer will work across the 4 partner local authority areas (Carmarthenshire, Pembrokeshire, Carmarthenshire and Ceredigion) and alongside the already established Workways+ Regional Team, providing the additional support required.

3 x Mentor posts - will work purely in the Neath Port Talbot area to create a seamless provision of employability support for all unemployed people. The Mentors support participants by offering a high level of support to challenge misconceptions and overcome issues which relate to the transition into employment.

Finance & Quality Administrator – this post will support the administration of the team and ensure local compliance with financial and participant record requirements to meet EU requirements.

Financial Appraisal

The Regional Finance & Monitoring Officer post is 100% funded by the WEFO grant and therefore will be of no cost to the authority.

The 3 x Mentor Posts and the Finance & Quality Administrator will attract a financial grant value of £367K over the lifetime of the project (November 18 – July 2022) providing a grant intervention of 68%. The difference in funds (match funding) will be met through 'staff match funding' which has already been identified as a posts currently in the authority within the Education Directorate. There has been agreement by Education Directorate and Welsh Government to release staff from their post to meet the match funding requirements and provide a more co-ordinated service delivery.

The match funding posts include 50% of an Employer Liaison Officer post and 33% of 4 x Participation/Engagement Officers, all posts currently exists within the authority's Education Directorate and will act as match funding for the project

Equality Impact Assessment

In order to assist the authority in discharging its duty under the Equality Act 2010, an Equality Impact Assessment Screening Form has been completed and the outcome is that a full equality impact assessment is not required.

Workforce Impacts

The grant proposal will create an additional 5 posts which are supported by EU grant.

Legal Impacts

There are no legal impacts associated with this change.

Consultation

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

Recommendation

It is **RECOMMENDED** that Members **APPROVE** the establishment of the new structure to allow the much needed EU funded project to commence delivery.

Posts included:

1 x Regional Finance & Monitoring Officer - JEID 3855 – Grade 8

3 x Mentors - Grade 6

1 x Finance & Quality Administrator Grade – JEID 3944 - Grade 6

FOR DECISION

For information only:

Structure also includes Match Funding Posts which will be staff seconded to the project:

1 x 50% Employer Liaison Officer

4 x 37% Participation Officers

Implementation of Decision

The decision is proposed for immediate implementation.

Appendices

Appendix 1 – Financial Appraisal

Appendix 2 – Proposed Structure

Appendix 3 – Equality Impact Assessment Screening Form

List of Background Papers

None

Officer Contacts

Andrew Collins, Regeneration & Strategic Development Manager

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Email: a.collins@npt.gov.uk

Oonagh Gavigan, Regional Project Manager

Telephone number: 01639 684250

Email: o.gavigan@npt.gov.uk

APPENDIX 1

FINANCIAL APPRAISAL

SET UP COSTS

	<u>Current</u> <u>Year</u> <u>£</u>	-	-	-	-	<u>Comments</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>Year 18/19</u> <u>£</u>	-	<u>Next</u> <u>Year</u> <u>19/20</u> <u>£</u>	-	<u>Max in</u> <u>Full Year</u> <u>£</u>
-					
<u>Costs</u>					
Employee Costs (Financial Appraisal Statement)	92,216		188,511		
> Starting Salary					
> Additional cost at Maximum Salary					
Accommodation Running Costs					
IT Annual Costs					
Other Running Costs (Profiled delivery costs)*	30,231		43,762		
Total Recurring Costs	122,447		232,273		
<i>*Examples - Outreach room hire, stationery, mobile phones, photocopying, telephone, office</i>					

furniture, advertising, IT equipment, staff travel, staff training, participant costs eg training, travel exps.

Funding of Recurring Costs

External Sources

Specific Grant:

- staffing costs	93,180	190,494
- other	<u>37,273</u>	<u>76,197</u>

Funding from External Agencies

(WEFO)	130,453	266,691
Service Level Agreement	0	0
Other	0	0

Internal Sources

HRA

Existing Budget Allocation

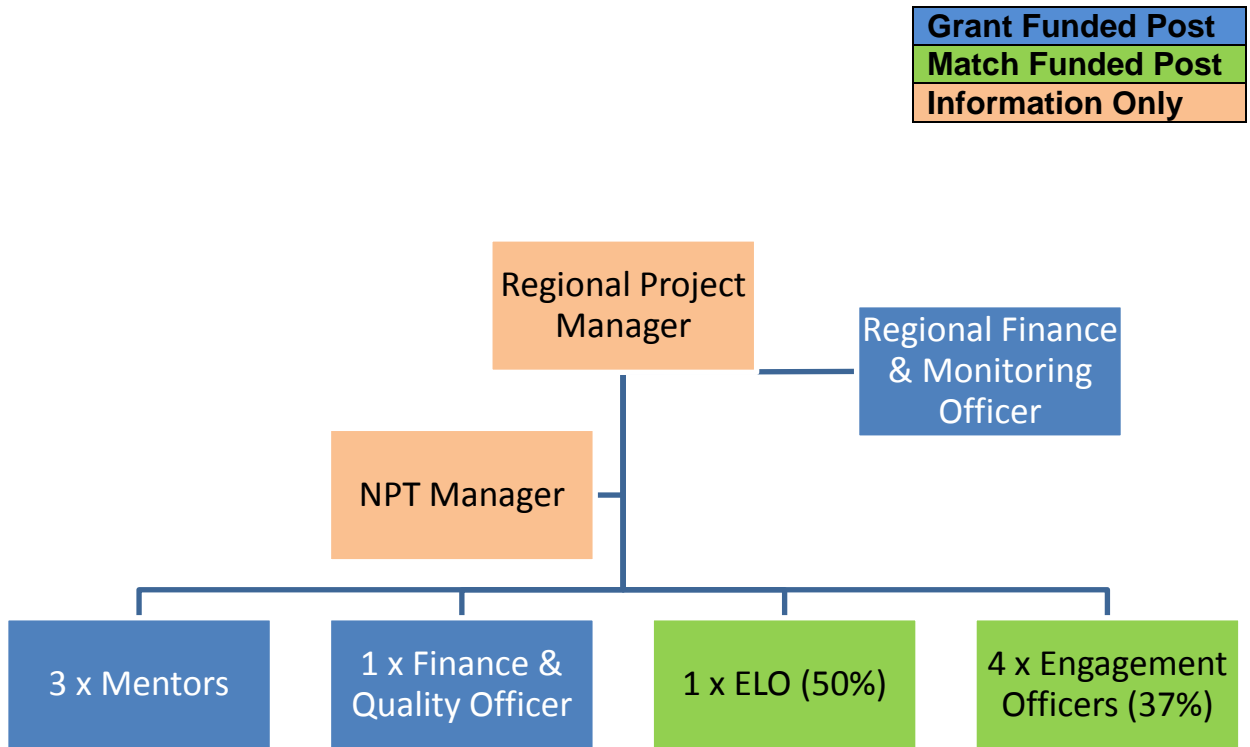
Additional Guideline Allocation

Other (specify)

Total Funds Available	<u>130,453</u>	<u>266,691</u>
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Any surplus income would be used to pay for accommodation costs at Water Street premises and any additional expenditure required to achieve agreed project outputs.

Appendix 2 – Staff Structure



Equality Impact Assessment (EIA) Report Form

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

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

Where do you work?
Service Area: Workways+ Short Term Unemployed (STU)
Directorate: Environment

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

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

(b) Please name and describe below...

Workways+ Short Term Unemployed (STU) is project part funded by the European Social Fund, aimed at supporting those who are short term unemployed (under 12 months) and aged 25+, into employment.

The project will specifically support those who have low or no skills, a work limiting health condition, disability. Workways+ STU is not post code defined and will be able to support individuals across the county borough and will not be defined to outside of Communities First postcode areas. Participants will be supported by a dedicated Mentor who will agree an action plan of support to help overcome barriers to employment by providing benefits advice, access to training, confidence building, work experience, volunteering and paid work experience.

(c) It was initially screened for relevance to Equality and Diversity on ...

Workways+ STU will be a project that is interfacing with the general public, employers, third sector organisations and government agencies (DWP) across South West Wales.

The project has a potentially high impact on those with protected characteristics due to the projects eligibility criteria which will impact on age, disability, race, sex and Welsh language.

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

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

(e) Lead Officer

Name: Oonagh Gavigan

Job title: Regional Quality & Performance Officer

Date: 30th October 2018

(f) Approved by Head of Service

Name: Simon Brennan

Date: 30th October 2018

Section 1 – Aims (See guidance):

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

What are the aims?

Workways+ is a European Social Funded project, specifically addressing priority axis 1: Tackling Poverty through Sustainable Employment, Specific Objective 1: To increase the employability of those closest to the labour market at most risk of poverty.

The aim of the project is to address the high levels of unemployment across South West Wales by supporting eligible participants into sustainable employment, over a 3 years and 8 month period.

Workways+ aims and objectives align with, complement, and add value to, UK mainstream labour market programmes through delivering a single co-ordinated approach to improving employment and employability for individuals as a route out of poverty, as stated in the Welsh European Funding Office - Operational Programme.

The development of the operation is in response to the evidence base provided by the Single Adult Employment and Skills Programme pilot project undertaken in South West Wales. Through a process of active engagement and partnership working with regional stakeholders, a co-ordinated approach has been taken to the development of the proposed project and has resulted in an operation which will deliver an integrated package of support which is responsive to local need.

The operation will support almost 1000 participants:

33% will enter employment

20% will gain a qualification or work relevant certificate upon leaving

The management and governance structure of the project includes a robust monitoring and review process to ensure that all risks are identified and dealt with across the region throughout the lifetime of the Workways+ operation. Also this structure provides scrutiny and monitoring of the operations performance in delivering its activities in accordance with the Business Plan to ensure the project works as intended.

Who has responsibility?

The project has been developed through a process of active engagement and partnership working with regional stakeholders. A co-ordinated approach has been taken to the development of the proposed project and has resulted in an operation which will deliver an integrated package of support which is responsive to local need.

NPTCBC is the lead body with the LA's of Carmarthenshire, Pembrokeshire and Ceredigion as joint partners.

The Workways+ Regional Project Manager will have responsibility for the implementation, monitoring and review function of the project, who will be employed by NPTCBC.

Who are the stakeholders?

The project will target those closest to the labour market with complex barriers to employment, who have been unemployed for less than 12 months. The target groups are recognised as being risk of poverty; this includes :

- Economically Inactive (aged 25 and over) not in education or training who have complex barriers to employment, and
- Short Term Unemployed (aged 25 and over), who have complex barriers to employment.

Section 2 - Information about Service Users (See guidance):

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

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

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

An employability project of this nature has run successfully in NPT for a period of 14 years, collecting data and information on participants who are eligible for such support.

Information is obtained from participants when they are referred to the project and entered onto a database, enabling reporting to be done periodically.

Quantitative data is collected externally via DWP and Nomis which has been used extensively to help design the Workways Short Term Unemployed project.

Any Actions Required?

Section 3 - Impact on Protected Characteristics (See guidance):

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

	Positive	Negative	Neutral	Needs further investigation
Age	→ <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	→ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or belief	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	→ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welsh language	→ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Age – WEFO guidelines stipulate the project must only engage with participants that are aged 25+. A key target group for the project includes participants who are aged 54+. Referrals who are aged under 25 will be referred to other government support available i.e. Communities for Work, Cam Nesa.

Disability – The project will specifically target those who are unemployed / economically inactive with a work limiting health condition or disability as stipulated in WEFO guidelines. If having a WLHC or Disability is a barrier to employment for a participant, then steps will be taken to reduce or remove such barriers.

Race – WEFO guidelines stipulate long term unemployed Black & Minority Ethnic groups as a key target group and therefore the project will specifically seek to engage, support and reduce barriers to employment.

Sex – The project will be liaising with employers to assist participants into employment and therefore ideally placed to challenge traditional employment roles where gender stereotypes may exist and assist both males and females to take up and retain employment in non-traditional areas or industries where specific genders are underrepresented, such as females in industries where STEM subjects are required (e.g. Engineering, Information Technology)

Welsh Language - The project will identify and support opportunities to promote and facilitate the use of the Welsh language and support speakers of the language. There will be a provision of project support in the medium of Welsh available.

What consultation and engagement has been undertaken (e.g. with the public and/or members of protected groups) to support your view?

Workways has been operational for 14 years in the Neath Port Talbot area, operating regionally for 6 years. The project was externally evaluated on several occasions highlighting very positive results and the project exceeding its targets.

For this round of funding, the Regional Learning Partnership South West & Central Wales have co-ordinated consultation using an established process to develop the Regional Delivery Plan for Employment and Skills, in response to the skills needs evidenced in the region. This process has included extensive consultation with over 350 stakeholders including Local Government, Further and Higher Education, Third Sector, Private Sector, Careers Wales and Jobcentre Plus.

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

Section 4 - Other Impacts:

Please consider how the initiative might address the following issues. You could base this on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

Foster good relations between different groups	Advance equality of opportunity between different groups
Elimination of discrimination, harassment and victimisation	Reduction of social exclusion and poverty

(Please see guidance for definitions)

Please explain any possible impact on each of the above.

Workways+ has formed links with many support services across the county borough and these will continue to be strengthened during this round of funding. The main aim of the project is to support participants into employment, a widely documented 'route out of poverty'. Staff will promote equality in the workplace by challenging traditional employment roles where gender stereotypes may exist. Both males and females will be supported to take up and retain employment in non-traditional areas or industries where specific genders are underrepresented, such as females in industries where STEM subjects are required (e.g. Engineering, Information Technology).

What work have you already done to improve any of the above?

Workways+ currently delivers a project to support Long Term Unemployed people across the region and county and has experience of the above through several years of previous project delivery. Operating in Neath Port Talbot 2004-2009 and regionally across NPT, Swansea, Pembrokeshire, Carmarthenshire and Bridgend 2009-2014. In addition to the current project delivery which commenced in 2015 and will run until 2022.

Is the initiative likely to impact on Community Cohesion?

Only in a positive way. The grant allows people to be supported regardless of postcode area, unlike other projects. Where participants do not meet project eligibility criteria, they would be referred to other support provision.

How will the initiative treat the Welsh language in the same way as the English language?

The project will operate in accordance with the NPTCBC Welsh Language Scheme and also the Welsh Government's 'A living language: a language for living', the National Action Plan for a Bilingual Wales and its Welsh Language Scheme to mainstream the Welsh Language across policy areas.

The project will offer its services in both English and Welsh and all marketing material will be bilingual.

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

- There will be a referral process in place to ensure participants who live in Communities First areas are referred to Communities for Work and vice versa.

Section 5 - Monitoring arrangements:

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

Monitoring arrangements: As the project is part funded through the European Social Fund, rigorous monitoring procedures are in place for monitoring and reporting. A Regional Team employed by NPTCBC and line managed by the Strategic Development and Employment Manager, will have responsibility for the projects monitoring arrangements.

This includes:

- Quarterly **Steering group** meetings made up of senior representatives from each of the local authorities (Joint Sponsors).
- Quarterly reporting to the **Regional Regeneration Directors** group.
- Regular (at least annual) **WEFO Technical Financial Audits**.
- Quarterly reporting of project outcomes to **WEFO**.

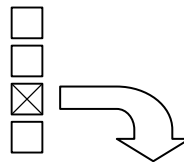
- Monthly **Management Meetings** where each delivery team manager will attend.
- Quarterly **ELO (Employer Liaison Officer) meetings** to monitor cross boundary work with employers across the region.
- Quarterly **Mentor meetings** to monitor team outcomes and share best practice of the delivery.
- A **mid-term project evaluation** and **Final Project Evaluation**, these will be carried out by an independent company appointed via a procurement exercise.

Actions:

Section 6 – Outcomes:

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

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



For outcome 3, detail the justification for proceeding here

The justification for only supporting participants who are age 25 plus is due to a stipulation of Welsh Government/WEFO where there would be duplication of activity, specifically the Welsh Government operation Communities for Work.
There is provision available for those who are under 25.

Section 7 - Publication arrangements:

On completion, please contact the Corporate Strategy Team for advice on the legal requirement to publish the findings of EIAs.

Action Plan:

Objective - What are we going to do and why?	Who will be responsible for seeing it is done?	When will it be done by?	Outcome - How will we know we have achieved our objective?	Progress

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* Please remember to be 'SMART' when completing your action plan.

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

19TH NOVEMBER 2018

REPORT OF THE HEAD OF HUMAN RESOURCES – S.REES

Matter for Information

WARD(S) AFFECTED: All

JNC for Youth and Community Workers Pay Agreement 2018 / 2019

1. Purpose of Report

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

2. Background information

The JNC for Youth and Community Workers has reached an agreement on a pay award for 2018 and 2019 which is as follows:-

2018:

- An increase of £950 on pay point 2 from 1 September 2018;
- An increase of £850 on pay point 3 from 1 September 2018;
- An increase of £750 on pay point 4 from 1 September 2018;
- An increase of £650 on pay point 5 from 1 September 2018;
- An increase of £550 on pay point 6 from 1 September 2018;
- An increase of 2.0% on all other pay points on the Youth and Community Support Worker Range and the Professional Range from 1 September 2018;
- An increase of 2.0% on the London Area Allowances and Sleeping-In-Duty Allowance from 1 September 2018.

2019:

- The deletion of pay point 2 (14.61%)*;
- An increase of £850 (10.36%)* on pay point 3 from 1 September 2019;
- An increase of £750 (8.86%)* on pay point 4 from 1 September 2019;

- An increase of £650 (7.43%)* on pay point 5 from 1 September 2019;
- An increase of £550 (6.11%)* on pay point 6 from 1 September 2019;
- An increase of 2.0% on all other pay points on the Youth and Community Support Worker Range and the Professional Range from 1 September 2019;
- An increase of 2.0% on the London Area Allowances and Sleeping-In-Duty Allowance from 1 September 2019.

* % increase over two years.

A revised salary scale is attached with the letter from the National Employers in Appendix One.

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 19th October 2018

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Joint Negotiating Committee (JNC) for Youth and Community Workers

19 October 2018

To: Local Authorities in England and Wales
Local Government Association Subscribers

Dear Colleague

Joint Education Services Circular No 212 - Pay Agreement 2018 and 2019

YOUTH AND COMMUNITY PAY AGREEMENT: 2018 and 2019

We are pleased to confirm that the JNC for Youth and Community Workers has reached an agreement on a pay award for 2018 and 2019 which is as follows:

2018:

- An increase of £950 on pay point 2 from 1 September 2018;
- An increase of £850 on pay point 3 from 1 September 2018;
- An increase of £750 on pay point 4 from 1 September 2018;
- An increase of £650 on pay point 5 from 1 September 2018;
- An increase of £550 on pay point 6 from 1 September 2018;
- An increase of 2.0% on all other pay points on the Youth and Community Support Worker Range and the Professional Range from 1 September 2018;
- An increase of 2.0% on the London Area Allowances and Sleeping-In-Duty Allowance from 1 September 2018.

2019:

- The deletion of pay point 2 (14.61%)*;
- An increase of £850 (10.36%)* on pay point 3 from 1 September 2019;
- An increase of £750 (8.86%)* on pay point 4 from 1 September 2019;
- An increase of £650 (7.43%)* on pay point 5 from 1 September 2019;
- An increase of £550 (6.11%)* on pay point 6 from 1 September 2019;
- An increase of 2.0% on all other pay points on the Youth and Community Support Worker Range and the Professional Range from 1 September 2019;
- An increase of 2.0% on the London Area Allowances and Sleeping-In-Duty Allowance from 1 September 2019.

* % increase over two years.

A revised salary scale is attached for your information.

Yours sincerely



Simon Pannell
Employers' Side Secretary

Employers' Side Secretary: *Simon Pannell*
Local Government Association, 18 Smith Square,
London, SW1P 3HZ

Colenzo Jarrett-Thorpe
Staff Side Secretary

Staff Side Secretary: *Colenzo Jarrett-Thorpe*
Unite, 128 Theobald's Road,
London, WC1X 8TN

Joint Negotiating Committee for Youth and Community Workers

2018

Pay Points

2.	16,757
3.	17,267
4.	17,681
5.	18,141
6.	18,556
7.	19,009
8.	19,645
9.	20,456
10.	21,090
11.	22,116
12.	23,118
13.	24,153
14.	25,225
15.	25,955
16.	26,718
17.	27,468

Pay Points

13.	24,153
14.	25,225
15.	25,955
16.	26,718
17.	27,468
18.	28,223
19.	28,972
20.	29,724
21.	30,568
22.	31,525
23.	32,456
24.	33,392
25.	34,335
26.	35,277
27.	36,221
28.	37,175
29.	38,122
30.	39,070
31.	39,709*
32.	40,760*

* Discretionary Points

LONDON AREA ALLOWANCES

Inner	3,104
Outer	2,039
Fringe	795

SLEEPING IN DUTY ALLOWANCE

Sleeping in Allowance	35.37
Disturbance Element	19.76

Joint Negotiating Committee for Youth and Community Workers

2019

Pay Points

3.	18,117
4.	18,431
5.	18,791
6.	19,106
7.	19,389
8.	20,038
9.	20,865
10.	21,512
11.	22,558
12.	23,580
13.	24,636
14.	25,729
15.	26,474
16.	27,252
17.	28,017

Pay Points

13.	24,636
14.	25,729
15.	26,474
16.	27,252
17.	28,017
18.	28,787
19.	29,551
20.	30,318
21.	31,179
22.	32,155
23.	33,105
24.	34,060
25.	35,022
26.	35,983
27.	36,945
28.	37,918
29.	38,884
30.	39,851
31.	40,503*
32.	41,575*

* Discretionary Points

LONDON AREA ALLOWANCES

Inner	3,166
Outer	2,080
Fringe	811

SLEEPING IN DUTY ALLOWANCE

Sleeping in Allowance	36.08
Disturbance Element	20.16

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

19TH NOVEMBER 2018

REPORT OF THE HEAD OF HUMAN RESOURCES – S.REES

Matter for Information

WARD(S) AFFECTED: All

Soulbury Committee Pay Agreement 2018 / 2019

1. Purpose of Report

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

2. Background information

Following negotiations, the Soulbury Committee has reached an agreement on a pay award for 2018 and 2019, which is as follows:-

- an increase of 2.0% on all pay points on the Educational Improvement Professionals' pay spine, Young People's/Community Service Managers' pay spine and Educational Psychologists pay spines on 1 September 2018 and on 1 September 2019;
- an increase of 2.0% on all London and Fringe area allowances on 1 September 2018 and on 1 September 2019.

As part of this year's agreement, the Soulbury Committee will shortly be having discussions at Joint Secretarial level on structural changes to the Soulbury pay spines and ranges on a without prejudice basis. In order to address the position of Soulbury Officers who are employed by organisations which are not local authorities (e.g. arms-length bodies or private) the Committee has agreed to incorporate a provision into the Soulbury Report (Blue Book) for Soulbury Officers which makes 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 as follows:

2.2 The Soulbury Committee recommends that the arrangements set out in this Report should not only apply to officers employed in such functions by local authorities but also to officers employed by other organisations which undertake such functions for schools and authorities.

Further details and the revised pay scales are attached in the letter from the Local Government Employers at Appendix One.

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 the Soulbury Committee.

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 31st October 2018

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The Soulbury Committee
Inspectors Organisers and Advisory Officers of Local Authorities

31 October 2018

To: Chief Executives of County Councils and Metropolitan Districts and Unitary Authorities in England;
Chief Executives of London Boroughs;
Chief Executives of County Councils and County Borough Councils in Wales;
Directors of Children's Services/Directors of Education of County Councils Metropolitan Districts and Unitary Authorities in England;
Directors of Children's Services/Directors of Education of London Boroughs;
Directors of Children's Services/Directors of Education of County Councils and County Borough Councils in Wales;
Members of the Soulbury Committee
Subscribers

Dear Sir/Madam

JOINT EDUCATION SERVICES CIRCULAR NO 213

SOULBURY PAY AGREEMENT: 2018 and 2019

Following negotiations we can confirm that the Soulbury Committee has reached an agreement on a pay award for 2018 and 2019 which is as follows:

- an increase of 2.0% on all pay points on the Educational Improvement Professionals' pay spine, Young People's/Community Service Managers' pay spine and Educational Psychologists pay spines on 1 September 2018 and on 1 September 2019;
- an increase of 2.0% on all London and Fringe area allowances on 1 September 2018 and on 1 September 2019.

As part of this year's agreement, the Soulbury Committee will shortly be having discussions at Joint Secretarial level on structural changes to the Soulbury pay spines and ranges on a without prejudice basis. In order to address the position of Soulbury Officers who are employed by organisations which are not local authorities (e.g. arms-length bodies or private) the Committee has agreed to incorporate a provision into the Soulbury Report (Blue Book) for Soulbury Officers which makes 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 as follows:

2.2 The Soulbury Committee recommends that the arrangements set out in this Report should not only apply to officers employed in such functions by local

Employers' Side Secretary: *Simon Pannell*
Local Government House Smith Square LONDON SW1P 3HZ
Tel 020 7664 3188 Fax20 7664 3030

Officers' Side Secretary: *David Powell*
Hamilton House Mabledon Place London WC1 9BD
Tel: 020 7388 6191 Fax 020 7387 8458

authorities but also to officers employed by other organisations which undertake such functions for schools and authorities.

The Soulbury Report with this revision is available to LGA subscribers (contact details are below) and officer members can obtain this from their respective unions.

A revised salary scale is attached for your information (Appendix I).

Yours sincerely



Simon Pannell
Employers' Side Secretary



David Powell
Officers' Side Secretary

Educational Improvement Professionals

SCP	Current	01.09.18	01.09.19
1	34067	34749	35444
2	35287	35993	36713
3	36439	37168	37912
4	37606	38359	39127
5	38767	39543	40334
6	39928	40727	41542
7	41148	41971	42811
8	42321*	43168*	44032*
9	43689	44563	45455
10	44908	45807	46724
11	46112	47035	47976
12	47277	48223	49188
13	48597**	49569**	50561**
14	49773	50769	51785
15	51073	52095	53137
16	52248	53293	54359
17	53426	54495	55585
18	54582	55674	56788
19	55775	56891	58029
20	56391***	57519***	58670***
21	57575	58727	59902
22	58607	59780	60976
23	59744	60939	62158
24	60762	61978	63218
25	61851	63089	64351
26	62914	64173	65457
27	64001	65282	66588
28	65102	66405	67734
29	66207	67532	68883
30	67309	68656	70030
31	68402	69771	71167
32	69512	70903	72322
33	70623	72036	73477
34	71761	73197	74661
35	72895	74353	75841
36	74062	75544	77055
37	75210	76715	78250
38	76371	77899	79457
39	77515	79066	80648
40	78659	80233	81838
41	79809	81406	83035
42	80958	82578	84230

43	82106	83749	85424
44	83259	84925	86624
45	84410	86099	87821
46	85562	87274	89020
47	86719	88454	90224
48	87865****	89623****	91416****
49	89016****	90797****	92613****
50	90168****	91972****	93812****

Notes:

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

*normal minimum point for EIP undertaking the full range of duties at this level.

**normal minimum point for senior EIP undertaking the full range of duties at this level.

***normal minimum point for leading EIP undertaking the full range of duties at this level.

****extension to range to accommodate structured professional assessments.

Young People's / Community Service Manager

SCP	Current	01.09.18	01.09.19
1	35333	36040	36761
2	36489	37219	37964
3	37645	38398	39166
4	38824*	39601*	40394*
5	40023	40824	41641
6	41192	42016	42857
7	42388**	43236**	44101**
8	43747	44622	45515
9	44497	45387	46295
10	45654	46568	47500
11	46805	47742	48697
12	47958	48918	49897
13	49103	50086	51088
14	50259	51265	52291
15	51417	52446	53495
16	52578	53630	54703
17	53745	54820	55917
18	54904	56003	57124
19	56057	57179	58323
20	57235***	58380***	59548***
21	58435***	59604***	60797***
22	59663***	60857***	62075***
23	60915***	62134***	63377***
24	62194***	63438***	64707***

Notes:

The minimum Youth and Community Service Officers' scale is 4 points.

Other salary scales to consist of not more than four consecutive points based on duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.

*normal minimum point for senior youth and community service officers undertaking the full range of duties at this level (see paragraph 5.6 of the Soulbury Report).

**normal minimum point for principal youth and community service officer undertaking the full range of duties at this level (see paragraph 5.8 of the Soulbury Report).

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

Trainee Educational Psychologists

SCP	Current	01.09.18	01.09.19
1	22955	23415	23884
2	24636	25129	25632
3	26314	26841	27378
4	27996	28556	29128
5	29675	30269	30875
6	31355	31983	32623

Assistant Educational Psychologists

SCP	Current	01.09.18	01.09.19
1	28218	28783	29359
2	29371	29959	30559
3	30523	31134	31757
4	31669	32303	32950

Educational Psychologists - Scale A

SCP	Current	01.09.18	01.09.19
1	35731	36,446	37,175
2	37545	38,296	39,062
3	39359	40,146	40,949
4	41171	41,994	42,834
5	42984	43,844	44,721
6	44797	45,693	46,607
7	46504	47,434	48,383
8	48211	49,175	50,159
9	49810*	50806*	51822*

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10	51411*	52439*	53488*
11	52903*	53961*	55040*

Senior and Principal Educational Psychologists

SCP	Current	01.09.18	01.09.19
1	44797	45693	46607
2	46504	47434	48383
3	48211*	49,175*	50,159*
4	49810	50806	51822
5	51411	52439	53488
6	52903	53961	55040
7	53516	54586	55678
8	54661	55754	56869
9	55795	56911	58050
10	56950	58089	59251
11	58081	59243	60428
12	59235	60420	61628
13	60409	61617	62849
14	61543**	62774**	64029**
15	62731**	63986**	65266**
16	63908**	65186**	66490**
17	65093**	66395**	67723**
18	66276**	67602**	68954**

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

*Normal minimum point for the principal educational psychologist undertaking the full range of duties at this level.

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

LONDON AREA PAYMENTS

With effect from 1 September 2018 and 1 September 2019 staff in the London area shall receive the following:

- (a) at the rate of £3119 (2018) and £3182 (2019) per annum to officers serving in the Inner area.
- (b) at the £2057 (2018) and £2099 (2019) per annum to officers serving in the Outer area.
- (c) at the rate of £795 (2018) and £811 (2019) per annum to officers serving in the Fringe area.
- (d) officers normally serving in the London area but temporarily employed elsewhere shall continue to receive London area payments at the rate appropriate to their normal area of employment.
- (e) in the case of an officer required to serve in different parts of the London areas or partly outside that area the officer shall be deemed to be serving in the area in which he is required to spend more than one half of his time.
- (f) for the purpose of this paragraph –

The “Inner Area” means the area of the London Boroughs of: Camden City of London Greenwich Hackney Hammersmith & Fulham Islington Kensington & Chelsea Lambeth Lewisham Southwark Tower Hamlets Wandsworth Westminster (the former Inner London Education Authority) and the London Boroughs of Barking and Dagenham Brent Ealing Haringey Merton and Newham.

The “Outer Area” means Greater London excluding the Inner area.

The “Fringe Area” means:

Berkshire: the districts of Bracknell Slough Windsor and Maidenhead.

Buckinghamshire: the districts of Beaconsfield and Chiltern.

Essex: the districts of Basildon Brentwood Epping Forest Harlow and Thurrock.

Hertfordshire: the districts of Broxbourne Dacorum East Hertfordshire Hertsmere St. Albans Three Rivers Watford and Welwyn Hatfield.

Kent: the districts of Dartford and Sevenoaks.

Surrey: the whole County.

West Sussex: the district of Crawley.

The “London Area” comprises the Inner area the Outer area and the Fringe area.

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