



## ***PERSONNEL COMMITTEE***

***2.00 PM - MONDAY, 24 FEBRUARY 2020***

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

### **PART 1**

1. Declarations of Interest
2. Introduction of a Carer's Policy (*Pages 3 - 22*)
3. Apprentice and Work Experience Programmes within Neath Port Talbot Council (*Pages 23 - 28*)
4. Registration of Domiciliary Care Workers (*Pages 29 - 40*)
5. Introduction of Guaranteed Interview Scheme for Veterans of the Armed Forces (*Pages 41 - 54*)
6. Christmas and New Year Holiday Arrangements 2020/21 (*Pages 55 - 66*)
7. Workforce Information Report (*Pages 67 - 80*)
8. Pay Policy Statement 2020 / 2021 (*Pages 81 - 154*)
9. Urgency Action: Increase in Standby Rate (*Pages 155 - 170*)
10. Urgent Items  
Any urgent items at the discretion of the Chairperson pursuant to Section 100B(4)(b) of the Local Government Act 1972.
11. 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**

12. National Pay Negotiations (*Pages 171 - 176*)
13. Head of Children and Young People Services Pay (*Pages 177 - 188*)

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

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

**Tuesday, 18 February 2020**

### **Committee Membership:**

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

**Vice**  
**Chairperson:**       **Councillor D.Cawsey**

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

**Non-Voting**  
**Members:**           Councillors P.D.Richards, C.Clement-Williams,  
A.Wingrave, A.R.Lockyer, P.A.Rees and L.Jones



## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### PERSONNEL COMMITTEE

24<sup>TH</sup> FEBRUARY 2020

### REPORT OF THE HEAD OF HUMAN RESOURCES – SHEENAGH REES

#### Matter for Decision

**Wards Affected: All wards**

#### Introduction of a Carer's Policy

##### 1. Purpose of Report:

The purpose of this report is to seek Member approval to introduce a Carer's Policy to support employees with caring responsibilities.

##### 2. Background:

The Council has a responsibility for the welfare of its employees and as such recognises that some employees are carers and therefore may need extra support whilst at work to assist them with their caring responsibilities.

Carers UK estimates that there are currently six and a half million carers in the UK - a number that continues to rise. More than four million carers provide up to 19 hours of unpaid care for a family member or friend each week and of these, more than three million are still in paid work.

Employees do not legally have to notify their employer that they are a carer. However, in a healthy working environment, carers are more likely to notify someone of their responsibilities. Generally checking on an employee's wellbeing regularly during one to ones, supervisions and/or appraisals can encourage open dialogue with employees and provide opportunities for employees to raise anything that may be impacting on their general wellbeing.

When an employee informs their manager that they are a carer, the manager can take simple but effective action to enable them to balance their caring and employment responsibilities and these actions are set out in the policy.

The policy defines carers as employees with significant caring responsibilities that have a substantial impact on their working lives. These employees are responsible for the care and support of disabled, elderly or sick partners, relatives or friends who are unable to care for themselves. It distinguishes carers from employees who have childcare responsibilities as the requirements of a carer are more unpredictable and emotionally distressing.

### **3. Development of the Policy**

The introduction of a Carers Policy was first discussed by the joint trade unions at the Local Government Services Forum. The trade unions put forward a sample policy drafted by the Employers for Carers Organisation. Using this sample policy, the attached Carers Policy (provided in **Appendix 1**) was developed and subsequently agreed by the trade unions.

### **4. Communication of the Policy**

As this is a new policy, it is important that it is communicated widely across the Council. We will do this by including an article in the Council's newsletter In The Loop, we will place it on the HR Intranet, we will send an email to all Heads of Service requesting them to cascade details of the new policy to all their service areas and we will also advertise the policy on the payslips to ensure that all employees, whether they have an online payslip or a paper payslip, are aware of the new policy.

### **5. Financial Impacts:**

There are no financial impacts associated with this report.

## **6. Integrated impact assessment:**

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016. The first stage assessment, attached at appendix 1 has indicated that a more in-depth assessment is not required. A summary is included below:

“A full impact is not required as there is no impact on any protected group. It also has no negative impact on bio-diversity or the Welsh Language”.

## **7. Valleys Communities Impacts:**

No Implications

## **8. Workforce Impacts:**

The introduction of this policy will have a positive impact on those employees across our workforce who are carers.

## **9. Legal Impacts:**

No implications.

## **10. Risk Management Impacts:**

No implications.

## **11. Consultation:**

There is no requirement under the Constitution for external consultation on this item. The proposed changes have been communicated with the Trade Unions via the Local Government Services Forum who were fully supportive of the introduction of this policy.

## **12. Recommendations:**

It is **RECOMMENDED** that Members **APPROVE** the introduction of the Carers Policy.

## **FOR DECISION**

### **13. Appendices:**

Appendix 1 – Carers Policy

Appendix 2 – First Stage Integrated Impact Assessment

### **14. List of background papers:**

None.

### **15. Officer Contact**

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



# Polisi Gofalwyr

## Carers Policy

### Polisi Gofalwyr Carer's Policy

Version	Date	Action
1	23 <sup>rd</sup> February 2020	New Policy
2		
3		

## **1. Policy Statement**

Neath Port Talbot Council recognizes and understands that some employees may find it difficult to combine work and caring and this policy sets out what support the Council offers to enable employees to do this.

## **2. Definition of a Carer**

Neath Port Talbot Council defines a carer as employees with significant caring responsibilities that have a substantial impact on their working lives. These employees are responsible for the care and support of disabled, elderly or sick partners, relatives or friends who are unable to care for themselves. The activities that carers undertake are wide ranging, including help with personal care; help with mobility; managing medication; practical household tasks; emotional support; and help with financial matters or paperwork.

For the purpose of this policy the needs of carers are different to those employees with mainstream childcare issues. Caring can be unpredictable and emotionally upsetting; it can happen overnight, for example if an employee's parent has a stroke, or it can creep up on someone, for example if their partner develops a debilitating long term health condition. It is not like mainstream childcare as its circumstances and milestones are different and often more uncertain.

For example, with mainstream childcare, the child's journey is more predictable as he or she grows older, goes through schooling and becomes more independent. With caring, the milestones can be very different and go in the opposite direction; for example, an elderly parent becoming more frail and dependant or a disabled child continuing to have high support needs as they become an adult. It is also much easier (and often more acceptable) to talk about childcare in the workplace than it is to discuss caring for a parent with dementia or a partner with a disability, for example.

## **3. Commitment to supporting carers**

The Council recognises that some people have caring responsibilities and that carers will constitute a part of its workforce. It also recognises that some employees may find it difficult to combine work and caring. We have, therefore, adopted the following code of good practice in order to support employees who are, or who are likely to become carers.

We believe that carers should have the same opportunity to obtain a job within the organisation and keep their job as everyone else and is committed to providing as much support as is reasonably practicable.

#### **4. Identification and disclosure**

Over two million people in the UK become carers every year and around the same number of people cease caring; carers are therefore not a static group and the same will be true within any workplace. The Council therefore acknowledges that it needs to strike a balance between recognising the special circumstances of caring and not classifying carers as a rigid or separate group as it will be a group whose members, and needs, will be constantly changing.

Employees may not recognise themselves as carers, for example employees who are caring at a distance - ie supporting someone such as an elderly parent who does not live with them – may be less likely to consider themselves as a carer.

Employees are not obliged to disclose to their line manager that they are caring for someone but are actively encouraged to do so. All line managers should ask whether staff they are supervising have caring responsibilities, and should have due regard to issues of confidentiality concerning this information.

Employees who don't feel able to disclose this information to their line manager can approach their trade union representative or HR Officer.

Once the carer has been identified the line manager should ensure that they are aware of and feel able to access the range of support the Council offers.

#### **5. Flexible Working**

All employees with caring responsibilities are entitled to request to work flexibly in order to attend to the needs of the individual whom they care for.

The Council offers various types of flexible working:

- **Flexi-time.** Employees are required to work within set times but outside of these 'core hours' have some flexibility in how they work their hours.
- **Home working / mobile working.** Employees spend part of their working week away from the workplace.
- **Job sharing.** Usually two employees share the work normally done by one person.

- **Reduced hours working.** Employees might work shorter days or fewer days in a week.
- **Term-time working.** Employees don't work during school holidays and either take paid or unpaid leave or their salary is calculated pro-rata over the whole year.
- **Compressed hours.** Employees work their total hours over fewer working days eg a ten day fortnight is compressed into a nine day fortnight.

Employees who have worked for the Council for at least 26 weeks can make a request for flexible working. If agreed it would result in a permanent change to their terms and conditions. Only one request is allowed in a year. The Council can refuse a request, but will give the employee good business reasons from a specific list which is set out in the Flexible Working Policy. Employees can appeal against this decision. For further information, please refer to the Flexible Working Policy on the HR Intranet.

Line managers should also consider informal arrangements such as use of a telephone, or private time/space to make calls, at work, in connection with their role as a carer.

## 6. Crisis situations

The Council recognises that employees with caring responsibilities are not always able to plan ahead - accidents or illnesses can occur without warning and care arrangements can break down unexpectedly. Emergency leave is therefore important to carers, who can be called home at short notice on such occasions. All carers are entitled to take time off in order to attend to the sudden needs of the individual whom they care for.

All employees have a statutory right to take "reasonable time off" to deal with unexpected situations involving a dependant. Employees must inform their line manager as soon as possible after the emergency has happened.

A dependant includes an employees' husband, wife or partner, child or parent, or someone living with them as part of their family. Others who rely on them for help in an emergency may also qualify.

The situations where emergency leave might be taken are:

- a disruption or breakdown in care arrangements
- when a dependant falls ill, has been assaulted or in an accident (including when the person is hurt or upset rather than physically injured)

- to make longer term arrangements for a dependant who is ill or injured (but not to provide long term care themselves)
- to deal with an incident involving a child during school hours
- to deal with the death of a dependant.

## 7. Carers Leave

The Council acknowledges that employees with caring commitments may need time off to deal with medical appointments/discharge from hospital etc.

Employees should discuss with line managers, in advance, any leave which they can reasonably expect to need for their caring commitments so that managers and the other members of the team can plan work, meetings and other leave around those dates.

Some types of medical appointments can be booked in advance and carers are expected to book these at the start or end of the working day, to minimise disruption at work. With prior approval, time off for planned appointments can normally be made up later, taken as flexi or annual leave.

The Council acknowledges that employees with caring responsibilities may need flexible leave arrangements as well as flexible working arrangements in order to manage all aspects of their caring role. It therefore provides the following options which should be discussed with the line manager:-:

- Parental Leave
- Time off for dependants
- Additional Annual Leave Purchase Scheme
- Career breaks

## 8. Other support for carers

All employees with caring responsibilities are entitled to use their telephone at work, in private, in connection with their role as a carer.

Information about external sources of support is also available, please see below:-

Carers UK - <https://www.carersuk.org/wales>

Dewis Cymru - <https://www.dewis.wales/support-for-carers>

NHS Direct Wales - <https://www.nhsdirect.wales.nhs.uk/livewell/carers/>

Carers Trust Wales - <https://carers.org/country/carers-trust-wales-cymru>

## **9. Role of line managers**

Managers, especially line managers, are the gatekeepers to this policy and play a key role in its implementation. The Council recognises that each carer's situation is different and may require a different response from the manager, taking into account the whole range of organisational support available.

Employees need to feel able to take up these policies without feeling that they might be treated less favourably. Managers can help by creating an open workplace culture that is supportive to carers.

Creating a workplace culture that is supportive to carers also requires the endorsement of top-level management. This Policy has been approved by the Council's Personnel Committee on \_\_\_\_\_.

## **10. Review**

This policy will be reviewed in two years, following changes in legislation or as a result of operational issues.

Neath Port Talbot Council understands the difficulty that some carers face and is committed to providing as much support as is reasonably practicable. The Council welcomes comments and suggestions from all staff on how the organisation may further improve the working environment so that it is better equipped to deal with the varying needs of carers in the workforce.

## **Law relating to this document**

### *Leading statutory authority*

Work and Families Act 2006

Equality Act 2010

The Employment Rights Act 1996

Employment Relations Act 1999

Since April 2007 the Work and Families Act 2006 (The Work and Families (Northern Ireland) Order 2006 in Northern Ireland) has given carers, as well as parents, the right to request flexible working such as changing hours or working from home.

The Act currently defines a carer as someone who cares for, or expects to care for, a spouse or partner, a relative such as a child, uncle, sister, parent-in-law, son-in-law or grandparent, or an adult who is not a relative but lives at the same address as the carer. Under the National Carers Strategy, published in June 2008, there was a government commitment to review the definition of 'carer' in the Flexible Working Regulations to consider extending it to the 20% of carers who currently miss out. These are carers who are not a close relation of the person they care for or who do not live with them. Evidence shows that most employers are open to requests from people not currently eligible under the new law, such as those that care for, say, an elderly neighbour.

This policy goes beyond what the law requires in offering the right to request flexible working to all employees with caring responsibilities.

## **Protection from discrimination**

If an employee is looking after someone who is elderly or disabled, the law – under the Equality Act 2010 – will protect them against direct discrimination or harassment because of their caring responsibilities. This is because they are counted as being 'associated' with someone who is protected by the law because of their age or disability. Employers need to ensure that they do not discriminate against employees with caring responsibilities. Direct discrimination is where an employee is treated less favourably than someone else because they are caring for an elderly or disabled person. Examples of this could include someone being refused a job because of their caring responsibilities or an employee not being offered a promotion because of their caring responsibilities.

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## Impact Assessment - First Stage

It is essential that all initiatives undergo a first stage impact assessment to identify relevance to equalities and the Welsh language as well as an evaluation of how the proposal has taken into account the sustainable development principle (the five ways of working); an incorrect assessment could ultimately be open to legal challenge.

The first stage is to carry out a short assessment to help determine the need to undertake a more in-depth analysis (the second stage).

Relevance will depend not only on the number of people/service users affected, but also the significance of the effect on them.

When completing the first step you must have regard to the following:

- Does the initiative relate to an area where important equality issues have been, or are likely to be, raised? (For example, funding for services to assist people who are victims of rape/sexual violence or individuals with particular care need; disabled people's access to public transport; the gender pay gap; racist or homophobic bullying in schools)
- Is there a significant potential for reducing inequalities, or improving outcomes? (For example, increasing recruitment opportunities for disabled people).
- Does the initiative relate to instances where opportunities to use the Welsh language are likely to be affected or where the language is likely to be treated less favourably? (For example, increase the number of Welsh speakers moving from/to a certain area; closing specific Welsh language services or put those services at risk services;
- Does the initiative relate to the improvement of economic, social, environmental and cultural well-being? To what extent does the initiative prevent things getting worse? (For example, funding for services to assist in cultural well-being; changes in policies that promote independence and/or assist carers)

### 1. Provide a description and summary of the initiative.

Identify which service area and directorate has responsibility for the initiative.

### 2. Identify who will be affected by the initiative.

If you answer **Yes** to service users, staff or wider community continue with the first stage of the assessment

If you answer **No** to service users, staff or wider community or **Yes** to 'Internal administrative process only', go to **Question 5 – sustainable development principle**.

### 3. Using relevant and appropriate information and data that is available to you think about what impact there could be on people who share protected characteristics; whether they are service users, staff or the wider community.

Some things to consider include:

- transport issues
- accessibility
- customer service
- cultural sensitivity
- financial implications
- loss of jobs

Definitions of impacts (either positive or negative):

- High – likely to be highly affected by the initiative
- Medium - likely to be affected in some way
- Low - likely to be affected by the initiative in a small way
- Don't know - the potential impact is unknown

You **must** provide reasons, and indicate what evidence you used, in coming to your decision.

4. Using relevant and appropriate information and data that is available, think about what impact there could be on opportunities to use the Welsh language and in treating the language no less favourably than English.

Definitions of impacts are the same as in **Question 3**.

The classification 'Don't Know' should be categorised as 'High Impact' in both questions 3 & 4.

5. Consider how the initiative has embraced the sustainable development principle in accordance with the Section 7c of the Well-being of Future Generations Act 2015.

Give details of the initiative in relation to the 5 ways of working:

- **Long term** - how the initiative supports the long term well-being of people
- **Integration** - how the initiative impacts upon our wellbeing objectives
- **Involvement** - how people have been involved in developing the initiative
- **Collaboration** - how we have worked with other services/organisations to find shared sustainable solutions;
- **Prevention** - how the initiative will prevent problems occurring or getting worse

6. The most appropriate statement must be selected (and the relevant box ticked) based on the first stage of the assessment and an explanation of how you have arrived at this decision must be given.

In addition a summary of the how the initiative has embraced the sustainable development principle must also be included.

Where the first stage of the assessment indicates that a more in-depth analysis is required the second stage of the assessment will need to be completed and this will need to be started immediately.

A first stage assessment must be included as a background paper for all Cabinet/Cabinet Board/ Scrutiny Committee Reports.

Where the first stage assessment is completed by an accountable manager it must be signed off by a Head of Service/Director.

## Impact Assessment - First Stage

### 1. Details of the initiative

<b>Initiative description and summary: Introduction of a Carer's Policy</b>
<b>Service Area:</b> All Council Employees other than those employed directly by School's operating under fully delegated powers
<b>Directorate:</b> All

### 2. Does the initiative affect:

	Yes	No
Service users		X
Staff	X	
Wider community		X
Internal administrative process only	X	

### 3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		X				
Disability		X				
Gender Reassignment		X				
Marriage/Civil Partnership		X				
Pregnancy/Maternity		X				
Race		X				
Religion/Belief		X				
Sex		X				

Sexual orientation		X				
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**4. Does the initiative impact on:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language		X				
Treating the Welsh language no less favourably than English		X				

**5. Does the initiative impact on biodiversity:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		X				
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment,		X				

such as air quality, flood alleviation, etc.						
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**6. Does the initiative embrace the sustainable development principle (5 ways of working):**

	Yes	No	Details
<b>Long term</b> - how the initiative supports the long term well-being of people	x		Introducing a Carers Policy will support our employees who have caring responsibilities and also the people they care for. This should enhance their long term well-being.
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives	x		As above. The introduction of the Carers Policy will be an aid to ensuring the wellbeing objectives are met.
<b>Involvement</b> - how people have been involved in developing the initiative	x		A sample Carers Policy by the Employers for Carers Organisation was provided by the trade unions which was developed into a NPT Policy. The Council's Joint Trade Unions have also been consulted with. All parties have been extremely supportive of the proposed changes.
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions		x	N/A – this is a Neath Port Talbot Council Policy.
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse	x		It will enhance our current suite of policies which are in place to support employees across the Council.

**7. Declaration - based on above assessment (tick as appropriate):**

A full impact assessment (second stage) <b>is not</b> required	X
Reasons for this conclusion	
<p>A full impact is not required as there is no impact on any protected group.          It also has no negative impact on bio-diversity or the Welsh Language.</p>	

A full impact assessment (second stage) <b>is</b> required	
Reasons for this conclusion	

	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
Completed by	<b>Diane Hopkins</b>	<b>Principal HR Manager</b>	D B Hopkins	<b>3/2/20</b>
Signed off by	Sheenagh Rees	Head of Service/Director		14/02/20



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## NEATH PORT TALBOT COUNCIL

### PERSONNEL COMMITTEE

24<sup>TH</sup> FEBRUARY 2020

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

##### **Matter for Information**

##### **Wards Affected:**

All Wards

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

Apprentice and Work Experience Programmes within Neath Port Talbot Council

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

To provide Members with information about Apprentice and Work Experience Programmes.

##### **Executive Summary**

The report outlines for Members the activity that is taking place across the Council in support of our Apprentice and Work experience programmes, provided and facilitated by the Learning, Training and Development team.

##### **Background:**

The Welsh Government has set out a vision for addressing the needs of the Welsh economy by developing opportunities for young people and adults to engage in work experience or apprenticeship programmes. The Council's Workforce Plan 2018-2022 sets out the priority to "improve access, equality and

equity of opportunity, through supporting people into employment who are new to the workplace and focusing on progression in the workplace”.

## Apprenticeships

Apprenticeships offer a work-based route for learners across a wide range of sectors and activities.

These can be accessed in two ways

- **Foundation Apprentice** - The Foundation Apprentice is usually not employed by the Local Authority; their pay is in line with National Living Wage provisions. There is a requirement to attend college usually one day per week (off the job training) whilst working towards a Level 2 qualification relevant to their job role. The duration of the Foundation Apprenticeship is between 12 – 18 months.
- **Modern Apprentice** - This apprenticeship is classed as employed by the Council and pay is line with the Council’s pay and grading system. They will also attend a college, usually one day per week, (off the job training) whilst working towards a Level 2/3 qualification relevant to their job role. The usual length of a Modern Apprenticeship is 2/3 years (although this may be longer for some trades, for example civil engineer).The funding for the qualifications is accessed via a Training Provider (e.g. Neath Port Talbot Colleges) and there is no financial cost to the Local Authority for the training.

## Current Position

Since 2016 the Council has supported 55 apprentices:

Directorate	All Apprentice Placements since 2016	Now in permanent employment following completion of apprenticeship	Current Apprentices
Chief Executives	7	0	6 *
Social Services Health & Housing	11	5	6
Finance & Corporate	5	2	3
Environment	23	8	14 *
Education Leisure & Lifelong Learning	9	2	7
<b>Total</b>	<b>55</b>	<b>17</b>	<b>36</b>

The above table shows that out of a total of 55 Apprentices as follows:

- 17 secured permanent employment with the Council on completion of their apprenticeship.
- 36 continue to be supported to complete their programmes.
- 2 Modern Apprentices left the Council on completion of their Apprentice programme.

### **Traineeships**

Traineeships are the start of an individual's learning journey. On completion of a traineeship, they can progress onto a Foundation apprenticeship, and then onto a Modern Apprentice programme. Traineeships are for individuals of 18 years old and under, and not in full time education.

The Council supports Traineeships as paid placements from external training agencies, for example, NPT College, Pathways or Peoples Plus.

To begin with, an individual will commence a placement over 3 days for a total of 21 hours. This will then increase to support the individual to achieve the relevant level 1 qualification over a period of 12 months.

### **Work Experience**

The Council offers a range of work experiences for young people and adults. For example, young people who are still at school, or young adults, can access work experience via programmes such as the Duke of Edinburgh Award or Welsh Baccalaureate.

Since April 2019 the Council has hosted 36 work experience placements. 32 were pupils from local secondary schools. 20 came to the Council via the Duke of Edinburgh award programme and were hosted by the library service, and 12 were hosted work experience placements supported by the Environment and Social Services Directorates.

### **Channel to Work**

This programme supports young people aged 14 to 25 who are living in foster care or care leavers, into gaining all skills necessary to lead an independent and

full life. It aims to help our young people to increase their soft skills such as confidence building and to raise aspirations for their future whilst undertaking work experience in a safe and supportive environment. Placements have been supported in Social Services Health and Housing, Chief Executives and Environment.

### **Funded programmes for employees**

The Learning, Training and Development team access external funding streams to support the development of existing employees and to enable them to gain qualifications. Funding is available that enables employees to undertake qualification/s relevant to their role and responsibilities e.g Diploma and NVQ Qualifications from Levels 2 to 5.

Currently we have 60 employees that have accessed qualifications that are fully funded by Welsh Government via Neath College or other specialist training provider's e.g Talk Training.

<b>Qualifications</b>	<b>NPT College</b>	<b>Talk Training</b>	<b>Number of staff</b>
Business Administration	9	2	11
Management	2	21	23
Customer Services	1	0	1
Hospitality and Catering	13	0	13
Construction	4	0	4
Clinical Healthcare	1	0	1
Childcare Management	2	0	2
Accountancy	3	0	3
Project Management	0	2	2
<b>Total</b>	<b>35</b>	<b>25</b>	<b>60</b>

### **Forward work programme**

The Learning, Training and Development Team will continue to support apprenticeship and work experience programmes in line with the commitment set out in the Council's Workforce Plan, supporting people into employment, supporting those who are new to the workplace, and focusing on developing existing staff.

**Financial Impacts:**

No implications

**Valleys Communities Impacts:**

No implications

**Integrated Impact Assessment:**

This matter is for information and monitoring purposes only and therefore does not require an IIA.

**Workforce Impacts:**

This report sets out actions that form part of the Council's approach to succession planning – developing both and current and the future workforce.

**Legal Impacts:**

No implications

**Consultation:**

There is no requirement for external consultation on this item.

**Officer Contacts:**

Sheenagh Rees, Head of HR, email: [s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk) or telephone 01639 763315

Lynne Doyle, Learning, Training and Development Manager, email: [l.doyle@npt.gov.uk](mailto:l.doyle@npt.gov.uk) or telephone 01639 685279.

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Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### PERSONNEL COMMITTEE

24<sup>TH</sup> FEBRUARY 2020

### REPORT OF THE HEAD OF HUMAN RESOURCES – SHEENAGH REES

#### Matter for Decision

**Wards Affected: All wards**

#### Registration of Domiciliary Care Workers

##### 1. Purpose of Report:

The purpose of this report is to ask Members to approve reimbursement to Domiciliary Care Workers for payment of 50 percent of their registration fee, set at £20.00 per registrant, for all registrations completed by the mandatory Social Care Wales deadline of 1<sup>st</sup> April 2020. This is a 'one-off' payment and will not apply to any registrations that take place after the 1<sup>st</sup> April 2020.

##### 2. Background:

From 1<sup>st</sup> April 2020, under the Regulation and Inspection Act 2016 and the Registration Rules 2018 the requirement for Social Care Workers to be registered with Social Care Wales (SCW) has been extended to Domiciliary Care Workers.

Registration for all Domiciliary Care Workers by 1<sup>st</sup> April 2020 is mandatory. This means that in order to work as a Domiciliary Care Worker in Wales, a person must be registered with (SCW) by this date.

The register is a list of people who have shown they are suitable to work in social care. Everyone on the register must show they are:

- Appropriately qualified
- Are physically and mentally fit to practice
- Have the character and competence
- Following the Code of Professional Practice for Social Care (the Code) and practice guidance for their role
- Intend to practice social care in Wales
- Will practice in the field their application relates to their application for registration.

### **3. Payment of the Registration Fee**

The current fee for a Domiciliary Care Worker to register with SCW is £20.00. This will increase to £35 by April 2022. It is the employee's responsibility to register and prove they are suitable to work in their field.

### **4. Neath Port Talbot's Position**

Whilst there is sympathy with Domiciliary Care Workers, Neath Port Talbot Council does not have a contractual obligation to reimburse statutory registration fees. The Council does reimburse the cost of statutory registration fees paid by some employee groups. However, a 2016 joint review with the trade unions into registration fees concluded that it would not reimburse the cost of registration fees that may apply to any additional groups of employees in future.

Despite this agreement, the trade unions have formally requested the Council consider paying the fee for Domiciliary Care Workers for one year on the basis that this is a predominantly female, part-time workforce.

### **5. Proposal:**

The offer is to reimburse Domiciliary Care Workers with 50 percent of the registration fee, set at £20.00 per registrant, for all registrations completed by

the SCW 1<sup>st</sup> April 2020 mandatory registration deadline. Reimbursement will be provided upon receipt of proof of registration and payment.

The offer is subject to the following points:

- This does not include any registrations or renewal fees after 1<sup>st</sup> April 2020.
- This offer does not create a precedent should further employee groups become subject to statutory registration in the future, or where current registration arrangements change e.g. a fees increase. The offer is also made on the basis that there is no commitment from the Council to extend reimbursement beyond 1<sup>st</sup> April 2020.
- No further review of statutory registration fees across the Council will be undertaken.

The Chair of the LGS Joint Trade Unions has accepted this offer, subject to Member approval.

## **6. Financial Impacts:**

The one year cost of reimbursing £10.00 per registrant is approximately £2k.

## **7. Integrated impact assessment:**

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016). The first stage assessment, attached at appendix 2 has indicated that a more in-depth assessment is not required. A summary is included below:

“A full impact is not required as there is no impact on any protected group. It also has no negative impact on bio-diversity or the Welsh Language”.

## **8. Valleys Communities Impacts:**

No Implications

## **9. Workforce Impacts:**

This will have a positive impact on a group that are currently expecting to pay the full registration fee themselves.

## **10. Legal Impacts:**

No implications.

## **11. Risk Management Impacts:**

No risks identified.

## **12. Consultation:**

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

## **13. Recommendations:**

It is **RECOMMENDED** that Member's **APPROVE** reimbursement to Domiciliary Care Workers for payment of 50 percent of the registration fee, set at £20.00 per registrant, for all registrations completed within the mandatory Social Care Wales deadline of 1<sup>st</sup> April 2020.

## **14. Appendices:**

Appendix 1 – First Stage Integrated Impact Assessment.

## **15. List of background papers:**

None.

## **16. Officer Contact**

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

## Impact Assessment - First Stage

It is essential that all initiatives undergo a first stage impact assessment to identify relevance to equalities and the Welsh language as well as an evaluation of how the proposal has taken into account the sustainable development principle (the five ways of working); an incorrect assessment could ultimately be open to legal challenge.

The first stage is to carry out a short assessment to help determine the need to undertake a more in-depth analysis (the second stage).

Relevance will depend not only on the number of people/service users affected, but also the significance of the effect on them.

When completing the first step you must have regard to the following:

- Does the initiative relate to an area where important equality issues have been, or are likely to be, raised? (For example, funding for services to assist people who are victims of rape/sexual violence or individuals with particular care need; disabled people's access to public transport; the gender pay gap; racist or homophobic bullying in schools)
- Is there a significant potential for reducing inequalities, or improving outcomes? (For example, increasing recruitment opportunities for disabled people).
- Does the initiative relate to instances where opportunities to use the Welsh language are likely to be affected or where the language is likely to be treated less favourably? (For example, increase the number of Welsh speakers moving from/to a certain area; closing specific Welsh language services or put those services at risk services;
- Does the initiative relate to the improvement of economic, social, environmental and cultural well-being? To what extent does the initiative prevent things getting worse? (For example, funding for services to assist in cultural well-being; changes in policies that promote independence and/or assist carers)

### 1. Provide a description and summary of the initiative.

Identify which service area and directorate has responsibility for the initiative.

### 2. Identify who will be affected by the initiative.

If you answer **Yes** to service users, staff or wider community continue with the first stage of the assessment

If you answer **No** to service users, staff or wider community or **Yes** to 'Internal administrative process only', go to **Question 5 – sustainable development principle**.

### 3. Using relevant and appropriate information and data that is available to you think about what impact there could be on people who share protected characteristics; whether they are service users, staff or the wider community.

Some things to consider include:

- transport issues
- accessibility
- customer service
- cultural sensitivity
- financial implications
- loss of jobs

Definitions of impacts (either positive or negative):

- High – likely to be highly affected by the initiative
- Medium - likely to be affected in some way
- Low - likely to be affected by the initiative in a small way
- Don't know - the potential impact is unknown

You **must** provide reasons, and indicate what evidence you used, in coming to your decision.

4. Using relevant and appropriate information and data that is available, think about what impact there could be on opportunities to use the Welsh language and in treating the language no less favourably than English.

Definitions of impacts are the same as in **Question 3**.

The classification 'Don't Know' should be categorised as 'High Impact' in both questions 3 & 4.

5. Consider how the initiative has embraced the sustainable development principle in accordance with the Section 7c of the Well-being of Future Generations Act 2015.

Give details of the initiative in relation to the 5 ways of working:

- **Long term** - how the initiative supports the long term well-being of people
- **Integration** - how the initiative impacts upon our wellbeing objectives
- **Involvement** - how people have been involved in developing the initiative
- **Collaboration** - how we have worked with other services/organisations to find shared sustainable solutions;
- **Prevention** - how the initiative will prevent problems occurring or getting worse

6. The most appropriate statement must be selected (and the relevant box ticked) based on the first stage of the assessment and an explanation of how you have arrived at this decision must be given.

In addition a summary of the how the initiative has embraced the sustainable development principle must also be included.

Where the first stage of the assessment indicates that a more in-depth analysis is required the second stage of the assessment will need to be completed and this will need to be started immediately.

A first stage assessment must be included as a background paper for all Cabinet/Cabinet Board/ Scrutiny Committee Reports.

Where the first stage assessment is completed by an accountable manager it must be signed off by a Head of Service/Director.

## Impact Assessment - First Stage

### 1. Details of the initiative

**Initiative description and summary: Seek member approval to reimburse Domiciliary Care Worker registration fees.**

**Service Area: Adult Services**

**Directorate: Social Services, Health and Housing**

### 2. Does the initiative affect:

	Yes	No
Service users		X
Staff	X	x
Wider community		X
Internal administrative process only		x

### 3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		X				
Disability		X				
Gender Reassignment		X				
Marriage/Civil Partnership		X				
Pregnancy/Maternity		X				
Race		X				
Religion/Belief		X				
Sex		X				

Sexual orientation		X				
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**4. Does the initiative impact on:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language		X				
Treating the Welsh language no less favourably than English		X				

**5. Does the initiative impact on biodiversity:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		X				
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment,		X				

such as air quality, flood alleviation, etc.						
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**6. Does the initiative embrace the sustainable development principle (5 ways of working):**

	Yes	No	Details
<b>Long term</b> - how the initiative supports the long term well-being of people		x	N/A
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives		x	N/A
<b>Involvement</b> - how people have been involved in developing the initiative		x	N/A
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions		x	N/A
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse		x	N/A

**7. Declaration - based on above assessment (tick as appropriate):**

A full impact assessment (second stage) <b>is not</b> required	<input checked="" type="checkbox"/>
Reasons for this conclusion	
A full impact is not required as there is no impact on any protected group. It also has no negative impact on bio-diversity or the Welsh Language.	

A full impact assessment (second stage) <b>is</b> required	<input type="checkbox"/>
Reasons for this conclusion	

	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
Completed by	<b>Tom Owen</b>	<b>HR Manager</b>		<b>14/02/20</b>
Signed off by	Sheenagh Rees	Head of Service/Director		14/02/20



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### PERSONNEL COMMITTEE

24<sup>TH</sup> FEBRUARY 2020

### REPORT OF THE HEAD OF HUMAN RESOURCES – SHEENAGH REES

#### Matter for Decision

**Wards Affected: All wards**

#### Introduction of Guaranteed Interview Scheme for Veterans of the Armed Forces

##### 1. Purpose of Report:

The purpose of this report is to seek Member approval to introduce a Guaranteed Interview Scheme for Veterans of the Armed Forces.

##### 2. Background:

The Council received a letter on behalf of Darren Millar, Clwyd West AM and the Chair of the Cross Party Group on Armed Forces and Cadets in relation to introducing a Guaranteed Interview Scheme for veterans of the armed forces, (attached as **Appendix 1**). Mr Millar lobbied the First Minister to introduce a Guaranteed Interview Scheme in the Welsh Government and following this has encouraged local authorities in the Wales to follow suit and introduce a Scheme.

In a press release, Mr Millar said that many veterans face difficulty in trying to access employment once they have left their time in the military and guaranteed interviews are one way of helping them overcome the barrier they face. In the United States, there are guaranteed interviews with some public sector employers so that veterans have the opportunity to at least present themselves directly to an employer, and these have proved to be very successful in assisting veterans in their transition back to civilian life.

As a result of this, as a Council, we are seeking approval to adopt a Guaranteed Interview Scheme for Armed Forces Veterans.

### **3. Amendments to Policies**

In order to qualify for a guaranteed interview, the candidate must meet all the essential criteria for the post, be currently serving in the armed forces and within 12 weeks of the discharge date, or have the armed forces as the last long term employer, with no more than 3 years lapsed since the discharge date.

The Council's Recruitment and Selection Policy has been amended to reflect the Guaranteed Interview Scheme. In addition to this, the corporate application form has an option for veterans to tick that they are claiming a guaranteed interview. The Council's website also has information on the Guaranteed Interview Scheme on the front page of the jobs pages.

### **4. Financial Impacts:**

There are no financial impacts associated with this report.

### **5. Integrated impact assessment:**

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016. The first stage assessment, attached at appendix 1 has indicated that a more in-depth assessment is not required. A summary is included below:

“A full impact is not required as there is no impact on any protected group. It also has no negative impact on bio-diversity or the Welsh Language”.

## **6. Valleys Communities Impacts:**

No Implications

## **7. Workforce Impacts:**

The introduction of this guaranteed interview scheme will have a positive impact on potential applicants and will reflect positively on the Council as an employer.

## **8. Legal Impacts:**

No implications.

## **9. Risk Management Impacts:**

No implications.

## **10. Consultation:**

There is no requirement under the Constitution for external consultation on this item. The proposal has been communicated with the Trade Unions via the Local Government Services Forum who were fully supportive of the initiative.

## **11. Recommendations:**

It is **RECOMMENDED** that Members **APPROVE** the introduction of a Guaranteed Interview Scheme for Veterans of the Armed Forces.

## **FOR DECISION**

## **12. Appendices:**

Appendix 1 – Letter from Darren Millar, AM

Appendix 2 – First Stage Integrated Impact Assessment

**13. List of background papers:**

None.

**14. Officer Contact**

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



**Darren Millar**

Aelod Cynulliad dros Gorllewin Clwyd  
Assembly Member for Clwyd West

Cllr Rob Jones  
Neath Port Talbot Council  
Civic Centre  
Port Talbot  
SA13 1PJ

5 August 2019

Dear Cllr Rob Jones,

**Re: Guaranteed Interview Scheme for Veterans**

The National Assembly for Wales' Cross-Party Group on Armed Forces and Cadets recently held a discussion on transition services for military personnel leaving the Armed Forces.

The group wrote to the First Minister in February to ask what consideration the Welsh Government had given to introducing a guaranteed interview scheme for veterans applying for roles within the Welsh Government.

Following a positive response from the Welsh Government the group has asked me to write to you to ask what consideration Neath Port Talbot Council has given to introducing a similar scheme.

Guaranteed interview schemes for veterans has been the norm in various departments in the United States Government for some years and numerous councils across the United Kingdom have benefited from rolling out similar schemes.

I would be grateful if you could discuss this proposal with the relevant members of your team and consider introducing a guaranteed interview scheme.

I look forward to your reply.

Yours sincerely,

**Darren Millar AM**

**Cynulliad Cenedlaethol Cymru**

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Darren.Millar@cynulliad.cymru  
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**Ceidwadwyr  
Cymreig**

**Welsh  
Conservatives**

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## Impact Assessment - First Stage

It is essential that all initiatives undergo a first stage impact assessment to identify relevance to equalities and the Welsh language as well as an evaluation of how the proposal has taken into account the sustainable development principle (the five ways of working); an incorrect assessment could ultimately be open to legal challenge.

The first stage is to carry out a short assessment to help determine the need to undertake a more in-depth analysis (the second stage).

Relevance will depend not only on the number of people/service users affected, but also the significance of the effect on them.

When completing the first step you must have regard to the following:

- Does the initiative relate to an area where important equality issues have been, or are likely to be, raised? (For example, funding for services to assist people who are victims of rape/sexual violence or individuals with particular care need; disabled people's access to public transport; the gender pay gap; racist or homophobic bullying in schools)
- Is there a significant potential for reducing inequalities, or improving outcomes? (For example, increasing recruitment opportunities for disabled people).
- Does the initiative relate to instances where opportunities to use the Welsh language are likely to be affected or where the language is likely to be treated less favourably? (For example, increase the number of Welsh speakers moving from/to a certain area; closing specific Welsh language services or put those services at risk services;
- Does the initiative relate to the improvement of economic, social, environmental and cultural well-being? To what extent does the initiative prevent things getting worse? (For example, funding for services to assist in cultural well-being; changes in policies that promote independence and/or assist carers)

### 1. Provide a description and summary of the initiative.

Identify which service area and directorate has responsibility for the initiative.

### 2. Identify who will be affected by the initiative.

If you answer **Yes** to service users, staff or wider community continue with the first stage of the assessment

If you answer **No** to service users, staff or wider community or **Yes** to 'Internal administrative process only', go to **Question 5 – sustainable development principle**.

### 3. Using relevant and appropriate information and data that is available to you think about what impact there could be on people who share protected characteristics; whether they are service users, staff or the wider community.

Some things to consider include:

- transport issues
- accessibility
- customer service
- cultural sensitivity
- financial implications
- loss of jobs

Definitions of impacts (either positive or negative):

- High – likely to be highly affected by the initiative
- Medium - likely to be affected in some way
- Low - likely to be affected by the initiative in a small way
- Don't know - the potential impact is unknown

You **must** provide reasons, and indicate what evidence you used, in coming to your decision.

4. Using relevant and appropriate information and data that is available, think about what impact there could be on opportunities to use the Welsh language and in treating the language no less favourably than English.

Definitions of impacts are the same as in **Question 3**.

The classification 'Don't Know' should be categorised as 'High Impact' in both questions 3 & 4.

5. Consider how the initiative has embraced the sustainable development principle in accordance with the Section 7c of the Well-being of Future Generations Act 2015.

Give details of the initiative in relation to the 5 ways of working:

- **Long term** - how the initiative supports the long term well-being of people
- **Integration** - how the initiative impacts upon our wellbeing objectives
- **Involvement** - how people have been involved in developing the initiative
- **Collaboration** - how we have worked with other services/organisations to find shared sustainable solutions;
- **Prevention** - how the initiative will prevent problems occurring or getting worse

6. The most appropriate statement must be selected (and the relevant box ticked) based on the first stage of the assessment and an explanation of how you have arrived at this decision must be given.

In addition a summary of the how the initiative has embraced the sustainable development principle must also be included.

Where the first stage of the assessment indicates that a more in-depth analysis is required the second stage of the assessment will need to be completed and this will need to be started immediately.

A first stage assessment must be included as a background paper for all Cabinet/Cabinet Board/ Scrutiny Committee Reports.

Where the first stage assessment is completed by an accountable manager it must be signed off by a Head of Service/Director.

## Impact Assessment - First Stage

### 1. Details of the initiative

<b>Initiative description and summary: Introduction of a Guaranteed Interview Scheme for Veterans of the Armed Forces</b>
<b>Service Area: All</b>
<b>Directorate: All</b>

### 2. Does the initiative affect:

	Yes	No
Service users		X
Staff	X	
Wider community	X	
Internal administrative process only	X	

### 3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		X				
Disability		X				
Gender Reassignment		X				
Marriage/Civil Partnership		X				
Pregnancy/Maternity		X				
Race		X				
Religion/Belief		X				
Sex		X				

Sexual orientation		X				
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**4. Does the initiative impact on:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language		X				
Treating the Welsh language no less favourably than English		X				

**5. Does the initiative impact on biodiversity:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		X				
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment,		X				

such as air quality, flood alleviation, etc.						
--	--	--	--	--	--	--

**6. Does the initiative embrace the sustainable development principle (5 ways of working):**

	Yes	No	Details
<b>Long term</b> - how the initiative supports the long term well-being of people	x		Introducing a Guaranteed Interview for Veterans of the Armed Forces will enhance the employment opportunities of this group of individuals. This should enhance their long term well-being.
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives	x		As above. The introduction of the Guaranteed Interview for Veterans will be an aid to ensuring the wellbeing objectives are met.
<b>Involvement</b> - how people have been involved in developing the initiative	x		The initiative is being introduced as a result of a letter received by the Council on behalf of Darren Millar, Clwyd West AM and the Chair of the Cross Party Group on Armed Forces and Cadets in relation to introducing a Guaranteed Interview Scheme for veterans of the armed forces
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions	x		Mr Millar is contacting all Local Authorities in Wales to introduce a Guaranteed Interview Scheme for Veterans of the Armed Forces.
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse	x		This initiative will provide an opportunity for armed forces veterans within our communities to apply for jobs within the Council, thereby enhancing their job prospects.

**7. Declaration - based on above assessment (tick as appropriate):**

A full impact assessment (second stage) <b>is not</b> required	X
Reasons for this conclusion	
<p>A full impact is not required as there is no impact on any protected group.          It also has no negative impact on bio-diversity or the Welsh Language.</p>	

A full impact assessment (second stage) <b>is</b> required	
Reasons for this conclusion	

	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
Completed by	<b>Diane Hopkins</b>	<b>Principal HR Manager</b>		<b>3/2/20</b>
Signed off by	Sheenagh Rees	Head of Service/Director		14/02/20

# Agenda Item 6

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### PERSONNEL COMMITTEE

24<sup>th</sup> February 2020

Head of Human Resources – Sheenagh Rees

#### Matter for Information

**Wards Affected:** all wards

#### Christmas and New Year Holiday Arrangements 2020/21

##### 1. Purpose of Report

- 1.1 The purpose of this report is to seek Member approval for the opening/closing arrangements for the main Civic Offices during the Christmas and New Year Holiday period 2020/2021.
- 1.2 An early decision is requested for forward planning/Committee cycle meeting purposes.

##### 2. Background information

The prescribed bank holidays for the 2020 / 2021 festive period are as follows:

*Friday 25<sup>th</sup> December 2020 Christmas Day*  
*Monday 28<sup>th</sup> December 2020 Boxing Day*  
*Friday 1<sup>st</sup> January 2021 New Year's Day*

- In addition to the above, Local Government Services employees are awarded an **Extra Statutory Holiday** during this period, the timing of which is to be determined by the Authority.
- Employees are also entitled to an **additional day of annual leave** which is allocated over the Christmas Holiday Period.
- It has also been past practice since the inception of the Authority to award a **½ day special leave** to employees on the afternoon of the last working day before Christmas.

##### 3. Proposed Holiday Arrangements

- 3.1 Managers of all business critical services across the Council will ensure that all such services continue to be available on a 24 / 7 basis, where necessary,

and that standby / callout arrangements are in place so that appropriate responses can be made to emergencies arising during the holiday period.

- 3.2 The proposal below is primarily concerned with civic office opening and closing arrangements over the holiday period.
- 3.3 The proposal will require employees who are not required to attend work to use one and a half days of their annual leave entitlement to cover the office closure period.
- 3.4 The following allocation of days is proposed:

Monday	21 <sup>st</sup> December 2020	Normal working day
Tuesday	22 <sup>nd</sup> December 2020	Normal working day
Wednesday	23 <sup>rd</sup> December 2020	Normal working day
Thursday	24 <sup>th</sup> December 2020	Am – Offices closed – all employees required to use half day leave (*) Offices close at 1 pm Special leave granted
Friday	25 <sup>th</sup> December 2020	Christmas Day bank holiday
Monday	28 <sup>th</sup> December 2020	Boxing Day bank holiday
Tuesday	29 <sup>th</sup> December 2020	<b>Additional Annual Leave day (*)</b>
Wednesday	30 <sup>th</sup> December 2020	<b>Extra Statutory Day</b>
Thursday	31 <sup>st</sup> December 2020	Offices closed – all employees required to use one day of annual leave (*)
Friday	1 <sup>st</sup> January 2021	New Years' Day Bank Holiday

- 3.5 (\*) Main civic centres will be closed on these dates, however some services will require employees to work on these dates and employees will be able to take their annual leave on alternative dates, so that service delivery is not detrimentally affected. Where employees are required to work, the relevant Head of Service will notify employees as soon as possible and will ensure that necessary welfare facilities and management support is available.
- 3.6 The proposal was developed in consultation with Heads of Service, Corporate Directors and senior managers. Trade Unions have been consulted in relation to this proposal and support this option for 2020/21.

#### 4. Implementation

In order to ensure that employees are aware of these arrangements, details will be placed on the HR Intranet, on employee news, an article will be placed

'In The Loop' and Heads of Service will be requested to cascade the information to managers and employees within their respective service areas.

## **5. Financial Impact**

The decision has been made taking into account the cost to the authority of opening the civic buildings during a time when the majority of employees take their annual leave.

## **6. Integrated impact assessment:**

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016. The first stage assessment, attached at appendix 1 has indicated that a more in-depth assessment is not required. A summary is included below:

“A full impact is not required as there is no impact on any protected group. It also has no negative impact on bio-diversity or the Welsh Language”.

## **7. Valleys Communities Impacts:**

No Implications

## **8. Workforce Impacts**

This proposal will impact on all employees and arrangements will be made to ensure that employees are aware of their particular service arrangements.

## **9. Legal Impacts**

There are no legal impacts associated with this proposal.

## **10. Risk Management**

There are no risks associated with this report.

## **11. Consultation**

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

## **12. Recommendation**

It is **RECOMMENDED** that members approve the proposal in relation to Christmas / New Year holiday arrangements for 2020/20201

**FOR DECISION**

**12. Officer contact**

Sheenagh Rees – Head of Human Resources

[s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk)

Tel: 01639 763315

**13. List of Background Papers**

None.

## Impact Assessment - First Stage

It is essential that all initiatives undergo a first stage impact assessment to identify relevance to equalities and the Welsh language as well as an evaluation of how the proposal has taken into account the sustainable development principle (the five ways of working); an incorrect assessment could ultimately be open to legal challenge.

The first stage is to carry out a short assessment to help determine the need to undertake a more in-depth analysis (the second stage).

Relevance will depend not only on the number of people/service users affected, but also the significance of the effect on them.

When completing the first step you must have regard to the following:

- Does the initiative relate to an area where important equality issues have been, or are likely to be, raised? (For example, funding for services to assist people who are victims of rape/sexual violence or individuals with particular care need; disabled people's access to public transport; the gender pay gap; racist or homophobic bullying in schools)
- Is there a significant potential for reducing inequalities, or improving outcomes? (For example, increasing recruitment opportunities for disabled people).
- Does the initiative relate to instances where opportunities to use the Welsh language are likely to be affected or where the language is likely to be treated less favourably? (For example, increase the number of Welsh speakers moving from/to a certain area; closing specific Welsh language services or put those services at risk services;
- Does the initiative relate to the improvement of economic, social, environmental and cultural well-being? To what extent does the initiative prevent things getting worse? (For example, funding for services to assist in cultural well-being; changes in policies that promote independence and/or assist carers)

### 1. Provide a description and summary of the initiative.

Identify which service area and directorate has responsibility for the initiative.

### 2. Identify who will be affected by the initiative.

If you answer **Yes** to service users, staff or wider community continue with the first stage of the assessment

If you answer **No** to service users, staff or wider community or **Yes** to 'Internal administrative process only', go to **Question 5 – sustainable development principle**.

### 3. Using relevant and appropriate information and data that is available to you think about what impact there could be on people who share protected characteristics; whether they are service users, staff or the wider community.

Some things to consider include:

- transport issues
- accessibility
- customer service
- cultural sensitivity
- financial implications
- loss of jobs

Definitions of impacts (either positive or negative):

- High – likely to be highly affected by the initiative
- Medium - likely to be affected in some way
- Low - likely to be affected by the initiative in a small way
- Don't know - the potential impact is unknown

You **must** provide reasons, and indicate what evidence you used, in coming to your decision.

4. Using relevant and appropriate information and data that is available, think about what impact there could be on opportunities to use the Welsh language and in treating the language no less favourably than English.

Definitions of impacts are the same as in **Question 3**.

The classification 'Don't Know' should be categorised as 'High Impact' in both questions 3 & 4.

5. Consider how the initiative has embraced the sustainable development principle in accordance with the Section 7c of the Well-being of Future Generations Act 2015.

Give details of the initiative in relation to the 5 ways of working:

- **Long term** - how the initiative supports the long term well-being of people
- **Integration** - how the initiative impacts upon our wellbeing objectives
- **Involvement** - how people have been involved in developing the initiative
- **Collaboration** - how we have worked with other services/organisations to find shared sustainable solutions;
- **Prevention** - how the initiative will prevent problems occurring or getting worse

6. The most appropriate statement must be selected (and the relevant box ticked) based on the first stage of the assessment and an explanation of how you have arrived at this decision must be given.

In addition a summary of the how the initiative has embraced the sustainable development principle must also be included.

Where the first stage of the assessment indicates that a more in-depth analysis is required the second stage of the assessment will need to be completed and this will need to be started immediately.

A first stage assessment must be included as a background paper for all Cabinet/Cabinet Board/ Scrutiny Committee Reports.

Where the first stage assessment is completed by an accountable manager it must be signed off by a Head of Service/Director.

## Impact Assessment - First Stage

### 1. Details of the initiative

<b>Initiative description and summary: Christmas and New Year Holiday Arrangements 2020/21</b>
<b>Service Area:</b> All Council Employees other than those employed directly by School's operating under fully delegated powers
<b>Directorate: All</b>

### 2. Does the initiative affect:

	Yes	No
Service users		X
Staff	X	
Wider community		X
Internal administrative process only	X	

### 3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		X				
Disability		X				
Gender Reassignment		X				
Marriage/Civil Partnership		X				
Pregnancy/Maternity		X				
Race		X				
Religion/Belief		X				
Sex		X				

Sexual orientation		X				
--------------------	--	---	--	--	--	--

**4. Does the initiative impact on:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language		X				
Treating the Welsh language no less favourably than English		X				

**5. Does the initiative impact on biodiversity:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		X				
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment,		X				

such as air quality, flood alleviation, etc.						
--	--	--	--	--	--	--

**6. Does the initiative embrace the sustainable development principle (5 ways of working):**

	Yes	No	Details
<b>Long term</b> - how the initiative supports the long term well-being of people		x	N/A – internal policy
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives		x	As above.
<b>Involvement</b> - how people have been involved in developing the initiative	x		Heads of Service and the trade unions were consulted on their views regarding this proposal and these were fully considered.
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions		x	N/A – this is specific to Neath Port Talbot Council.
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse		x	N/A – internal policy

**7. Declaration - based on above assessment (tick as appropriate):**

A full impact assessment (second stage) <b>is not</b> required	<input checked="" type="checkbox"/>
Reasons for this conclusion	
A full impact is not required as there is no impact on any protected group. It also has no negative impact on bio-diversity or the Welsh Language.	

A full impact assessment (second stage) <b>is</b> required	<input type="checkbox"/>
Reasons for this conclusion	

	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
Completed by	<b>Diane Hopkins</b>	<b>Principal HR Manager</b>	D B Hopkins	<b>13/2/20</b>
Signed off by	Sheenagh Rees	Head of Service/Director		14/02/20

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### PERSONNEL COMMITTEE

24<sup>TH</sup> JANUARY 2020

### REPORT OF THE HEAD OF HUMAN RESOURCES – SHEENAGH REES

#### **Matter for information**

**Wards Affected: All wards**

#### **Workforce Information Report**

#### **Purpose of Report**

The purpose of this report is to provide Members with the 2019 / 20 Quarter 3 Workforce Information report. The report is attached at Appendix 1.

#### **Executive Summary:**

This report provides Members with a range of data and information in relation to the workforce of the Council.

#### **Workforce Information:**

This data set has been developed to provide Members with an overview of the Council's workforce, including how many people we employ, where we employ them, how we employ them (work patterns), their protected characteristics, Welsh language ability and key workforce trends. Understanding how our workforce is distributed across the Council and analysing trends in workforce activity helps inform workforce planning, strategies and key decision making.

The data presented in this report may raise questions for Members, so for example, where Members see fluctuations in sickness absence levels in particular services, they may want to take the opportunity to refer this to the relevant scrutiny committee for further investigation.

#### **Sickness absence**

The Local Government All Wales benchmarking figures for sickness absence in 2018 / 2019 show an average FTE days lost across the 22 councils of 10.48 FTE days. Neath Port Talbot's end of year figure of

9.79 FTE days places the Council at 7<sup>th</sup> place in the benchmarking table and with average absence lower than the Welsh average.

Quarter 3 data for 2019 / 2020, compared with the same period last year, shows a 14% increase in days lost to sickness absence.

To understand why absence has increased this year when compared with last year, it is interesting to note the trend in long term absence. Chart 5 provides an overview of the breakdown between long term absence (continuous absence of 28 days or more) and short term absence (continuous absence of less than 28 days). Long term absence has seen an increase of 4%.

If we look then to why employees are absent from work, Chart 6 sets out data in relation to the top ten reasons for sickness absence. This shows increases in mental health related absence, indicating that the mental health of our workforce is a priority for action. Cancer related absence has also seen a significant increase in this quarter, with the majority of this absence linked to long term absence from work.

**Financial Impacts:**

No implications.

**Integrated impact assessment:**

There is no requirement to undertaken an Integrated Impact Assessment as this report is for monitoring / information purposes.

**Valleys Communities Impacts:**

No implications

**Workforce Impacts:**

Workforce information support workforce planning activity and the development of workforce strategies.

**Legal Impacts:**

No implications.

**Risk Management Impacts:**

No implications.

**Consultation:**

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

**Appendices**

Appendix 1 – Workforce Information Report

**Recommendations:**

It is recommended that Members note the workforce information report.

**FOR INFORMATION****Officer contact**

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

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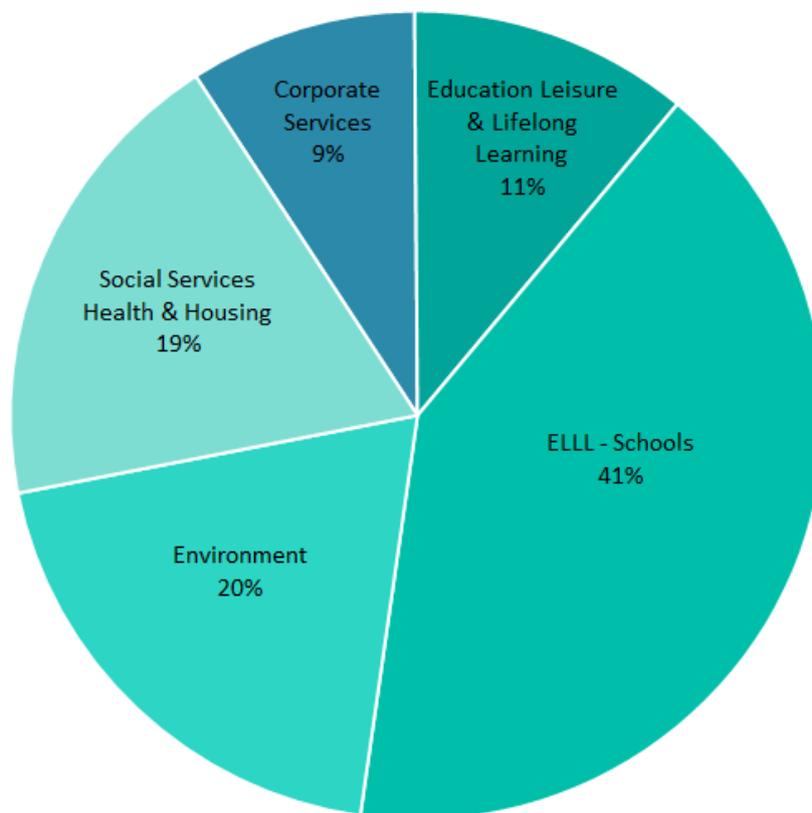
# WORKFORCE INFORMATION REPORT

## Overview of the Council's Workforce

Data set out in this report relates to Quarter 3 2019/20

**Chart 1**

FTE per Service Area



6,879 employees

£ 148 million YTD

47% of gross expenditure

**53%**

of employees work  
Part Time

**17.6%**

of employees are  
teachers

**78.6%**

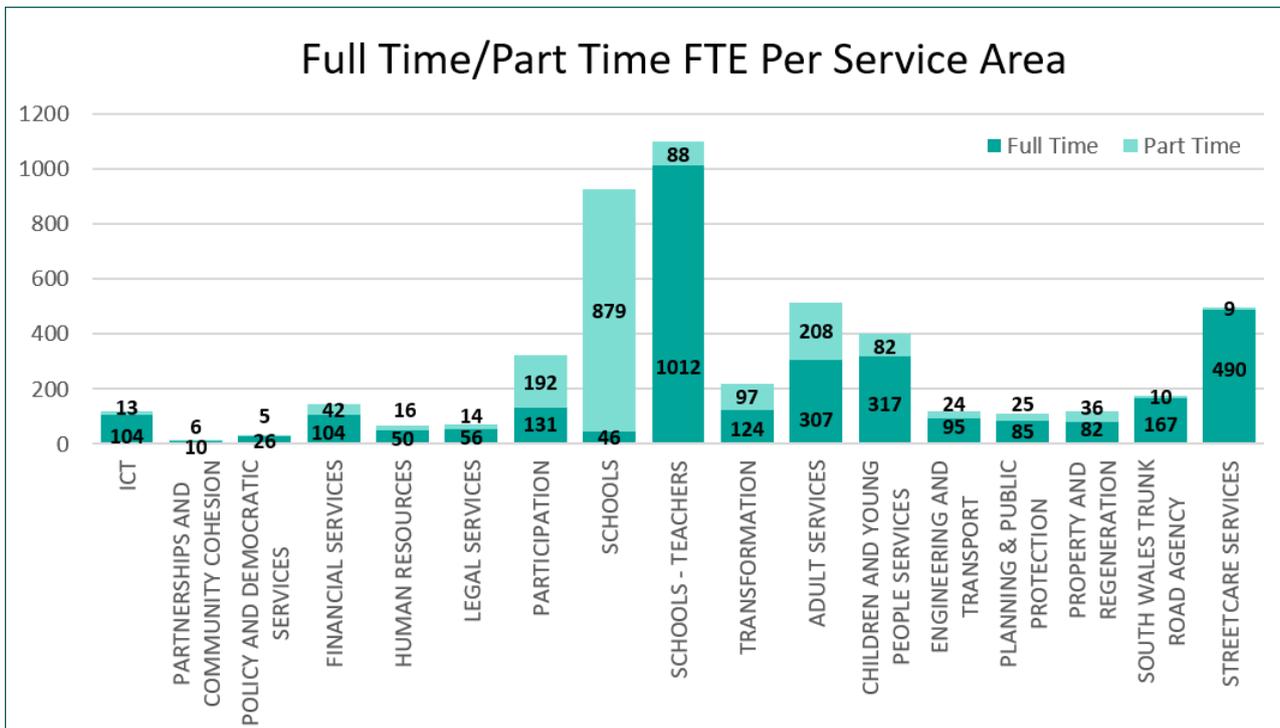
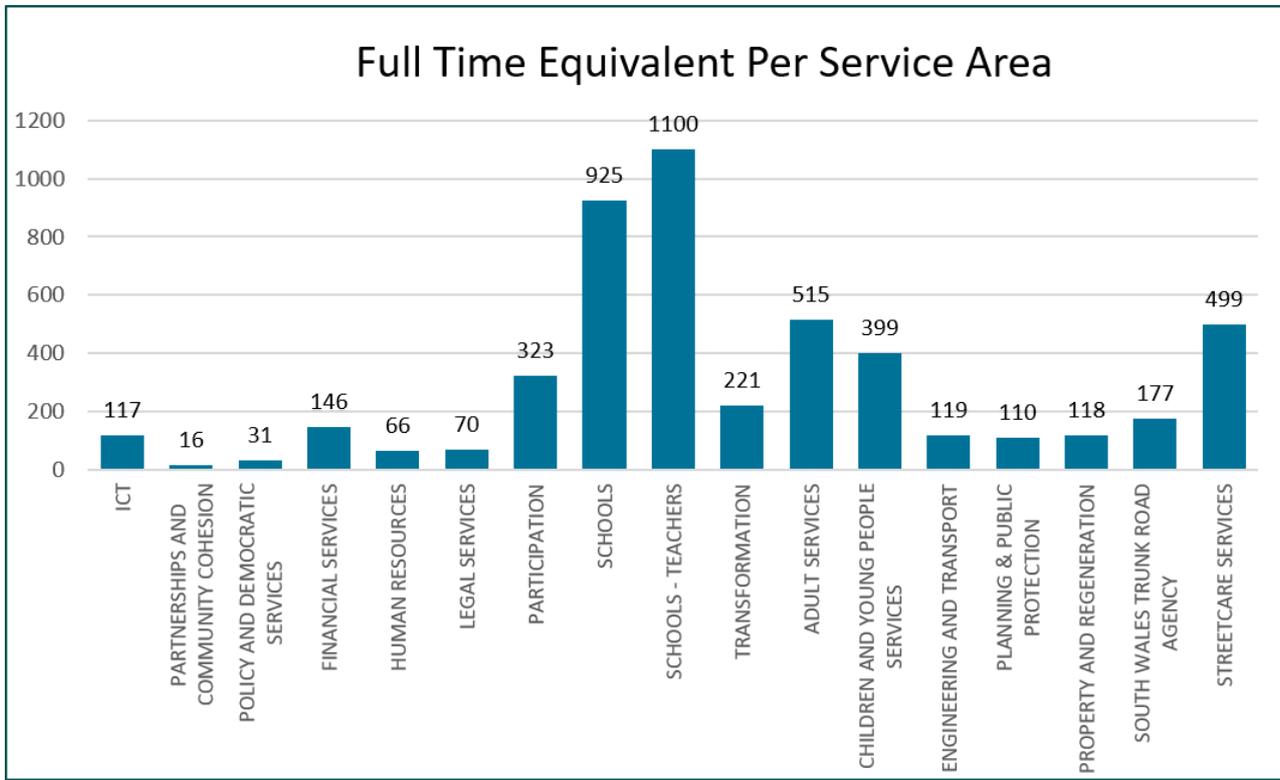
of employees are  
LGS/Green Book

**41%**

of employees are  
employed in our Schools

# Employees by Service Area

Chart 3



# Protected Characteristics - the Workforce

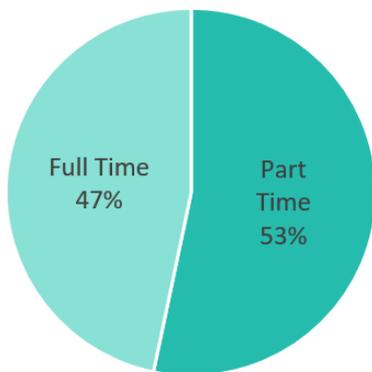
## Sex

Chart 4

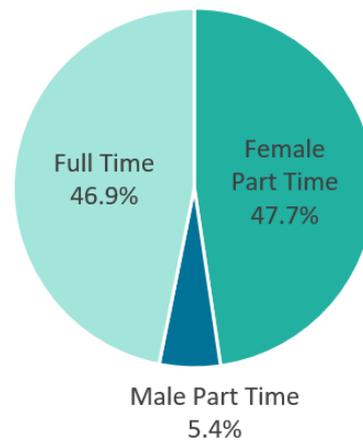


## Working Patterns

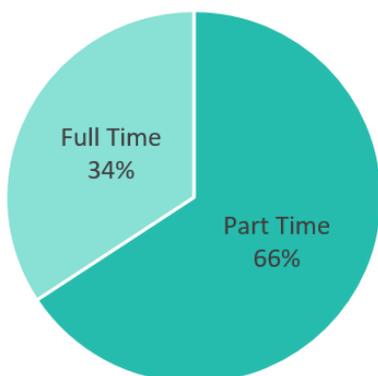
Total Workforce



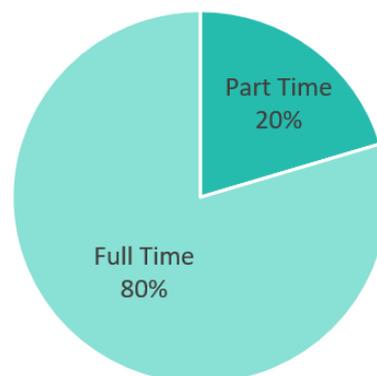
Total Workforce



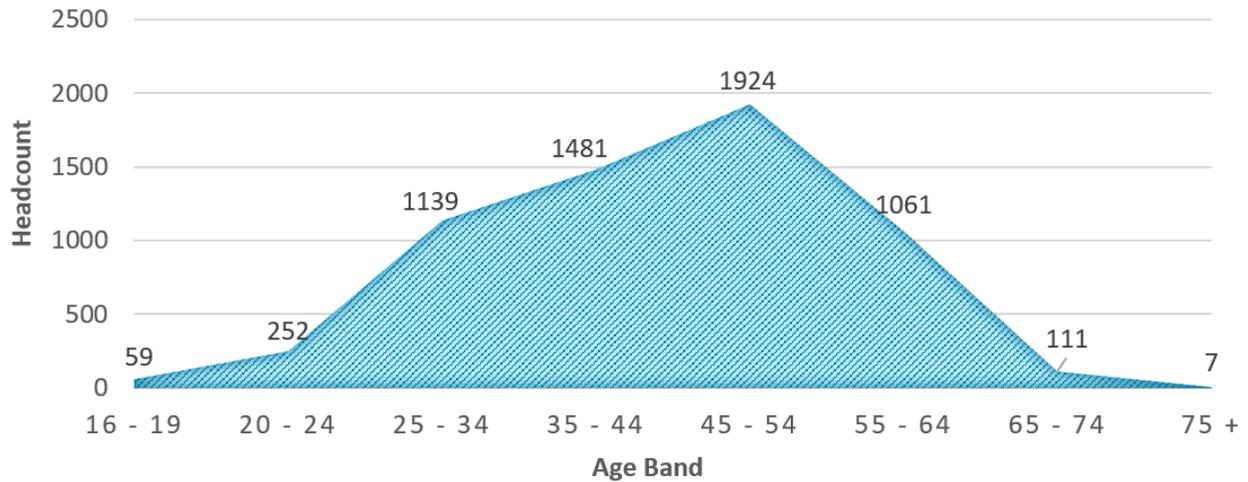
Female Employees



Male Employees



## Headcount Per Age Band



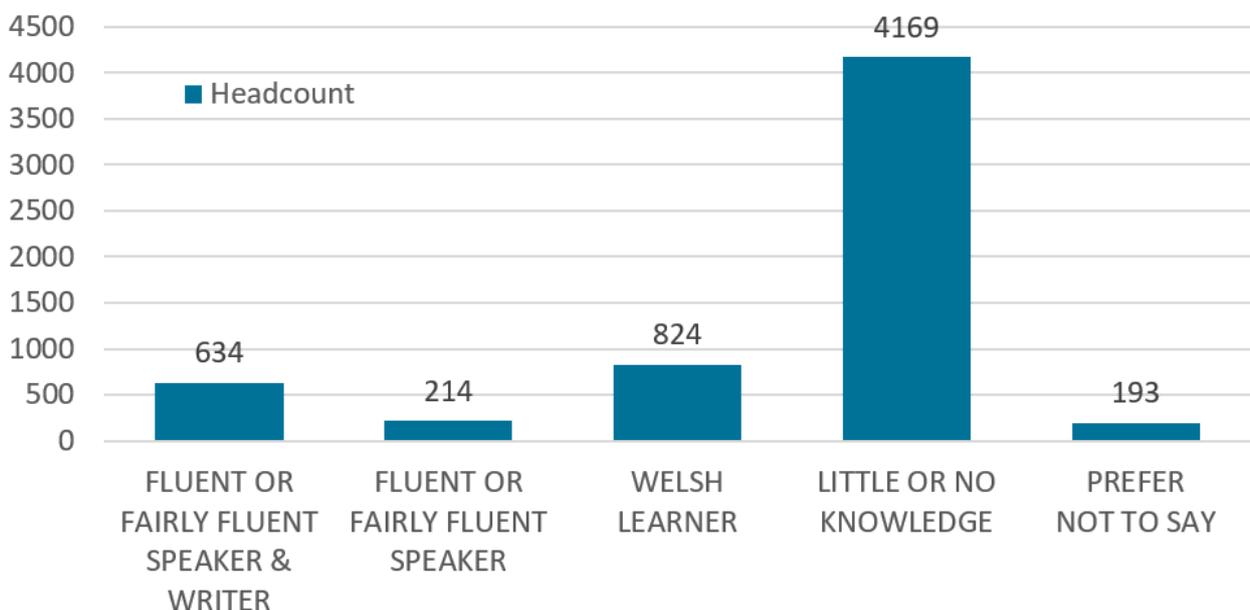
2.6%

of employees have identified themselves as having a Disability

The overall proportion of Black, Asian & Minority Ethnic employees is

1.4%

## Welsh Language

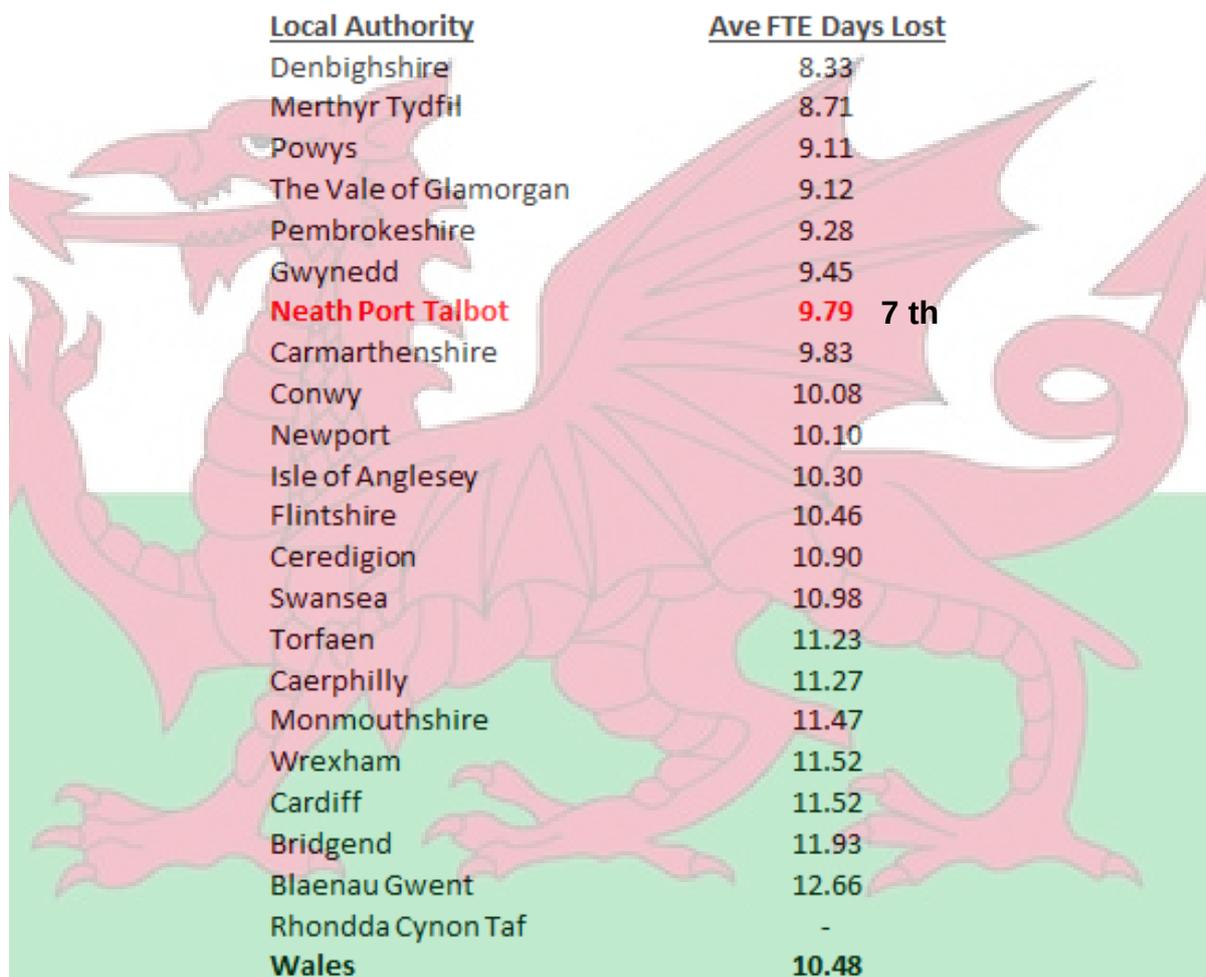


# Sickness Absence Quarter 3 2019/20

## 2018-2019 Sickness Absence

### Performance Comparison – NPT compared to All Wales

Number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence during the year

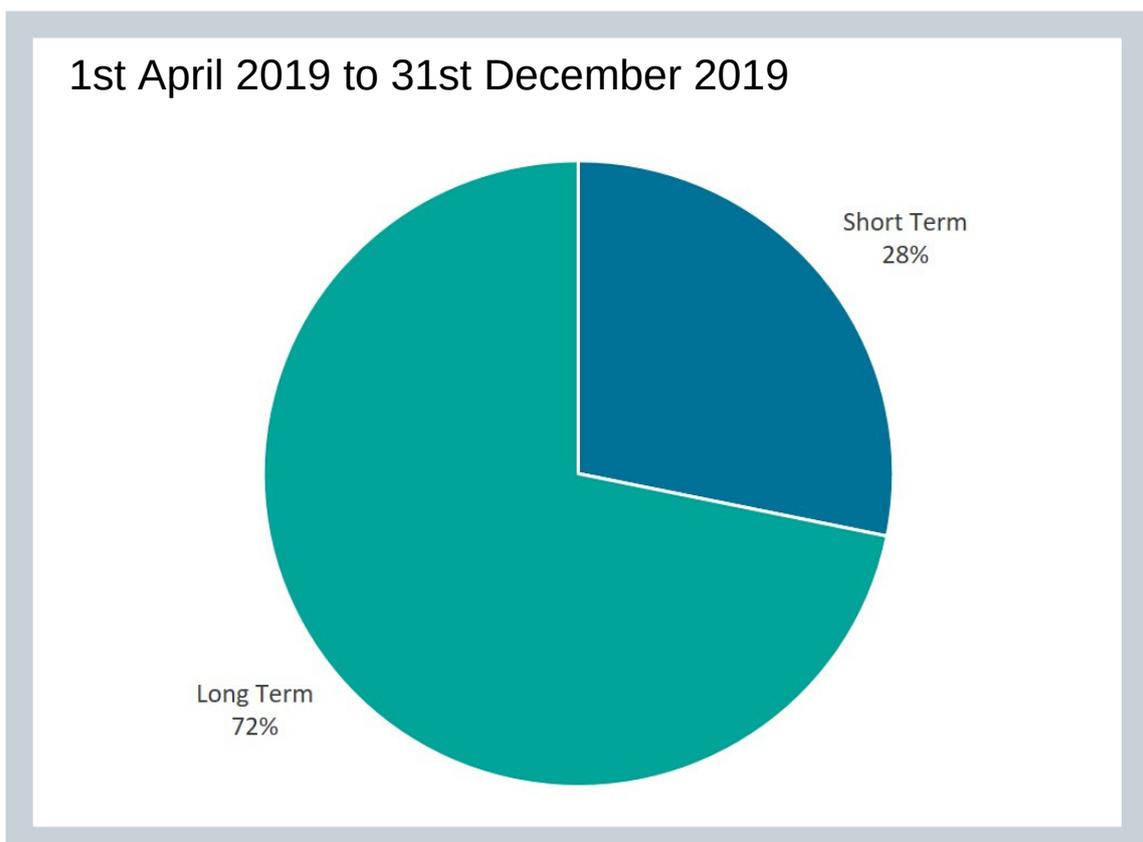
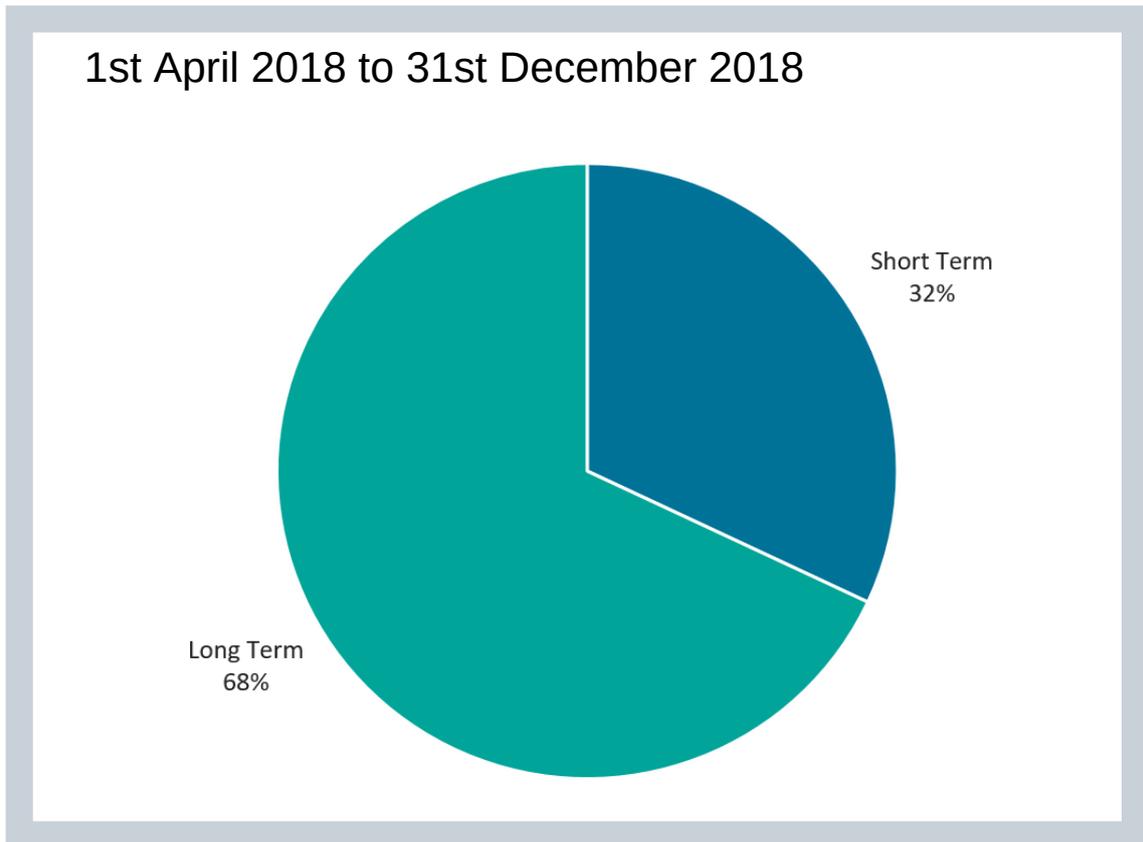


ID	Measure	Data Item(s)	Staff (exc teachers)	Teachers	All staff Q3 2019/20	All staff Q3 2018/19
PAM/001	Number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence during the year	Number of working days/shifts lost to short-term sickness absence during the year	9129.05	1927.42	11056.47	12045.26
		Number of working days/shifts lost to long-term sickness absence during the year	24807.66	3215.26	28022.92	25593.19
		Number of working days/shifts lost to sickness absence during the year	33936.71	5142.68	39079.39	37638.45
		Average number of full-time equivalent (FTE) employees	3973.60	1110.37	5083.97	5096.80
		PI Value	8.54	4.63	7.69	7.38

# Ratio of short and long term sickness - number of FTE days lost (Including teachers)

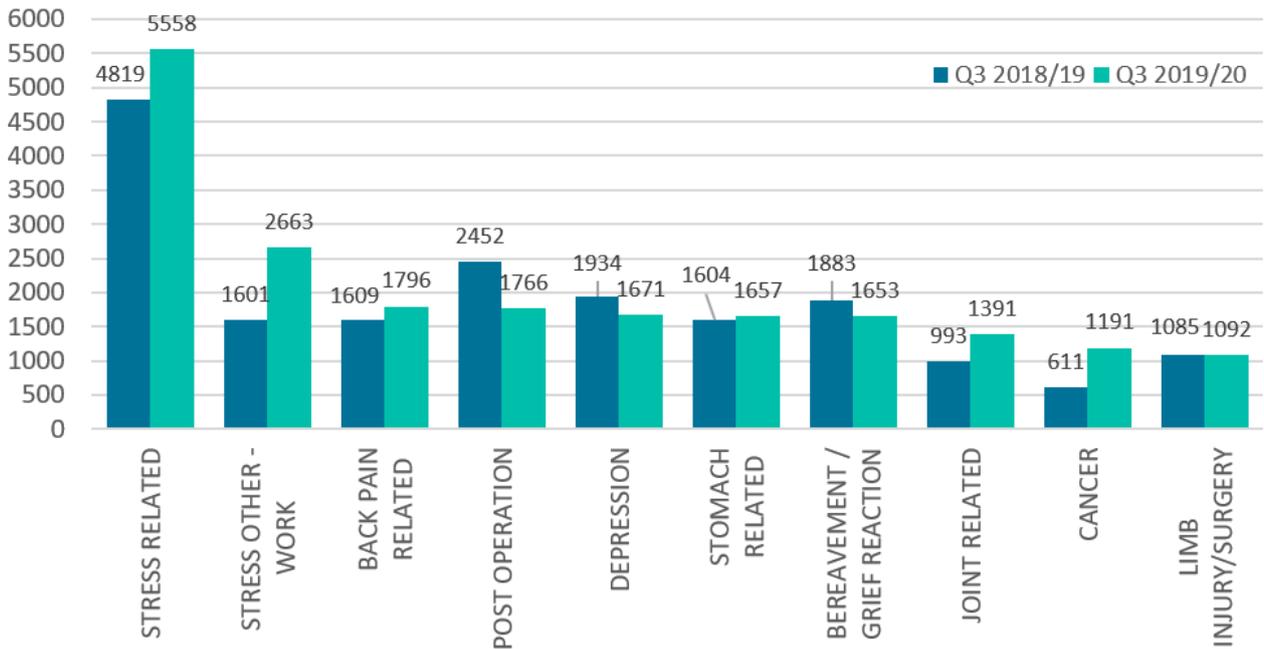
## Quarter 3 Comparisons

## Chart 5

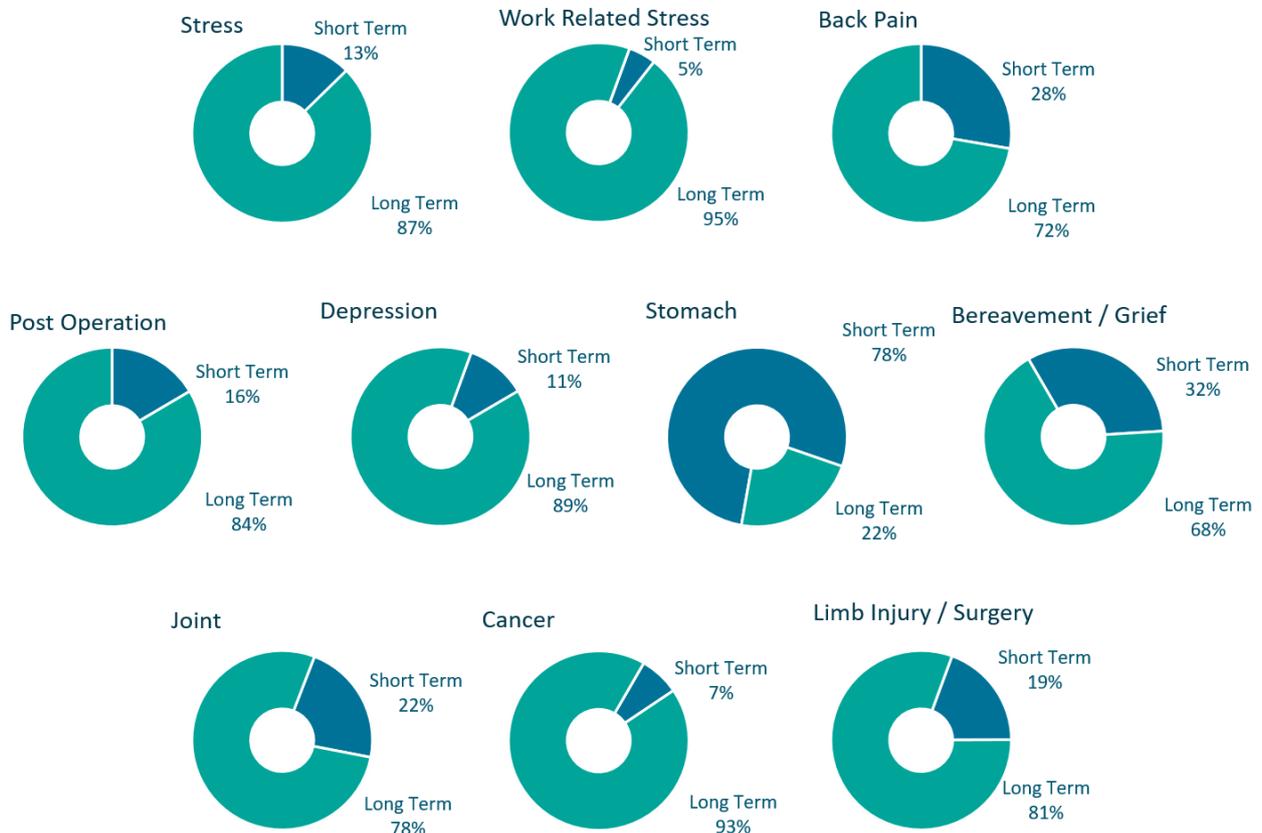


# Sickness Absence Reasons - Top Ten

Chart 6



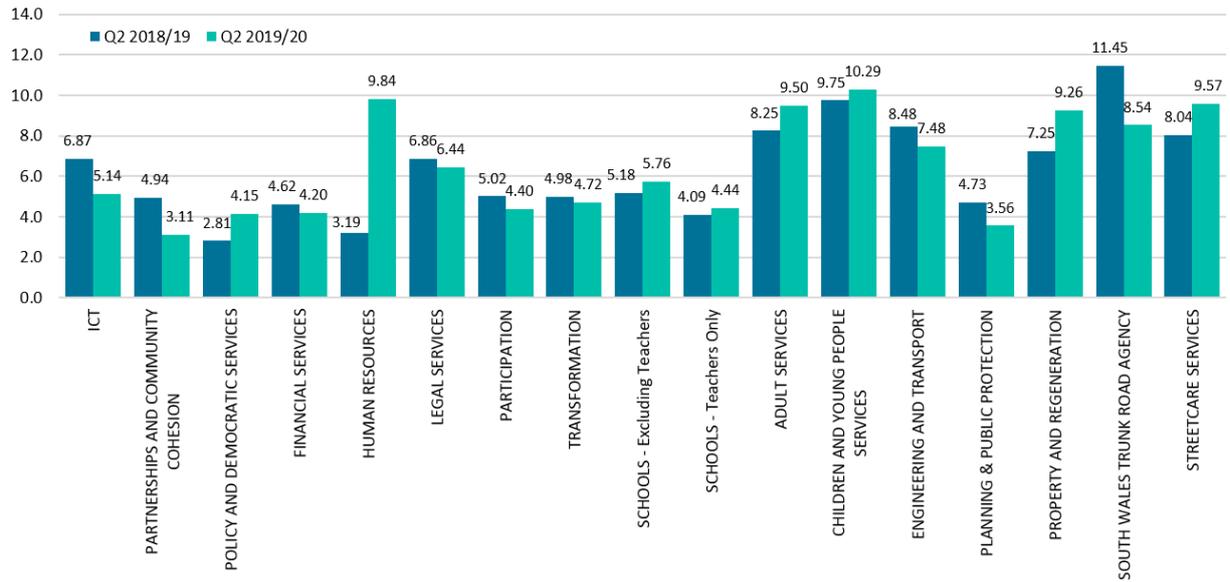
## Long Term / Short Term Comparison (Top 10 reasons)



# Overview of Sickness per Service Area

Chart 7

Average number of Sick days per Full Time Equivalent Employee  
Quarter 3 2018/19 and 2019/20 comparison



## Leaver Data - Quarter 3 2019/20

Between 1st April 2019 and  
31st December 2019

17 Employees were  
successful redeployments

13 Voluntary Redundancies

54 Voluntary Redundancies  
in Schools

9 Compulsory Redundancies  
in Schools

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### PERSONNEL COMMITTEE

24<sup>th</sup> FEBRUARY 2020

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

##### **Matter for information**

**Wards affected: all wards**

##### **Pay Policy Statement 2020 / 2021**

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

To inform Members of Personnel Committee of the Pay Policy Statement for 2020 / 2021, to be presented to Council for approval on 25<sup>th</sup> March 2020. The Statement is attached as Appendix 1.

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

It is a requirement of the Localism Act 2011 that the Council produces a Pay Policy Statement for each financial year, setting out specific information in relation to the pay of the Council's workforce. The Statement that has been prepared for 2020 / 2021, and attached at Appendix 1, has been developed in line with guidance produced by the Public Services Staff Commission "Transparency of Senior Pay in the Devolved Welsh Public Sector" and to reflect national and local developments in pay.

##### **Background:**

The Localism Act 2011 requires local authorities to produce a Pay Policy Statement for each financial year articulating its policy towards a range of issues relating to the pay of its workforce, particularly in relation to senior staff and the lowest paid within the workforce. This is with the aim of increasing accountability, transparency and fairness in the setting of local pay.

The statement must be prepared annually, considered and approved by full Council and published on the Council's website.

An initial Pay Policy statement was developed and approved by this Council in March 2012. As required by legislation, the Pay Policy Statement must be reviewed at least annually, and then approved and published by 31<sup>st</sup> March each subsequent year.

The Pay Policy Statement for 2020 / 2021 is attached at Appendix 1. The format of the document has been developed with reference to the Public Sector Staff Commission's guidance "Transparency of Senior Pay in the Devolved Welsh Public Sector" and the content has been updated to take account of national and local pay related developments, outlined in this report.

### **Pay related developments**

It is the Council's policy that any nationally agreed pay awards, negotiated at a national level by the local government employers in conjunction with the recognised Trade Unions will be applied, unless full Council determines otherwise. In 2018, rates of pay applicable from 1<sup>st</sup> April 2018 and 1<sup>st</sup> April 2019 were agreed at a national level for the Chief Executive, Chief Officers, and Local Government Services employees and in respect of Soulbury Officers and Youth & Community Workers, rates of pay applicable from 1<sup>st</sup> September 2018 and 1<sup>st</sup> September 2019. These are the rates of pay reflected in the attached statement.

Negotiations in respect of pay awards to apply from 1<sup>st</sup> April 2020 (or in the case of Soulbury Officers and Youth & Community Workers, to apply from 1<sup>st</sup> September 2020), have not yet concluded. The Council will apply these pay awards, as and when they are agreed, and as set out in the respective pay agreements.

### **Pay Multiples**

Whilst the Localism Act excludes schools from the scope of local authority Pay Policy Statements, the Pay Policy Statement for this Council sets out details of pay multiples both including and excluding employees who are appointed and managed by schools:

<b>Basis</b>	<b>Pay Multiple</b>
Lowest paid employee earnings: Chief Executive's earnings	1 : 8:21
Median employee FTE* earnings: Chief Executive	1 : 5.98
Lowest paid employee earnings: average Chief Officer earnings	1 : 5.28
Median employee FTE* earnings: average Chief Officer earnings	1 : 5.98

\* FTE= Full Time Equivalent

### **Financial impacts:**

The Council spends 47% of gross expenditure on its workforce.

### **Integrated impact assessment:**

There is no requirement to undertake an Integrated Impact Assessment as this report is for monitoring / information purposes.

### **Valleys Communities Impacts:**

No implications

### **Workforce impacts:**

The Pay Policy Statement sets out the impact of the Council's pay strategy on pay relativities within the workforce, and particularly the relationship between the highest and the lowest paid within the organisation.

### **Legal impacts:**

It is a requirement under the Localism Act 2011 that the Council produces a Pay Policy Statement for the financial year 2020 / 2021 and that it is considered and approved by full Council, and subsequently published on the Council's website.

### **Risk Management Impacts:**

Failure to consider and approve a Pay Policy Statement for the financial year 2020 / 2021 will place the Council in breach of the Localism Act 2011.

**Consultation:**

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

**Recommendation:**

It is recommended that Members note the Pay Policy Statement for 2020 / 2021, which will be presented to Council in March 2020 for approval.

**FOR INFORMATION****Appendices:**

Appendix 1 – Pay Policy Statement 2020 / 2021

**List of Background Papers:**

Localism Act 2011

**Officer contact:**

Sheenagh Rees, Head of Human Resources, telephone number: 01639 763315, email: s.rees5@npt.gov.uk

# Pay Policy Statement 2020/2021



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

Human Resources

**TO BE APPROVED BY** Council

**DATE** 25th March  
2020

**EDITION/VERSION** 9th edition

**REVIEW DATE** March 2021

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This is Neath Port Talbot County Borough Council's (NPT) ninth annual Pay Policy Statement. This Statement covers the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021.

This Pay Policy Statement provides the framework for decision making on pay and in particular decision making on senior pay. Preparing and publishing this statement is a requirement under the Localism Act 2011. The provisions in the Act do not apply to the staff of local authority schools and therefore teaching staff are not included in the scope of this document.

This Pay Policy Statement has been reviewed by the Council's Personnel Committee on 24<sup>th</sup> February 2020 approved by Council on 25<sup>th</sup> March 2020.

### 1. INTRODUCTION FROM THE LEADER



This Council is committed to being open and transparent and as Leader I want to ensure that the Council tax payers of Neath Port Talbot County Borough Council have access to information about how we pay people.

Council services are delivered by people, and most of the people we employ live and work in this County Borough. I want to ensure that Council services are the best they can be, so our pay policy seeks to ensure we can attract, retain and motivate the best employees with the right skills to deliver our services.

This, of course, has to be balanced against the need to ensure value for money for the local Council taxpayer.

The Council is one of the main employers in this area and it is important that the Council can offer good quality employment on reasonable terms and conditions and fair rates of pay. This will have a beneficial impact on the quality of life within the community as well as on the local economy.

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

## 2. LEGISLATIVE FRAMEWORK

The Council has the power to appoint staff under Section 112 of the Local Government Act 1972 and complies with all relevant employment legislation in determining the pay and remuneration of its staff.

## 3. TERMS AND CONDITIONS OF EMPLOYMENT

The Council employs approximately 6,800 employees. The posts they are employed within are covered by a range of terms and conditions drawn from either:

- National Joint Council for Local Government Services
- Joint National Council for Chief Executives
- Joint National Council for Chief Officers
- Soulbury Committee
- The Joint National Council for Youth and Community Workers
- Teachers (not within the scope of this statement)

The following pay scales are provided as Appendices to this policy:

- **Appendix A** Local Government Services Employees NPT Pay Grades
- **Appendix B** JNC Chief Executive and Chief Officer NPT Pay Grades
- **Appendix C** Soulbury National Pay Grades
- **Appendix D** JNC Youth & Community Worker National Pay Grades

We publish a breakdown of staff numbers by pay band and gender in the **Annual Equalities in Employment Report**, published separately.

### **National Pay Awards**

For all employee groups, any nationally agreed pay awards, negotiated at a national level by the local government employers in conjunction with the recognised Trade Unions will be applied. The Council will pay these nationally agreed pay awards as and when determined unless full Council decides otherwise.

### **Job Evaluation**

In 2008 the Council completed a Job Evaluation exercise in relation to jobs which are governed by the NJC for LGS' terms and conditions of employment. A new pay and grading structure, based on the outcome of the Job Evaluation exercise, was developed in partnership with, and agreed with, our trade unions via a Collective Agreement and introduced in 2008. The pay and grading structure is based on the NJC for LGS' nationally negotiated pay spine as the basis for its pay and grading structure. In order to implement the new LGS pay spine to apply from 1<sup>st</sup> April 2019, revisions to the pay and grading structure were agreed via Collective Agreement reached with our trade unions in January 2019 to both implement the new pay spine, and at the same

time ensure that arrangements remain equality proofed. The arrangements applied with effect from 1<sup>st</sup> April 2019.

The Council seeks to maintain the equality proofed pay and grading structure by subjecting any newly established job or jobs which have significantly changed to a job evaluation assessment. A Joint Job Evaluation Panel, comprising of trained management and trade union representatives continues to meet on a regular basis to consider and determine Grading Appeals.

### **Starting salaries**

It is the Council's policy that all appointments to jobs with the Council are made at the minimum of the relevant pay grade, although this can be varied where necessary, e.g. to secure the services of the best available candidate/s.

Heads of Service can authorise a variation of starting salary for all jobs other than those employed on Chief Officer terms and conditions. The Special Appointments Committee, a committee with delegated authority from Personnel Committee, will determine the starting salary of Heads of Service and the Assistant Chief Executive and full Council will determine the starting salary of Corporate Directors and Chief Executive.

### **Other pay-related allowances**

All other pay-related allowances, e.g. overtime payments, are the subject of national and/or locally negotiated arrangements and subject to Member approval at Personnel Committee or full Council, as appropriate (refer to Decision Making for more information).

The terms and conditions of employment relating to annual leave, hours of work, overtime payment, weekend working arrangements and sick pay for all employee groups (with the exception of teaching staff) are set out in **Appendix E**.

### **Acting Up and Honoraria Payments**

There may be occasions when an employee is asked to carry out duties which are additional to those of their substantive post, for a period of time, or to 'act up' into a more senior job within the Council, covering the full range of duties of the higher job. In such circumstances an additional payment may be made in line with the Council's policy on payment of acting up or honoraria. The schemes can be found at **Appendix F** and apply to LGS employees only.

Personnel Committee must approve any acting up or honoraria payments proposed for officers who are not within the scope of the scheme, or where the acting up or honoraria payment would result in the total pay package exceeding £100,000 approval must be sought from full Council.

### **Market Pay Scheme**

Job evaluation has enabled the Council to set appropriate pay levels based on internal job size relativities within the Council. However, in exceptional circumstances, it may be necessary to take account of the external pay market in order to attract and retain employees with the

necessary specific knowledge, skills and experience.

The Council has a Market Pay Scheme to ensure that the requirement for any market pay supplements is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources. The Market Pay Scheme can be found at **Appendix G**. It is the Council's policy that any such additional payments are kept to a minimum and reviewed on a regular basis so that they can be withdrawn where no longer considered necessary.

The principles underpinning this Market Pay Scheme are applied to all employee groups within the Council. Heads of Service can authorise market pay supplements following a recommendation from the Head of Human Resources. Where it is proposed to apply a market supplement to a Chief Officer post within the Council, approval is sought from the Council's Personnel Committee. Should the market supplement result in the total pay package exceeding £100,000 approval must be sought from full Council.

### **Local Government Pension Scheme (LGPS)**

To help people save more for their retirement, the government now requires employers to automatically enrol their workers into a workplace pension scheme. Neath Port Talbot Council participates in the Local Government Pension Scheme. If an employee has a contract of employment for at least 3 months (and is under 75 years of age), they will be automatically enrolled into the LGPS, from the date employment commenced. Opt out provisions apply.

The employee contribution rates, which are defined by statute, currently range between 5.5 per cent and 12.5 per cent of pensionable pay depending on full time equivalent salary levels. The Employer contribution rate is set by Actuaries advising the City and County of Swansea LGPS Pension fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. Following the triennial valuation the employer contribution rate effective from 1<sup>st</sup> April 2019 is 27.1%. A new employer's rate is due for 1<sup>st</sup> April 2020 following the completion of the latest actuarial triennial valuation due to be announced in March 2020.

### **Other employee benefits**

The Council believes that it has a responsibility to help support the health, wellbeing and welfare of its employees in order to ensure that they are able to perform at their best. As part of this approach and in common with other large employers the Council provides a small number of non-pay benefits such as eye test vouchers for users of display screen equipment at work, childcare vouchers via a salary sacrifice scheme (following the Government's closure of such schemes, this benefit is now only available for those who joined the scheme prior to October 2018) and participation in the Cycle to Work scheme.

Employees who are members of the LGPS (see above) have the opportunity to join the Salary Sacrifice Shared Costs Additional Voluntary Contributions (AVC) Scheme, assisting employees who wish to increase pension benefits at retirement by paying additional voluntary contributions into the Local Government AVC Scheme.

#### 4. DECISION MAKING

In accordance with the Constitution of the Council, the Council's Personnel Committee has delegated authority for decision-making in relation to staff pensions, staff terms and conditions, i.e. related matters such as job evaluation strategies, national / local pay negotiations, operational conditions of service policies e.g. sickness, Directorate structural / staffing changes, including early retirement / redundancy policies, and industrial disputes.

Under the Local Authorities (Standing Order) (Wales) (Amendment) Regulations 2014 any decision to determine or vary the remuneration of chief officers, or those to be appointed as chief officers, must be made by full Council.

#### 5. COLLECTIVE BARGAINING ARRANGEMENTS WITH TRADE UNIONS

The Council recognises the following trade unions:

NJC for Local Government Services

UNISON  
GMB  
UNITE

JNC for Chief Officers

UNISON  
GMB

Soulbury Committee

Association of Educational Psychologists AEP  
PROSPECT

JNC for Youth & Community Workers

UNISON  
GMB

Teachers

NAHT  
NASUWT  
NEU  
UCAC  
ASCL

Recognition is for the purposes of consultation and negotiation on a collective basis in relation to relevant matters, which are not determined by National Negotiating bodies, which both parties agree are appropriate / beneficial to be determined by agreement. Negotiations are conducted with the aim of reaching agreement and avoiding disputes. Recognition also relates to representation on an individual trade union member basis.

## 6. SENIOR PAY

### The Chief Executive

The Chief Executive is the senior officer who leads and takes responsibility of the Council. The Council is a large and complex organisation with a multi-million pound budget. It has a very wide range of functions and has responsibility for the provision of a wide range of essential services, employing some 6,800 staff.

The role of Chief Executive is a full time and permanent position. The post holder is selected on merit, against objective criteria, following public advertisement. The Chief Executive is appointed by full Council.

As Head of Paid Service, the Chief Executive works closely with Elected Members to deliver the strategic aims of the Council, including the following priorities:

- To improve the well-being of children and young people.
- To improve the well-being of all adults who live in the county borough.
- To develop the local economy and environment so that the well-being of people can be improved.

The Chief Executive routinely works in the evenings and on weekends as well as the standard Monday to Friday business week. The Chief Executive also heads the 'on call' arrangements particularly to cover emergency planning arrangements.

The current Chief Executive, Mr Steven Phillips, has been in post since October 2009. Prior to joining Neath Port Talbot County Borough Council, Mr Phillips was a Corporate Director with Cardiff County Council and has over 30 years of experience working within a range of national (Wales and UK) and international organisations, including the Department of Trade and Industry in London, the UK Mission to the United Nations at Geneva and Welsh Government.

With effect from 1<sup>st</sup> April 2019, the Chief Executive's salary falls within the pay band £129,532 to £142,485 per annum (please see **Appendix B** for more details).

The Council has a statutory duty to appoint a Returning Officer for specified Elections and Referenda and has appointed the Council's Chief Executive to this role. The Returning Officer is personally responsible for a wide range of functions in relation to the conduct of Elections and Referenda and is paid for discharging these functions in accordance with prescribed fees.

Details of the Chief Executive's pay, including any additional payments are published in the Statement of Accounts. This document is published separately.

Expenses such as for train, car mileage, overnight accommodation and parking are claimed back in accordance with the Council's Travel and Subsistence Payments Policy.

The Chief Executive is a member of the Local Government Pension Scheme and details are disclosed in the Statement of Accounts. There have been no increases or enhancements to the

pension outside of standard arrangements.

The notice period for the role is 6 months.

### Senior Staff

The current definition for senior posts is classed as:

- Statutory Chief Officers. In NPT these are:
  - the Director of Education, Leisure and Lifelong Learning;
  - the Director of Social Services, Health and Housing; and
  - the Director of Finance and Corporate Services who undertakes the role of Section 151 Officer
  - The Monitoring Officer. In NPT this is the Head of Legal Services.
  - The Head of Democratic Services. In NPT this is the Assistant Chief Executive and Chief Digital Officer.
  
- Non-statutory Chief Officers, that is non-statutory posts that report directly to the Head of Paid Service. In NPT this is the Director of Environment and Regeneration.
  
- Deputy Chief Officers, that is officers that report directly to statutory or non-statutory Chief Officers. In NPT, with effect from 1<sup>st</sup> April 2020, these are:
  - the Head of Human Resources;
  - the Head of Finance;
  - the Head of Participation;
  - the Head of Transformation;
  - the Head of Children and Young People Services;
  - the Head of Adult Services;
  - the Head of Engineering and Transport;
  - the Head of Property and Regeneration;
  - the Head of Planning and Public Protection;
  - the Head of Streetcare;
  - the Head of South Wales Trunk Road Agency.

### Pay

From 1<sup>st</sup> April 2019, Corporate Director posts attract a salary within the pay band £106,897 to £115,277 per annum (please see **Appendix B** for more details).

From 1<sup>st</sup> April 2019, the Assistant Chief Executive and Chief Digital Officer post attracts a salary within the pay band £88,954 to £97,850 per annum (please see **Appendix B** for more details).

From 1<sup>st</sup> April 2019, Heads of Service posts attract a salary within the pay band of £74,090 to £81,494 per annum (please see **Appendix B** for more details).

Details of senior staff pay are published in the Statement of Accounts.

## **Recruitment of Senior Officers**

The Council's Policy and Procedures with regard to the recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in the Council's Constitution. Please refer to **Appendix H**.

The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant Council policies in place at the time of recruitment. Any salary package that exceeds the threshold of £100,000 must be approved beforehand by full Council.

## **Additions to Chief Officers' Pay**

The Council pays a standard mileage rate of 45 pence per mile to Chief Officers (and all other employees) where the Chief Officer uses his or her private vehicle on Council business. The Council also reimburses any other reasonable expenses, incurred by the Chief Officer on behalf of the Council whilst on Council business, on production of receipts and in accordance with JNC conditions and other local conditions.

The cost of membership by the Chief Executive and Corporate Directors of one professional body is met by the Council.

## **Independent Remuneration Panel**

Section 143A of the Local Government (Wales) Measure 2011 refers to the Independent Remuneration Panel in Wales ("the IRP") and sets out their functions in relation to salaries of heads of paid service. The IRP may make recommendations about any policy in this Pay Policy Statement which relates to the salary of the Council's head of paid service and any proposed change to the salary of the Council's head of paid service. In this Council, the head of paid service is the Chief Executive. The Council, will, as required, consult the IRP in relation to any change to the salary of the Chief Executive which is not commensurate with a change of the salaries of the Council's other staff, and will have regard to any recommendation received from the IRP when deciding whether or not to proceed with making the change.

The Council is required to identify in this pay policy statement whether any such referral has been made to the IRP, and if so, the nature of the referral, the IRP's decision and the Council's response.

An authority which chooses not to follow the advice of the Panel may become subject to a Ministerial direction to reconsider their position. The Act also provides that authorities will be able to reduce (but not increase) the salary payable to their head of paid service in advance of a recommendation from the IRP, so long as the contract under which the salary is payable does not prevent the authority from changing the salary after receiving a recommendation.

The Local Government (Wales) Act 2015 temporarily extends the power of the IRP, under section 143A of the Local Government (Wales) Measure 2011 to cover salaries payable to chief officers (using the Localism Act definition) as well as the head of paid service.

The Council has made two referrals to the IRP. The first was made in November 2016 in relation to the Head of Adult Services, with a proposal to apply a Market Pay Supplement of £10,000 to this post. The IRP approved the proposal. The post has now been deleted from the Council's established structure.

A second referral was made in February 2017 in relation to an honorarium payment paid to the Head of Social Work Services in respect of covering additional duties. Again, the IRP approved the proposal. This post has now been deleted from the Council's established structure.

## **7. TALENT MANAGEMENT**

The Council's key tool for talent management and succession planning is through the Performance Appraisal process which as well as placing an emphasis on performance, seeks to put in place individual learning plans, developing the skills necessary not only for current roles, but with a future focus to support career development and succession planning.

## **8. PERFORMANCE RELATED PAY**

The Council expects high levels of performance from all employees and has implemented a Performance Appraisal Scheme to monitor, evaluate and manage employee performance on an ongoing basis.

No bonus or performance-related pay mechanism applies, although the maximum incremental pay point of the pay grades for the Chief Executive and Corporate Directors are only payable if there is a satisfactory outcome to their respective annual performance appraisal.

## **9. SUPPORT FOR LOWER PAID STAFF**

The Council has committed to continuing discussions with Trade Unions with the objective of introducing the Living Wage on an affordable and sustainable basis when circumstances allow. The introduction of the new LGS pay spine w.e.f. 1<sup>st</sup> April 2019 saw the lowest spinal column point on the pay spine, SCP 1, equate to the National Living Wage Foundation's national living wage rate of £9.00 per hour (although it is acknowledged that this in itself does not make the Council a 'Living Wage Employer').

The Council has committed to working with Chwarae Teg as part of the Chwarae Teg FairPlay Employer Scheme. Chwarae Teg have supported the Council by carrying out a Gender Equality Audit of the Council's policy and practices, and to use this to inform the development of a Gender Equality Action Plan, which includes specific actions to reduce the Council's Gender Pay Gap. Chwarae Teg will be helping the Council to develop a Mentoring Programme for low paid women, particularly important, as whilst the Council's overall gender profile is 71% female, 97% of those employed in the Council's lowest pay band, Grade 1, are female.

## 10. EXIT POLICY

### **Early Retirement, Voluntary Redundancy and Compulsory Redundancy**

The Council's Exit Policy for employees prior to reaching normal retirement age, is set out within its Early Retirement, Voluntary Redundancy and Compulsory Redundancy (ER / VR / CR) Scheme, in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. Please refer to **Appendix I**. Please note that a separate scheme operates for those employed on Teacher terms and conditions of employment.

Under the Scheme, all Early Retirement and Voluntary Redundancy expressions of interest are subject to a robust business case, seeking to limit discretionary compensation to an affordable limit, as well as considering the costs of any consequential organisational / pay grade changes.

Any severance package in respect of early termination of employment that exceeds a threshold of £100,000 must be approved beforehand by full Council. When calculating the value of a severance package, the following payments should be included:

- salary paid in lieu of notice
- lump sum redundancy / severance payment
- cost to the Council of the strain on the pension fund arising from providing early access to an unreduced pension.

The Council has operated a Voluntary Redundancy Scheme during the financial year 2019 / 2020 and details of all employees who exited the Council's employment under this Scheme, as well as the small number of employees who exited under Compulsory Redundancy, can be found in the annual Statement of Accounts.

### **Exit Cap and Recovery Provisions**

The UK Government intends to introduce Regulations that will impose a cap of £95,000 on exit payments for public sector workers. It also intends to develop regulations to enable the recovery of exit payments made to employees who leave the public sector and return within 12 months, although the timetable for these regulations is not as clear. The minimum salary to which the recovery provisions will apply is £80,000 per annum. If and when the UK Government introduces these Regulations, Council policies will be updated as appropriate to take this into account.

## **Re-employment**

Employees who leave the council's employment on the grounds of early retirement (ER) or voluntary redundancy (VR) who are employed on LGS Grades 11, 12 and 13 or equivalent, will not normally be permitted to return to any paid temporary or permanent NPT council employment (which includes schools) or be re-engaged as an agency worker or on a consultancy basis. However, in exceptional circumstances, re-employment may be permitted if the "employing" Head of Service is able to provide a robust business case for doing so which is acceptable to the Director of Finance & Corporate Services and Head of Human Resources, in consultation with the relevant trade union/s.

All other employees who leave the council's employment on the grounds of early retirement (ER) or voluntary redundancy (VR) will not be permitted to return to employment with the council for a period of 12 months following their leaving date. However, again, and in exceptional circumstances, earlier re-employment may be permitted if the "employing" Head of Service is able to provide a robust business case for doing so which is acceptable to the Director of Finance & Corporate services and Head of Human Resources, in consultation with the relevant trade union/s.

## **Flexible retirement**

Employees are permitted to take flexible retirement in accordance with the provisions of the Local Government Pension Scheme and the Council's Flexible Retirement Scheme.

## **11. OFF PAYROLL ARRANGEMENTS**

Where the Council is unable to recruit to a job under a contract of service, or where there is a need for specialist support for a specific project, the Council will, where necessary, consider engaging individuals under a contract for service. These will be sourced through the relevant procurement process under the Council's Contract Procedure Rules, ensuring the Council is able to demonstrate value for money from competition in securing the relevant service.

Where the contract for service is to provide cover for a vacant post, in addition to ensuring adherence to Contract Procedure Rules, decision making in relation to the appointment will be in line with the Council's rules in relation to appointments i.e. Council will determine appointments at Director level, Special Appointments Committee will determine appointments at Head of Service level, and Heads of Service or those acting under their authority will determine appointments at Accountable Manager level and below.

With effect from April 2017, the UK Government introduced "Intermediaries Legislation", known as IR35, reforming tax rules for off-payroll working in the public sector and the Council has implemented the new rules in line with the legislation.

## 12. PAY RELATIVITIES WITHIN THE COUNCIL

**The lowest paid employee is on £17,364 per annum**, in accordance with the minimum spinal column point (SCP 1) of the NJC pay spine for Local Government Services employees. This excludes apprentices who are engaged on different arrangements with training being the main feature of the arrangement and it also excludes agency staff.

**The highest paid employee is the Chief Executive and the pay band minimum is £129,532 rising to the pay band maximum of £142,485.** The current post holder earns £142,485.

**The median salary in the Council is £23,836.**

The pay multiple between the lowest paid (full time equivalent) employee and the Chief Executive is a ratio of 1:8.21 and the pay multiple between the lowest paid employee and average Chief Officer is a ratio of 1:5.28.

The pay multiple between the median full time equivalent earnings and the Council's Chief Executive is a ratio of 1:5.98 where all Council employees are taken into account and 1:5.98 where employees appointed and managed by head teachers/Governing Bodies are excluded from the calculation, as required by the provisions of the Localism Act 2011.

The multiple between the median full time equivalent earnings and the average Council Chief Officer is 1:3.85 where all Council employees are taken into account and 1:3.85 where employees appointed and managed by head teachers/Governing Bodies are excluded from the calculation, as required by the provisions of the Localism Act 2011.

**Local Government Services Employees Pay Grades Effective 1<sup>st</sup> April 2019**

Grade	Point	Salary
GRADE 1	1	17,364
	2	17,711
GRADE 2	2	17,711
	3	18,065
GRADE 3	3	18,065
	4	18,426
	5	18,795
GRADE 4	5	18,795
	6	19,171
	7	19,554
	8	19,945
	9	20,344
GRADE 5	*9	<b>20,344</b>
	10	20,751
	11	21,166
	12	21,589
	13	NOT USED
	14	22,462
	15	22,911
	16	NOT USED
	17	23,836
GRADE 6	*16	<b>23,369</b>
	17	23,836
	18	24,313
	19	24,799
	20	25,295
	21	25,801
GRADE 7	*21	<b>25,801</b>
	22	25,317
	23	26,999
	24	27,905
	25	28,785
	26	29,636

Grade	Point	Salary
GRADE 8	*25	<b>28,785</b>
	26	29,636
	27	30,507
	28	31,371
	29	32,029
GRADE 9	*29	<b>32,029</b>
	30	32,878
	31	33,799
	32	34,788
	33	35,934
GRADE 10	*33	<b>35,934</b>
	34	36,876
	35	37,849
	36	38,813
	37	39,782
GRADE 11	*37	<b>39,782</b>
	38	40,760
	39	41,675
	40	42,683
	41	43,662
GRADE 12	*40	<b>42,683</b>
	41	43,662
	42	44,632
GRADE 13	*43	<b>45,591</b>
	44	46,609
	45	47,664
	46	48,739

**\*Denotes Salary Scale Points that will be removed after one year and no longer used with effect from 1<sup>st</sup> April 2020**

**JNC Chief Executive and Chief Officers Pay Grades  
Effective 1<sup>st</sup> April 2019**

<b>CHIEF EXECUTIVE</b>					
	<b>Point 1</b>	<b>Point 2</b>	<b>Point 3</b>	<b>Point 4</b>	<b>Point 5*</b>
<b>2019/2020</b>	£129,532	£132,770	£136,009	£139,246	£142,485

\* subject to performance

<b>CORPORATE DIRECTOR</b>					
	<b>Point 1</b>	<b>Point 2</b>	<b>Point 3</b>	<b>Point 4</b>	<b>Point 5*</b>
<b>2019/2020</b>	£106,897	£107,419	£110,037	£112,657	£115,277

\* subject to performance

<b>ASSISTANT CHIEF EXECUTIVE &amp; CHIEF DIGITAL OFFICER</b>					
	<b>Point 1</b>	<b>Point 2</b>	<b>Point 3</b>	<b>Point 4</b>	<b>Point 5</b>
<b>2019/2020</b>	£88,954	£91,179	£93,403	£95,626	£97,850

<b>HEAD OF SERVICE</b>					
	<b>Point 1</b>	<b>Point 2</b>	<b>Point 3</b>	<b>Point 4</b>	<b>Point 5</b>
<b>2019/2020</b>	£74,090	£75,941	£77,789	£79,643	£81,494

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL  
NATIONAL PAY GRADES – SOULBURY**

**EDUCATIONAL PSYCHOLOGISTS - SCALE A**

<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.19</b>
1.	37,175
2.	39,062
3.	40,949
4.	42,834
5.	44,721
6.	46,607
7.	48,383
8.	50,159
9.	51,822*
10.	53,488*
11.	55,040*

**Notes:**

1. Pay scales to consist of 6 consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. \*Extension to scale to accommodate structured professional assessment points.

**SENIOR & PRINCIPAL EDUCATIONAL PSYCHOLOGISTS – SCALE B**

<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.19</b>
1.	46,607
2.	48,383
3.	50,159*
4.	51,822
5.	53,488
6.	55,040
7.	55,678
8.	56,869
9.	58,050
10.	59,251
11.	60,428
12.	61,628
13.	62,849
14.	64,029**
15.	65,266**
16.	66,490**
17.	67,723**
18.	68,954**

**Notes:**

1. Pay 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.
2. \* Normal minimum point for the Principal Educational Psychologist undertaking the full range of duties at this level.
3. \*\* Extension to range to accommodate discretionary scale points and structured professional assessments
4. Principals are paid on a 4 point scale 8 - 14 (this includes 3 spa points)

**TRAINEE EDUCATIONAL PSYCHOLOGISTS**

<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.19</b>
1	23,884
2	25,632
3	27,378
4	29,128
5	30,875
6	32,623

**ASSISTANT EDUCATIONAL PSYCHOLOGISTS**

<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.19</b>
1	29,359
2	30,559
3	31,757
4	32,950

**YOUNG PEOPLE'S / COMMUNITY SERVICE MANAGERS**

<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.19</b>
1	36,761
2	37,964
3	39,166
4	40,394*
5	41,641
6	42,857
7	44,101**
8	45,515
9	46,295
10	47,500
11	48,697
12	49,897
13	51,088
14	52,291
15	53,495
16	54,703
17	55,917
18	57,124
19	58,323
20	59,548***

21	60,797***
22	62,075***
23	63,377***
24	64,707***

**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 officers undertaking the full range of duties at this level

\*\* normal minimum point for principal youth and community service officer undertaking the full range of duties at this level

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

**EDUCATIONAL IMPROVEMENT PROFESSIONALS (EIPs)**

<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.19</b>
1	35,444
2	36,713
3	37,912
4	39,127
5	40,334
6	41,542
7	42,811
8	44,032*
9	45,455
10	46,724
11	47,976
12	49,188
13	50,561**
14	51,785
15	53,137
16	54,359
17	55,585
18	56,788
19	58,029
20	58,670***
21	59,902
22	60,976
23	62,158
24	63,218
25	64,351
26	65,457
27	66,588
28	67,734
29	68,883
30	70,030
31	71,167
32	72,322
33	73,477

34	74,661
35	75,841
36	77,055
37	78,250
38	79,457
39	80,648
40	81,838
41	83,035
42	84,230
43	85,424
44	86,624
45	87,821
46	89,020
47	90,224
48	91,416****
49	92,613****
50	93,812****

**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.

**NATIONAL PAY GRADES – JNC YOUTH AND COMMUNITY WORKERS**

<b>YOUTH AND COMMUNITY SUPPORT WORKER RANGE</b>	
<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.19</b>
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
<b>PROFESSIONAL RANGE</b>	
<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.19</b>
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

## Appendix E

### All Employee Groups - Main Conditions of Service

<b>ANNUAL LEAVE</b> <b>(pro rata for part time employees)</b>	
<ul style="list-style-type: none"> <li>❖ Chief Executive</li> <li>❖ Chief Officers</li> </ul>	34 days pa (includes one day allocated at Christmas)
<ul style="list-style-type: none"> <li>❖ Local Government Services</li> </ul>	32 days after 5 years service; 25 days pa initially (includes one day allocated at Christmas)
<ul style="list-style-type: none"> <li>❖ Soulbury</li> </ul>	32 days after 5 years service; 25 days pa initially (includes one day allocated at Christmas)
<ul style="list-style-type: none"> <li>❖ Youth &amp; Community Workers</li> </ul>	35 days after 5 years service; 30 days pa initially (includes one day allocated at Christmas)
<b>HOURS OF WORK</b>	
<ul style="list-style-type: none"> <li>❖ Chief Executive</li> <li>❖ Chief Officers</li> </ul>	Minimum of 37 hours per week, together with additional evening, weekend and bank holiday working as required
<ul style="list-style-type: none"> <li>❖ Local Government Services</li> <li>❖ Soulbury</li> <li>❖ Youth &amp; Community Workers</li> </ul>	Standard working week is 37 hours
<b>OVERTIME PAYMENTS</b>	
<ul style="list-style-type: none"> <li>❖ Chief Executive</li> <li>❖ Chief Officers</li> <li>❖ Soulbury</li> </ul>	None payable
<ul style="list-style-type: none"> <li>❖ Local Government Services</li> </ul>	Time plus 30% for weekdays and weekends; double time on Bank Holidays, except Christmas Day which is triple time
<ul style="list-style-type: none"> <li>❖ Local Government Services</li> </ul>	

❖ Youth and Community Workers	Time plus 30% for weekdays and weekends; double time on Bank Holidays
<b>WEEKEND WORKING PAYMENTS</b>	
<ul style="list-style-type: none"> <li>❖ Chief Executive</li> <li>❖ Chief Officers</li> <li>❖ Soulbury</li> <li>❖ Youth &amp; Community Workers</li> </ul>	None payable
❖ Local Government Services	Time plus 30%
<b>SICK PAY SCHEME</b>	
<ul style="list-style-type: none"> <li>❖ Chief Executive</li> <li>❖ Chief Officers</li> <li>❖ Local Government Services</li> <li>❖ Soulbury</li> <li>❖ Youth &amp; Community Workers</li> </ul>	1 month's full pay at commencement of employment, increasing year on year, after 5 years service, to up to 6 months at full pay, followed by up to 6 months at half pay

# Acting Up Scheme



Human Resources

**APPROVED BY**

Personnel  
Committee

**DATE**

1<sup>st</sup> April 2009

**EDITION/VERSION**

Version 1

**REVIEW DATE**

1<sup>st</sup> April 2020

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## 1. PURPOSE

- 1.1** To outline a revised scheme for Acting Up payments for Neath Port Talbot County Borough Council employees (with the exception of those employed under Teaching, Soulbury, Youth & Community Workers and JNC Chief Officer's terms and conditions of employment) from 1<sup>st</sup> April 2008.
- 1.2** The revised Scheme harmonises the differing former Manual and APT&C Acting-up provisions under a single set of rules.

## 2. PRINCIPLES

This scheme should adhere to the principles of the Equality of Opportunity in Employment Policy.

## 3. DEFINITION OF ACTING UP

- 3.1** Acting up **applies** where an employee is formally requested to undertake the **full** duties and responsibilities of a higher graded post for a period of at least one day/shift.
- 3.2** Acting up **does not apply** where:-
- (a) An employee or employees undertake(s) only partial duties and responsibilities of a higher graded post
  - (b) The duties and responsibilities are shared between more than one employee. The Honorarium Scheme provisions may cover these circumstances.
  - (c) There is a permanent change to the normal duties of a job. This may warrant a new or re-evaluation of the post.
  - (d) The post being covered is at the same pay grade. (*this may have an impact on current working practices as employees move from a pay point to pay grade*)
  - (e) There are formal deputising responsibilities, written into the job description, which have been taken into consideration when evaluating the post.

## 4. PERIOD OF ACTING UP

- 4.1** Under this new Scheme all employees are eligible for an Acting-up payment if they are requested to carry out the full duties and responsibilities of the higher graded post from the first day/shift.
- 4.2** Where the employee is requested to act-up into a distinct and different post on day one e.g. Refuse Loader to Refuse Driver or Care Assistant to Care Officer, it is quite clear this situation comes within the definition of acting-up and the employee is entitled to the appropriate acting-up payment, perhaps for just one day or the hours of the shift.
- 4.3** In the office environment, in circumstances where an employee is absent for whatever reason and there may be a need for another employee to act-up into that role, to come within the scope of this Scheme, the employee must be formally requested to act-up and must take on the full duties/responsibilities of the higher graded post. In practical terms this may well not occur from day one in the office environment

## 5. PAYMENT

- 5.1** The sum to be paid is the minimum rate of pay that would apply were the employee promoted to the higher graded post. It must be at least one increment higher. The payment will be effective from the first day on which the employee was required to undertake the duties and responsibilities of the higher graded post. The payment will be pro-rata for part-time employees based on the standard 37 hour week.
- 5.2** Where practical, the agreed Acting up arrangements and payment should be set out in writing to the employee, using the form attached (Payment Authorisation Form), stating the remuneration to be received and the anticipated length of the acting up period. If this period [by reference to date/s or circumstances] is subsequently extended, this should be confirmed in writing. Where this is not practical, because urgent arrangements need to be put into place to meet service delivery needs, Acting up arrangements can be confirmed by the line manager / supervisor verbally, authorised and certified for payment on the time-sheet and then followed up subsequently in writing, at a later date.

## **6. MONITORING AND REVIEW**

The Acting-up arrangements and payments will be monitored by the Head of Human Resources from an equality, diversity and cost effective perspective on an annual basis, to ensure that the Scheme is implemented in a non-discriminatory manner in accordance with the provisions of the Scheme. The trade unions will be consulted on the outcome of the annual monitoring/review exercise.

## **7. GRIEVANCES**

An employee can raise a grievance in connection with the application of this scheme via the Authority's Grievance Policy and Procedure.

# Honoraria Payments Scheme



Human Resources

**APPROVED BY**

Personnel  
Committee

**DATE**

1<sup>st</sup> April 2009

**EDITION/VERSION**

Version 1

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1<sup>st</sup> April 2020

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## 1. PURPOSE

To outline a revised scheme for the payment of honoraria to Neath Port Talbot County Borough Council employees (with the exception of those employed under Teaching, Soulbury, Youth & Community Workers and Chief Officer's terms and conditions of employment) from the date the collective agreement is signed.

## 2. EQUALITY PRINCIPLE

This scheme should adhere to the principles of the Equality of Opportunity in Employment Policy

## 3. DEFINITION

**3.1** An honoraria is a payment for:

- duties outside the scope of an employee's normal role over an extended period, but not more than 12 months
- duties or responsibilities which are within the scope of an employee's normal role but are temporarily exceptionally onerous

**3.2** In both of the above circumstances, honorarium payments are to be initiated by the line manager and agreed in writing using the form attached (Payment Authorisation Form), in advance of these duties or responsibilities being undertaken.

**3.3** Honoraria should not be used where there is a permanent change to the normal duties of a job or where an employee is requested to 'Act up' to cover a higher-graded post. In these circumstances the post should be assessed under the Council's Job Evaluation Scheme by being included within the Job Evaluation Questionnaire or an Acting Up payment should be set up.

**3.4** Accelerated increments within an employee's pay scale should not be used instead of an honoraria payment. Increments can only be awarded in accordance with the criteria agreed under the NPT Pay and Grading Agreement. Individual managers do not have discretion to authorise increments and they will not be actioned for payment by the payroll section.

## 4. PRINCIPLES OF APPLICATION

- 4.1.1 Honoraria should be treated as a one-off recognition or reward relating to a particular piece of work or circumstances as described in Section 3, [and should be paid as soon as possible after the completion of that task] **or** staged/regular payments where appropriate.
- 4.2 To ensure consistency across the Council the application and payment of honoraria must be in accordance with this Scheme.
- 4.3 The payment of honoraria should be exceptional rather than the expected norm.

## 5. PAYMENT LEVELS

- 5.1 In deciding the level of payment to be made, the following should be taken into consideration:
- The nature, scope and level of difficulty of the additional duties/responsibilities
  - The length of time involved
  - The impact on the employee's normal role
  - The level of 'new' learning for the employee
  - Current level of pay
  - The level of pay of a "comparator" post, where appropriate
- 5.2 As honoraria are meant to provide some flexibility for managers to recognise specific tasks, it is expected that payment will be made as soon as possible after successful completion of the task.
- 5.3 Where an employee is receiving regular honoraria payments linked to an additional or exceptionally onerous responsibility, this should be reviewed by the line manager on a regular basis and reference made to section 2 of this scheme.

## **6. MONITORING AND REVIEW**

The Honoraria arrangements and payments will be monitored by the Head of Human Resources from an equality, diversity and cost effective perspective on an annual basis, to ensure that the Scheme is implemented in a non-discriminatory manner in accordance with the provisions of the Scheme. The trade unions will be consulted on the outcome of the annual monitoring/review exercise.

## **7. GRIEVANCES**

An employee can raise a grievance in connection with the application of this scheme via the Authority's Grievance Policy and Procedure.

# Market Pay Scheme



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

Human Resources

**APPROVED BY**

Personnel  
Committee

**DATE**

1<sup>st</sup> April 2009

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2<sup>nd</sup> Edition

**REVIEW DATE**

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## 1. CONTEXT AND PURPOSE OF NPT MARKET PAY SCHEME

The use of a job evaluation system to create an equality-proofed pay and grading structure ensures that basic rates of pay are based on robust “internal pay relativities”. This process may not always result in the consequential basic rates of pay reflecting the value of similar jobs in the wider labour market.

This Market Pay Scheme for Neath Port Talbot Council has been developed in the recognition that the Authority’s services are delivered by employees who possess skills and experience which may sometimes be in short supply and, therefore, the use of market pay supplements is one measure which is available to safeguard the provision of such services.

The purpose of this Market Pay Scheme is to enable the Council to establish competitive rates of pay for specific posts which, do not attract a basic rate of pay which is sufficient to recruit and/or retain the number and quality of postholders required.

A key aim of this Scheme is to ensure that all market pay supplements are initially introduced, and subsequently operated, in a fair and consistent manner which avoids potential non-compliance with equal pay legislation.

In particular, there must be clear evidence that the basic rate of pay for a specific post determined by the Council’s pay and grading structure is significantly less than the relevant market rate of pay for a similar post **and** also that there are recruitment and/or retention problems.

## 2. NPT MARKET PAY SCHEME IMPLEMENTATION

This Scheme has been implemented alongside the existing NPT pay and grading structure and replaces all former arrangements for market pay supplements and recruitment/retention payments.

Market pay supplements will be applicable to specific post/s and are not intended to reflect the contribution or performance of individual postholders.

### 3. SCOPE OF MARKET PAY SCHEME

Each post falling within the scope of the NJC for Local Government Services (“Green Book”) will be eligible to attract a market pay supplement, but always subject to a satisfactory recruitment and/or retention business case being developed and approved.

### 4. PREPARATION OF A MARKET PAY SUPPLEMENT BUSINESS CASE

Prior to a business case being developed in relation to a proposed market pay supplement, the “employing” Head of Service must satisfy him/herself that all other reasonable options have been considered, including a review of the skills, qualifications and experience needed for the post/s in question.

The Head of Human Resources will be responsible for researching the business case for the payment of a market pay supplement and will formally make a recommendation in response to the Head of Service who proposes any such payment in relation to a specific post.

The following criteria will be taken into account when considering if a business case exists for a market pay supplement to be payable:

- availability of relevant NPT workforce data/evidence to demonstrate the nature and extent of the recruitment and/or retention difficulties being experienced, or anticipated, at NPT
- the extent to which there may be an adverse effect on service delivery at NPT if a recruitment and/or retention difficulty is not addressed
- an assessment of the likely duration of the recruitment/retention difficulties being experienced – short term or longer
- the availability of up to date and accurate market pay data from relevant comparator organisations relating to the NPT post/s which are subject to recruitment and/or retention difficulties. Such data may be collected on a local, travel to work/regional or national basis, dependent upon the post/s involved.
- an equality impact assessment must be completed as part of the business case.

Wherever possible, the market pay data from other organisations will comprise not only the basic rate of pay, but also other pay and non-pay benefits, including pension provisions.

Attached is the template business case that must be completed prior to any supplement being implemented.

## 5. FUNDING

Market supplements will be funded by the “employing” Head of Service.

## 6. PAYMENT ARRANGEMENTS FOR MARKET PAY SUPPLEMENTS

Each approved market pay supplement will be a calculated static sum, which will not increase as a result of any national pay award or incremental progression. Whilst the market pay supplement will not be included in “basic pay” and will not be taken into account in relation to the calculation of overtime hours worked or other pay allowances, it will be permissible for the market pay supplement to include an appropriate compensatory adjustment for premium rates of pay for contractual overtime and/or contractual unsocial hours working. Market pay supplements will be shown separately on employees’ payslips and will be subject to tax, NI and pension contributions in the normal way.

Market pay supplements will be paid in accordance with the employee’s usual pay frequency. If a postholder in receipt of a market pay supplement moves to an alternative post within the Council which does not attract a market pay supplement, the payment shall cease from the date on which the postholder leaves the post which attracts the pay supplement. The supplement should ensure that the overall remuneration for the post(s) is sufficient to enable the recruitment and retention of staff and no higher.

## 7. DURATION AND REVIEW OF INDIVIDUAL MARKET PAY SUPPLEMENTS

The duration of market pay supplements will be determined at the outset and should be set at the optimum level to recruit or retain staff, without committing to unnecessary long-term costs that cannot be justified financially or from an equal pay perspective. A market pay supplement will normally be for two years, unless there is a strong business case to justify a longer period. The details will be conveyed to the postholder/s concerned in writing.

The market pay supplement payable for each post will be reviewed at least a year prior to the end date of the supplement, by the employing Head of Service. Where, at the time of the review, the business case to support the continued payment of a market pay supplement is no longer sustainable, the supplement shall be withdrawn and 12 months’ notice of this given in writing. Where a decision is made to withdraw the pay supplement from a specific category of post, this shall apply to all similar posts and their consequential postholders simultaneously.

When the payment has been approved, all employees receiving the supplement will be notified in writing of its approval and the conditions attached to its payment. When advertising and recruiting to any post(s) for which a market supplement is paid, the supplement should be identified as a separate amount which is time-limited and subject to review. Market supplements will not be subject to pay protection.

## 8. AUTHORISATION PROCESS

Market pay supplements will be considered, and authorised where appropriate, by the “employing” Head of Service following receipt of supporting information and a formal recommendation from the Head of Human Resources.

Designated NPT trade union representatives will be consulted regarding all proposed changes to market pay supplements.

## 9. ORGANISATIONAL REVIEW OF MARKET PAY SUPPLEMENTS

An annual review will be undertaken of all market pay supplements being paid, in consultation with the trade unions, and the outcome reported to the Corporate Director Group and others, as appropriate.

## 10. INTERPRETATION

Any matters of interpretation arising from this Scheme will be determined by the Head of Human Resources, in consultation with designated trade union representatives.

Any employee who is aggrieved with the application of this Scheme is entitled to pursue his/her grievance in accordance with agreed procedures.

## 11. TEMPLATE BUSINESS CASE

### MARKET PAY SUPPLEMENT

#### POST TITLE

#### 1. Introduction

The purpose of the Council’s Market Pay Scheme is to enable the Council to establish competitive rates of pay for specific posts which do not attract a basic rate of pay which is sufficient to recruit and / or retain the quality of postholder required.

The purpose of this paper is to **create/review** (delete as applicable) the market pay supplement applicable to the post of **POST TITLE**.

#### 2. Background

**PLEASE PROVIDE A BRIEF SUMMARY. THE SPECIFIC RATIONALE BEHIND THE PAYMENT SHOULD BE PROVIDED IN SECTION 5.**

#### 3. Current basic remuneration package

The post has been evaluated under the Council’s Job Evaluation Scheme and awarded Grade \*\*, SCP \*\* – \*\*, £ - £ per annum.

The allowances received per annum are variable, however at present are:

- Sleeping in allowance = £
- Weekend enhancement = £
- Standby = £

Total = £ per annum

Total remuneration package = £ - £ per annum

#### 4. Market Pay

##### Background to Market Pay Scheme

A market supplement is paid as an allowance and, in line with the Market Pay Scheme, is not taken into account in relation to the calculation of overtime hours worked or other pay allowances. It is however permissible for the market pay supplement to include an appropriate compensatory adjustment for premium rates of pay for contractual overtime and / or contractual unsocial hours working.

Market payments will be shown separately on employees' payslips and will be subject to tax, NI and pension contributions in the normal way.

Where, at the time of the review, the business case to support the continued payment of a market pay supplement is no longer sustainable, the supplement shall be withdrawn and 12 months' notice of this given in writing.

##### **OUTLINE DETAILS OF CURRENT SUPPLEMENT IF APPLICABLE.**

#### 5. Business case for Market Supplement

**OUTLINE ANY RECRUITMENT DIFFICULTIES, SERVICE PERFORMANCE ISSUES, DETAILS OF CONSULTATIONS WITH PROFESSIONAL BODIES ETC. AN EQUALITY IMPACT ASSESSMENT MUST FORM PART OF THE BUSINESS CASE.**

#### 6. Market Intelligence

Comparable market intelligence has been obtained:-

- o The POST OF is paid £ - £.
- o The POST OF is paid £ plus an of \*\* = £
- o **IF APPLICABLE** - Neither provision is in London (no London Weighting.)

#### 7. Feedback from Potential Candidates (**IF RELEVANT**)

Feedback from potentially qualified and suitable candidates, informally approached to determine whether or not they would be interested in applying for the **POST**, has determined that the remuneration package currently offered is not sufficient to attract a field of qualified, high calibre

of applicants.

## 8. Conclusion

Consideration has been given to the following:

- Difficulties attracting suitably qualified candidates to apply for the position evidenced through the failed recruitment campaign in **DATE**;
- The adverse effect on the service delivery and improvements if the recruitment difficulty is not addressed;
- The market pay intelligence that demonstrates that in comparable centres elsewhere in the UK, pay rates are considerably higher.

It is proposed, therefore, to offer/increase the Market Pay Supplement applicable to this post, and to bring the pay package into line with the job market. It is proposed to pay a supplement of £ per annum. This will provide a starting salary of £ per annum.

### Terms

The market pay supplement will be paid as an allowance and will be shown separately on payslips. It will not be taken into account in relation to the calculation of overtime hours worked or other pay allowances. It will be subject to tax, NI and pension contributions in the normal way. The pay supplement will apply for a period of xxx years, and subject to review at the end of this period. Should the pay supplement be withdrawn at the time of review, 12 months' notice of this will be given in writing.

Head of Service	
Printed name:	Date:
Signature:	
Head of HR	
Printed name:	Date:
Signature:	

# **Recruitment of Chief Executive and Chief Officers Officer Employment Procedure Rules**

Human Resources



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

**APPROVED BY**

Council

**DATE**

3<sup>rd</sup> September  
2014

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## 1. OFFICER EMPLOYMENT PROCEDURE RULES

These Rules are designed to conform with the requirements of the Local Authorities (Standing Orders) (Wales) Regulations 2006 (“the Regulations”) as amended by the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2014 (“the Amending Regulations”). Some of the Rules are also locally determined but in the event of any conflict with the Regulations, the latter shall prevail. The Rules covered by the Regulations cannot be amended other than by legislation. These Rules need to be read in conjunction with the full Regulations and Amending Regulations, copies of which are available from Legal Services.

In these Rules, the following terms have the meaning prescribed by the Regulations:

(a) “Chief Officer” means the Head of its Paid Service ; a statutory Chief Officer in paragraph (a), (c) or (d) of Section 2(6) of the Local Government and Housing Act 1989 (“the 1989 Act”); a non-statutory Chief Officer within the meaning of Section 2(7) of the 1989 Act above; the Monitoring Officer and Head of Democratic Services; and any reference to an appointment or purported appointment of a Chief Officer includes a reference to the engagement or purported engagement of such an Officer under a contract of employment.

(b) “Head of Paid Service” means the officer designated under Section 4(1) of the 1989 Act.

(c) “Chief Finance Officer” means the officer having responsibility for the purposes of Section 151 of the Local Government Act 1972.

(d) “Monitoring Officer” means the officer designated under Section 5(1) of the 1989 Act.

(e) “Head of Democratic Service” means the officer designated under Section 8 of the Local Government (Wales) Measure 2011.

(f) “Deputy Chief Officer” means a person within the meaning of Section 2(8) of the 1989 Act.

(g) “disciplinary action” in relation to a member of staff of the Council means any action occasioned by alleged misconduct which, if proved, would, according to the usual practice of the Council, be recorded on the member of staff’s personal file, and includes any proposal for dismissal of a member of staff for any reason other than redundancy, permanent ill-health or infirmity of mind or body, but does not include failure to renew a contract of employment for a fixed term. <sup>1</sup>

(h) “member of staff “ means a person appointed to or holding a paid office or employment, under the Council.

(i) “remuneration” has the same meaning as in Section 43(43) of the Localism Act 2011

## **2. RECRUITMENT AND APPOINTMENT**

### **1.1 Declarations**

The Council will require any candidate for appointment to state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing councillor or senior officer of the Council at Head of Service level or above; or of the partner of such persons.

### **2.2 Seeking support for appointment.**

2.2.1. The Council will disqualify any applicant who directly or indirectly seeks the support of any officer involved in the appointments process (other than as referee) or councillor, for any appointment with the Council. The content of this paragraph will be included in any recruitment information.

2.2.2. No councillor will seek support for any person for any appointment with the Council.

2.2.3. No councillor shall give a written or oral testimonial of the candidate’s ability, experience or character for submission to the Council with an application for an appointment.

---

<sup>1</sup> This definition derives from Regulation 2 of the Regulations

### 3. RECRUITMENT OF CHIEF OFFICERS

- 2.1. Where the Council propose to appoint a Chief Officer within the terms of the Regulations and the remuneration which it proposes to pay to the Chief Officer is £100,000 or more per annum it shall take the steps set out in paragraph 3.2.3.
- 3.2. Where the Council proposes to appoint a Chief Officer and where it is not proposed to pay to the Chief Officer the remuneration mentioned in paragraph 3.1. and it is not proposed that the appointment be made exclusively from among its existing officers it shall take the steps set out in paragraph 3.2.3.
- 3.2.3. The Council shall:-
- (a) draw up a statement specifying —
    - (i) the duties of the officer concerned, and
    - (ii) any qualifications or qualities to be sought in the person to be appointed
  - (b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it and
  - (c) make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person on request.
- 3.2.4. The requirement to advertise contained in paragraph 3.2.3. (b) does not apply where the proposed appointment under paragraph 3.1. is for a period of no longer than twelve months.
- 3.3.1. Where the Chief Executive (acting on the advice of the Head of Human Resources) considers that the number of qualified applicants for a vacancy make it difficult for the Special Appointments Committee to prepare a final shortlist for consideration by Council then the Chief Executive may compile and submit an initial list of qualified applicants for consideration by the Special Appointments Committee.
- 3.3.2. In exercising the delegation set out in rule 3.3.1. the Chief Executive shall consider the views of the Head of Human Resources, the Leader of Council and the Leader of the largest non-executive political group.
- 3.3.3. In cases other than as set out in Rule 3.3.1. the Chief Executive shall refer all qualified applicants to the Special Appointments Committee.

3.3.4. The Special Appointments Committee shall either:-

- (a) Refer all qualified applicants submitted to it by the Chief Executive to full Council for selection, or
- (b) Compile a shortlist of qualified applicants from the qualified applicants submitted to it by the Chief Executive and refer that shortlist to full Council for selection.

3.4. The Special Appointments Committee shall be constituted in accordance with the provisions of Paragraph 4 (2) of Part 2 of Schedule 3 of the Regulations – which means that at least one member of the executive must be a member of that Committee, but not more than half of the members of the Committee are to be members of the executive.

3.5. The Council shall interview all applicants referred to it for interview by the Special Appointments Committee in accordance with Paragraph 3.3.4.

3.6. Where no qualified person has applied, or if the Council decides to re-advertise the appointment, the Council may make further arrangements for advertisement in accordance with procedure rule 2.2(b).

3.7. Where the duties of a chief officer include the discharge of functions of two or more relevant authorities in pursuance of section 101(5) of the Local Government Act 1972 or section 20 Local Government Act 2000 and the authorities have agreed that it will be a joint appointment -

3.7.1 the steps taken under paragraph 3.2.3., 3.3.4., 3.5. and 3.6. above may be taken by a joint committee of those relevant authorities, a subcommittee of that committee or a chief officer of any of the relevant authorities concerned.

3.7.2 Any chief officer may be appointed by such a joint committee, a subcommittee of that committee or a committee or sub-committee of any of those relevant authorities.

3.8 The Council shall determine the level, and any change in the level, of remuneration to be paid to a Chief Officer

3.9. The full Council shall make all decisions relating to the appointment of the Head of Paid Service.

#### 4. APPOINTMENT OF MONITORING OFFICER AND DEPUTY CHIEF OFFICERS

- 4.1 The Special Appointments Committee will shortlist applicants and appoint the Monitoring Officer and Deputy Chief Officers (i.e. in Neath Port Talbot the Heads of Service). The relevant Regulatory Committee Chair may also attend the Committee in an advisory capacity.
- 4.2 The Special Appointments Committee shall be constituted in accordance with the provisions of Paragraph 4 (2) of Part 2 of Schedule 3 of the Regulations – which means that at least one member of the executive must be a member of that Committee, but not more than half of the members of the Committee are to be members of the executive.

#### 5. OTHER APPOINTMENTS

- 5.1 The function of appointment of a member of staff of the Council (other than Chief Officers, Deputy Chief Officers, and persons to whom regulations made under Section 35(4) and (5) of the Education Act 2002 apply – teachers and other staff of schools) must be discharged, on behalf of the Council, by the Head of Paid Service or by an officer nominated by the Head of Paid Service. Accordingly, the following shortlisting and appointment arrangements shall apply in respect of all appointments below Deputy Chief Officer level:

<u>Posts</u>	<u>Method</u>
With pay scale commencing at scp 39 and above, or equivalent.	Chief Officer or Deputy Chief Officer
With pay scale commencing at scp 38 and below, or equivalent	Chief Officer or Deputy Chief Officer or Accountable Manager or Line Manager

##### *Other appointment provisions*

- 5.2 The starting salary for all posts, other than those graded in accordance with salary scale 1, will normally be at the minimum point of the scale, but the starting point may be other than the minimum at the discretion of the authorised Officer making the appointment.

5.3 For appointments of:-

5.3.1. Officers and Assistant Officers in Charge of Residential children's establishments and

5.3.2. basic grade social workers working with children,

these appointments are to be carried out by a Panel of three Officers in accordance with the recommendations as set out in the Adrienne Jones and Warner Reports.

5.4 For joint appointments with schools, representative Headteachers will be involved in the appointment at shortlisting and interview stages.

5.5 The Director of Education, Leisure and Lifelong Learning is also required to give statutory advice to School Governing Bodies on the appointment and dismissal of persons to whom regulations made under section 35(4) and (5) of the Education Act 2002 apply.

# ER/VR/CR Scheme



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

Human Resources

**APPROVED BY**

Personnel  
Committee

**DATE**

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3

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## 1. SCOPE

This Scheme is applicable to all NPT Council employees, excluding Teachers.

## 2. VOLUNTARY REDUNDANCY (VR)

The Council may, from time to time, in accordance with the needs of the service and within a specified period, invite expressions of interest in voluntary redundancy (VR) as part of its Workforce Strategy to reduce employee costs. It is unlikely that all volunteers will be allowed to leave the Council's employment under this Scheme as the Council will have an ongoing need to retain employees with the necessary skills and competencies to both deliver and transform a range of services.

The Council will consider "bumped" redundancies, where appropriate. In these circumstances, employees may apply for voluntary redundancy, thereby making available their post for employees with transferable skills whose job has or will become redundant and who do not wish to leave the employment of the Council. Such "bumping" of a redundancy will be considered across service areas, with appropriate funding arrangements being agreed by the Heads of Service or Head teachers involved.

All VR expressions of interest will be considered at management's sole discretion, based on a robust business case (including the cost of any consequential organisational/pay grade changes). All VR expressions of interest will need to be authorised by the relevant Head of Service and Directorate Management Team.

The Council's grievance procedure will not apply in the case of VR, but the Head of Human Resources has an advisory and monitoring role in this respect.

## 3. EARLY RETIREMENT (ER)

Applications for Early Retirement (ER), where a job loss does not take place, will be granted in exceptional circumstances only, and on the basis of "in the interests of efficiency of the service" (due to the range of alternative, and usually more cost-effective, measures available to manage capability issues). All such ER decisions will be subject to a robust business case (including the cost of any consequential organisational/pay grade changes) being approved by the relevant Head of Service and Directorate Management Team, or Head teacher and School Governing Body, as appropriate.

The Council's grievance procedure will not apply in the case of ER, but the Head of Human Resources has an advisory and monitoring role in this respect.

#### 4. FLEXIBLE RETIREMENT

The Council's Flexible Retirement Policy will remain available to eligible employees alongside this ER/VR/CR Scheme.

#### 5. COMPULSORY REDUNDANCY (CR)

It is the Council's policy to prevent compulsory redundancies from arising to the greatest extent possible. However, where unavoidable, selection for compulsory redundancy (CR) will take place in accordance with relevant management of change and associated employment policies.

#### 6. SCHEME PAYMENTS, COSTS AND FUNDING (ER/VR/CR)

##### **VR and CR Payments**

Subject to **the total cost to the Council of early release of pension and/or severance payment being limited to the equivalent of 52 weeks' pay** for the employee concerned (see Note 1), the following provisions will apply in cases of Voluntary Redundancy (VR) and Compulsory Redundancy (CR):

**early release of pension** for "qualifying" employees (see Note 2);

lump sum **statutory redundancy payment** (see Note 3), using the 30 week Statutory Redundancy table (Appendix A);

Lump sum **discretionary compensation payment**, using the Council's 45 week table (Appendix B), (reduced by the statutory redundancy payment referred to above).

Where the total cost of early access to pension and the cost of statutory redundancy payments equates to more than 52 weeks' 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)**

##### **ER Payments**

Subject to **the total cost to the Council of early release of pension being limited to the equivalent of 52 weeks' pay** (see Note 1), the following will apply in cases of Early Retirement (ER): Early release of pension for "qualifying" employees (see Note 2).

##### **ER, VR and CR Funding**

Early retirement, statutory redundancy and discretionary compensation payment costs will all be met by the employing Directorate, with the exception of school Governing Bodies where the costs will be met from a separately identified element of schools' delegated budgets.

Any severance package in respect of early termination of employment that exceeds a threshold of £100,000 must be approved beforehand by Full Council.

## 7. POST EMPLOYMENT NOTICE PAY (PENP)

With effect from 6<sup>th</sup> April 2018, the HMRC has changed the way employers must deal with termination payments.

The changes introduce the concept of post-employment notice pay (PENP), which represents the amount of basic pay the employee will not receive because their employment was terminated without full notice being given. PENP is calculated by applying a formula for the total amount of the payment, or benefits paid in connection with the termination of employment. This element of the payment will be subject to tax and National Insurance Contributions (NICs). Any remaining balance of the termination payment, which is not a PENP may be included within the overall £30,000 exemption for tax purposes and is free from NICs.

What this means for employees considering taking VR is if the contractual notice is worked, then no tax and national insurance would be deducted from the VR payment. However, if the contractual notice period is not worked then tax and national insurance would be deducted from the VR payment, at an amount depending on the termination date and the date the VR acceptance is signed.

This change applies to payments, or benefits received on, or after, 6 April 2018 in circumstances where the employment also ended on, or after, 6 April 2018.

Further guidance is available by visiting:-

<https://www.gov.uk/government/news/new-rules-for-taxation-of-termination-payments>

## 7. OTHER ER/VR/CR PROVISIONS

In cases of **compulsory redundancy (CR)**, there will be a presumption that employees will continue to be employed during the statutory notice period, particularly as this will maximise the prospects of potential redeployment. Employees in this situation must arrange to take any outstanding annual leave during the notice period but, if not practicable and certified accordingly by the relevant Head of Service, an employee will be paid for any untaken annual leave which remains outstanding on expiry of the notice period. Any annual leave entitlement exceeded will be recovered from pay. Exceptionally, pay in lieu of notice, which is subject to tax and National Insurance, may be granted.

Employees leaving the Council's employment on the grounds of **ER or VR** will do so on the basis of a **mutually agreed termination date, with no notice period being applicable on either side** and with **no extra payment being made** for any outstanding holidays, time off in lieu or flexi leave.

Employees who leave the Council's employment on the grounds of early retirement (ER) or voluntary redundancy (VR) who are employed on LGS Grades 11, 12 and 13 or equivalent, will not normally not be permitted to return to any paid temporary or permanent NPT Council employment (which includes schools) or be re-engaged as an agency worker or on a consultancy basis. However, in exceptional circumstances, re-employment may be permitted if the "employing" Head of Service is able to provide a robust business case for doing so which is acceptable to the Director of Finance & Corporate Services and Head of Human Resources, in consultation with the relevant trade union/s.

All other employees who leave the Council's employment on the grounds of early retirement (ER) or voluntary redundancy (VR) will not be permitted to return to employment with the Council for a period of 12 months following their leaving date. However, in exceptional circumstances, earlier re-employment may be permitted if the "employing" Head of Service is able to provide a robust business case for doing so which is acceptable to the Director of Finance & Corporate Services and Head of Human Resources, in consultation with the relevant trade union/s.

## 8. NOTES

**Note 1:** All employees who are made redundant are entitled to a statutory redundancy payment (see Note 3 below).

"Qualifying" employees are also entitled to early release of pension if their employment is terminated on the grounds of redundancy (or in the interest of efficiency of the service). Statutory redundancy payments may be enhanced through the payment of discretionary compensation payments and will be calculated having regard to the total cost of:

- (a) early release of pension,
- (b) statutory redundancy payments and
- (c) discretionary compensation payments not exceeding - in total – the equivalent of 52 weeks’ pay for the employee concerned.

For example, where an employee’s entitlement under the 45 week table takes the total cost above the value of his/her annual pay, the number of weeks of redundancy and/or discretionary compensation payments and/or the weekly pay calculator rate will be adjusted downwards as necessary.

The definition of a “week’s pay” will be in accordance with statutory provisions for redundancy pay calculation purposes.

In summary, this will be the gross amount payable for a week’s work in accordance with the employee’s contract of employment as applicable on the “calculation date”, which will be the pay period immediately preceding the first day of his/her notice period. If an employee’s remuneration is variable, a 12 weekly average will be calculated. Sections 220 to 229 and Section 234 of ERA 1996 further define the calculation of a “week’s pay”.

**Note 2: “Qualifying”** generally means aged 55 years, or over, with 3 months’ membership of the Local Government Pension Scheme (LGPS). The definition of “qualifying” is covered by LGPS Regulations and may change as a result of future legislative changes.

**Note 3:** To use the statutory redundancy table in Appendix A, firstly look up the employee’s age and number of years’ continuous service with the Council (& its predecessor authorities). Where the two intersect on the table, this is the number of weeks’ pay which becomes payable. The “week’s pay” to be used to calculate the lump sum statutory redundancy payment will be in accordance with statutory provisions (maximum of £508 per week with effect from 6<sup>th</sup> April 2018).

## STATUTORY REDUNDANCY TABLE

Age	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	1	1½	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
19	1	1½	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
20	1	1½	2	2½	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21	1	1½	2	2½	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
22	1	1½	2	2½	3	3½	-	-	-	-	-	-	-	-	-	-	-	-	-
23	1½	2	2½	3	3½	4	4½	-	-	-	-	-	-	-	-	-	-	-	-
24	2	2½	3	3½	4	4½	5	5½	-	-	-	-	-	-	-	-	-	-	-
25	2	3	3½	4	4½	5	5½	6	6½	-	-	-	-	-	-	-	-	-	-
26	2	3	4	4½	5	5½	6	6½	7	7½	-	-	-	-	-	-	-	-	-
27	2	3	4	5	5½	6	6½	7	7½	8	8½	-	-	-	-	-	-	-	-
28	2	3	4	5	6	6½	7	7½	8	8½	9	9½	-	-	-	-	-	-	-
29	2	3	4	5	6	7	7½	8	8½	9	9½	10	10½	-	-	-	-	-	-
30	2	3	4	5	6	7	8	8½	9	9½	10	10½	11	11½	-	-	-	-	-
31	2	3	4	5	6	7	8	9	9½	10	10½	11	11½	12	12½	-	-	-	-
32	2	3	4	5	6	7	8	9	10	10½	11	11½	12	12½	13	13½	-	-	-
33	2	3	4	5	6	7	8	9	10	11	11½	12	12½	13	13½	14	14½	-	-
34	2	3	4	5	6	7	8	9	10	11	12	12½	13	13½	14	14½	15	15½	-
35	2	3	4	5	6	7	8	9	10	11	12	13	13½	14	14½	15	15½	16	16½
36	2	3	4	5	6	7	8	9	10	11	12	13	14	14½	15	15½	16	16½	17
37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15½	16	16½	17	17½
38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16½	17	17½	18
39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17½	18	18½
40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18½	19
41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19½
42	2½	3½	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
44	3	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½
45	3	4½	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
46	3	4½	6	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½
47	3	4½	6	7½	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
48	3	4½	6	7½	9	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½
49	3	4½	6	7½	9	10½	12	13	14	15	16	17	18	19	20	21	22	23	24
50	3	4½	6	7½	9	10½	12	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	24½
51	3	4½	6	7½	9	10½	12	13½	15	16	17	18	19	20	21	22	23	24	25
52	3	4½	6	7½	9	10½	12	13½	15	16½	17½	18½	19½	20½	21½	22½	23½	24½	25½
53	3	4½	6	7½	9	10½	12	13½	15	16½	18	19	20	21	22	23	24	25	26
54	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	20½	21½	22½	23½	24½	25½	26½
55	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22	23	24	25	26	27
56	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	23½	24½	25½	26½	27½
57	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25	26	27	28
58	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	26½	27½	28½
59	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28	29
60	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	29½
61+	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	30

Department for Business, Innovation and Skills URN 09/1371

**45 WEEK DISCRETIONARY COMPENSATION PAYMENTS TABLE**

	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17	1.50																		
18	1.50	2.25																	
19	1.50	2.25	3.00																
20	1.50	2.25	3.00	3.75															
21	1.50	2.25	3.00	3.75	4.50														
22	1.50	2.25	3.00	3.75	4.50	5.25													
23	2.25	3.00	3.75	4.50	5.25	6.00	6.75												
24	3.00	3.75	4.50	5.25	6.00	6.75	7.50	8.25											
25	3.00	4.50	5.25	6.00	6.75	7.50	8.25	9.00	9.75										
26	3.00	4.50	6.00	6.75	7.50	8.25	9.00	9.75	10.50	11.25									
27	3.00	4.50	6.00	7.50	8.25	9.00	9.75	10.50	11.25	12.00	12.75								
28	3.00	4.50	6.00	7.50	9.00	9.75	10.50	11.25	12.00	12.75	13.50	14.25							
29	3.00	4.50	6.00	7.50	9.00	10.50	11.25	12.00	12.75	13.50	14.25	15.00	15.75						
30	3.00	4.50	6.00	7.50	9.00	10.50	12.00	12.75	13.50	14.25	15.00	15.75	16.50	17.25					
31	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	14.25	15.00	15.75	16.50	17.25	18.00	18.75				
32	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	15.75	16.50	17.25	18.00	18.75	19.50	20.25			
33	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	17.25	18.00	18.75	19.50	20.25	21.00	21.75		
34	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	18.75	19.50	20.25	21.00	21.75	22.50	23.25	24.00
35	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	20.25	21.00	21.75	22.50	23.25	24.00	24.75
36	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	21.00	21.75	22.50	23.25	24.00	24.75	25.50
37	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	21.00	22.50	23.25	24.00	24.75	25.50	26.25
38	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	21.00	22.50	24.00	24.75	25.50	26.25	27.00
39	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	21.00	22.50	24.00	25.50	26.25	27.00	27.75
40	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	21.00	22.50	24.00	25.50	27.00	27.75	28.50
41	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	21.00	22.50	24.00	25.50	27.00	28.50	29.25
42	3.75	5.25	6.75	8.25	9.75	11.25	12.75	14.25	15.75	17.25	18.75	20.25	21.75	23.25	24.75	26.25	27.75	29.25	30.75
43	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	21.00	22.50	24.00	25.50	27.00	28.50	30.00	31.50
44	4.50	6.75	8.25	9.75	11.25	12.75	14.25	15.75	17.25	18.75	20.25	21.75	23.25	24.75	26.25	27.75	29.25	30.75	32.25
45	4.50	6.75	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	21.00	22.50	24.00	25.50	27.00	28.50	30.00	31.50	33.00
46	4.50	6.75	9.00	11.25	12.75	14.25	15.75	17.25	18.75	20.25	21.75	23.25	24.75	26.25	27.75	29.25	30.75	32.25	33.75
47	4.50	6.75	9.00	11.25	13.50	15.00	16.50	18.00	19.50	21.00	22.50	24.00	25.50	27.00	28.50	30.00	31.50	33.00	34.50
48	4.50	6.75	9.00	11.25	13.50	15.75	17.25	18.75	20.25	21.75	23.25	24.75	26.25	27.75	29.25	30.75	32.25	33.75	35.25
49	4.50	6.75	9.00	11.25	13.50	15.75	18.00	19.50	21.00	22.50	24.00	25.50	27.00	28.50	30.00	31.50	33.00	34.50	36.00
50	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	21.75	23.25	24.75	26.25	27.75	29.25	30.75	32.25	33.75	35.25	36.75
51	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.00	25.50	27.00	28.50	30.00	31.50	33.00	34.50	36.00	37.50
52	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	26.25	27.75	29.25	30.75	32.25	33.75	35.25	36.75	38.25
53	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	28.50	30.00	31.50	33.00	34.50	36.00	37.50	39.00
54	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	30.75	32.25	33.75	35.25	36.75	38.25	39.75
55	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.00	34.50	36.00	37.50	39.00	40.50
56	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	35.25	36.75	38.25	39.75	41.25
57	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	36.00	37.50	39.00	40.50	42.00
58	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	36.00	38.25	39.75	41.25	42.75
59	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	36.00	38.25	40.50	42.00	43.50
60	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	36.00	38.25	40.50	42.75	44.25
61	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	36.00	38.25	40.50	42.75	45.00
62	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	36.00	38.25	40.50	42.75	45.00
63	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	36.00	38.25	40.50	42.75	45.00
64	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	36.00	38.25	40.50	42.75	45.00

# Business Case – Voluntary Redundancy



Human Resources

## TO BE COMPLETED BY MANAGEMENT

<b>BUSINESS CASE – VOLUNTARY REDUNDANCY</b>	
<b>Part A – Introduction</b>	
<p>1. All decisions concerning voluntary redundancy are subject to a business case being approved by the “employing” Head of Service. The Head of Human Resources has an advisory and monitoring role.</p> <p>2. Once Parts B-E have been completed, this form should be forwarded to your designated HR Officer.</p> <p>3. All requests for Pensions estimates must be sent to the City &amp; County of Swansea Pension Section by HR/Payroll, not by the individual or his/her line manager</p>	
<b>Part B – Employee Details</b>	
Full Name	
Job Title and Workplace	
Directorate	
National Insurance Number	
Post Reference Number	
Payroll Number	
Date of Birth	
Proposed Leaving Date	
<b>Part C – Further Required Information</b>	
<p>Please explain how it is proposed that the service area concerned will operate in future if this employee (and any other(s)) leaves the Council’s employment in accordance with this Scheme. Full supporting details to be attached.</p>	

<p>If this business case is supported, will the person qualify for the early payment of their pension benefits? (see Note 2 of Transitional VR Scheme)</p>	<p>Yes</p>		<p>No</p>	
<p style="text-align: center;"><b>Leaving Reason</b> Please tick the relevant box below to confirm which Leaving Reason this employee's employment will be terminated on:-</p>				
<p><b>VOLUNTARY REDUNDANCY</b></p>	<p>Yes</p>		<p>No</p>	
<p><b>VR – WITH SETTLEMENT AGREEMENT</b></p>	<p>Yes</p>		<p>No</p>	
<p><b>VR – BUMPED REDUNDANCY</b> (Please state which post/grade on structure is being deleted):</p>	<p>Yes</p>		<p>No</p>	
<p><b>VR – BUMPED REDUNDANCY WITH SETTLEMENT AGREEMENT</b> (Please state which post/grade on structure is being deleted)</p>	<p>Yes</p>		<p>No</p>	
<p style="text-align: center;"><b>Part D - Declaration</b></p>				
<ol style="list-style-type: none"> <li>1. I have not made, and will not make, an agreement with this employee concerning re-employment by the Council in any paid capacity.</li> <li>2. My support for this application is not as a result of any capability or disciplinary issues or concerns in relation to this employee</li> <li>3. There are no outstanding concerns or formal processes regarding this employee's ability to attend work on a regular basis;</li> <li>4. The savings which will accrue from implementation of this business case cannot be achieved in a different way through the non-filling of vacancies, or known leavers, and no suitable alternative employment is available within the Council for this employee;</li> <li>5. This business case is supported by the relevant Directorate Management Team, as appropriate, and has been recorded accordingly.</li> </ol>				
<p><b>Signed</b> <b>Head of Service</b></p>		<p><b>Date</b></p>		

<b>If you cannot give this declaration, please state the reason below:</b>			
<b>Part E – Fixed Term or Temporary Employees</b>			
<b>Is the employee engaged on a temporary or fixed term contract?</b>	<b>Yes</b>		<b>No</b>
<b>If yes, please give start and end dates and state whether grant-funded.</b>	<b>Start Date:</b>		<b>End Date:</b>
<b>Part F - Value of 52 weeks' pay – HR to complete from database</b>			
<b>Value of 52 weeks' pay is</b>	£		
<b>Part G – Costs for Voluntary Redundancy – HR to complete from database</b>			
<b>Cost Centre Code</b>			
<b>Cost of Early Release of Pension</b>	£		
<b>Statutory Redundancy Payment</b>	£		
<b>Discretionary Compensation payment (reduced by (2) above)</b>	£		
<b>Total Cost</b>	£		
<b>The total cost under (G) must not exceed the cost under (F). If (G) exceeds (F) the Discretionary Compensation payment must be reduced.</b>			
<p>****where the total cost of early access to pension and the cost of statutory redundancy payments equates to more than 52 weeks' 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) If the lump sum Discretionary Compensation payment becomes zero, and (G) is still larger than (F), the weekly rate will be reduced until (G) = (F) subject to the £508 per week provision not being contravened. If this condition still cannot be met, the application for voluntary redundancy will be refused.</p>			
<b>Part I – Business Case Approval</b>			
<b>Head of Service (or Director, where a Head of Service is the subject of this approval)</b>			
<b>Approved</b>		<b>Not Approved</b>	
<b>Signed</b>		<b>Date</b>	

<b>ADMINISTRATIVE CHECKLIST FOR HR</b>	
<b>Employee expresses an interest in voluntary redundancy</b>	
<b>Head of Service has agreed that the post can be “lost”</b>	
<b>HR Officer updates VR database and sends request to Payroll</b>	
<b>Payroll Officer emails request/s for estimates of benefits to Pension Section (if over 55)</b>	
<b>Estimate of Benefits received from Pension Section</b>	
<b>Copy of Estimate given to employee (and Line Manager if necessary). Retain one copy on file.</b>	
<b>Outcome discussed with employee and he/she confirms they wish to leave on grounds of VR</b>	
<b>Business Case to be completed by HR and Head of Service, for signature</b>	
<b>Head of Service returns Business Case signed and HR Officer issues letter offering VR</b>	
<b>HR Officer to remind Line Manager to make suitable arrangements about the employee’s leaving date, outstanding annual leave etc.</b>	
<b>HR Officer to “terminate” employee on Vision</b>	
<b>HR Officer to send memo to Pensions and Payroll regarding termination. Include a copy of the offer letter. Pensions to process termination.</b>	
<b>Copy of all documents retained on iDocs</b>	
<b>HR Officer to complete Post Details Form with Post Reference, Number of Hours and JEID and discuss with Workforce Information Team to ensure correct post is being disestablished/bumped redundancy/restructure</b>	

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## Impact Assessment - First Stage

### 1. Details of the initiative

<b>Initiative description and summary:</b> Approval of the Council's Pay Policy Statement for 2020 / 2021
<b>Service Area:</b> All Council Employees.
<b>Directorate:</b> All

### 2. Does the initiative affect:

	Yes	No
Service users		X
Staff	X	
Wider community		X
Internal administrative process only	X	

### 3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		X				The approval of the Statement does not have an impact on protected characteristics, as it simply reflects pay decisions already made, and which will have been subject to a full impact assessment (for example, a full Equality Impact Assessment was carried out last year in relation to the introduction of the Council's revised LGS pay spine, and this was shared and scrutinised by the trade unions (at a National level). The Statement for 2020 / 2021 does not introduce any changes to pay or conditions of service.
Disability		X				
Gender Reassignment		X				
Marriage/Civil Partnership		X				
Pregnancy/Maternity		X				
Race		X				
Religion/Belief		X				
Sex		X				
Sexual orientation		X				

#### 4. Does the initiative impact on:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language		X				
Treating the Welsh language no less favourably than English		X				The Statement, once approved by Members, will be translated into Welsh and made publicly available in Welsh.

#### 5. Does the initiative impact on biodiversity:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		X				
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.		X				

**6. Does the initiative embrace the sustainable development principle (5 ways of working):**

	Yes	No	Details
<b>Long term</b> - how the initiative supports the long term well-being of people			N/A
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives			N/A
<b>Involvement</b> - how people have been involved in developing the initiative			N/A
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions			N/A
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse			N/A

**7. Declaration - based on above assessment (tick as appropriate):**

A full impact assessment (second stage) <b>is not</b> required	X
Reasons for this conclusion	
<p>A full impact is not required as there is no impact on any protected group as a result of this report – the Pay Policy Statement reflects pay decision already taken, and is simply a statement summarising those decisions. It also has no negative impact on bio-diversity or the Welsh Language. However, it should be noted that, in determining pay and remuneration, the Council complies with relevant employment legislation, including the Equality Act 2010, the Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. The Council has sought to ensure that there is no pay discrimination within its pay structures and that pay differentials can be objectively justified primarily through the use of an equality proofed job evaluation mechanism which directly relates basic pay to the requirements, demands and responsibilities of each job role.</p>	

A full impact assessment (second stage) <b>is</b> required	
Reasons for this conclusion	

--

	Name	Position	Signature	Date
Completed by				
Signed off by	Sheenagh Rees	Head of Service/Director		10 <sup>th</sup> February 2020

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Personnel Committee

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

Matter for Information

Wards Affected: All

Officer Urgency Action: 0319

Re: Increase in Standby Rate

Details of the above Urgency Action the Head of Human Resources in consultation with the requisite Members, for immediate implementation.

There is no call-in of this matter.

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Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

### **Personnel Committee**

**December 2019**

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

#### **Matter for Information**

#### **Review of Standby**

##### **1. Purpose of the Report:**

The purpose of this report is to seek Member approval to increase the rate paid to employees whilst on standby from £1.03 per session to £1.52 per session.

##### **2. Background:**

The current rate for standby was agreed and implemented as part of the 2010 Workforce Strategy Agreement. The rationale behind the review at this time was to harmonise standby payments across all services within the Council as payments associated to existing standby arrangements differed between services and were seen as benefiting different groups of employees. This review ensured that all employees were treated equally for carrying out the same work for the same period of time and as the standby payment is paid in recognition that the employee is expected to be available to respond to a call for the specified time period, all employees are providing the same service and as such receive equal payments regardless of their substantive post. The payment will only differ based on the hours required by the different standby rotas.

### **3. Current Position**

It has been indicated that there is currently a concern in relation to employee participation in statutory and non - statutory stand by services that the Authority provides. At present an employee's participation on a stand - by rota is on a voluntary basis and they are able to withdraw from the relevant rota by providing 14 days' notice to ensure that sufficient time is available to put a suitable replacement in place. Concern received from Service Managers relates to statutory services being placed in a vulnerable position due to a lack of employee participation due to the current rate of payment for stand by remaining static since the review of 2010. Where there is a potential for employees to withdraw from the stand by rota, this would put additional pressure on employees who are prepared to participate, in that the frequency would be increased. At present there are no contractual arrangements in place with existing employees to participate with stand by duties.

### **4. Financial Appraisal**

The cost of Stand by for 2018/19 inclusive of pay/national insurance and pension contributions totalled £257,000. The projected increase as set out in this report to £1.52 per hour is estimated to cost an additional £174,000. £151,000 of this is paid by the Council, with £23,000 funded by Welsh Government to SWTRA.

It is proposed that this increased amount is funded by the additional budget provision in 2020/21.

### **5. Integrated Impact Assessment**

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act, the Welsh Language Standards (No.1) Regulations 2015, the Well-being

of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016. The first stage assessment, attached at appendix 1 has indicated that a more in-depth assessment is not required. A summary is included below:

“A full impact is not required as there is no impact on any protected group. It also has no negative impact on bio-diversity or the Welsh Language”.

**6. Valleys Communities Impacts:**

No implications.

**7. Workforce Impacts**

This proposal impacts on all employees of the Council who are required to participate on a standby rota. This proposal will have a positive impact as the rate of standby is increasing.

**8. Legal Impacts**

No implications.

**9. Risk Management Impacts:**

This proposal reduces the risk of services not being able to provide services 24/7, particularly during the winter gritting period. By increasing the rate for standby, the agreement made with the Trade Unions provides for Service areas to determine when a new post is created or a post becomes vacant whether there is a need for standby to be contractual for this post. For existing employees, where there is a business case to do so, standby is made contractual to ensure the resilience of the services. Individual business cases will be developed in consultation with the trade unions, as required.

**10. Consultation:**

There is no requirement for external consultation on this item. However, full consultation has taken place with the joint trade unions

at the Local Government Services Forum and they have AGREED the proposal, a signed copy of which is attached as Appendix 1.

## **11. Recommendations**

It is RECOMMENDED that Members APPROVE the increase in the rate paid to employees whilst on standby from £1.03 per session to £1.52 per session.

**FOR DECISION.**

## **12. Appendices**

Appendix 1 – Signed Agreement between Neath Port Talbot Council and local recognised trade unions under the National Joint Council for Local Government Services (“Green Book”).

## **13. List of Background Papers**

None

## **14. Officer Contact**

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

## **Collective Agreement**

### **1. Principles**

The principles under which this collective agreement have been negotiated and agreed are summarised below in the form of joint commitments:-

- (a) To ensure resilience in standby for statutory and non-statutory services
- (b) To monitor the agreement to ensure it remains fit for purpose
- (c) There will be no variation from this or earlier local collective agreements without proper discussion and negotiation with the recognised trade unions

### **2. Parties to the Agreement**

The parties to this collective agreement are Neath Port Talbot County Borough Council and the recognised trade unions, UNISON, GMB and UNITE

### **3. Employees covered by the agreement**

The employees covered by the agreement are those employed under the NJC for Local Government Services, National Agreement of Pay and Conditions of Service (Green Book).

### **4. The effect of the Collective Agreement**

The contract of employment of each employee covered by this agreement has a clause (contained within the Statement of Particulars of Employment) that in simple terms says "any amendments to your terms and conditions will be notified to you by giving appropriate notice, or by collective agreement through recognised trade unions".

The parties to this Agreement intend that the revised standby rate to £1.52 per hour will be incorporated into the employees' terms and conditions of employment by virtue of this clause from **1<sup>st</sup> December 2019**.

### **5. Implementation**

The implementation date for the payment of the revised standby rate of £1.52 per hour is 1<sup>st</sup> December 2019.

Service areas will determine when a new post is created or a post becomes vacant whether there is a need for standby to be contractual for this post. If there is a need for contractual standby, this will be included in the recruitment documentation and the contract of employment.

The implementation of the change to the contractual position whereby standby becomes contractual for existing employees, will be following a robust Business

Case being provided by the service manager. Following this the contractual change will be made in line with the Council's Management of Change in Partnership Policy and Procedure.

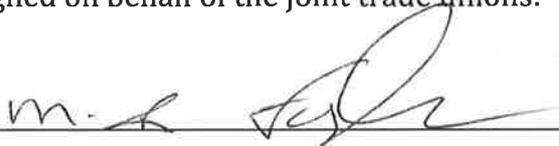
**6. Commencement and Duration**

The provisions of this Agreement will have effect from 1<sup>st</sup> December 2019.

**7. Review**

This collective agreement can be reviewed by either party by giving one month's notice and a reasonable explanation for the need for the review.

Signed on behalf of the joint trade unions:

  
\_\_\_\_\_ Date: 5-12-19

On behalf of the Council

  
\_\_\_\_\_ Date: 9/12/19  
HEAD OF HUMAN RESOURCES

## Impact Assessment - First Stage

It is essential that all initiatives undergo a first stage impact assessment to identify relevance to equalities and the Welsh language as well as an evaluation of how the proposal has taken into account the sustainable development principle (the five ways of working); an incorrect assessment could ultimately be open to legal challenge.

The first stage is to carry out a short assessment to help determine the need to undertake a more in-depth analysis (the second stage).

Relevance will depend not only on the number of people/service users affected, but also the significance of the effect on them.

When completing the first step you must have regard to the following:

- Does the initiative relate to an area where important equality issues have been, or are likely to be, raised? (For example, funding for services to assist people who are victims of rape/sexual violence or individuals with particular care need; disabled people's access to public transport; the gender pay gap; racist or homophobic bullying in schools)
- Is there a significant potential for reducing inequalities, or improving outcomes? (For example, increasing recruitment opportunities for disabled people).
- Does the initiative relate to instances where opportunities to use the Welsh language are likely to be affected or where the language is likely to be treated less favourably? (For example, increase the number of Welsh speakers moving from/to a certain area; closing specific Welsh language services or put those services at risk services;
- Does the initiative relate to the improvement of economic, social, environmental and cultural well-being? To what extent does the initiative prevent things getting worse? (For example, funding for services to assist in cultural well-being; changes in policies that promote independence and/or assist carers)

1. Provide a description and summary of the initiative.  
Identify which service area and directorate has responsibility for the initiative.
2. Identify who will be affected by the initiative.  
If you answer **Yes** to service users, staff or wider community continue with the first stage of the assessment  
If you answer **No** to service users, staff or wider community or **Yes** to 'Internal administrative process only', go to **Question 5 – sustainable development principle**.
3. Using relevant and appropriate information and data that is available to you think about what impact there could be on people who share protected characteristics; whether they are service users, staff or the wider community.

Some things to consider include:

- transport issues
- accessibility
- customer service
- cultural sensitivity
- financial implications
- loss of jobs

Definitions of impacts (either positive or negative):

- High – likely to be highly affected by the initiative
- Medium - likely to be affected in some way
- Low - likely to be affected by the initiative in a small way
- Don't know - the potential impact is unknown

You **must** provide reasons, and indicate what evidence you used, in coming to your decision.

4. Using relevant and appropriate information and data that is available, think about what impact there could be on opportunities to use the Welsh language and in treating the language no less favourably than English.

Definitions of impacts are the same as in **Question 3**.

The classification 'Don't Know' should be categorised as 'High Impact' in both questions 3 & 4.

5. Consider how the initiative has embraced the sustainable development principle in accordance with the Section 7c of the Well-being of Future Generations Act 2015.

Give details of the initiative in relation to the 5 ways of working:

- **Long term** - how the initiative supports the long term well-being of people
- **Integration** - how the initiative impacts upon our wellbeing objectives
- **Involvement** - how people have been involved in developing the initiative
- **Collaboration** - how we have worked with other services/organisations to find shared sustainable solutions;
- **Prevention** - how the initiative will prevent problems occurring or getting worse

6. The most appropriate statement must be selected (and the relevant box ticked) based on the first stage of the assessment and an explanation of how you have arrived at this decision must be given.
  - In addition a summary of the how the initiative has embraced the sustainable development principle must also be included.
  - Where the first stage of the assessment indicates that a more in-depth analysis is required the second stage of the assessment will need to be completed and this will need to be started immediately.
  - A first stage assessment must be included as a background paper for all Cabinet/Cabinet Board/ Scrutiny Committee Reports.
  - Where the first stage assessment is completed by an accountable manager it must be signed off by a Head of Service/Director.

**Impact Assessment - First Stage**

**1. Details of the initiative**

<b>Initiative description and summary:</b> Review of Standby to increase rate to £1.52 per hour.
<b>Service Area:</b> All 'Green Book' Employees who undertake standby duties.
<b>Directorate:</b> All

**2. Does the initiative affect:**

	Yes	No
Service users		X
Staff	X	
Wider community		X
Internal administrative process only	X	

**3. Does the initiative impact on people because of their:**

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		X				
Disability		X				
Gender Reassignment		X				
Marriage/Civil Partnership		X				
Pregnancy/Maternity		X				
Race		X				
Religion/Belief		X				
Sex		X				
Sexual orientation		X				

4. Does the initiative impact on:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language		X				
Treating the Welsh language no less favourably than English		X				

5. Does the initiative impact on biodiversity:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		X				
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.		X				

6. Does the initiative embrace the sustainable development principle (5 ways of working):

	Yes	No	Details
<b>Long term</b> - how the initiative supports the long term well-being of people	x		The increase in the rate for standby will have a positive effect on those employees who undertake standby as the rate is increasing
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives	x		As above. The policy changes will be an aid to ensuring the wellbeing objectives are met.
<b>Involvement</b> - how people have been involved in developing the initiative	x		A representative from the joint trade unions has been involved in all meetings in relation to the review of standby and the Joint Trade Unions agreed the proposal at a Special Local Government Services Forum on 5 <sup>th</sup> December 2019.
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions	x		N/A – this is a Neath Port Talbot Council Policy review. However rates from other Council's informed the increase.
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse	x		The increase in rate for those employees undertaking standby will be a positive outcome for employees.

**7. Declaration - based on above assessment (tick as appropriate):**

A full impact assessment (second stage) is not required	<input checked="" type="checkbox"/>
Reasons for this conclusion	
A full impact is not required as there is no impact on any protected group. This proposal has no negative impact on bio-diversity or the Welsh Language.	

A full impact assessment (second stage) is required	
Reasons for this conclusion	

	Name	Position	Signature	Date
Completed by	Diane Hopkins	Principal HR Manager		5/12/2019

Signed off by	Sreenagh Rao	Head of Service/Director	Geeg Chand	9/12/19.
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By virtue of paragraph(s) 15 of Part 4 of Schedule 12A  
of the Local Government Act 1972.

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By virtue of paragraph(s) 12, 13 of Part 4 of Schedule 12A of the Local Government Act 1972.

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