



C O U N C I L S U M M O N S

To all Members of Council

You are hereby summoned to attend a

MEETING OF THE COUNCIL

to be held at 2.00 pm on

16 March 2022

VIA MICROSOFT TEAMS

**ALL MOBILE TELEPHONES TO BE SWITCHED TO SILENT FOR THE
DURATION OF THE MEETING**

--- A G E N D A ---

PART A

1. Welcome and Roll Call
2. Mayor's Announcements
3. Declarations of Interest

PART B

4. Audit Wales - Annual Audit Summary (Pages 3 - 16)
5. Pay Policy Statement 2022/2023 (Pages 17 - 72)
6. Appointment of Senior Management Posts (Pages 73 - 102)

7. Democratic Services Committee Annual Report 2020-2022
(Pages 103 - 114)
8. Governance and Audit Annual Report (Pages 115 - 120)

PART C

9. Notice of Motion under Section 10 of Part 4 (Rules of Procedure) the Council's Constitution - Fair Campaign Pledge
(Pages 121 - 122)
10. Questions from Members, with Notice, under Rule 9.2 of the Council's Procedure Rules
11. Urgent Items
Any urgent items (whether public or exempt) at the discretion of the Mayor pursuant to Section 100B (4) (b) of the Local Government Act 1972.



Chief Executive

**Civic Centre
Port Talbot**

Thursday, 10 March 2022

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Council

16 March 2022

Report of

Chief Executive

Mrs K Jones

Matter for Information

Wards Affected: All Wards

Audit Wales – Annual Audit Summary 2021

Purpose of Report

1. To receive a presentation from Non Jenkins (Engagement Lead) and Gillian Gillet (Financial Audit Manager) from Audit Wales on the Annual Audit Summary 2021.

Executive Summary

2. The Annual Audit Summary has been produced to combine the Annual Audit Letter and the Annual Improvement Report that were previously produced as separate documents by Audit Wales in order to provide a single summary of the findings of performance and financial audit work undertaken by Audit Wales as well as planned future audit work.
3. The Annual Audit Summary attached at Appendix 1 sets out the work completed by Audit Wales since the last Annual Audit Summary was issued in April 2021 (reported to Council on 26th May 2021).

4. Summary of work undertaken by Audit Wales:

- a. **Audit of Neath Port Talbot's 2020-2021 Accounts** – Every year the Auditor General audits the Council's financial statements to make sure that public money is being properly accounted for. On 30th July 2021, the Auditor General gave an unqualified true and fair opinion on the Council's financial statements for 2020-2021.
- b. **Continuous Improvement** - The Auditor General certified that the Council has met its remaining Local Government (Wales) Measure 2009 duties for the financial year 2020-21, as saved by an order made under the Local Government and Elections (Wales) Act 2021.

The Audit Wales Certificate of Compliance for the audit of the Council's assessment of performance 2020-2021 performance was issued in December 2021 and presented to Cabinet on 12th January 2022.

- c. **Recovery Planning** - During 2020-21, Audit Wales reviewed the arrangements that each council in Wales was putting in place to support recovery planning.
- d. **Workforce Planning** – As set out in the Audit Plan 2020, Audit Wales undertook a review of the Council's workforce planning arrangements, the impact of Covid on the workforce and future resilience of the Council's workforce.

Audit Wales found that prior to the Covid pandemic, the Council had made significant progress with workforce planning. Audit Wales also found the Council's responsive workforce planning during the pandemic worked well, with a strong focus on maintaining essential services and ensuring employee wellbeing. The review also found the Council has strategic and operational tools in place to support effective workforce planning and is building on the current momentum, working at pace, and is clarifying its vision for workforce planning. Audit Wales will revisit aspects of workforce planning as

part of the all Wales Springing Forward project and will report back to the Council in April 2022.

5. **Other Inspectorates** - Audit Wales also consider the reports of Care Inspectorate Wales (CIW) and Estyn as well as any subsequent actions taken by the Council in response.

6. **Local Government Studies** - As well as local work at each council, each year Audit Wales also carries out studies across the local government sector to make recommendations for improving value for money. Since the last Annual Audit Summary , the following reports have been published:

Discretionary Services (April 2021) - This study found financial pressures led to councils reducing spend and cutting services, but the pandemic has highlighted the importance and relevance of local government in serving and protecting people and communities. There were no recommendations in this report.

Regenerating town centres in Wales (September 2021) - The report set out the main findings from the Auditor General's review of how local authorities are managing and regenerating their town centres. The report concluded that town centres are at the heart of Welsh life and can be vibrant and sustainable places, but addressing the many challenges they face requires brave decisions and ambitious leadership. The report contained a number of recommendations for both the Welsh Government and local authorities to consider. An action plan setting out the Council's response to the recommendations for local authorities to consider will be presented to the Regeneration and Sustainable Development Cabinet Board on 11th March 2022.

7. **Planned Work for 2021-2022** - The Annual Audit Summary also sets out the planned work for 2021-22.

Audit Wales have looked at the key challenges and opportunities facing councils and the most significant risk and issue facing councils and the wider public sector during 2021-22 continues to be the COVID-19 pandemic.

Planned work for 2021-22:

- Assurance and risk assessment including a focus on:
 - The Local Government and Elections Act (Wales) 2021
 - Recovery planning
 - Carbon reduction plans
 - Self-assessment arrangements
 - Financial position
 - Assessing the Council's response to its independent investigation and subsequent action plan.

- Springing Forward – This review is looking at how effectively councils are strengthening their ability to transform, adapt and maintain the delivery of services, including those delivered in partnership with key stakeholders and communities.

- Improvement reporting audit – audit of discharge of duty to publish an assessment of performance.

Financial Appraisal

8. The programme of local audit and improvement assessment work undertaken by the Audit Wales during the period has been delivered within the budget allocated for audit and inspection work.

Integrated Impact Assessment

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

Valleys Communities Impact

10. No implications.

Workforce Impact

11. There are no workforce impacts.

Legal Impact

12. The Auditor General is required to conduct local government value for money studies and assess compliance with the remaining requirements of the Local Government (Wales) Measure 2009.

Risk Management

13. The findings of Audit Wales are a key input into the Council's corporate governance arrangements and the areas identified for improvement work inform the Annual Governance Statement and the associated improvement action plan.

Consultation

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

Recommendations

15. For Council to note the work undertaken by Audit Wales as contained in the Annual Audit Summary 2021.

Appendices

16. Appendix 1 – Audit Wales – Annual Audit Summary 2021

List of Background Papers

17. None

Officer Contact

18. Mrs Karen Jones, Chief Executive Tel: 01639 763284 or e-mail: chief.executive@npt.gov.uk

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Neath Port Talbot Council Annual Audit Summary 2021

This is our audit summary for Neath Port Talbot Council. It shows the work completed since the last Annual Audit Summary, which was issued in April 2021. Our audit summary forms part of the Auditor General for Wales' duties.



More information about these duties can be found on our [website](#).

About the Council

Some of the services the Council provides



Key facts

The Council is made up of 64 councillors who represent the following political parties:

- Welsh Labour 37
- Plaid Cymru 15
- Independent Democrats 11
- Welsh National Party/Plaid Genedlaethol Cymru 1

The Council spent £301.8 million on providing services¹ during 2020-21, the 9th highest spending of the 22 unitary councils in Wales.

¹ We define spending on services as the cost of services charged to the general fund from the Expenditure Funding Analysis, less any Housing Revenue Account cost of services, plus precepts, levies and debt interest.

Key facts

As at 31 March 2021, the Council had £79.1 million of useable financial reserves². This is equivalent to 26.2% of the Council's annual spending on services, the 10th highest percentage of the 22 unitary councils in Wales³.

Neath Port Talbot Council has 14 (15%) of the areas deemed the most deprived 10% of areas in Wales, this is the fifth highest of the 22 unitary councils in Wales⁴.

Neath Port Talbot's population is projected to increase by 5.1% between 2020 and 2040 from 146,417 to 157,328, including a 1.8% decrease in the number of children, a 0.4% increase in the number of the working-age population and a 24.6% increase in the number of people aged 65 and over⁵.

The Auditor General's duties

We completed work during 2020-21 to meet the following duties

- **Continuous improvement**

The Council also had to put in place arrangements to make continuous improvements, including related plans and reports, and the Auditor General had to assess whether the Council met these requirements during 2020-21.

- **Audit of Accounts**

Each year the Auditor General audits the Council's financial statements to make sure that public money is being properly accounted for.

- **Value for money**

The Auditor General examines whether the Council has put in place arrangements to get value for money for the resources it uses, and he has to be satisfied that it has done this.

- **Sustainable development principle**

Public bodies need to comply with the sustainable development principle when setting and taking steps to meet their well-being objectives. The Auditor General must assess the extent to which they are doing this.

² We define useable financial reserves as reserves usable for revenue costs, where the purpose is not protected by law. This is the total of the general fund, earmarked reserves and schools balances. It excludes Housing Revenue Account reserves, capital receipts and capital grants unapplied.

³ Source: 2020-21 Statement of Accounts

⁴ An area in this context is defined as a 'Lower Super Output Area'. Source: Stats Wales

⁵ Source: Stats Wales



We continue to recognise the huge strain on public services and to work in a way that seeks to reduce the impact on public bodies' response to COVID-19, while still meeting our statutory duties.



To meet the Auditor General's duties we complete specific projects, but we also rely on other audit work, and the work of regulators such as Care Inspectorate Wales and Estyn (the education inspectorate). We take the findings of our audit work into account when assessing whether the Council has put in place arrangements to secure value for money. Our findings and conclusions are summarised below.

What we found

Audit of Neath Port Talbot Council's 2020-21 Accounts

Each year we audit the Council's financial statements.

For 2020-21:

- the Auditor General gave an unqualified true and fair opinion on the Council's financial statements on 30 July 2021, in line with the statutory deadline.
- the Council's Annual Governance Statement and Narrative Report were prepared in line with the CIPFA Code and relevant guidance. They were also consistent with the financial statements prepared by the Council and with our knowledge of the Council.
- the quality of the draft statements presented for audit on 27 May 2021 was generally good.
- a number of changes were made to the Council's financial statements arising from our audit work, which were reported to the Audit Committee in our Audit of Financial Statements Report in July 2021.
- in addition to the Auditor General's responsibilities for auditing the Council's financial statements, he also has responsibility for the certification of a number of grant claims and returns. Our work to date has not identified any significant issues.
- the Auditor General issued the certificate confirming that the audit of accounts for 2020-21 has been completed.

Our work in response to the COVID-19 pandemic

In response to the COVID-19 pandemic, we changed the approach and focus of our performance audit work in local government and other bodies. Below is a summary of some of the work we have undertaken in response to the pandemic across a number of sectors, much of which is of relevance to local government.

We undertook a project to support public sector efforts by sharing learning through the pandemic. The project aims to help prompt some thinking, and practise exchange. [Further information is available on our website.](#)

In March 2021, we published a [national report](#) setting out an overview of progress to date on Test, Trace, Protect in Wales. In December 2020, we also published some [observations](#) of the Auditor General on procurement and supply of PPE during the COVID-19 pandemic, followed by a [report](#) in April 2021. In June 2021, we also published our [report](#) on the rollout of the COVID-19 vaccination programme in Wales.

Continuous improvement

The Auditor General certified that the Council had met its remaining Local Government (Wales) Measure 2009 duties for the financial year 2020-21, as saved by an order made under the Local Government and Elections (Wales) Act 2021.

As part of our examination of councils' performance assessments covering the 2020-21 financial year, we noted a reduced reference to comparative performance information although we recognise that the pandemic led to the suspension of some national data collection. The ability to compare data and performance with other organisations will continue to be an important element of arrangements to secure value for money and will be a challenge for councils to consider particularly as they continue to implement the requirements relating to self-assessment set out in the Local Government and Elections Act (Wales) 2021.

Financial sustainability

During 2020-21, we examined the financial sustainability of each council in Wales. In Neath Port Talbot Council, we concluded the Council is well placed to maintain its financial sustainability and plans to strengthen some aspects of financial management.

The [full report is on our website.](#)

We also published two national summary reports: the [first report](#) in October 2020 and the [second report](#) in September 2021.

Recovery planning

During 2020-21, we reviewed the arrangements that each council in Wales was putting in place to support recovery planning. We undertook this work on an ongoing basis, providing real-time and ongoing feedback where appropriate.

Workforce planning

We set out in our Audit Plan 2020 that we would undertake a review of the Council's workforce planning arrangements, the impact of Covid on the workforce and future resilience of the Council's workforce.

We found that prior to the Covid pandemic, the Council had made significant progress with workforce planning and had developed clear processes and tools. The Council is aware that it needs to do more to embed these consistently across the Council, however follow-up action was curtailed by the impact of the Covid-19 pandemic.

The Council's responsive workforce planning during the pandemic worked well, with a strong focus on maintaining essential services and ensuring employee wellbeing. The pandemic has highlighted to the Council the value of its people, their resilience, and the need to adapt to work differently as a result. Strategic workforce planning is key to addressing the challenges of recruitment, retention and the need for new skills while adapting to a hybrid way of working.

The Council has strategic and operational tools in place to support effective workforce planning. The Council is building on the current momentum, working at pace, and is clarifying its vision for workforce planning.

In November 2021, we fed back our findings to the Chief Executive and Head of Human and Organisational Development via an interactive workshop and power point presentation. This presentation is available from those officers.

Going forward we will revisit aspects of workforce planning as part of our all Wales Springing Forward project and report back to the Council in April 2022.

Other inspectorates

We also considered the reports of Care Inspectorate Wales (CIW) and Estyn as well as any subsequent actions taken by the Council in response.

CIW and Healthcare Inspectorate Wales published their joint National review of the use of Deprivation of Liberty Safeguards (DoLS) in Wales. They identified several key findings and recommendations. The full report can be found [here](#).

In September 2021 CIW and Healthcare Inspectorate Wales published their Joint Inspectorate Review of Child Protection Arrangements (JIPCA): Neath Port Talbot, 2021: the full report can be found [here](#), and their Youth Friendly version of the report can be found [here](#).

Estyn did not undertake an inspection of Local Government Education Services in Neath Port Talbot during 2020-21.

Local government studies

As well as local work at each council, each year we also carry out studies across the local government sector to make recommendations for improving value for money. Since the last annual improvement report, we have published the following reports:

Discretionary services (April 2021)

Financial pressures have led to councils reducing spending and cutting services, but the pandemic has shown local government services are essential to keeping people safe and healthy. We focussed on how councils define services, the systems and processes they have used to review services and how robust these are. Demand for some essential services is continuing to increase and councils are not confident that they can continue to deliver these services in the face of this rising and complex demand. Councils need to take the opportunity to refresh, reevaluate and reset what they do and to learn from the pandemic to build a better future. Our [report](#) was published in April 2021.

Regenerating town centres in Wales (September 2021)

Between 1950 and 1980, local authorities prioritised regeneration of town centres creating new and greater retail space. However, past policy choices, changing consumer expectations and technological advances are now adversely affecting many Welsh town centres. And the pandemic has created challenges for local government and central government, with one in seven shops on Welsh high streets now empty, despite the Welsh Government investing and leveraging in £892.6 million in the last seven years. Local authorities do not have the capacity to respond to this situation and are not always using the powers they must help regenerate towns. To deliver the best local outcomes, policies and joint working need to be aligned and integrated, and resources prioritised on town centres. Our [report](#) was published in September 2021.

Planned work for 2021-22

We also looked at the key challenges and opportunities facing the Council. These could have an effect on the Council's ability to meet its legal obligations in relation to the sustainable development principle and the use of its resources.

The most significant risk and issue facing councils and the wider public sector during 2021-22 continues to be the COVID-19 pandemic. We have shaped our work to provide assurance and challenge in a way which helps to support the Council through this period. Our planned work for 2021-22 includes:

- Assurance and risk assessment including a focus on:
 - The Local Government and Elections Act (Wales) 2021
 - Recovery planning
 - Carbon reduction plans
 - Self-assessment arrangements
 - Financial position
 - Assessing the Council's response to its independent investigation and subsequent action plan.
- Springing Forward – as the world moves forward, learning from the pandemic, this review looks at how effectively councils are strengthening their ability to transform, adapt and maintain the delivery of services, including those delivered in partnership with key stakeholders and communities.
- Improvement reporting audit – audit of discharge of duty to publish an assessment of performance.

The Auditor General is independent of government and is appointed by Her Majesty the Queen. The Auditor General undertakes his work using staff and other resources provided by the Wales Audit Office, which is a statutory board established for that purpose and to monitor and advise the Auditor General. The Wales Audit Office is held to account by the Senedd.

The Auditor General audits local government bodies in Wales, including unitary authorities, police, fire and rescue authorities, national parks, and community councils. He also conducts local government value for money studies, assesses compliance with the remaining requirements of the Local Government (Wales) Measure 2009 and may undertake special inspections under the Local Government and Elections (Wales) Act 2021.

Beyond local government, the Auditor General is the external auditor of the Welsh Government and its sponsored and related public bodies, the Senedd Commission, and National Health Service bodies in Wales.

Audit Wales is the non-statutory collective name for the Auditor General for Wales and the Wales Audit Office, which are separate legal entities with their own legal functions, as described above. Audit Wales is not a legal entity.

We welcome correspondence and telephone calls in Welsh and English. Corresponding in Welsh will not lead to delay. Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

This document is also available in Welsh.

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**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL
COUNCIL**

16th March 2022

**Report of the Head of People and Organisational Development –
Sheenagh Rees**

Matter for decision

Wards affected: all wards

Pay Policy Statement 2022 / 2023

Purpose of the Report:

To approval of the Pay Policy Statement for 2022 / 2023 for publication on the Council's website. 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 2022 / 2023, and attached at Appendix 1, has been developed in line with guidance produced by the Welsh Government "Pay Accountability within Local Government" published in November 2021 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 31st March each subsequent year.

The Pay Policy Statement for 2022 / 2023 is attached at Appendix 1. The format of the document has been developed with reference to the guidance produced by the Welsh Government “Pay Accountability within Local Government” published in November 2021 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 February, the JNC for Chief Executives and the JNC for Chief Officers reached agreement on the pay award applicable from 1st April 2021, an increase of 1.50 per cent. In March the NJC for Local Government Services employees and the Soulbury Committee confirmed that agreement had been reached on the pay award applicable from 1st April 2021 in respect of LGS employees and 1st September 2021 in respect of Soulbury Officers, an increase of 1.75%. The Council has applied these pay awards, as and when they are agreed, and as set out in the respective pay agreements.

At the time of writing this report, negotiations in respect of the pay award to apply from 1st September 2021 in respect of Youth & Community Workers have not yet concluded. The Council will apply any pay award subsequently agreed and the Pay Policy Statement will be updated to reflect this.

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:

Basis	Pay Multiple
Lowest paid employee earnings: Chief Executive's earnings	1 : 7.63
Median employee FTE* earnings: Chief Executive	1 : 5.56
Lowest paid employee earnings: average Chief Officer earnings	1 : 5.08
Median employee FTE* earnings: average Chief Officer earnings	1 : 3.70

* FTE= Full Time Equivalent

Financial impacts:

The Council spends 49% of gross expenditure on its workforce.

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 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”.

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 2022 / 2023 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 2022 / 2023 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 consider and approve the Pay Policy Statement for 2022 / 2023 for publication on the Council’s website.

FOR DECISION

Reason for proposed decision:

To ensure that the Council complies with the requirements of the Localism Act 2011.

Implementation of Decision:

The decision is proposed for immediate implementation.

Appendices:

Appendix 1 – Pay Policy Statement 2022 / 2023

List of Background Papers:

Localism Act 2011

Officer contact:

Sheenagh Rees, Head of People and Organisational Development,
telephone number: 01639 763315, email: s.rees5@npt.gov.uk

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Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Pay Policy Statement

2022 / 2023

Version	Date	Action
Version 1	March 2011	Approved by Council
Version 11	March 2022	For Approval by Council
Version 12	March 2023	For approval by Council

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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 E V Latham
Leader of Council

Introduction

This is Neath Port Talbot County Borough Council's (NPT) eleventh annual Pay Policy Statement. This Statement covers the period 1st April 2022 to 31st March 2023.

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 approved by council on 16th March 2022.

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.

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 Employee
- **Appendix B** JNC Chief Executive and Chief Officers
- **Appendix C** Soulbury Officers
- **Appendix D** JNC Youth & Community Workers

We publish a breakdown of staff numbers by pay band and gender in the **Annual Equalities in Employment Report**, published separately. Linked to this is the **Gender Pay Gap Report**.

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 1st April 2019, revisions to the pay and grading structure were again 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. These arrangements applied with effect from 1st 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.

The Welsh Government recommends that in addition to agreeing the parameters for setting the pay of chief officers, full council should be offered the opportunity to vote on large salary packages which are to be offered in respect

of new appointments in accordance with their agreed pay policy statements. The Welsh Ministers consider £100,000 is the right level for that threshold.

For this purpose, salary packages should be consistent with the categories defined for remuneration in the Accounts and Audit (Wales) Regulations 2014. This will include salary, bonuses, fees, allowances routinely payable, any expenses allowance chargeable to UK income tax, the relevant authorities' contribution to the officer's pension and any other benefits in kind to which the officer is entitled as a result of their employment.

In accordance with this:

- Full Council will approve the commencement of the appointment process for all Chief Officer posts which exceed this threshold.
- Council will confirm the maximum salary that would be offered and delegate responsibility for the final determination to the Special Appointments Committee.
- The process then continues with the Special Appointments Committee for all Chief Officer posts (with the exception of Directors and Chief Executive which remain with Full Council).

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**.

Travel and Subsistence Payments

The Council's Travel and Subsistence Payment Scheme requires employees to use the most cost effective method of transport for all journeys at all times. To ensure that all business journeys are absolutely necessary, whether inside or outside the County Borough area and that the most cost effective method of travel is used by all employees, the scheme provides a checklist to be completed by employees before the line manager authorises the use of the employees own vehicle. Rates payable are in line with HMRC mileage allowances. The Scheme is available online or on request from the HR Team.

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 apply to LGS employees only. The Scheme is available online or on request from the HR Team.

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 Scheme is available online or on request from the HR Team. 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 the 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 People and Organisational Development. 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. The employer contribution rate effective from 1st April 2021 was 26.8% and will increase to 26.9% on 1st April 2022. A triennial valuation will take place during 2022/23 with an effective date of 1st April 2023.

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.

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 (please see page 6 [Starting Salaries](#)).

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.

Senior Pay

The Chief Executive

The Chief Executive is the senior officer who leads and takes responsibility of the council. The Chief Executive is the statutory appointed Chief Executive Officer pursuant to S56 of the Local Government and Elections (Wales) Act 2021. 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.

The Chief Executive works closely with Elected Members to deliver the strategic aims of the council, including the well-being objectives:

- All children get the best start in life
- Communities are thriving and sustainable
- Our environment, heritage and culture can be enjoyed by future generations
Local people are skilled and can access high quality, green jobs
- Enabling Programme - Organisational Development

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, Mrs Karen Jones, has been in post since January 2021. Mrs. Jones has over 19 years' experience with the council, working in a number of senior positions; prior to her appointment Mrs. Jones was the council's Assistant Chief Executive and Chief Digital Officer.

With effect from 1st April 2021, the Chief Executive's salary falls within the pay band £135,090 to £148,599 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 not currently a member of the Local Government Pension Scheme.

The notice period for the role is 6 months.

Senior Staff

The current definition for senior posts is classed as:

Statutory Chief Officers:

- The Director of Education, Leisure and Lifelong Learning
- The Director of Social Services, Health and Housing
- The Chief Finance Officer who undertakes the role of Section 151 Officer
- The Head of Legal and Democratic Services who undertakes the role of Monitoring Officer
- The Democratic Services Manager* who undertakes the role of Head of Democratic Services

** NB: whilst this post has the status in law as a statutory Chief Officer, pay and conditions are in line with the NJC for Local Government Services pay and conditions of employment.*

Non-statutory Chief Officers - non-statutory posts that report directly to the Chief Executive Officer:

- The Chief Digital Officer
- The Director of Environment and Regeneration
- The Head of People and Organisational Development

Deputy Chief Officers - officers that report directly to statutory or non-statutory Chief Officers:

- The Head of Adult Services
- The Head of Children and Young People Services
- The Head of Early Years, Inclusion and Partnerships
- The Head of Education Development
- The Head of Engineering and Transport
- The Head of Planning and Public Protection
- The Head of Property and Regeneration
- The Head of Streetcare
- The Head of South Wales Trunk Road Agency
- The Head of Support Services and Transformation

Pay

From 1st April 2021, Corporate Director posts attract a salary within the pay band £111,485 to £120,224 per annum (please see **Appendix B** for more details).

From 1st April 2021, the Chief Finance Officer post attracts a salary within the pay band of £92,771 to £102,049 per annum (please see **Appendix B** for more details).

From 1st April 2021, Heads of Service posts attract a salary within the pay band of £77,269 to £84,991 per annum (please see **Appendix B** for more details).

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

Number of senior posts remunerated over £100,000

Four posts attract a remuneration package over £100,000. Remuneration in relation to chief officers for the purposes of pay policy statements (as defined in section 43(3) of the Act) includes:

- salary (for chief officers who are employees) or payment under a contract for services (for chief officers who are self-employed)
- bonuses
- charges, fees and allowances
- benefits in kind
- any increase or enhancement of the chief officer's pension entitlement where that increase is a result of a resolution of the authority
- any amounts payable on the chief officer ceasing to hold office or to be employed by the authority (future severance payments)

In line with the Welsh Government guidance, the council is required to set out this information in bands of £5,000, as follows:

£100,000 - £105,000 – N/A

£105,000 - £110,000 – one post

£110,000 - £115,000 – one post

£115,000 - £120,000 – one post

£120,000 - £125,000 – N/A

£125,000 - £130,000 – N/A

£135,000 - £140,000 – one post

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 available online.

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 Chief Executive and any proposed change to the salary of the council's 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 Chief Executive 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 council has not made a referral to the IRP relating to the salary payable to the Chief Executive.

Talent management

The council's key tool for talent management and succession planning is through the Succession Planning Toolkit which requires each management

team to set out their planned arrangements to develop the workforce of the future. The Performance Appraisal process, 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.

The Learning, Training and Development team provide a very wide range of in-house and externally provided training and development options, to support the development of employees at every level in the organisation. A range of corporate events support succession planning:

- Mentoring support for newly appointed Chief Officers
- Aspiring Corporate Directors (SOLACE)
- Aspiring Heads of Services (SOLACE)
- The Digital Leadership Programme
- Managing and Motivating Hybrid Team
- The Senior Leadership Experience with Academi Wales
- APSE “Developing Political Awareness and Sensitivity”
- APSE “Supervisory Skills for Team Leaders in Frontline Services
- The Learning, Training & Development Programme for 2022/23 (suite of leadership and management training)

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.

The Performance Management Policy and Procedure is available online or on request from the HR Team.

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 lowest spinal column point on the LGS pay spine, SCP 1, currently equates to £9.50 per hour which is below the Real Living Wage Foundation’s national living wage rate of £9.90 per hour.

The council has committed to working with Chwarae Teg as part of the Chwarae Teg FairPlay Employer Scheme. Chwarae Teg initially supported the Council by carrying out a Gender Equality Audit of the council's policy and practices, and this has been used to inform the development of a Gender Equality Action Plan. This Plan includes specific actions to reduce the Council's Gender Pay Gap as well as actions to support 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.

In 2020 / 21 we implemented online career development sessions to help lower grade employees gain skills and confidence and provide them with tools to help them in developing their careers:

- Work Smarter Not Harder
- How to say no brilliantly
- Speak Up, Stand Out
- Change your thinking, get results
- Managing challenging behaviour

The Council's Learning Training & Development Team provide confidential support to employees who want to improve their '**Essential Skills**', and can design a bespoke programme for employees which can include 'Calculating with Confidence', Literacy, 'Improve your Spelling', Report Writing, Form Filling, 'Develop your IT Skills', 'Internet and Email' and Communication Skills. Whilst not exclusively aimed at lower paid employees, this support is aimed at supporting employees to gain new confidence in their skills and abilities and in order to help them progress in their careers.

In a similar vein, the internal network of **Digital Partners (DPs)** aims to help employees gain digital confidence and overcome any barriers to getting digitally active in both the workplace and their personal lives. DPs complete the following training package:

- 'Digital Champions Essentials',
- 'Helping your colleagues with digital skills',
- 'Using your role to help customers get online',
- 'Working with people with learning difficulties and / or disabilities'
- 'Visual impairment and technology'
- 'Working with learners who are deaf or hard of hearing'
- 'Working with people with memory loss'
- 'Using the internet to help people love later life'

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 F**.

Please note that a separate scheme operates for those employed on Teacher terms and conditions of employment.

Under the ER / VR / CR 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.

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.

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

The council has operated a Voluntary Redundancy Scheme during the financial year 2021 / 2022 and details of all employees who exited the council's employment under this Scheme can be found in the annual Statement of Accounts.

Recovery Provisions

The UK Government intends to introduce Regulations that will 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 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 Chief Finance Officer and Head of People and Organisational Development, 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 Chief Finance Officer and Head of People and Organisational Development, 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.

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.

Pay relativities in the council

The lowest paid employee is on £18,333 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 £135,090 rising to the pay band maximum of £148,599. The current post holder earns £138,467.

The median salary in the council is £24,920.

The pay multiple between the lowest paid (full time equivalent) employee and the Chief Executive is a ratio of 1:7.63 and the pay multiple between the lowest paid employee and average Chief Officer is a ratio of 1:5.08.

The pay multiple between the median full time equivalent earnings and the council's Chief Executive is a ratio of 1:5.56 where all council employees are taken into account and the same 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 1:3.70 where all council employees are taken into account and the same 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.

APPENDIX A

Local Government Services Employees Pay Grades Effective 1st April 2021

Grade	Point	Salary
GRADE 1	1	18,333
	2	18,516
GRADE 2	2	18,516
	3	18,887
GRADE 3	3	18,887
	4	19,264
	5	19,650
GRADE 4	5	19,650
	6	20,043
	7	20,444
	8	20,852
	9	21,269
GRADE 5		
	10	21,695
	11	22,129
	12	22,571
	14	23,484
	15	23,953
	17	24,920
GRADE 6		
	17	24,920
	18	25,419
	19	25,927
	20	26,446
	21	26,975
	22	27,514
GRADE 7		
	22	27,514
	23	28,226
	24	29,174
	25	30,095
	26	30,984

Grade	Point	Salary
GRADE 8		
	26	30,984
	27	31,895
	28	32,798
	29	33,486
GRADE 9	30	34,373
	31	35,336
	32	36,371
	33	37,568
	34	38,553
GRADE 10	34	38,553
	35	39,571
	36	40,578
	37	41,591
	38	42,614
GRADE 11	38	42,614
	39	43,570
	40	44,624
	41	45,648
GRADE 12	41	45,648
	42	46,662
	43	47,665
GRADE 13	44	48,729
	45	49,832
	46	50,955

JNC Chief Executive and Chief Officers Pay GradesEffective 1st April 2021

CHIEF EXECUTIVE				
Point 1	Point 2	Point 3	Point 4	Point 5*
£135,090	£138,467	£141,845	£145,221	£148,599

* subject to performance

CORPORATE DIRECTOR				
Point 1	Point 2	Point 3	Point 4	Point 5*
£111,485	£112,029	£114,759	£117,491	£120,224

* subject to performance

CHIEF FINANCE OFFICER				
Point 1	Point 2	Point 3	Point 4	Point 5
£90,451	£92,771	£95,091	£97,418	£99,730

HEAD OF SERVICE				
Point 1	Point 2	Point 3	Point 4	Point 5
£77,269	£79,199	£81,127	£83,060	£84,991

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL
NATIONAL PAY GRADES – SOULBURY
EDUCATIONAL PSYCHOLOGISTS - SCALE A**

SPINE POINT	Pay – with effect from 01.09.21
1.	38,865
2.	40,838
3.	42,811
4.	44,762
5.	45,755
6.	48,727
7.	50,584
8.	52,440
9.	54,179*
10.	55,921*
11.	57,544*

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

SPINE POINT	Pay – with effect from 01.09.21
1.	48,727
2.	50,584
3.	52,440*
4.	54,179
5.	55,921
6.	57544
7.	58210

SPINE POINT	Pay – with effect from 01.09.21
8.	59,456
9.	60,690
10.	61,945
11.	63,177
12.	64,431
13.	65,707
14.	66,941**
15.	68,235**
16.	69,514**
17.	70,803**
18.	72,090**

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

SPINE POINT	Pay – with effect from 01.09.21
1	24,970
2	26,798
3	28,623
4	30,453
5	32,279
6	34,107

ASSISTANT EDUCATIONAL PSYCHOLOGISTS

SPINE POINT	Pay – with effect from 01.09.21
1	30,694
2	31,948
3	33,201
4	34,448

YOUNG PEOPLE'S / COMMUNITY SERVICE MANAGERS

SPINE POINT	Pay – with effect from 01.09.21
1	38,433
2	39,691
3	40,947
4	42,231*
5	43,535
6	44,807
7	46,107**
8	47,585
9	48,400
10	49,660
11	50,912
12	52,166
13	53,412
14	54,669
15	55,928
16	57,191
17	58,460
18	59,722
19	60,976
20	62,257**
21	63,562***
22	64,898***
23	66,260***
24	67,650***

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)

SPINE POINT	Pay – with effect from 01.09.21
1	37,056
2	38,383
3	39,637
4	40,907
5	42,168
6	43,431
7	44,758
8	46,035*
9	47,522
10	48,849
11	50,158
12	51,425
13	52,860**
14	54,140
15	55,553
16	56,831
17	58,113
18	59,371
19	60,668
20	61,338***
21	62,626
22	63,749
23	64,985

SPINE POINT	Pay – with effect from 01.09.21
24	66,093
25	67,278
26	68,434
27	69,616
28	70,815
29	72,016
30	73,215
31	74,404
32	75,611
33	76,819
34	78,056
35	79,291
36	80,560
37	81,809
38	83,071
39	84,316
40	85,561
41	86,811
42	88,061
43	89,309
44	90,564
45	91,815
46	93,069
47	94,327
48	95,574****
49	96,825****
50	98,079****

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

YOUTH AND COMMUNITY SUPPORT WORKER RANGE	
SPINE POINT	Pay – with effect from 01.09.20
5	£19,308
6	£19,631
7	£19,922
8	£20,589
9	£21,439
10	£22,104
11	£23,178
12	£24,228
13	£25,313
14	£26,437
15	£27,202
16	£28,001
17	£28,787

PROFESSIONAL RANGE	
SPINE POINT	Pay – with effect from 01.09.20
13	£25,513
14	£26,437
15	£27,202
16	£28,001
17	£28,787
18	£29,579
19	£30,364
20	£31,152
21	£32,036
22	£33,039
23	£34,015
24	£34,997
25	£35,985
26	£36,973
27	£37,961
28	£38,961
29	£38,953
30	£40,947
31	£41,617
32	£42,718

All Employee Groups - Main Conditions of Service

ANNUAL LEAVE (pro rata for part time employees)	
❖ Chief Executive ❖ Chief Officers	34 days pa (includes one day allocated at Christmas)
❖ Local Government Services	32 days after 5 years service; 25 days pa initially (includes one day allocated at Christmas)
❖ Soulbury	32 days after 5 years service; 25 days pa initially (includes one day allocated at Christmas)
❖ Youth & Community Workers	35 days after 5 years service; 30 days pa initially (includes one day allocated at Christmas)
HOURS OF WORK	
❖ Chief Executive ❖ Chief Officers	Minimum of 37 hours per week, together with additional evening, weekend and bank holiday working as required
❖ Local Government Services ❖ Soulbury ❖ Youth & Community Workers	Standard working week is 37 hours
OVERTIME PAYMENTS	
❖ Chief Executive	

❖ Chief Officers	None payable
❖ Soulbury	
❖ Local Government Services	Time plus 30% for weekdays and weekends; double time on Bank Holidays, except Christmas Day which is triple time
❖ Youth and Community Workers	Time plus 30% for weekdays and weekends; double time on Bank Holidays
WEEKEND WORKING PAYMENTS	
❖ Chief Executive	
❖ Chief Officers	
❖ Soulbury	None payable
❖ Youth & Community Workers	
❖ Local Government Services	Time plus 30%
SICK PAY SCHEME	
❖ Chief Executive	
❖ Chief Officers	
❖ Local Government Services	
❖ Soulbury	
❖ Youth & Community Workers	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

ER/VR/CR Scheme



Human Resources

APPROVED BY

Personnel
Committee

DATE

15/10/2018

EDITION/VERSION

3

REVIEW DATE

31/03/2022

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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 People and Organisational Development 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 People and Organisational Development 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 6th 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 Chief Finance Officer and Head of People and Organisational Development, 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 Chief Finance Officer and Head of People and Organisational Development, 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 6th 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	
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

APPENDIX C

TO BE COMPLETED BY MANAGEMENT

BUSINESS CASE – VOLUNTARY REDUNDANCY

Part A – Introduction

1. All decisions concerning voluntary redundancy are subject to a business case being approved by the “employing” Head of Service. The Head of People and Organisational Development has an advisory and monitoring role.
2. Once Parts B-E have been completed, this form should be forwarded to your designated HR Officer.
3. All requests for Pensions estimates must be sent to the City & County of Swansea Pension Section by HR/Payroll, not by the individual or his/her line manager

Part B – Employee Details

Full Name	
Job Title and Workplace	
Directorate	
National Insurance Number	
Post Reference Number	
Payroll Number	
Date of Birth	
Proposed Leaving Date	

Part C – Further Required Information

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.

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)	Yes		No	
Leaving Reason Please tick the relevant box below to confirm which Leaving Reason this employee's employment will be terminated on:-				
VOLUNTARY REDUNDANCY	Yes		No	
VR – WITH SETTLEMENT AGREEMENT	Yes		No	
VR – BUMPED REDUNDANCY (Please state which post/grade on structure is being deleted):	Yes		No	
VR – BUMPED REDUNDANCY WITH SETTLEMENT AGREEMENT (Please state which post/grade on structure is being deleted)	Yes		No	
Part D - Declaration				
<ol style="list-style-type: none"> 1. I have not made, and will not make, an agreement with this employee concerning re-employment by the Council in any paid capacity. 2. My support for this application is not as a result of any capability or disciplinary issues or concerns in relation to this employee 3. There are no outstanding concerns or formal processes regarding this employee's ability to attend work on a regular basis; 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; 5. This business case is supported by the relevant Directorate Management Team, as appropriate, and has been recorded accordingly. 				
Signed Head of Service		Date		
If you cannot give this declaration, please state the reason below:				

Part E – Fixed Term or Temporary Employees			
Is the employee engaged on a temporary or fixed term contract?	Yes		No
If yes, please give start and end dates and state whether grant-funded.	Start Date:		End Date:
Part F - Value of 52 weeks' pay – HR to complete from database			
Value of 52 weeks' pay is	£		
Part G – Costs for Voluntary Redundancy – HR to complete from database			
Cost Centre Code			
Cost of Early Release of Pension	£		
Statutory Redundancy Payment	£		
Discretionary Compensation payment (reduced by (2) above)	£		
Total Cost	£		
<p>The total cost under (G) must not exceed the cost under (F).</p> <p>If (G) exceeds (F) the Discretionary Compensation payment must be reduced.</p>			
<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.</p> <p>If this condition still cannot be met, the application for voluntary redundancy will be refused.</p>			
Part I – Business Case Approval			
Head of Service (or Director, where a Head of Service is the subject of this approval)			
Approved			Not Approved
Signed		Date	

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

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Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Approval of the Council's Pay Policy Statement for 2022 / 2023
Service Area: All Council Employees.
Directorate: 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 2022 / 2023 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
Long term - how the initiative supports the long term well-being of people			N/A
Integration - how the initiative impacts upon our wellbeing objectives			N/A
Involvement - how people have been involved in developing the initiative			N/A
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions			N/A
Prevention - 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) is not 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) is required	
Reasons for this conclusion	

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	Name	Position	Signature	Date
Completed by				
Signed off by	Sheenagh Rees	Head of Service/Director		21 st January 2022

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Council

16th March 2022

Report of the Chief Executive

Matter for Decision

Wards Affected: All Wards

Appointment of Senior Management Posts

Purpose of the Report:

To authorise the recruitment to two heads of service posts:

- Head of Housing and Communities within the Social Services, Health and Housing Directorate; and
- Head of Leisure, Tourism, Heritage and Culture within the Education, Leisure and Lifelong Learning Directorate.

Summary of Proposals:

This report seeks approval to commence recruitment to two heads of service posts:

- Head of Housing and Communities:
The Welsh Government has introduced significant changes to housing policy which in turn, requires a response by local authorities. There is also a need to refresh the Council's existing housing strategy to better respond to the housing need across the county borough and the associated targets identified in the Local Development Plan. More specifically, there is considerable work to do as part of recovery from the pandemic to secure suitable housing and support for those who have been found temporary housing as a result of the 'all in' policy adopted at the beginning of the pandemic. The Council is currently housing a significant number of people in unsuitable premises, including accommodation at the Ambassador Hotel in Neath and the L and A

Centre at Goytre. We also anticipate further pressure on housing arrangements from recovery of the wider health and social care system with a continuing focus on the need for community-based solutions to support our elderly and vulnerable residents.

The Council's revised Corporate Plan places a clear priority on developing thriving and sustainable communities and finding ways to reduce structural poverty and inequalities across the area. There is also a need to ensure continuing high performance in the areas of community safety, community cohesion and to deliver this Council's participation in Government asylum and refugee programmes. This work requires a 'one council' approach and also extensive collaboration with residents, community and voluntary sector partners and wider stakeholders.

These are significant areas of work and having consulted with the chief officer team we are agreed that there is insufficient capacity to drive forward this agenda within the current senior management structure. Temporary additional capacity has been procured to commence the most urgent aspects of this work but a permanent appointment is needed to put arrangements on a sustainable footing.

In 2021, Council approved the appointment of a Chief Finance Officer and this new post replaced two posts in the senior management structure. Consequently, it is proposed that the funding released is now re-purposed to bring expertise and capacity into the Social Services and Housing Directorate.

- Leisure, Tourism, Heritage and Culture:
The Cabinet, advised by the members of the joint meeting of the Cabinet Scrutiny and Education, Skills and Culture Scrutiny committees, has determined to return indoor leisure and theatre services currently provided by Celtic Leisure to the Council's direct management and control. This is a significant undertaking and there is an urgent need to construct a viable business plan that will identify how the funding gap associated with this decision can best be met.

The decision to return the above services to the direct management and control of the Council creates an opportunity to strengthen the strategic approach to leisure with wider tourism, heritage and culture services and functions with the aim of developing synergy between these areas of work to increase visitors to the area, contributing to economic growth, as well as improving the wellbeing offer to residents. It is therefore proposed that an additional head of service post be created to provide the strategic leadership now required in these areas of work. The long term cost of this post will be addressed as part of the business planning process referred to herein and in the short term will be met from the Corporate Contingency budget.

If approved, the appointments will be overseen by the Special Appointments Committee following the local government elections in May 2022. Proposed job descriptions and person specifications are attached for Members' information.

Appointment of Heads of Service

The Neath Port Talbot County Borough Council Constitution sets out that the appointment of a Head of Service is vested in the Special Appointments Committee.

Advertisement

It is proposed to advertise these Heads of Service positions via national advertising and on-line media.

Financial Impacts:

In respect of the two proposed posts set out in this report, it is proposed to apply the NPT Head of Service Pay Grade that ranges from £77,269 per annum to £84,991 per annum. Council is asked to delegate responsibility to the Special Appointments Committee for the final determination of the starting salary to be offered to successful candidates, to be made within the parameters of the Head of Service Pay Grade.

Details of the financial impacts are outlined in Appendix 1 of this report. The Head of Housing and Communities will be met from existing budgets held within the Chief Executive's cost centres. The Head of Leisure, Tourism, Heritage and Culture will be funded during 2022/23 from the corporate contingency reserve with a base budget identified from 2023/24 as part of the forthcoming medium term financial strategy preparation which will necessarily include the strategy for funding the return of indoor leisure and theatre services from Celtic Leisure to the Council.

Integrated Impact Assessment:

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, 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 3, has indicated that a more in-depth assessment is not required. A full impact assessment 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”.

Valleys Communities Impacts:

No implications

Workforce Impacts:

This appointment process will be conducted in line with the Council's Officer Employment Procedure Rules.

Legal Impacts:

No implications

Risk Management Impacts:

The scale of work to be undertaken in both portfolios is considerable and there is insufficient capacity to accommodate the work within existing portfolios.

Failure to increase capacity risks:

- putting the Council in breach of its statutory housing duties;
- delaying the transfer of Celtic Leisure services back to the Council;
- delivering the Council's strategic intent set out in the Corporate Plan 2022-27;
- missing the opportunity to draw in additional investment and income to maximise the benefits that could be secured from leisure, tourism, heritage and culture;
- the wellbeing of the existing workforce.

Consultation:

There is no requirement for external consultation on this item.

Recommendations:

It is recommended that having due regard to the Integrated Impact Screening Assessment that Council:

- a) establishes a new post of Head of Housing and Communities, reporting to the Director of Social Services, Health and Housing;
- b) establishes a new post of Head of Leisure, Tourism, Heritage and Culture reporting to the Director of Education, Leisure and Lifelong Learning;
- c) authorises the Chief Executive and the Head of People and Organisational Development to advertise these posts with recruitment and selection to be overseen by the Special Appointments Committee following the local government elections, May 2022
- d) approves the salary to apply to both posts, in line with the NPT Head of Service Pay Grade that ranges from £77,269 per annum to £84,991 per annum and delegates authority to the Special Appointments Committee to determine the starting salary to be offered to successful candidates within the parameters of the pay grade.

Reasons for Proposed Decision:

To ensure there is sufficient senior management capacity to deliver the Council's Corporate Plan 2022-27.

Implementation of Decision:

The decision is proposed for immediate implementation.

Appendices:

Appendix 1 – Financial Appraisal

Appendix 2 – Integrated Impact Screening Assessment

Appendix 3 – Job Description and Person Specification Head of Housing and Communities

Appendix 4 – Job Description and Person Specification Head of Leisure, Tourism, Heritage and Culture

List of Background Papers:

- The Constitution of Neath Port Talbot County Borough Council
- The Local Authorities (Standing Orders) (Wales) Amendment Regulations 2014
- Future of Indoor Leisure Services – Cabinet, February 2022
- Corporate Plan 2022-27, Cabinet, February 28th 2022

Officer Contact: Karen Jones, Chief Executive Tel: -1639 763284 or e-mail: chief.executive@npt.gov.uk

SET UP COSTS			
	Current Year		
<u>Costs</u>			
Recruitment costs	25,000		
Accommodation costs			
Office costs			
IT	2,000		
Other (Specify)			
Total Set Up Costs	27,000		
<u>Funding of Set Up Costs</u>			
Revenue budget			
Reserves	27,000		
Specific Grant			
Other (Specify)			
Total Funding of Set up costs	27,000		
RECURRING COSTS			
	Current Year	Full Year	Maximum cost
<u>Costs</u>	July to March 2023	Bottom of scale	Top of scale
Salary including employers oncosts (see details next page)	165,114	220,152	242,428
Employee Training			
Accommodation Running costs			
Travel & Subsistence (standby allowance)			
Other Running costs - office supplies			
Other Running costs - IT			
Total Recurring costs	165,114	220,152	242,428
<u>Funding of Recurring costs</u>			
<u>External sources</u>			
Specific Grant			
External Agencies			
Service Level agreement			
Other (Specify)			
<u>Internal sources</u>			
Reserves / Base Budget Allocation	165,114	220,152	242,428
Other (specify)			
Total Funding	165,114	220,152	242,428

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Creation and Appointment of Senior Management Posts
Service Area: Workforce Matter
Directorate: 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 jobs will be advertised externally to the council, open to all candidates and the process will be held in line with the council's agreed recruitment processes and the council's Equality of Opportunity in Employment Policy. Applicants will be asked to advise if they need any reasonable adjustments to be in place in order to access the appointment process.
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				Welsh is a desirable criteria for both jobs, and candidates may request that the interview process is conducted in the welsh language.
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				Both jobs make reference to sustainability.
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
Long term - how the initiative supports the long term well-being of people	x		The creation of 2 new Heads of Service ensure that capacity in the leadership of the Council's workforce, its key asset, is secured. Both jobs refer to sustainability in reference to the portfolios of services they will respectively manage.
Integration - how the initiative impacts upon our wellbeing objectives	x		As above. The appointment of 2 new Head of Service positions will provide the necessary leadership to ensure wellbeing objectives are met.
Involvement - how people have been involved in developing the initiative	x		The appointment process will the involvement of include key stakeholders.
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions		x	N/A – this is a Neath Port Talbot Council appointment.
Prevention - how the initiative will prevent problems occurring or getting worse	x		A timely appointment will ensure a smooth transition to the 2 new Head of Service positions.

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

A full impact assessment (second stage) is not required	X
Reasons for this conclusion	
<p>A full impact is not required as there is no impact on any protected group, bio-diversity or the Welsh Language. The jobs will be advertised externally to the council, open to all candidates and the process will be held in line with the council's agreed recruitment processes and the council's Equality of Opportunity in Employment Policy. Applicants will be asked to advise if they need any reasonable adjustments to be in place in order to access the appointment process. Both jobs have Welsh Language as a desirable criteria.</p>	

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

	Name	Position	Signature	Date
Completed by	Sheenagh Rees	Head of People & OD		28/02/22
Signed off by		Head of Service/Director		

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Job Description

Head of Housing and Communities

Responsible to: Director of Social Services, Health and Housing

JOB PURPOSE:

1. As a member of the Council's Corporate Management Team, to contribute to the corporate leadership of the Council, ensuring the achievement of the Council's key objectives and strategies.
2. Provide strategic and inspiring leadership to the Council as a whole developing the Council's strategy for housing and community development to deliver on the Council's purpose, vision and strategic objectives as detailed in the Corporate Plan 2022-27.
3. Ensure that housing and community development services are both provided and commissioned to meet statutory requirements and to achieve the highest possible standards of service delivery and constantly scrutinise and monitor performance to ensure the best possible outcomes for residents. To work with external and internal stakeholders to leverage investment that will make NPT an attractive place for people to live, work, learn and spend recreational time.
4. To establish effective working relationships with portfolio holders, Cabinet and other Elected Members in developing and implementing the Council's corporate and service objectives for the people of Neath Port Talbot.
5. To maximise opportunities through international, national, regional and local collaboration and service integration to deliver a sustainable and positive impact for current and future generations.

SERVICE SPECIFIC RESPONSIBILITIES:

PORTFOLIO LEAD:

1. To be the corporate lead officer responsible for the following functions: Strategic Housing, Housing Needs, Homelessness, Housing Support Grant/Supporting People, Housing Renewals and Adaptations; Wellbeing; Poverty; Community Development, Community Safety, Substance Misuse; Community Hubs, Community Cohesion, Vulnerable People Relocation Scheme and ; other refugee and asylum seeker programmes;
2. To lead on shaping and refining the vision for the County Borough's housing strategy objectives through partnerships and enabling, and to communicate and promote this vision, working with the Planning, Regeneration, Property, Economic Development, Housing Options and Social Services teams to ensure the strategic objectives are delivered.
3. To lead Neath Port Talbot's strategic housing approach, and facilitating the provision of affordable housing in the area to meet housing need.

4. To develop a detailed Housing Strategy with key stakeholders, to include a rigorous assessment of local housing markets, housing need and housing demand across all tenures.
5. To facilitate an active partnership with planning, regeneration, economic development and private sector housing teams within the authority, and with housing associations and developers. Acting as the lead for the County Borough in terms of facilitating placemaking and housing supply, including s106 delivery set out in the Local Development Plan (LDP), and land led development.
6. To lead on developing effective and collaborative partnerships with housing associations to ensure that social housing grant, and other resources, are invested to develop new social housing and low cost home ownership schemes. Working in partnership to get more homes built and to share risk, resources, skills and capacity.
7. To take an overview of specialist housing such as supported housing and care schemes, working with commissioners who commission support for a range of client groups to ensure the housing and support needs of the more vulnerable members of the community are met.
8. To work with the Housing Options team to find housing based solutions for homeless people reflecting the Welsh Government's guidance to reduce temporary housing and to develop permanent homes and move-on from supported housing.
9. To use planning powers to ensure that housing developers assist with the provision of affordable private housing, meeting the Council's strategic plans for location, tenure, numbers, sustainability and design.
10. To support the Council's empty homes strategies to ensure that existing homes can be brought into use to meet housing needs and to promote vibrant communities.
11. To develop policies and initiatives to support the improvement of private housing stock in the area, ensuring standards are raised. Improve partnerships with the private rented sector to support private landlords to meet housing need.
12. To monitor and report on agreed project objectives and Key Performance Indicators to ensure progress to delivery is tracked in a transparent and accountable manner.
13. To work with Welsh Government and its agencies to influence, agree and implement plans of investment that contribute to the achievement of the council's ambitions.
14. To act as an interface with the key stakeholders and partners to ensure that the objectives set out within the Housing Strategy and other key strategic agreements, are delivered. Work with partner organisations to review best practice and measure the impact of the initiatives underway in order to understand how to resolve challenges, provide effective services and maximise the impact of limited resources.
15. To work corporately to capitalise on opportunities, using the council's assets to stimulate innovative solutions to the county borough's housing challenge.

16. To lead the Council's work in the field of community safety and community cohesion, ensuring that the whole of the Council embraces the need to consider how we can prevent and reduce crime and disorder across all of the Council's functions.
17. To be the Chief Executive's representative in the Council's work with community safety and community cohesion partners – locally, regionally and nationally. This will include sharing leadership of the local and regional community safety, CONTEST, Substance Misuse and related partnerships.
18. To lead the development of the Council's work on poverty and wellbeing.

LEADERSHIP AND MANAGEMENT:

19. To ensure that accountable managers are aware of their Health and Safety Responsibilities and that mechanisms are in place across services to deliver health and safety requirements.
20. To meet the Council's statutory obligations under the Civil Contingencies Act 2004 by putting in place and keeping 'fit for purpose' business continuity plans.
21. To provide clear and visible leadership to all staff within the Division so as to establish and deliver clear strategies and programmes for service improvement
22. To provide personal leadership in ensuring high levels of motivation amongst all staff within the Division and actively encourage a culture of openness
23. To work with other members of the Council's Senior Management Team and contribute to Authority-wide policy, decision making and project management.

CORPORATE AND PARTNERSHIP WORKING:

24. To sustain by personal example the ethos of partnership working that characterises the Council's relationships with other service providers and the housing and voluntary sectors, locally, regionally, nationally and internationally.
25. To liaise and work with other agencies/partners and services across the Council to meet service objectives and maximise service delivery

RESOURCE MANAGEMENT/FORWARD FINANCIAL PLANNING:

26. To ensure cost-effective, higher quality services by effective challenge and on-going support
27. To implement and keep under annual review the Council's Forward Financial Plan, including rolling forward the Plan on an annual basis and annual budget routines, taking account of Welsh Assembly Government financial projections and the Council's priorities

28. To maximise external investment in the communities of NPT and services within the portfolio.

CHANGE MANAGEMENT, TRANSFORMATION AND INNOVATION:

29. To champion the management of change and effective corporate and collaborative working

OTHER KEY PRIORITIES:

30. To proactively implement the Council's Strategic Equality Scheme and Welsh Language Standards
31. To ensure that good governance principles are followed in respect of the Division's actions and services
32. To represent the Council and its interests on such external bodies as may be appropriate.
33. To cultivate a culture of "continuous learning" across the Division, open communication and the personal development of individuals

OTHER:

34. To undertake other related duties and responsibilities as they arise, including deputising for the Director of Social Services, Health and Housing, as appropriate
35. The ability to speak Welsh is desirable

This is an outline description of the job as it presently stands. The job description will be examined periodically and updated to ensure that it relates to the job as then being performed, or to incorporate whatever changes are proposed by the authority. Any such changes will be subject to consultation with the post holder. It will be the Authority's aim to reach agreement to reasonable change. However, if agreement is not possible, the Authority reserves the right to insist on changes, following consultation.

JOB DESCRIPTION AGREED BY:

Employee _____

Date _____

Line Manager _____

Date _____

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL
CYNGOR BWRDEISTREF SIROL CASTELLNEDD PORT
TALBOT**

CHIEF EXECUTIVE'S OFFICE

**Person Specification –Head of Housing and Community
Development**

Introduction

The purpose of this document is to enable you, as a candidate, to consider whether or not you have the attributes, which are required for appointment to this post. Please note that this document indicates those attributes that are considered to be **essential** to undertake the duties and responsibilities of this post and those that are merely **desirable**. If you do not possess any of the attributes that are **desirable**, this does not mean that you will not be considered for interview or subsequent appointment.

SKILLS/ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVALUATION METHOD
<u>Qualifications and Experience</u>		
Degree or equivalent	ESSENTIAL	Application form, assessment centre and interview
RTPI, Chartered Institute of Housing or RICS membership	DESIRABLE	
An appropriate management qualification or demonstrable experience	ESSENTIAL	
<u>Work Experience & Skills:</u>		
Experience of working in a housing strategy and enabling role	ESSENTIAL	
Significant senior management experience in a local authority working across a range of diverse services (particularly housing).	ESSENTIAL	
Considerable proven experience of engaging with stakeholders and partners to drive improvement for communities and/or business.	ESSENTIAL	
Experience of working corporately on organisation-wide priorities.	ESSENTIAL	

<p>Significant strategic and operational experience managing and achieving service delivery and performance.</p> <p>Experience of working with or in housing associations, in particular their development services.</p> <p>Experience of managing significant resources to achieve outcomes.</p> <p>Experience managing service delivery transformation across people, finance, systems, processes, relationships and resources.</p> <p>Experience of leading staff and services in a time of change by being flexible, creative, responsive and high performing.</p> <p>Experience of developing innovative service models, working within a commissioning approach.</p> <p>In depth knowledge around organisational design, change and transformation to improve efficiency and effectiveness.</p> <p>Evidence of a deep understanding of the current legislation, regulatory requirements, and wider practice in relation to housing.</p> <p>Experience of community safety and community cohesion at a strategic level</p> <p>Experienced at managing refugee and asylum seeker programmes</p>	<p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>DESIRABLE</p>	
<p><u>Equal Opportunities</u></p> <p>A clear understanding of equal opportunities and a personal commitment to proactively promote the Council's service delivery and employment equal opportunities policies as well as demonstrating a</p>	<p>ESSENTIAL</p>	

commitment to the Council' Welsh language objectives		
<p><u>Personal Attributes</u></p> <p>Personal resilience and energy and the ability to work to tight time-scales</p> <p>High motivation with an innovative, creative approach to problem solving and delivering change</p> <p>A high degree of personal probity, honesty and integrity and commitment to the values of public service</p> <p>An empowering style, valuing the contributions of others, with a personal commitment to encouraging continuous learning and a “can do” outlook</p> <p>The ability to take difficult decisions when required to manage conflict positively</p> <p>Ability to travel throughout the County Borough area and more widely for work purposes</p> <p>The ability to work outside normal office hours when required in a range of formal and less formal settings – hybrid working will apply to this post</p>	<p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL a</p>	
<p><u>Other Requirements</u></p> <p>The ability to speak Welsh</p> <p>Enhanced DBS and SC clearance is required for aspects of this role.</p>	<p>DESIRABLE</p> <p>ESSENTIAL</p>	

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Job Description

Head of Leisure, Tourism, Heritage and Culture

Responsible to: Director of Education, Leisure and Lifelong Learning

JOB PURPOSE:

1. As a member of the Council's Corporate Management Team, to contribute to the corporate leadership of the Council, ensuring the achievement of the Council's key objectives and strategies.
2. Provide strategic and inspiring leadership to the Council as a whole developing the Council's strategy for leisure tourism, heritage and culture to deliver on the Council's purpose, vision and strategic objectives as detailed in the Corporate Plan 2022-27.
3. Ensure that leisure, tourism, heritage and culture services are both provided and commissioned to meet statutory requirements and to achieve the highest possible standards of service delivery and constantly scrutinise and monitor performance to ensure the best possible outcomes for residents. To work with external and internal stakeholders to leverage investment that will make NPT an attractive place for people to live, work, learn and spend recreational time.
4. To establish effective working relationships with portfolio holders, Cabinet and other Elected Members in developing and implementing the Council's corporate and service objectives for the people of Neath Port Talbot.
5. To maximise opportunities through international, national, regional and local collaboration and service integration to deliver a sustainable and positive impact for current and future generations.

SERVICE SPECIFIC RESPONSIBILITIES:

PORTFOLIO LEAD:

1. To be the corporate lead officer responsible for the following functions: leisure, tourism, heritage and culture strategy; indoor and outdoor leisure services; libraries, archives, country parks, theatres, events, Aberavon Seafront and other visitor destinations, parks, PASS, corporate income generation and commercialisation strategy.
2. Work across the Council and with external partners to ensure the Council's strategic ambition set out in its corporate plan is fulfilled.
3. Set the strategic direction for Leisure, Tourism, Heritage and Culture in collaboration with internal and external partners.
4. Develop the Council's commercial strategy with a specific focus on drawing in investment and generating income to fund the Council's leisure, tourism, heritage and culture ambitions.

5. Work with external partners to develop pride of place across Neath Port Talbot, conserving and bringing to life the county borough's heritage and culture.
6. Develop relationships with funders to maximise investment in the conservation and promotion of heritage and culture.
7. Work with minority groups and wider stakeholders to ensure the contribution of all people to the heritage and culture of the county borough is fully recognised, appreciated and promoted.
8. Co-ordinate the Council's strategic and operational work to further develop its key visitor attractions, maximising the potential of these attractions to support the wellbeing of residents and to contribute to economic growth.
9. Ensure the effective transfer of services provided by Celtic Leisure back under the Council's management and control. Create a viable business plan to place these services on a financially sustainable footing which minimises the burden on the council tax-payer.

LEADERSHIP AND MANAGEMENT:

10. To ensure that accountable managers are aware of their Health and Safety Responsibilities and that mechanisms are in place across services to deliver health and safety requirements.
11. To meet the Council's statutory obligations under the Civil Contingencies Act 2004 by putting in place and keeping 'fit for purpose' business continuity plans.
12. To provide clear and visible leadership to all staff within the Division so as to establish and deliver clear strategies and programmes for service improvement
13. To provide personal leadership in ensuring high levels of motivation amongst all staff within the Division and actively encourage a culture of openness
14. To work with other members of the Council's Senior Management Team and contribute to Authority-wide policy, decision making and project management.

CORPORATE AND PARTNERSHIP WORKING:

15. To sustain by personal example the ethos of partnership working that characterises the Council's relationships with other service providers and the housing and voluntary sectors, locally, regionally, nationally and internationally.
16. To liaise and work with other agencies/partners and services across the Council to meet service objectives and maximise service delivery

RESOURCE MANAGEMENT/FORWARD FINANCIAL PLANNING:

- 17. To ensure cost-effective, higher quality services by effective challenge and on-going support
- 18. To implement and keep under annual review the Council's Forward Financial Plan, including rolling forward the Plan on an annual basis and annual budget routines, taking account of Welsh Assembly Government financial projections and the Council's priorities
- 19. To maximise external investment in the communities of NPT and services within the portfolio.

CHANGE MANAGEMENT, TRANSFORMATION AND INNOVATION:

- 20. To champion the management of change and effective corporate and collaborative working

OTHER KEY PRIORITIES:

- 21. To proactively implement the Council's Strategic Equality Scheme and Welsh Language Standards
- 22. To ensure that good governance principles are followed in respect of the Division's actions and services
- 23. To represent the Council and its interests on such external bodies as may be appropriate.
- 24. To cultivate a culture of "continuous learning" across the Division, open communication and the personal development of individuals

OTHER:

- 25. To undertake other related duties and responsibilities as they arise, including deputising for the Director of Education, Leisure and Lifelong Learning, as appropriate
- 26. The ability to speak Welsh is desirable

This is an outline description of the job as it presently stands. The job description will be examined periodically and updated to ensure that it relates to the job as then being performed, or to incorporate whatever changes are proposed by the authority. Any such changes will be subject to consultation with the post holder. It will be the Authority's aim to reach agreement to reasonable change. However, if agreement is not possible, the Authority reserves the right to insist on changes, following consultation.

JOB DESCRIPTION AGREED BY:

Employee _____

Date _____

Line Manager _____

Date _____

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL
CYNGOR BWRDEISTREF SIROL CASTELLNEDD PORT
TALBOT**

CHIEF EXECUTIVE'S OFFICE

**Person Specification –Head of Leisure, Tourism, Heritage and
Culture**

Introduction

The purpose of this document is to enable you, as a candidate, to consider whether or not you have the attributes, which are required for appointment to this post. Please note that this document indicates those attributes that are considered to be **essential** to undertake the duties and responsibilities of this post and those that are merely **desirable**. If you do not possess any of the attributes that are **desirable**, this does not mean that you will not be considered for interview or subsequent appointment.

SKILLS/ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVALUATION METHOD
<u>Qualifications and Experience</u>		
Degree or equivalent	ESSENTIAL	Application form, assessment centre and interview
A relevant professional qualification	ESSENTIAL	
A relevant management qualification or relevant experience	ESSENTIAL	
<u>Aptitude, Skills and Knowledge</u>		
The ability to keep track of and interpret national and other major developments in so far as they might impact upon the work of the Council and/or its partner organisations and to present these to Corporate Directors and Elected members in a timely, balanced and effective manner in order to maximise the capacity of the Council to lead events rather than react to them	ESSENTIAL	
Ability to give sound and firm advice to senior officers and Elected Members on leisure, tourism, heritage and culture	ESSENTIAL	

strategy to secure the best means of achieving the Council's objectives.	ESSENTIAL	
Thorough and up to date understanding of legislation, statutory obligations and public sector issues which affect the provision and delivery of a quality service.	ESSENTIAL	
Ability to follow through on solutions / decisions until closure or resolution to ensure that are understood and implemented by others.	ESSENTIAL	
Develop effective commercial strategies to attract investment into the county borough	ESSENTIAL	
Leading programme and project boards		
A commitment to the Council's vision and core values, with the ability to work corporately in a complex changing environment and prioritise and manage current and future resources effectively, in accordance with Elected Members' wishes, and the Council's forward financial plan	ESSENTIAL	
The ability to provide inspirational leadership and motivate people at all levels within and outside the organisation and foster a positive organisational culture	ESSENTIAL	
The ability to manage organisational change, using creative and modern approaches to engaging and upskilling the workforce and wider stakeholders benefit services, people and communities in a practical way	ESSENTIAL	
Able to demonstrate high level strategic planning, financial and people management skills with sound knowledge of the operational imperatives in delivering safe and effective services	ESSENTIAL	
	ESSENTIAL	

<p>The ability to take a personal role in leading and sustaining effective partnerships, working with a wide range of people and organisations</p> <p>A high degree of political awareness and sensitivity and an ability to command respect, trust and confidence in working with all councillors, staff, partner organisations, other bodies and communities</p> <p>The ability to establish a strong performance culture, including effective individual performance and to evaluate individual and service quality, so as to deliver best value and service improvements linked to service priorities</p> <p>Sensitivity to the needs of the media and sustaining the reputation of the Council</p> <p>Exceptional listening, communication and negotiation skills, including the ability to relate to people in an open and persuasive manner, both inside and outside the Council and to build trusting relationships</p>	<p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p>	
<p><u>Equal Opportunities</u></p> <p>A clear understanding of equal opportunities and a personal commitment to proactively promote the Council's service delivery and employment equal opportunities policies as well as demonstrating a commitment to the Council' Welsh language objectives</p>	<p>ESSENTIAL</p>	
<p><u>Personal Attributes</u></p> <p>Personal resilience and energy and the ability to work to tight time-scales</p> <p>High motivation with an innovative, creative approach to problem solving and delivering change</p>	<p>ESSENTIAL</p> <p>ESSENTIAL</p>	

<p>A high degree of personal probity, honesty and integrity and commitment to the values of public service</p>	<p>ESSENTIAL</p>	
<p>An empowering style, valuing the contributions of others, with a personal commitment to encouraging continuous learning and a “can do” outlook</p>	<p>ESSENTIAL</p>	
<p>The ability to take difficult decisions when required to manage conflict positively</p>	<p>ESSENTIAL</p>	
<p>Ability to travel throughout the County Borough area and more widely for work purposes</p>	<p>ESSENTIAL</p>	
<p>The ability to work outside normal office hours when required in a range of formal and less formal settings</p>	<p>ESSENTIAL</p>	
<p><u>Other Requirements</u></p> <p>The ability to speak Welsh</p>	<p>DESIRABLE</p>	

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

COUNCIL

16th March 2022

Report of the Democratic Services Chairperson

Matter for Decision:

Wards Affected:

All Wards

Annual Report of the Democratic Services Committee 2020/2021 and 2021/2022.

Purpose of the Report

To update Members on the work undertaken by the Democratic Services Committee for the civic year 2020/2021 and 2021/2022.

Background

To provide an overview of the work of the Committee for 2020/2021 and 2021/2022.

Financial Impact

No impact.

Integrated Impact Assessment

There is no requirement at this stage to undertake an Integrated Impact Assessment.

Workforce Impacts

No impact.

Risk Management

No impact.

Legal Powers

Local Government (Wales) Measure 2011 (S.7)

<http://www.legislation.gov.uk/mwa/2011/4/contents>

Valleys Communities Impacts:

There are no specific impacts for valley communities arising.

Consultation

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

Recommendation

That Council note and endorse the Democratic Services Committee Annual Report 2020/2021 and 2021/2022 attached at Appendix 1.

Reason for decision

To note and endorse the Annual Report 2020/2021 and 2021/2022 of the Democratic Services Committee.

Implementation of Decision

This report will be for immediate implementation.

Officer Contacts

Cllr J.D Morgan - Chair of the Democratic Services Committee.

e-mail: cllr.j.d.morgan@npt.gov.uk

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Report of the Democratic Services Committee

May 2020 to February 2022

Draft

1. Chairperson's Foreword

It is with great pleasure that I present this Report for the Democratic Services Committee covering the 2020/2021 civic year and the period from May 2021 to February 2022 of the 2021/2022 civic year, which will be the Committee's final report for the current Council administration.

It is the fourth such report to be produced by the committee and its publication is an attempt to provide an element of good practice for Members in addition to the production of an appropriate yardstick with which to approach the generation of future reports.

The committee's forward work programme is agreed by members on a rolling basis. Whilst the committee takes decisions and provides direction for the Council on several key matters relating to member support and associated issues, Members remain mindful that it is the cabinet and ultimately Council that has overall responsibility for all strategic and far reaching decision making on behalf of Neath Port Talbot Council.

However, Members are also mindful that they are charged with the duty of carrying out all of the statutory requirements provided for this committee under the Local Government (Wales) Measure 2011. In this respect, I am delighted to report on the success of the committee during this extended period.

2. Purpose of the Report

The main aim of this report is to highlight the work that has been undertaken by the Democratic Services Committee during 2020/2021 and between May 2021 and February 2022.

The document may also facilitate discussions on additional items that could be included within the work programme for 2022/2023 and future years.

3. Committee Membership

The members of the Democratic Services Committee from May 2020 to February 2021 were:

Councillors M.Harvey, S.Miller, S.Pursey, S.Renkes, A.J.Taylor, A.Llewelyn, A.J.Richards, S.K.Hunt, J.Hurley, E.Latham.

The committee Chair was Cllr. Dr. Del Morgan, and the Vice Chair was Cllr. Angharad Aubrey.

The members of the Democratic Services Committee from March 2021 to February 2022 were:

Councillors J.Hurley, S.Miller, S.Pursey, A.Llewelyn, A.Richards, A.Hunt, A.Taylor, S. Renkes, L.Jones and S.Lynch.

The committee Chair was Cllr. Dr. Del Morgan, and the Vice Chair was Cllr. Angharad Aubrey.

4. Number of Meetings Held

The Committee formally met twice during 2020/2021 and six times between May 2021 and February 2022. Meetings were held remotely over the Microsoft Teams platform.

The committee is also responsible for forming a number of specific task and finish groups as appropriate to look at particular key topics in more

detail. These groups are then able to feed back to the committee with a set of recommendations, as appropriate.

During the period covered by this report, the following task and finish groups were active: the Members' IT Reference Group, the Constitution Review task and finish group and the Members' Induction 2022 and Diversity in Democracy task and finish group.

5. Issues Considered During 2020/2021

The following topics were discussed:

Independent Remuneration Panel Wales Draft Annual Report 21/22

The committee considered the Draft Report of the Independent Remuneration Panel for Wales. The committee discussed the proposed changes to be implemented in 2021/2022 and agreed to make a brief response to the consultation requesting clarity and transparency in terms of the details to assist and support members.

Webcasting / Public Participation

Members considered the introduction of webcasting of Council meetings and enhancing public participation. It was noted that the pandemic had caused the acceleration of much of the planned work. Members considered the outstanding work in relation to this item. The Committee agreed to move forward with the consideration of a petitioning arrangement, options for introducing rights of audience for certain meetings and to consider improvements to the public facing democracy web pages. Members also agreed to continue to explore arrangements for Welsh translation and live streaming of meetings.

Democratic Services Team Structure

The committee agreed to changes to the staff structure, which were subsequently endorsed by Full Council.

WLGA Competency Framework for Councillors 2021

Members noted that the framework outlined the knowledge and behaviour required by Councillors in Unitary authorities. Members

further considered the draft Development Framework for Councillors in Wales 2021. The Chair prepared a response on behalf of the Committee, noting all feedback that was provided, which was submitted to the all-Wales Lead Members and Officers for Member Support and Development Network.

Review of the Neath Port Talbot Constitution

Whilst most of the Constitution is prescribed by law, and various amendments had been made as necessary to comply with changes to legislation, Members were advised of the need to consider a simplified version to ensure that the document is user friendly and understandable to members of the public. Members agreed to establish a task and finish group to undertake a review of the Constitution leading to the preparation of advice to Council.

Members' ICT Environment

Members were updated on the progress of the upgrading of Members' ipads and other devices to facilitate the new Microsoft platform.

6. Issues Considered from May 2021 to February 2022

The following topics were discussed:

Member Induction 2022 and Diversity in Democracy

Members were asked to consider Member Induction for the 2022 intake and what key considerations should be given priority. Members also noted the requirement to promote Diversity in Democracy and how this can be achieved. Members agreed to support further work in these areas and established a task and finish group with a view to contributing towards proposals for the shape and content of the Member Induction 2022 programme and to consider the Diversity in Democracy programme.

Members' Annual Report Scheme

Members were reminded of the current policy to support the production of annual reports by members of the Council. Members received and noted the Members' Annual Report Scheme.

Members' Personal Development Review Process

Members were reminded that, wherever possible, members can have an opportunity to review their training and development needs on an annual basis should they wish to undertake this. Members noted that the Democratic Services Manager would communicate with all Members via email to remind them of the scheme and inviting them to complete a Personal Development Review should they so wish.

Independent Remuneration Panel Wales Draft Annual Report 22/23

The committee considered the Draft Report of the Independent Remuneration Panel for Wales. The committee discussed the proposed changes to be implemented in 2022/2023 and agreed to note the report.

Members' IT Reference Group Annual Report

Members noted that the report outlined support for the introduction of Zoom for Council meetings which would enable Welsh translation of meetings. Members expressed their concern about using two platforms for meetings and were pleased to be informed that extensive practice sessions would be run before this commenced. Members accepted the report of the Members' IT Reference Group. Members noted the requirement of the Group to meet regularly over a short period to carry out additional work in preparation for the next Council administration. Members also approved the updated Terms of Reference for the Group.

Appointment of Head of Democratic Services

Members were in support of the recommendation of the appointment of Head of Democratic Services to Full Council.

Constitution Review Task & Finish Group Report

Members noted the extensive review that had been undertaken of the Constitution and were in support of the recommendations to be placed before Council for consideration.

Hybrid Meeting Arrangements and Equipment

Members were informed of the legislative requirement for meetings to operate within a hybrid model. In order to be able to operate effectively, members were informed that the Council also needs to address some of the Disability Discrimination Act issues that were currently in existence within the Chamber. The Committee was asked to consider the physical element of hybrid working at this stage only; the policies and protocols would be considered at a later stage. It was also noted that the works would contribute towards increasing public participation in Council meetings. Members were in support of the recommendations, to be placed before Cabinet, to purchase equipment and upgrade the Chamber.

Assessment of Resources for the Democratic Services Committee

Following consideration of a report on the outcomes of an assessment of the adequacy of resources within the Democratic Services Team, Members were in support of the recommendations contained within the report.

Report of the Member Induction 2022 and Diversity in Democracy Task & Finish Group.

Members looked at the outcomes of the task & finish group. An induction timetable was drafted and officers were going to be meeting with Corporate Directors to obtain their views on the induction programme. Members also set out an action plan with regard to contributing positively to diversity in democracy. Members endorsed the Member Induction Timetable for Local Government Elections 2022 and forwarded this to Full Council for information. Members also endorsed the proposed Diversity in Democracy Plan and forwarded this to Full Council for approval.

Public Speaking Protocol

Members were presented with a draft public speaking protocol, which was developed as part of the Council's response to the requirement for promoting public participation. It was noted that it would be applied to the decision making forums only at this time. The scheme would be a pilot, to run for 12 months, after which time it would be reviewed. A final draft was approved, taking into account appropriate changes suggested by the Committee, which was then commended to Full Council.

Members' ICT Policy

Under this item, Members considered both the IT equipment requirements of Members and the use of the items that Members are provided with. Members approved the ICT Policy (including Internet usage policy) and commended it to Council for ratification.

E-Petitions

Members considered the requirements in relation to this initiative in some detail. It was noted that much of the content within this policy was dictated by legislation. However, Members did have discretion with regard to the relevant signature number thresholds for different petitions. Where a petition is to be considered, it must be in relation to an area where the Council has "some influence." Members made appropriate changes to the draft policy and the final draft was commended to Council. The scheme will commence in 2022.

7. All Wales Network for Member Support and Development

The Chair is a member of and attends regular meetings of the All Wales Network for Member Support and Development where best practice is discussed and useful relationships are formed.

Cllr. Dr. Del Morgan, Chairperson
February 2022

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

COUNCIL

16th March 2022

Report of the Chairperson of the Governance and Audit Committee

Matter for Decision:

Wards Affected:

All Wards

Annual Report of the Governance and Audit Committee 2020/2021

Purpose of the Report

To update Members on the work undertaken by the Governance and Audit Committee for the civic year 2020/2021.

Background

To provide an overview of the work of the Committee for 2020/2021.

Financial Impact

No impact.

Integrated Impact Assessment

There is no requirement at this stage to undertake an Integrated Impact Assessment.

Workforce Impacts

No impact.

Risk Management

No impact.

Legal Powers

Local Government and Election (Wales) 2021

Valleys Communities Impacts:

There are no specific impacts for valley communities arising.

Consultation

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

Recommendation

That Council note and endorse the Governance and Audit Committee Annual Report as detailed in Appendix 1 to the circulated report.

Reason for decision

To update Members on the work of the Governance and Audit Committee for 2020/2021.

Implementation of Decision

This report will be for immediate implementation.

Officer Contacts

Cllr J.D Morgan - Chair of the Democratic Services Committee.

e-mail: cllr.j.d.morgan@npt.gov.uk

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Neath Port Talbot County Borough Council

Audit Committee / Governance and Audit Committee – Annual Report 2020-2021

Introduction

This report summarises the work undertaken by the Audit Committee of Neath Port Talbot County Borough Council throughout the 2020-2021 Civic Year (replaced by the Governance & Audit committee from 17 March 2021).

Membership

The members of the Audit Committee were: Councillors Dr D.Morgan, L. Purcell, S.apDafydd (until July 2020), S Freeguard, J Miller, R Wood, O Davies, A Woolcock, A Richards, H Clarke, S Renkes, R Mizen, R L Taylor (from September 2020). and Mrs J Jenkins (Voting Lay Member)

The Committee Chair was Cllr. Dr. Del Morgan, and the Vice Chair was Cllr. Linet Purcell.

Work Programme

The Committee's forward work programme is agreed by members on a rolling basis, although this Committee's work is often driven by statutory requirements or by the dynamic necessities of particular circumstances as they arise.

The Committee met four times remotely via Teams during the year.

Specific Duties and Tasks Undertaken by the Committee

The Committee received and approved the Council's Statement of Accounts for 2019-2020, which included consideration of the Audit Wales Audit of Accounts Report. As part of this process the Committee also received the Annual Governance Statement.

In common with a number of other support services, the Internal Audit team were seconded to assist with the Council's response to the pandemic and the majority of the team worked within the Test, Trace & Protect Service until September 2020. Two staff members remained providing an audit service.

The Committee received the 2019-2020 Internal Audit Annual Report and details of the achievement against the 2019-2020 approved Internal Audit Plan at the September meeting. This was the first committee meeting attended by the Audit Manager following her secondment to manage the Test, Trace & Protect Team.

Due to the secondment of the team, it was not until September that an Internal Audit Plan for 2020-2021 was approved and due to the uncertainty around the pandemic it was agreed that for 2020-2021 a plan would be agreed on a quarterly basis. The various risks associated with regards to delaying audits that were unable to be undertaken due to the pandemic were discussed. Members received assurance that

there was no added risk to the Authority as there were system controls in place in the service areas where audits were delayed and it was intended that the audits would be undertaken as soon as circumstances allowed.

The Committee monitored Internal Audit performance against the quarterly plan. The Audit Manager responded to all questions asked by Members and provided further information at future meetings where appropriate.

The Committee received the draft Internal Audit plan for the period 2021-2022, whereby it was recommended that the historic system of applying a risk rating to completed audits be changed to a more up-to-date assurance rating system, in line with the Public Sector Internal Audit Standards. A Members' discussion around good practice that had been developed through experience was undertaken and the ability for the Committee to call a Head of service or accountable manager to address issues remained unchanged. Officers would look at assigning risk colour ratings to audit reports and the protocol regarding an assurance rating of 'no assurance' was discussed and agreed.

The Committee received regular details of all investigations relating to theft, fraud and malpractice.

The Committee received no formal risk reports during the year as the risk registers were not being physically updated on a regular basis due to the Covid 19 pandemic. The risks arising from the pandemic were managed via the establishment of a Corporate Incident Management Team chaired by the Council's Chief Executive.

The Committee monitored External Audit Performance and received update reports from Audit Wales. The Committee also received a presentation from Audit Wales on their 2020-2021 Audit Plan, the impact of COVID-19 thereon and the Audit Wales Work Programme.

A special meeting was held on 15th March 2021 attended by the Chief Executive who presented members with the terms of reference for the external, independent review of governance arrangements which she had commissioned. The review was commissioned following the release of an audio tape featuring comments made by the then Leader. She also gave a commitment to report back to members when the review was complete (during early 2021-2022).

The Committee received Treasury Management Progress Reports in order to fulfill their obligations in relation to the Scrutiny of Treasury Management activity.

The Committee received an update report on the Local Government and Elections (Wales) Bill 2020 and how this would impact the Council and how the proposed changes would affect the role of the Audit Committee. Following royal assent in respect of this Bill, the Audit Committee was replaced by the Governance & Audit Committee from 17 March 2021.

(Cllr. Dr. Del Morgan, Chair)

Notice of Motion pursuant to Rule 10.1

Proposed jointly by

Cllr. Edward. V Latham, Leader of the Labour Group

Cllr. Alun Llewelyn, Leader of the Plaid Cymru Group

Cllr. Scott Jones, Leader of the Independent Democrats Group

The Welsh Local Government Association has raised concerns about the risk of increased abuse and intimidation in the run-up to the local elections.

Political parties already have guidelines or codes of conduct for candidates and have internal disciplinary procedures. There is also an inter-party complaints resolution process in Wales to try to resolve any complaints about local party activity during election periods.

Serving councillors, who are seeking re-election, remain bound by the statutory Code of Conduct, which sets out high standards of conduct including treating others with respect and consideration and prohibiting bullying behaviour or harassment.

The Public Services Ombudsman has previously reported concerns that code of conduct complaints about councillors increase significantly in the run-up to the election and would be supportive of any efforts to encourage good behaviour and respect during elections.

Whilst serving councillors are bound by the code of conduct, other candidates are not and concerns have been previously raised that election campaigns are not always conducted 'on a level playing field' as a result.

A 'Fair Campaign' public statement of shared values is symbolic and would seek to set the tone and expectations of democratic debate in the run-up the elections. A statement can only be agreed locally on a voluntary basis; although serving councillors are bound by the code of conduct, wider compliance with any voluntary pledge could be encouraged via 'peer-pressure' and informal local resolution rather than any formal processes.

A public statement, whilst making a clear public appeal for fairness and respect from all during the election, can only shape the conduct of candidates rather than prevent abuse and intimidation from any members of the public.

Accordingly, it is proposed that elected members of Neath Port Talbot County Borough endorse a Fair Campaign Pledge in the format adopted at Appendix 1 of this Notice of Motion.

Appendix 1

Over recent years we have unfortunately seen an increase in the number of councillors and candidates being subjected to abuse, threats and intimidation.

Behaviour of this kind is not only totally unacceptable it fundamentally undermines and erodes the principles of free speech, democratic engagement and debate in our towns and communities.

As leaders we endeavour to treat everyone with courtesy, kindness and respect and, on behalf of our respective political groups, along with other council's across Wales, we stand 'shoulder to shoulder' to call for an end to abuse, intimidation and harassment of any kind.

This is particularly relevant as we enter the key period in the run up to the local government elections in May.

We add our voices to support and participate in the fair campaigns pledge and will aim to make use of the resources as produced by the Civility in Public Life programme which are based on positive campaigning and merit, rather than personal attacks and smears against individuals.

In addition, we will publicly 'call out' any such inappropriate behaviour and take a zero-tolerance approach to abuse of any kind, and strongly encourage all elected members and candidates in the forthcoming election to do the same

All of us have the right to carry out our civic duties without fear of being attacked, bullied, intimidated or abused. Any inappropriate behaviour, whether that be verbal, physical, in print or via social media, must be stamped out and action will be taken if deemed necessary.

In all that we say and do we will:-

- Set an appropriate tone when campaigning
- Lead by example to foster constructive democratic debate
- Promote and defend the dignity of others, including our opponents

Be kind and fair in your words and actions.