



PWYLLGOR PERSONÉL

2.00 PM - DYDD LLUN, 7 MEHEFIN 2021

REMOTELY VIA TEAMS

Rhan 1

1. Croeso a galw'r rhestr
2. Datganiadau o fuddiannau
3. Adroddiad Gwybodaeth am y Gweithlu Chwarter 4 2020/2021
(*Tudalennau 3 - 18*)
4. Adroddiad Blynyddol Cynllun y Gweithlu 2020/2021 (*Tudalennau 19 - 48*)
5. Adroddiad am y Bwlch Cyflog rhwng y Rhywiau 2020 (*Tudalennau 49 - 58*)
6. Polisi Brechlyn Coronafeirws (*Tudalennau 59 - 76*)
7. Adolygiad o Gyfyngiadau Recriwtio (*Tudalennau 77 - 92*)
8. Eitemau brys
Unrhyw eitemau brys yn ôl disgrisiwn y Cadeirydd yn unol ag Adran 100B(4)(b) o Ddeddf Llywodraeth Leol 1972.
9. Mynediad i gyfarfodydd
Yn unol ag Adran 100A(4) a (5) o Ddeddf Llywodraeth Leol 1972, gwaherddir y cyhoedd o'r eitemau busnes canlynol a oedd yn cynnwys datganiadau posib o wybodaeth eithriedig, fel a ddiffinnir ym Mharagraff 12 ac 15 Adran 4 Atodlen 12A y Ddeddf uchod.

Rhan 2

Adroddiad Preifat gan Bennaeth Adnoddau Dynol

10. Diweddariad ar Drafodaethau Cyflog Cenedlaethol GLIL
(*Tudalennau 93 - 98*)
11. Adroddiad Taliad Honorariwm (*Tudalennau 99 - 110*)

K.Jones
Chief Executive

Civic Centre
Port Talbot

Dydd Mawrth, 1 Mehefin 2021

Committee Membership:

Chairperson: **D.Jones**

Vice **D.Cawsey**
Chairperson:

Members: Councillors S.Bamsey, S.E.Freeguard, J.Hale,
N.T.Hunt, J.Jones, S.A.Knoyle, E.V.Latham,
S.Miller a/ac A.J.Taylor

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



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

7TH JUNE 2021

REPORT OF THE HEAD OF HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT – SHEENAGH REES

Matter for information

Wards Affected: All wards

Workforce Information Report

Purpose of Report

The purpose of this report is to provide Members with the 2020/21 Quarter 4 Workforce Information report. The report is attached at Appendix 1.

Executive Summary:

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

Workforce Information:

This data set has been developed to provide Members with an overview of the Council's workforce, including how many people we employ, where we employ them, how we employ them (work patterns),

their protected characteristics, Welsh language ability and this report focuses on the key area of sickness absence. Understanding how our workforce is distributed across the Council and analysing trends in workforce activity helps inform workforce planning, strategies and key decision making.

The sickness absence data presented in this report includes the distribution of sickness levels across the council, the top ten reasons for sickness absences and also, specifically focuses on the distribution of Covid-19 related absences. This data enables trends and areas to be further analysed and scrutinised.

Sickness absence

Local Government All Wales benchmarking figures for sickness absence are not yet available for the period 2020 / 2021.

For ease of reference, the benchmarking data for 2019 / 2020 is included, and Members will recall that this shows that council had an usually high level of sickness in 19 / 20, with days lost well above the the Welsh average - this was extremely unusual for the council, as we normally benchmark in the upper quartile.

In comparison, our sickness absence this year shows a significant reduction compared to last year. The figure for Quarter 4 2020/21, compared with the same period last year, shows a decrease from 12.13 FTE days lost due to sickness absence per employee to 8.13 days. This represents a decrease in sickness absence over the last year of 32%.

To understand why absence has decreased this year when compared with last year, members should note that both short-term absences and long-term absences have significantly reduced over the year, and absence decreased across all service areas.

The chart entitled the 'Top Ten Reasons' illustrates that absences due to stress-related, depression and anxiety have all decreased, along with cancer, back-related and stomach-related absences.

Absences due to Covid-19 cases and Covid-19 symptoms have inevitably increased drastically compared to the same time last year and bereavement/grief reaction absences also show a slight increase over the year.

The final chart focuses specifically on Covid-19 cases and Covid-19 symptoms. The services that have the highest total number of FTE days lost in Quarter 4 are: Schools (highest with teaching and second highest with support staff), followed by Adult Services, Children and Young People Services and Streetcare Services.

Financial Impacts:

No implications.

Integrated impact assessment:

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

Valleys Communities Impacts:

No implications

Workforce Impacts:

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

Legal Impacts:

No implications.

Risk Management Impacts:

No implications.

Consultation:

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

Appendices

Appendix 1 – Workforce Information Report

Recommendations:

It is recommended that Members note the workforce information report.

FOR INFORMATION

Officer contact

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



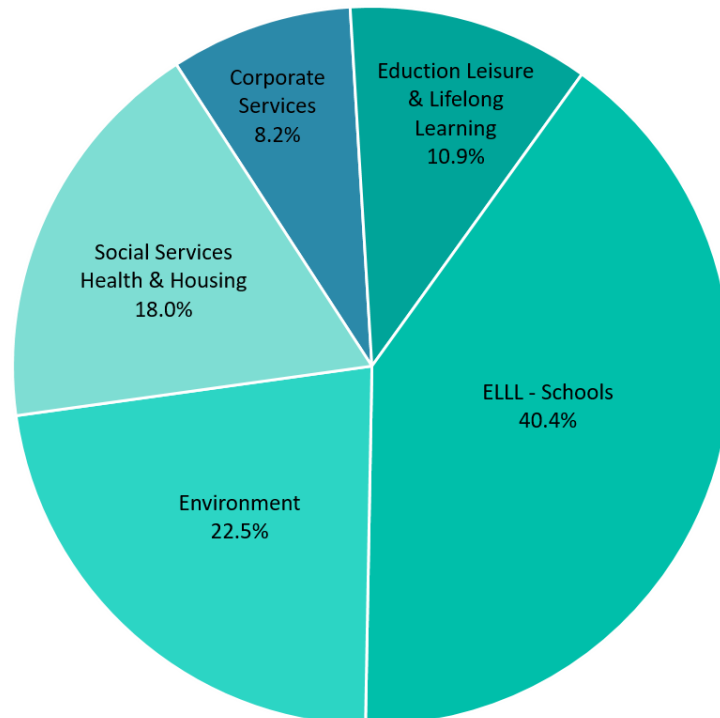
Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

WORKFORCE INFORMATION REPORT

Overview of the Council's Workforce

Data set out in this report relates to Quarter 4 2020/21

FTE per Service Area



6,995 employees

£ 208 million YTD

44.7% of gross expenditure

47.5%

of employees work
Part Time

22.6%

of employees are
teachers

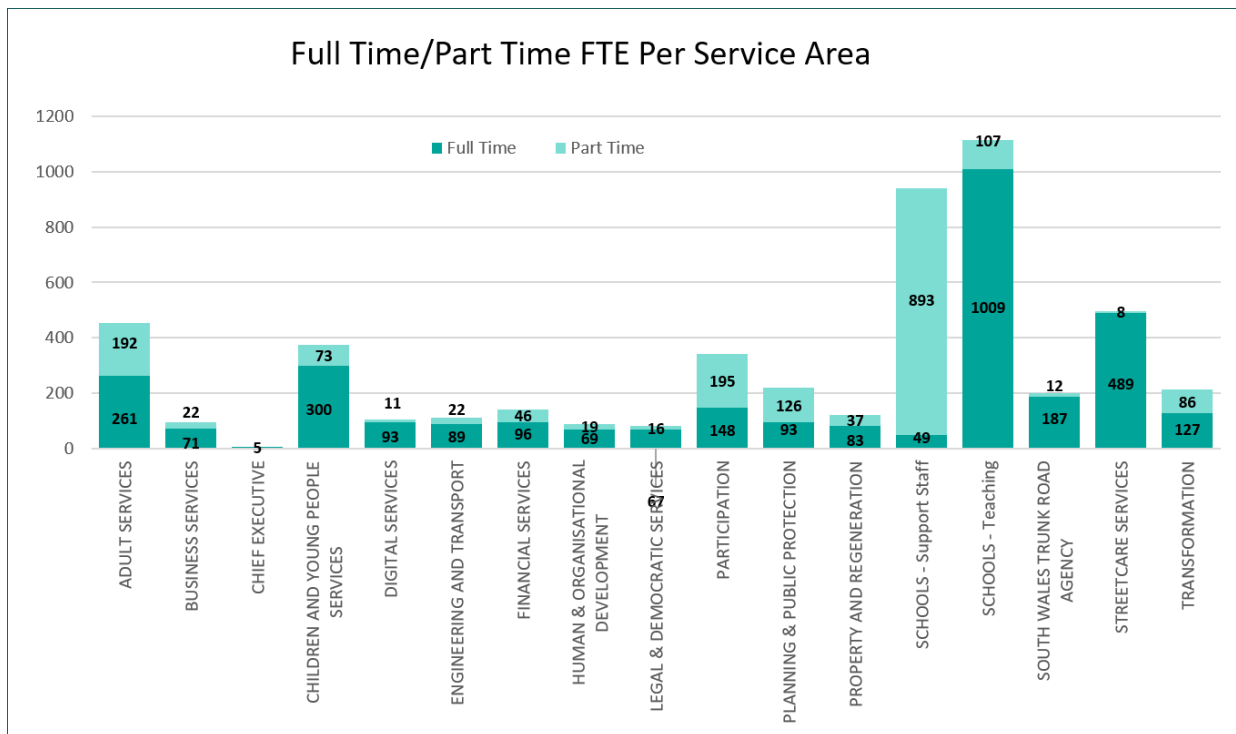
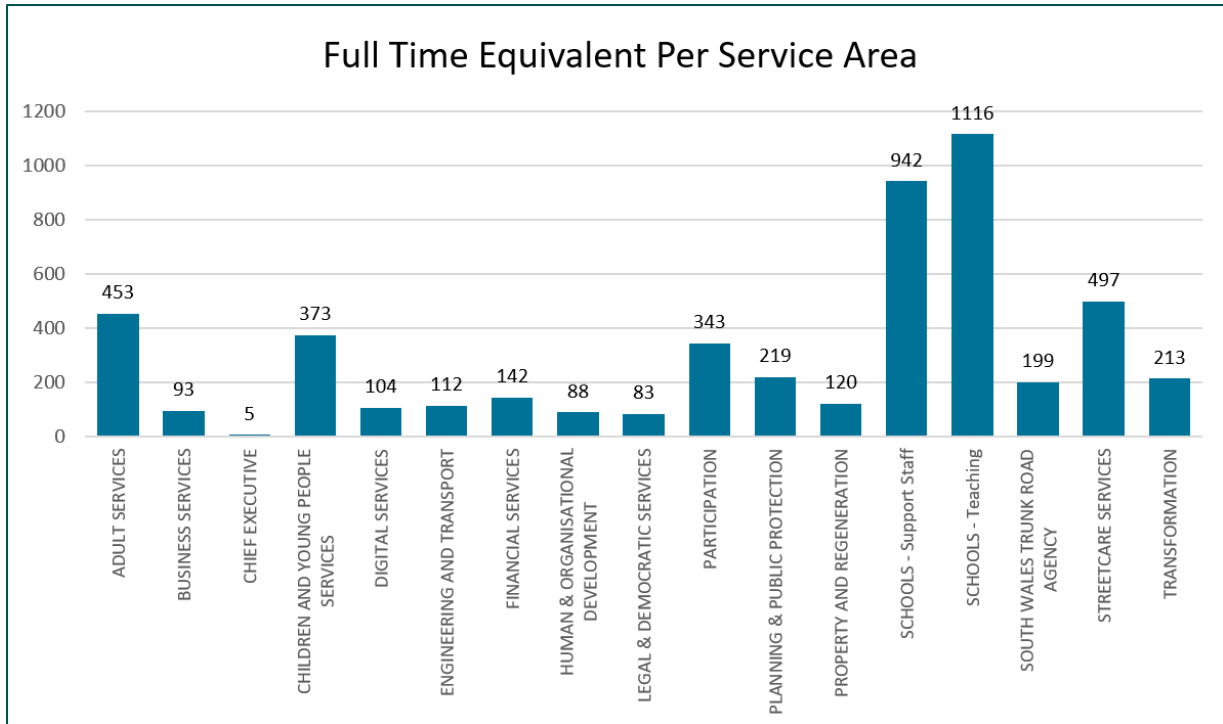
75%

of employees are
LGS/Green Book

40%

of employees are
employed in our Schools

Employees by Service Area

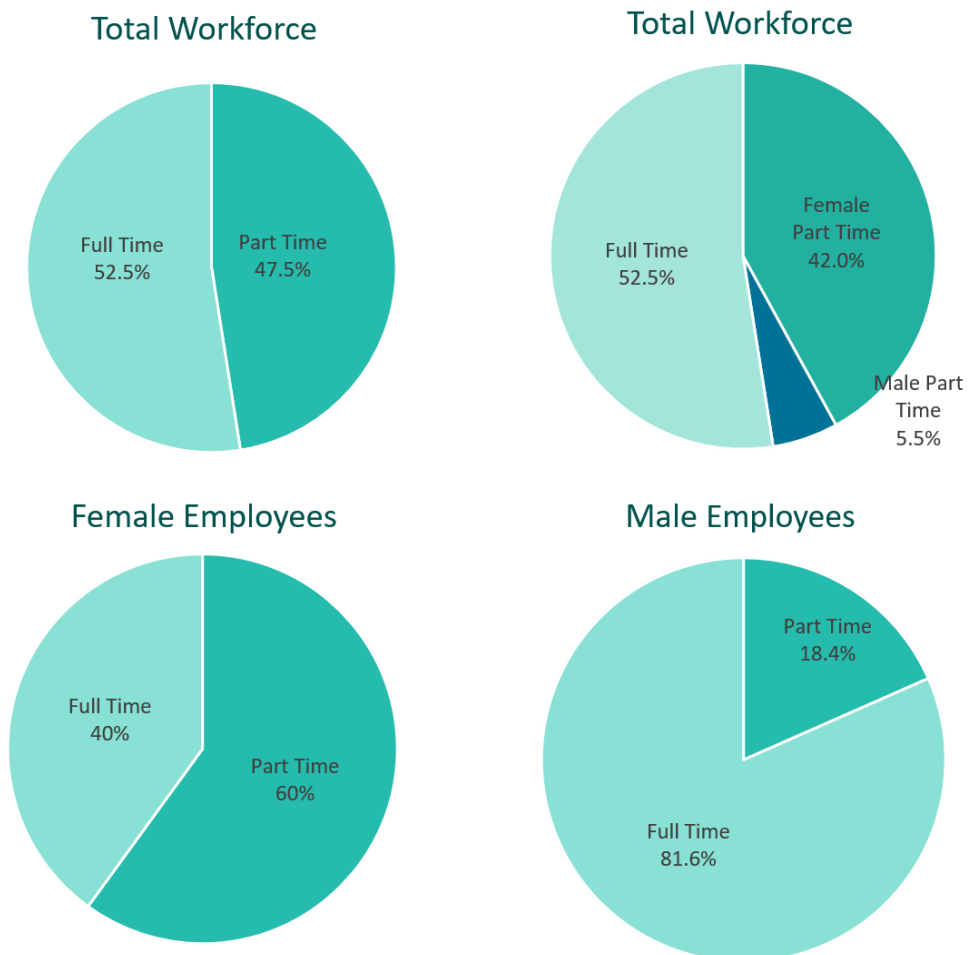


Protected Characteristics - the Workforce

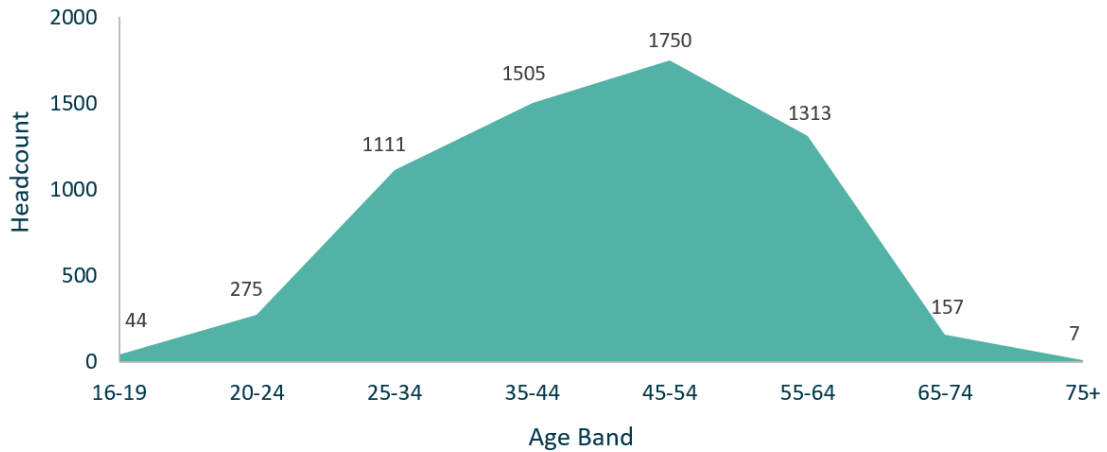
Sex



Working Patterns



Headcount per Age Band



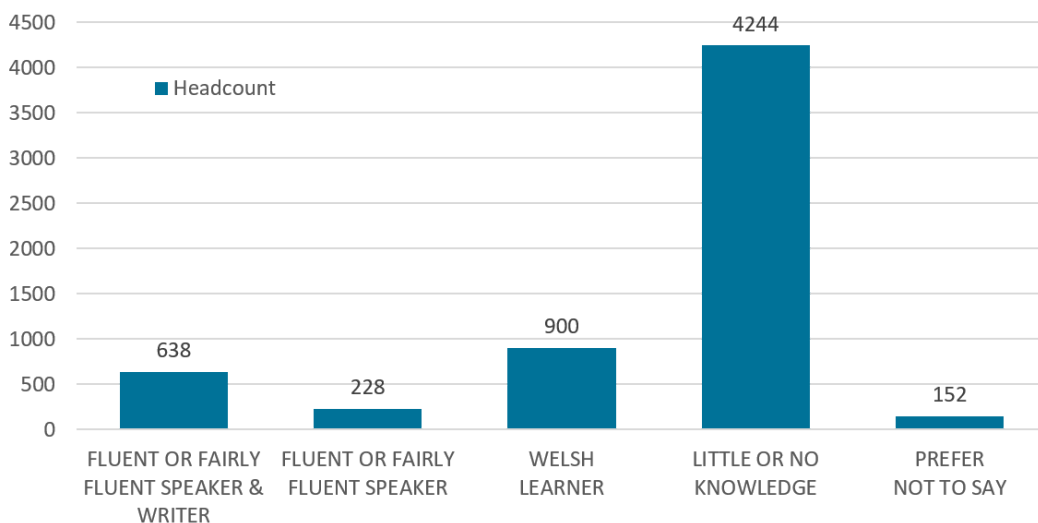
3%

of employees have identified themselves as having a Disability

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

1.4%

Welsh Language

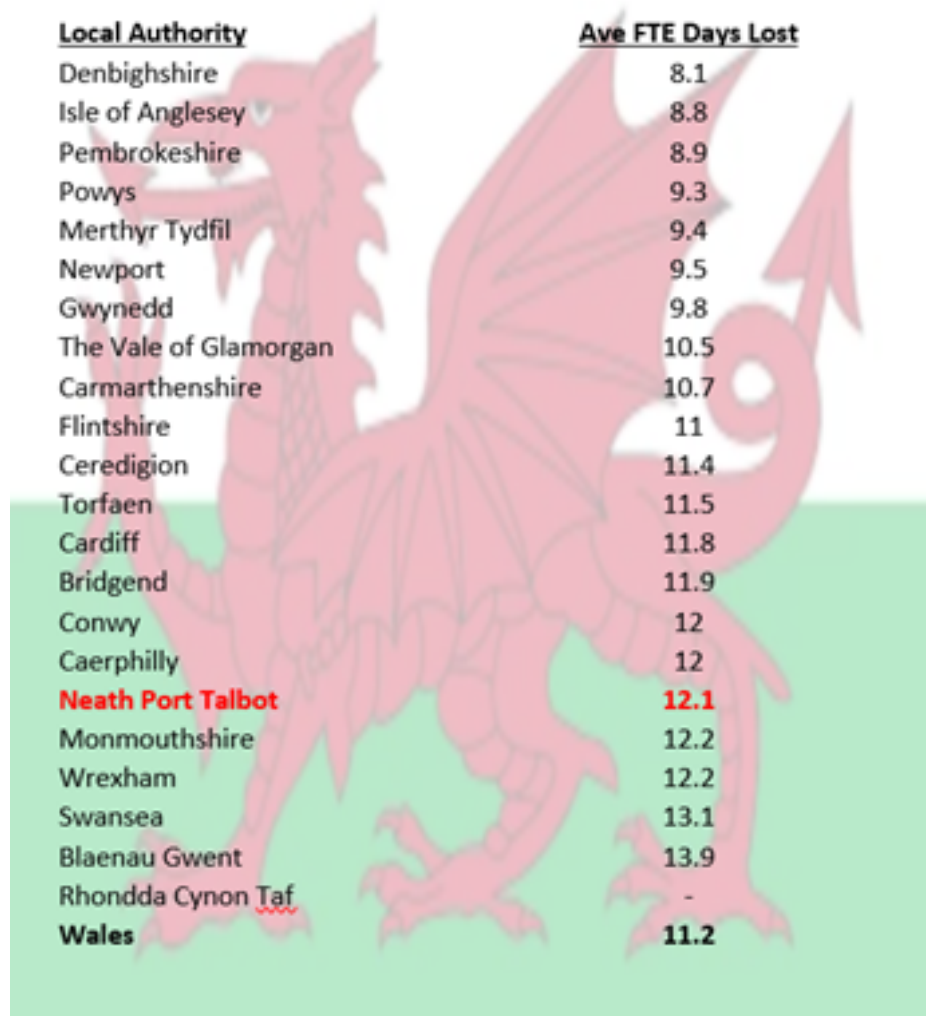


Sickness Absence Quarter 4 2020/21

2019-2020 Sickness Absence

Performance Comparison – NPT compared to All Wales

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

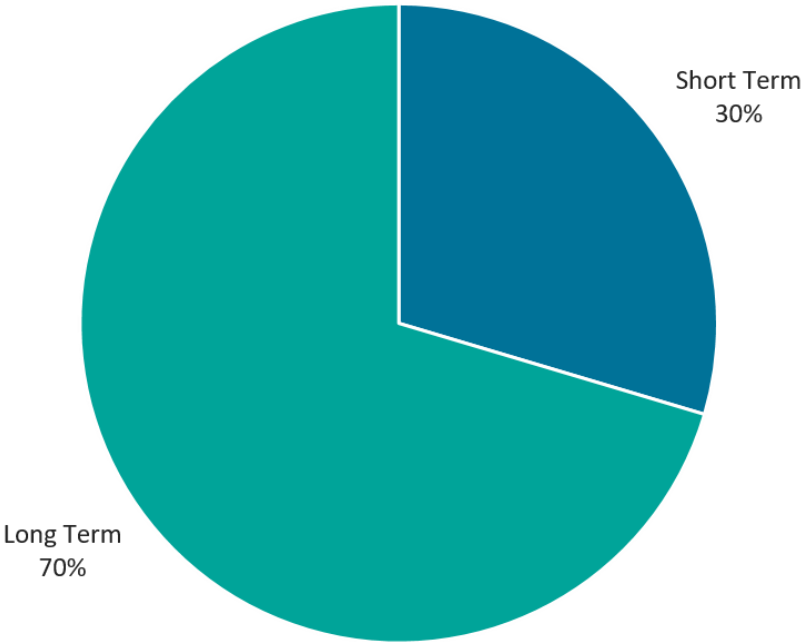


ID	Measure	Data Item(s)	Staff (exc teachers)	Teachers	All staff Q4 2020/21	All staff Q4 2019/20
PAM/001	Number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence during the year	Number of working days/shifts lost to short-term sickness absence during the year	13765.01	2207.46	15972.47	25882.57
		Number of working days/shifts lost to long-term sickness absence during the year	23714.52	2420.86	26135.38	36076.17
		Number of working days/shifts lost to sickness absence during the year	37479.53	4628.32	42107.85	61958.74
		Average number of full-time equivalent (FTE) employees	4077.90	1101.23	5179.13	5107.20
		PI Value	9.19	4.20	8.13	12.13

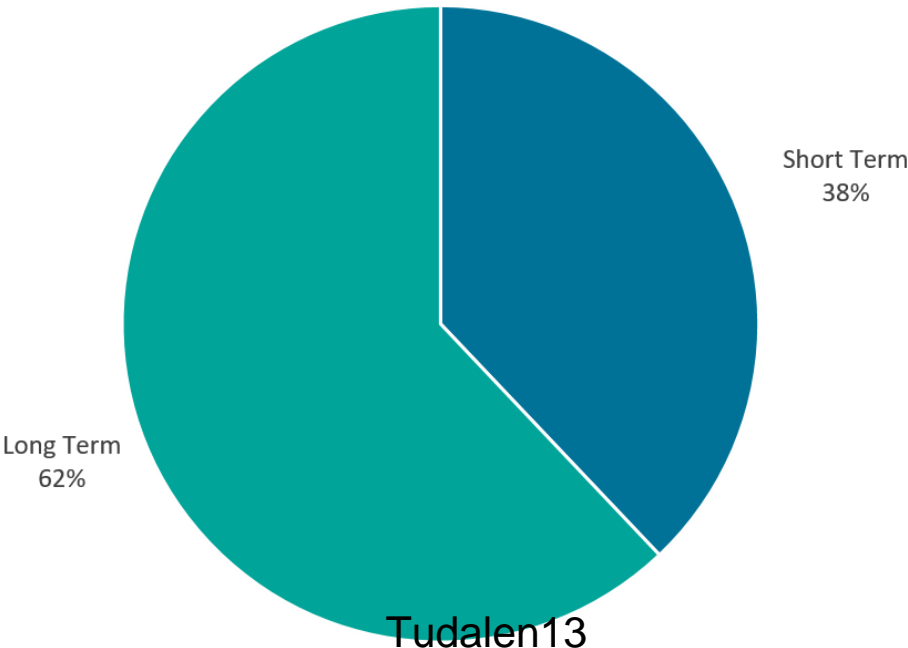
Ratio of short and long term sickness - number of FTE days lost (Including teachers)

Quarter 4 Comparisons

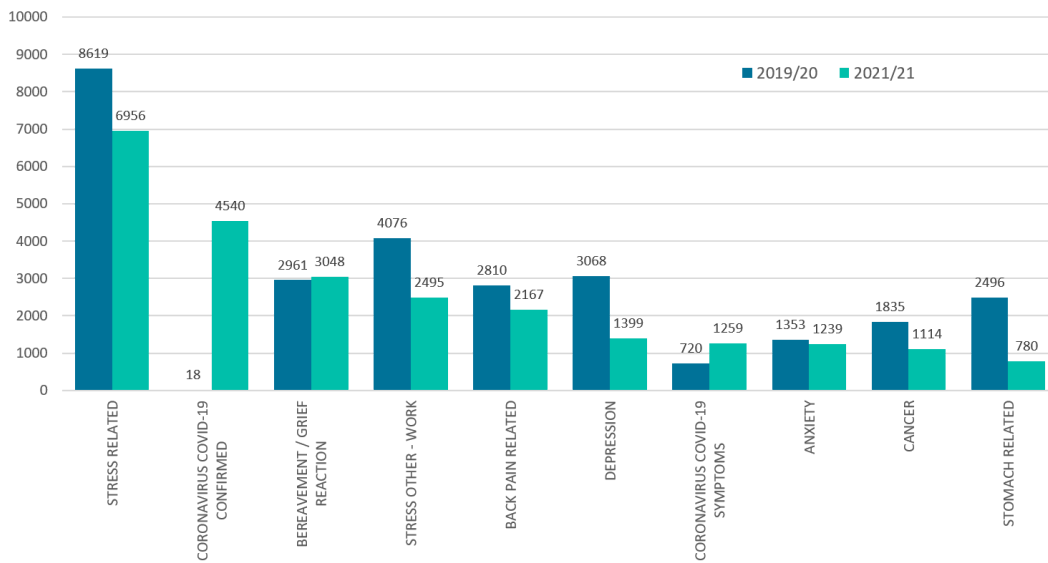
1st April 2019 to 31st March 2020



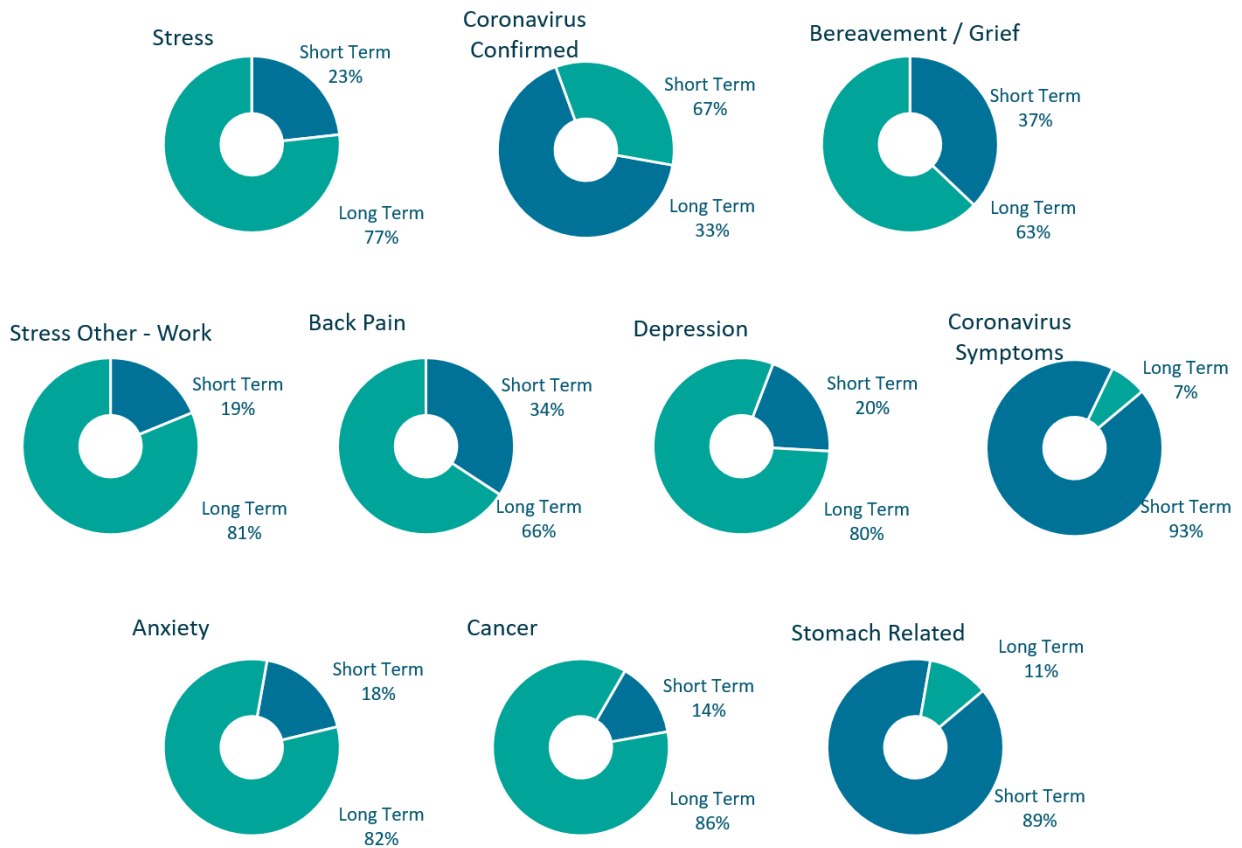
1st April 2020 to 31st March 2021



Sickness Absence Reasons - Top Ten

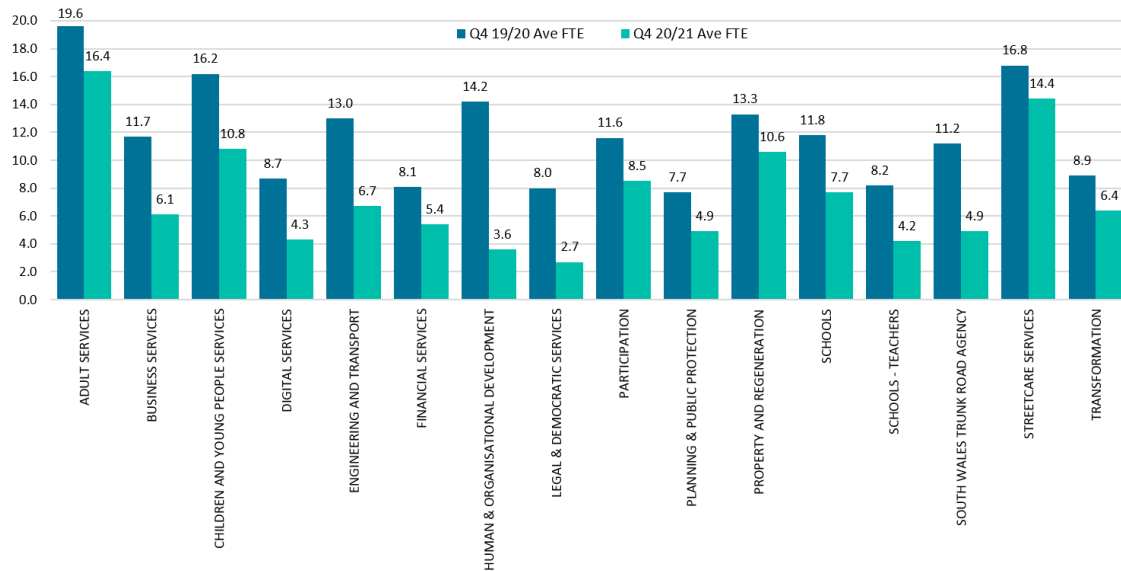


Long Term / Short Term Comparison (Top 10 reasons)

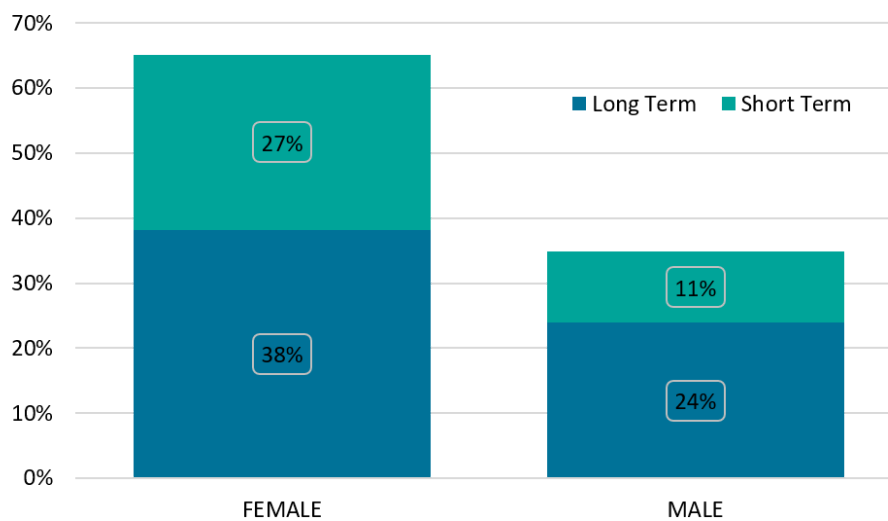


Overview of Sickness per Service Area

Average number of Sick days per Full Time Equivalent Employee
Quarter 4 2019/20 and 2020/21 comparison

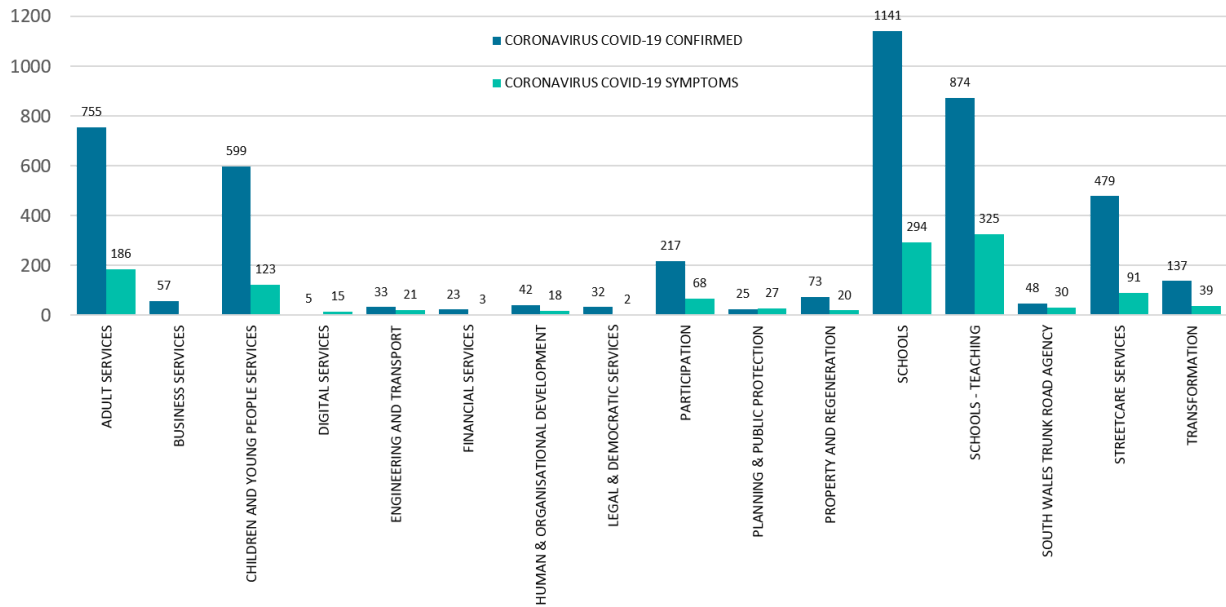


Long Term / Short Term Sickness per Gender
Quarter 4 2020/21



COVID - 19 Sickness Absence

Total number of FTE Working Days Lost for Quarter 4 Per Service



Leaver Data - Quarter 4 2020/21

Between 1st April 2020 and
31st March 2021

55 Employees were
successful redeployments

21 Voluntary Redundancies

16 Voluntary Redundancies
in Schools

2 Compulsory Redundancies

Mae'r dudalen hon yn fwriadol wag

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

7TH JUNE 2021

REPORT OF THE HEAD OF HUMAN RESOURCES – S.REES

Matter for Information

WARD(S) AFFECTED: All

Workforce Plan Action Plan Annual Report

1. Purpose of Report

To report progress for the period April 2020 to March 2021, against the action plan set out in the Council's **Workforce Plan 2018 - 2022**.

2. Background information

The Personnel Committee approved the Council's **Workforce Plan 2018 – 2022** in June 2018.

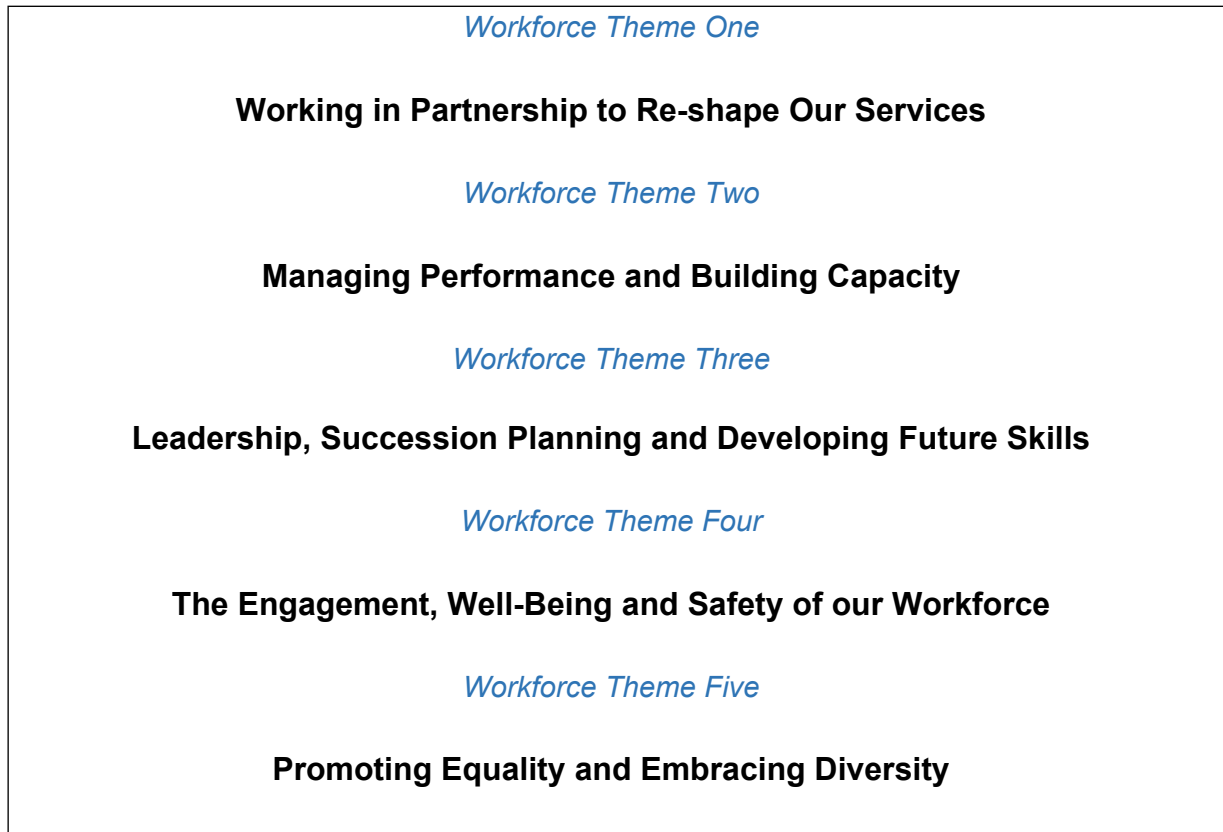
The Workforce Plan was developed to identify the key challenges and priorities for our employees over the 5 year period, as set out in the Corporate Plan objectives and priorities, the Medium Term Financial Plan, the Asset Management Plan and the Corporate Risk Register. An action plan was developed to address these challenges, and to ensure that the Council has the right number of people, with the right skills and attitudes, in the right place, at the right time, and in order to deliver its services and functions.

3. The Workforce Plan

The workforce plan was developed by analysing the workforce and key workforce trends and identifying the priorities for the workforce set out in

the Corporate Plan, Financial Plan, Asset Management Plan and the Corporate Risk Register.

This led to the development of five key Workforce themes:



4. Implementation, Monitoring and Review

The action plan attached at Appendix 1, sets out progress in the period April 2020 to March 2021.

Members will note that, despite the pandemic, progress has still been achieved during this difficult period. The five themes of the Workforce Plan continued to have relevance, but took on a different focus in the pandemic.

So, for example, in relation to Theme 1, **working in partnership to re-shape our services**, the Head of Service Workforce Planning Group, was originally established to support the council's commitment to avoid compulsory redundancy by facilitating redeployment across the council in order to safeguard employment. Over the course of the pandemic

however, the focus of this group has been to facilitate the redeployment of employees to plug critical skill gaps, and in particular the Safe and Well Service and the Contact Tracing Team. This was supported by the HR team, who managed and administrated the redeployment process, the Occupational Health and Safety team, who ensured that safe systems of working and appropriate risk assessments were in place, and the Learning, Training and Development team who re-trained employees ready for deployment.

As another example, the focus of Theme 4, **The Engagement, Well-Being and Safety of our Workforce**, has very much been on how we can continue to engage our workforce whilst working remotely, how we can maintain the physical and mental well-being of our workforce during a pandemic, managing both the physical risks of Covid-19 and the mental health risks. A wide range of activity took place, including the establishment and development of a Mental Health and Well-being website for employees, with a range of tools and resources providing advice, guidance and signposting, an Occupational Health Helpline for employees, a range of training initiatives offered by the Learning, Training and Development Team including the Online First Aid for Mental Health course, the development of a Mental Health Champions Network, and a regular focus on mental health and wellbeing in the range of internal employee communications.

Audit Wales have been working with the Council since the autumn of 2020, to identify learnings and future improvements for workforce planning. Their study will help the council understand what has been working well, what the pandemic can teach us, and what is needed for effective workforce planning going forward.

5. Consultation

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

6. Equality Impact Assessment

The Workforce Plan specifically aims to support the requirement of the Equality Act 2010, for public bodies to “pay due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it: and
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.”

7. Financial Appraisal

The Workforce Plan supports the implementation of the Council’s Financial Planning, referencing the impact of the Council’s reducing budget on the Council’s workforce and how we deliver services, and importantly what this means for the workforce of the future.

8. Recommendation

That Members note the Workforce Plan Update as set out in Appendix 1.

FOR INFORMATION

8. Officer contact

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

9. Appendices

Appendix 1 – The Workforce Plan Action Plan Update

Neath Port Talbot County Borough Council

Workforce Plan 2018 – 2022

April 2020 – March 2021

Workforce Priority One: Working in Partnership to Re-shape our Services			
Action	What will be the outcome?	How can we demonstrate progress	Current position
<p>To strategically manage changes in staffing number to support the Forward Financial Plan in partnership with the trade unions.</p>	<p>Employee headcount will change in line with service priorities, with the Council's continued commitment to safeguard employment to the maximum extent possible; compulsory redundancy being the last resort.</p>	<p>By monitoring the numbers of compulsory redundancies, and two key alternative measures to compulsory redundancy, voluntary redundancy and redeployment to suitable alternative employment, we can determine whether or not we are successfully minimising compulsory redundancy.</p>	<p>The Council's Head of Service Workforce Planning Group, a cross-directorate group, including trade union representation, meets on a regular basis to facilitate redeployment and minimise compulsory redundancy.</p> <p>The Group met more frequently throughout the Covid-19 emergency, initially weekly, and since June 2020, fortnightly.</p> <p>This forum has supported the identification of critical skill shortages, enabled the rapid redeployment of staff to plug identified gaps, critical recruitment, and reviewed key employment strategies to support the Council's response to the Covid-19 emergency. It has been an inclusive approach, ensuring participation of all directorates and trade unions. Importantly, it provides a sounding board for the HR Team on key workforce strategies and ensures that directorates have a framework for providing workforce data and intelligence.</p>

Workforce Priority One: Working in Partnership to Re-shape our Services					
Action	What will be the outcome?	How can we demonstrate progress	Current position		
			<p>Audit Wales are working with the Council to identify learnings and future improvements for workforce planning with focus groups for key stakeholders and a survey of the senior team.</p> <p>The HR Team ensure every employee identified as 'at risk' of redundancy is allocated a Redeployment Liaison Officer to provide an individual programme of support.</p> <p>2020 / 2021 data:</p> <p>Compulsory redundancy = 2</p> <p>Voluntary redundancy = 37</p> <p>Successful redeployment = 55</p>		
To develop the skills that managers need to contribute to the Corporate Change Programme, and to explore new models of service, changing the way we work with communities	A Digital Leadership Programme , Leading Digital Transformation 2-day course, developed in partnership with SOCITM, was launched in late 2019, with the aim of equipping our managers with the knowledge, skills and confidence to lead the programme of change needed	Number of managers attending training. Measurement of training feedback.	<table border="0"> <tr> <td style="vertical-align: top;"> <p><u>2019 / 20</u></p> <p>44 managers attended in 2019/20</p> <p>An internal digital conference was held in March 2020 with 156 attendees to showcase examples of digital working</p> </td> <td style="vertical-align: top;"> <p><u>2020 / 21</u></p> <p>The Digital Leadership Programme was postponed in 20/21 due to Covid-19.</p> <p>A number of online courses were made available to</p> </td> </tr> </table>	<p><u>2019 / 20</u></p> <p>44 managers attended in 2019/20</p> <p>An internal digital conference was held in March 2020 with 156 attendees to showcase examples of digital working</p>	<p><u>2020 / 21</u></p> <p>The Digital Leadership Programme was postponed in 20/21 due to Covid-19.</p> <p>A number of online courses were made available to</p>
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Workforce Priority One: Working in Partnership to Re-shape our Services			
Action	What will be the outcome?	How can we demonstrate progress	Current position
and build social capital.	to implement the Council's Smart & Connected Strategy.		across the council and to encourage new ideas for development and deployment because of attending the training. employees, helping them to develop their skills in relation to using Microsoft Teams.
To support the workforce actions needed to implement an Agile Working Strategy.	Effectively managed and implemented change to how we work.	In 2019 a pilot of agile working took place in Environmental Health & Training Standards, and feedback from that exercise was fed back to the Corporate Management Group in early 2020 to inform the development of the Agile Working Strategy and a draft Agile Working Policy. This work has since been overtaken by the arrival of the Covid-19 pandemic.	<p>The impact of the pandemic in 2020 required the majority of the council's office based workforce, to work at home for over 12 months, in compliance with Welsh Government's 'if you can, work at home' requirement. Agile working was effectively implemented overnight.</p> <p>Behind the scenes, this required a huge amount of work on the part of the council's Digital Services team, implemented within a very short space of time, to ensure that the necessary infrastructure and technology was in place and digital kit distributed to the workforce. Employees adapted quickly to providing services using technology such as Microsoft Teams.</p> <p>HR, working in consultation with management teams and in partnership with the trade unions, quickly developed amended employment policies and practices to support office based employees required to work at home. The Workforce Planning Group was stepped up to weekly meetings, and weekly trade union briefings were established to facilitate</p>

Workforce Priority One: Working in Partnership to Re-shape our Services			
Action	What will be the outcome?	How can we demonstrate progress	Current position
			<p>communication and ensure there was a mechanism for workforce issues to be addressed quickly and consistently.</p> <p>The majority of council services that are normally provided from offices, have continued to be maintained via mainly a homeworking workforce.</p> <p>Those employees who were not able to work at home, nor work safely in the workplace, were invited to volunteer for redeployment, supported by the HR, Training & Development and Health and Safety teams. Key actions included an Employee Skills Audit and working with Heads of Service to 'match' those available for redeployment with the posts which were required (eg Safe and Well Food Hub and TTP Team). The necessary contractual and pay arrangements were put into place and essential training and risk assessments. These actions helped plug gaps in critical services and supported the council's response to the pandemic.</p> <p>An extensive recruitment campaign was also administered by the HR Team to ensure the correct numbers of individuals were recruited to the TTP, ensuring safe recruitment practices were maintained. A wide range of training supported TTP:</p> <ul style="list-style-type: none"> • GDPR - 269 • Safeguarding Adults - 266

Workforce Priority One: Working in Partnership to Re-shape our Services			
Action	What will be the outcome?	How can we demonstrate progress	Current position
			<ul style="list-style-type: none"> • Safeguarding Childrens - 262 • TTP Covid-19 Modular Training - 267 • TTP System Training - 95 • Telephone Skills - 115 • Supervisors Training - 3 • Chairing & Managing Meetings Training - 3 • Bereavement Training - 135 • Effective Communications - 8 • Mental Health First Aid - 28 <p>In 2021, a review of lessons learnt will be undertaken, to help inform the development of the Future Workplace. An employee survey (of office based employees only in the first instance) and a strategic manager assessment in May 2021, will inform the development of the strategy, to include consideration of how we best utilise Agile Working in the future.</p>

Workforce Priority Two: Managing Performance and Building Capacity			
Action	What will be the outcome?	How can we demonstrate progress	Current position
To strengthen the Council's Performance	Performance management of every employee will become embedded in management	A review of the suite of Performance Management tools that ensure that the	A training programme has been developed and is provided bi-annually to line managers as part of the HR Line Management Development training offer.

Workforce Priority Two: Managing Performance and Building Capacity			
Action	What will be the outcome?	How can we demonstrate progress	Current position
Management Framework, developing tools to support line managers manage employee performance and to develop a mechanism for monitoring and measuring adoption of the framework.	practice, as a minimum every employee will have a performance appraisal on an annual basis, but the ambition is for performance management to become a year-round activity, part of regular dialogue between manager and employee, working together openly and supportively.	<p>framework in which managers manage performance is fit for purpose has been undertaken. The review of the Performance Appraisal Policy, the Corporate Supervision template and the Induction 'checklist' has taken account of the Council's commitment to the Time to Change Wales Employer Pledge, providing a focus on supporting employee well-being and mental health as a key part of the performance management discussion.</p> <p>A programme of training has been developed to equip our managers to manage performance effectively and empathetically.</p> <p>A digital process for managing performance and</p>	<p>The aim is to equip our managers to manage performance effectively and empathetically.</p> <p>The Learning, Training & Development Programme also features a suite of training aimed at line managers that will support their management of performance. 'Dealing with Difficult Situations and Having a Courageous Conversation' and 'Leading the Team Effectively' are just two examples of short courses that our managers have access to.</p> <p>The implementation of the iTrent HR / Payroll Database in 2021, will include a Performance Management Module. This will enable managers to manage employee performance on line, maintain a digital record of performance management, and enable accurate reporting of activity.</p> <p>By 2022 we will be able to report the % of employees who receive regular performance 'check-ins' and a performance appraisal.</p>

Workforce Priority Two: Managing Performance and Building Capacity			
Action	What will be the outcome?	How can we demonstrate progress	Current position
		the appraisal process will be developed, to improve the efficiency and transparency of arrangements, and enable effective monitoring of adoption and implementation.	
To maximise employee attendance at work.	Improved attendance at work and reduced sickness absence.	FTE days lost.	<p>The Local Government All Wales benchmarking figures for sickness absence in 2019 / 2020 show an average FTE days lost across the 22 councils of FTE days. Neath Port Talbot's end of year figure of 11.2 FTE days places the Council at 17th place in the benchmarking table..</p> <p>However, Quarter 4 data for 2020 / 2021, compared with the same period last year, shows a 4% decrease in days lost to sickness absence.</p> <p>The following actions continue to be taken to address sickness absence:</p> <ul style="list-style-type: none"> ➤ Line manager training is provided on a regular bi-annual basis as part of the HR Line Management Development training offer. ➤ Three posts have been established within the HR team dedicated to supporting managers

Workforce Priority Two: Managing Performance and Building Capacity			
Action	What will be the outcome?	How can we demonstrate progress	Current position
			<p>managing sickness absence (one funded by schools). These posts support early intervention actions and effective communication between line managers and employees.</p> <ul style="list-style-type: none"> ➤ Workforce data reports are reported to Personnel Committee and sickness absence data is provided as part of this to encourage scrutiny and raise the profile of this important aspect of line management. ➤ The number one reason for sickness absence has been Stress and Mental Health related absence for a number of years. The Council has signed up to the Time to Change Wales Employer (TTCW) Pledge to signal its commitment to supporting employee well-being and mental health. The TTCW Action Plan contains a number of actions aimed at both raising awareness of mental health and reducing stigma as well as importantly, providing support for managers and all employees.
Develop approaches to support greater mobility of staff between services.	Fit for purpose Employee Secondment Policy and Procedure.	Implementation of fit for purpose arrangements.	The policy has been reviewed and amended and will be implemented and communicated across the Council in June 2021.

Workforce Priority Two: Managing Performance and Building Capacity			
Action	What will be the outcome?	How can we demonstrate progress	Current position
	Fit for purpose redeployment processes to support employees at risk of redundancy.	Implementation of fit for purpose policy arrangements. Monitoring of Redeployment data.	Arrangements were reviewed in 2019 to ensure they remain fit for purpose. The Head of Service Workforce Planning Group meet regularly and with the trade unions to facilitate redeployment activity, and remove any barriers to redeployment taking place. Activity: 2019 / 20: 80 successful redeployments 2020 / 21: 55 successful redeployments
Workforce Priority Three: Leadership, Succession Planning and Development Future Skills			
Action	What will be the outcome?	How can we demonstrate progress	Current position
To ensure the Council has robust succession planning arrangements in place.	Each service of the Council has considered its succession planning arrangements and has an action plan in place to ensure future leadership and skills.	Each service will report that it has an up-to-date succession plan in place. Heads of Service will produce annual Succession Plans, identifying the key skills employees have that can be matched to council priorities, the service specific skills gaps and other key workforce	The Learning, Training and Development (LT&D) team worked in consultation with management teams and in partnership with trade unions, to develop, pilot and launch a Succession Planning Toolkit in Autumn 2019. Uptake of the toolkit has been limited in 2020 / 21 as a result of pandemic pressures, this will be progressed in 21 / 22. Importantly, the two most senior appointments made in 2020, at Chief Executive and Corporate Director level, following rigorous and robust appointment processes, were to internal applicants. This testifies

Workforce Priority Two: Managing Performance and Building Capacity			
Action	What will be the outcome?	How can we demonstrate progress	Current position
		<p>challenges, to inform the development of the organisational development programme.</p> <p>The council's ability to attract, retain and promote talent.</p>	<p>to the council's ability to retain, develop and promote top talent.</p> <p>The LT&D team have put in place a range of corporate events to support succession planning:</p> <ul style="list-style-type: none"> ➤ Mentoring support for newly appointed Chief Officers ➤ Aspiring Corporate Directors (SOLACE) ➤ Aspiring Heads of Services (SOLACE) ➤ The Digital Leadership Programme ➤ 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 2020 / 2021 (suite of leadership and management training).
To develop our leaders.	Strengthened leadership and management arrangements.	Delivery of a Leadership Development programme.	<p>Refer to information provided above in relation to succession planning events and the Digital Leadership Development Programme.</p> <p>In partnership with ACAS, the HR team lead on a programme to improve the quality of decision making in disciplinary processes, focusing on those with responsibility for investigations and hearings. This</p>

Workforce Priority Two: Managing Performance and Building Capacity			
Action	What will be the outcome?	How can we demonstrate progress	Current position
			will reduce the litigation risks associated with this area of employment.
To support young people leaving full-time education to enter employment.	The provision of work placement, apprenticeships and trainee opportunities for young people within the Council's workforce, in particular providing opportunities for Looked After Children.	The number of apprenticeships, traineeship and work placement opportunities made available within the Council.	<p>We made good progress in 2020 / 2021.</p> <p>The Learning, Training & Development team supported a total of 40 apprenticeship, traineeship and work placement opportunities across the Council in 20-21.</p> <p>The implementation of the Kickstart Scheme in 2021 will introduce further, much needed opportunities for our young people:</p> <p>This is a Welsh Government Scheme for young people aged 16-24 who are in receipt of universal credits. The Scheme pays the young person minimum wage for 25 hours per week for 6 months. (Paid work experience at no cost to the employer) NPT applied to be a Gateway host for this initiative, approved in January 2021. Currently 19 internal managers have expressed interest, 7 managers have progressed their placements, offering 10 Kickstart placements and more to come on board in 21/22.</p>

Workforce Priority Two: Managing Performance and Building Capacity			
Action	What will be the outcome?	How can we demonstrate progress	Current position
To develop the digital skills of the workforce in partnership with the trade unions.	Employees will have the digital skills they need to do their jobs effectively.	<p>The delivery of a Workforce Digital Skills Strategy.</p> <p>Basic digital skills training was prioritised for the Domiciliary Care workforce to support mandatory online registration requirements in 2020.</p> <p>The pilot of robotics within the HR team led to the development of skills and experience in utilising the Blue Prism technology that underpins this innovation, which helped to inform and support the roll out of robotics across the Council, now being developed within social services.</p>	<p>In 2019 / 20 we focused on putting in place the foundations, developing and delivering the Digital Leadership Programme, developed in partnership with SOCITM and delivered to a range of managers and digital champions across the council to ensure we have the skills in place to deliver successful digital change. The development and delivery of the Succession Planning Toolkit, to help our senior teams determine the future skills needed and develop a plan of action to deliver these skills.</p> <p>In February 2021 a Network of internal Digital Partners (DPs) was established in to help other staff to gain digital confidence and overcome any barriers to getting digitally active in both the workplace and their personal lives. The LT&D team are equipping our Digital Partners to support colleagues, customers, friends and family learn new digital skills and promote digital skills development across the Council. A range of training has been provided, including:</p> <ul style="list-style-type: none"> • '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'

Workforce Priority Two: Managing Performance and Building Capacity			
Action	What will be the outcome?	How can we demonstrate progress	Current position
			<ul style="list-style-type: none"> • 'Working with people with memory loss' • 'Using the internet to help people love later life' <p>31 DPs attended 174 training places during Feb & March 2021.</p> <p>The LT&D have worked hard during the pandemic to provide a huge range of online training courses, including a suite of courses to help employees and managers use Microsoft Teams effectively and to maximise the use of this technology.</p>
To develop the Social Care Workforce of Neath Port Talbot	Employees will receive training and development in line with the Social Care Wales Workforce Development Plan (SCWWDP).	The SCWWDP Grant Annual Application and Mid / End Year Monitoring Reports.	<p>The grant requirements ensure that there is an action plan, delivery and monitoring of social care workforce development, including statutory qualifications.</p> <p>Of the 6,058 training days supported by the Council's LT&D team, 4,710 were delivered to the Council's social services workforce, and 1,348 provided to the County Borough's wider social care workforce including independent, private and voluntary sector providers.</p> <p>311 training days were delivered for essential manual handling training. This included 55 employees who volunteered to work in the Distribution Hub, as well as employees who volunteered to work in the private care homes as and when necessary.</p>

Workforce Priority Two: Managing Performance and Building Capacity			
Action	What will be the outcome?	How can we demonstrate progress	Current position
			<p>During the past year the 238 staff have been supported to meet the qualification requirements for the continued registration of the social care workforce. A total of 661 sessions to support learners achieve their required qualifications have been delivered.</p> <p>The T&D Team are also responsible for all medication training for internal staff, external Commissioning Providers and Health Care Support Workers. 356 individuals have completed on-line training activity.</p> <p>We have provided a total of 29 placements to Social Work students. This is less than we would normally provide due to Covid-19 workplace restrictions. This consisted of 2810 practice learning opportunity days.</p>

Workforce Priority Four: The Engagement, Well-being and Safety of our Workforce

Action	What will be the outcome?	How can we demonstrate progress?	Current position
<p>To ensure that the Council demonstrates sound occupational health and safety performance, including the minimisation of risks associated with occupational hazards.</p>	<p>Sound occupational health and safety performance.</p>	<p>Through a regular programme of health & safety audits.</p>	<p>A priority schedule for cross auditing for 2020 was developed with the Corporate Director Group and outcomes reported to Heads of Service.</p> <p>Corporate Responsible Persons (RP) e-learning training was developed by the LT&D team (a total of 18 modules) and is now live on the e-Learning portal. 172 managers have completed the training to date.</p>
<p>To develop an Employee Engagement Strategy in partnership with the Corporate Communication Team and our trade unions.</p>	<p>A strategy to implement and measure actions to improve employee engagement across services.</p>	<p>Deliver an Employee Engagement Strategy, in conjunction with the Corporate Communication and Community Relations Strategy.</p>	<p>Employee communications and engagement has focussed very much on the pandemic during 2020 and in to 2021, with the aim of ensuring that colleagues are kept up to date with the quickly changing situation, and have an understanding of changes in legislation and how this impacts on working arrangements.</p> <p>The Corporate Communications and Marketing team developed a range of methods for communicating, from all staff text messages and emails for urgent updates particularly at the start of the pandemic, sent via Gov.uk, video messages from the Leader and Chief Executive, a weekly HR Sway newsletter, In the Loop monthly newsletter, an internet site, with a range of information</p>

			<p>and updates, as well as social media updates.</p> <p>In January 2021, the team, working with Digital Services, have launched a 'discovery' project to identify whether or not internal communications can be improved via the use of digital platforms such as Facebook Workplace or Yammer. This work will continue in 2021.</p>
To comply with the obligations of the Civil Contingencies Act 2004.	Every service will implement Business Continuity Planning (BCP) arrangements across the Council.	<p>The Emergency Planning team have briefed Heads of Service and their managers on the BCP process and supported the development of BCPs across the Council.</p> <p>Every service has an appropriate fit-for-purpose and up-to-date Business Continuity Plan in place, that has been communicated to all relevant employees and is tested on a regular basis.</p>	<p>2020 was the biggest test of both business continuity planning arrangements, as well as the dedicated support provided by the small Emergency Planning team led by the Occupational Health & Safety / Emergency Planning Team Manager.</p> <p>The team worked tirelessly to support the council in its response to the Covid-19 Pandemic major incident, and supporting the Chief Executive and Corporate Directors to put in place both response and recovery plans.</p> <p>Other major incidents relating to flooding and a coal mine blast also occurred during the year, requiring response and recovery, and again, the council's processes stood up to the challenges presented.</p>

			As well as the 24 / 7 standby rota that is in place to ensure out of hours incidents can be responded to, staffed by Emergency Planning and Health & Safety Officers, a Strategic Officer rota was also established in 2020, ensuring that a named Chief Officer (Chief Executive, Corporate Director or Head of Service) is also always available 24 / 7 out of hours to support in the case of a major incident. Every Chief Officer participates in this rota. The Emergency Planning team manage the rota arrangements, and have developed guidance and online training to support Chief Officers with this responsibility.
To support the implementation of our local, joint Violence Against Women, Domestic Abuse and Sexual Violence Strategy.	Our Employees will be trained to spot the signs of violence and to know how to refer people to support services.	% Council staff trained at each level of the National Training Framework.	813 staff completed Group One training in 2020-21 By March 2021, 85% of the Council's workforce had received either online or face to face training in relation to VAWDASV Group One.
To promote well-being through the workplace.	The development and delivery of a Mental Health in the Workplace Strategy in partnership with the trade unions, and a strategic approach to supporting the mental health of employees, with actions aimed at reducing sickness absence caused by mental health illness.	The Council has determined that its strategy will be delivered via the Time to Change Wales Employer Pledge Scheme. An action plan was developed in partnership with trade unions and endorsed at the highest level of the organisation. It was formally launched in partnership with Time to Change Wales at Staff Council in September 2019, and the Action Plan presented to and monitored by Personnel Committee. <u>Staff Health & Well-being website</u>	

		<p>This was launched on 9th April 2020 via Gov Notify message from the Chief Executive. Accessible inside and outside the Council, via range of digital devices, including personal smartphones.</p> <p><u>Occupational Health Unit Helpline for employees</u> Monday to Friday, office hours provision providing advice and signposting to employees.</p> <p><u>Wellbeing Through Work</u> The Council has been able to access this service, the mental health and wellbeing service provided to NHS employees. This provides a wide range of support on both physical and mental health well-being including referral to specialist support services. This onward referral includes Trauma Support for those who encounter traumatic experiences.</p> <p><u>Occupational Health Unit Referral Helpline</u> A referral service for managers to deal with critical OH matters. We are developing plans to recover OH Physician Clinics to The Quays subject to risk assessment and recovery planning.</p> <p><u>School Counselling Service Helpline for School based staff</u> Signposting advice and guidance in relation to the mental health and wellbeing of teaching and learning support assistants, as well as advisory support and guidance on how teachers and learning support assistants can support young people deal with issues arising from Coronavirus.</p> <p><u>Primary School Call Back Service for Parents</u> This service provided by the School Based Counselling Service supports parents in supporting the emotional wellbeing of their children during this time.</p> <p><u>Communications focus on wellbeing</u> Mental health and wellbeing feature regularly in employee communications, including the Intranet, HR SWAY and In the Loop. Promotion of Mental Health Awareness Week in May, with the 'Kindness Initiative'. Current campaign "5 Ways to Wellbeing".</p> <p><u>Time to Change Wales Employee Champions Network</u></p>
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		<p>12 employees were recruited to be Employee Champions in the summer of 2021. The Champions were trained by Time to Change Wales and are instrumental in providing support for employees within their service areas in relation to mental health and wellbeing and are also the link to rolling out corporate health and wellbeing initiatives across the Council.</p> <p><u>World Mental Health Day – 10th October 2020</u></p> <p>5 days of activities to support mental health and wellbeing were arranged for week commencing 5th October 2020 in support of World Mental Health Day. These activities involved virtual Tai Chi, talks from Wellbeing Through Work in relation to home working, Mindfulness sessions and Wellbeing Workshops. All were very well attended.</p> <p><u>Return to workplaces following Covid-19 lockdown</u></p> <p>Risk assessments and manager guidance refer to the emotional well-being impact of the return to workplaces, as well as the physical arrangements that are necessary.</p> <p><u>A range of training initiatives offered by the LT&D Team</u></p> <p><u>Online First Aid for Mental Health course</u></p> <p>Prior to the Covid-19 emergency we had started to roll out this certificated course, provided face to face by Neath College to group of around 20 at a time. The LT&D team have worked with Neath College to develop this into an online webinar, which is also certificated. This has now been completed by 77 employees.</p> <p><u>Mindfulness Course</u></p> <p>38 employees completed a 5-week online course offered in partnership with UNISON and funded by WULF.</p> <p><u>The Wellbeing Series</u></p> <p>Five online webinars designed to help participants optimise their wellbeing, was provided initially to the council's Corporate Management Group, to support the mental health and wellbeing of the senior team. The series was so successful it has been rolled out across social services, to head teachers and to the Test Trace Protect Service.</p>
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	<p>To raise awareness about the Menopause in partnership with the trade unions.</p>	<p>Employees will have greater awareness of how women in the workplace may be affected by the Menopause and know how to refer people to support services.</p>	<p>A suite of guidance and advice documents is available on the intranet. In November 2019 a Menopause Drop in Session was piloted as a joint initiative between HR and Occupational Health and as a result of positive feedback, this was due to become a regular offer. Due to the pandemic, this has been delayed and will be rolled out in 2021/22.</p>
	<p>Improved customer access to occupational health services, with the implementation of a digital system to manage referrals and all other aspects of employee occupational health, improving efficiency, and access to timely and appropriate medical guidance and advice to support the management of employee health in the workplace.</p>	<p>Successful roll out of the OuCH database across the Council and feedback from users of the service.</p>	<p>The OuCH occupational health database has been implemented across the Council. Managers can now refer and access all occupational data relating to the employees within their relevant services.</p>

Workforce Priority Five: Promoting Equality and Embracing Diversity			
Action	What will be the outcome?	How can we demonstrate progress?	Current position
The Council will ensure that our recruitment processes promote fairness, equality and inclusion.	Our recruiting managers will be aware of their responsibilities under the Equality Act 2010 in relation to making reasonable adjustments, at interview and when considering the best applicant for the post, ensuring a fair and transparent process.	We will monitor training for recruiting managers, to ensure those with responsibility for recruitment are equipped to do so in a way that is fair and transparent. We will also monitor complaints in relation to recruitment to determine any emerging patterns that require action and intervention.	<p>In 2020/21 17 managers received training in relation to recruitment, 100% feeding back that their knowledge had increased as a result of the training.</p> <p>No complaints were received in 2020 / 21 in relation to recruitment.</p> <p>Guidance has been developed in partnership with the trade unions, to help line managers consider and agree reasonable adjustments. This guidance was implemented in 2020, with the support of Corporate Communications colleagues to ensure that it reaches all part of our organisation.</p> <p>The LT&D team provided the following training sessions:</p> <ul style="list-style-type: none"> • Equalities in the Workplace • Unconscious Bias Training • Transgender issues in the Workplace • Providing Muslim Friendly Workplaces • Safer Recruitment <p>Our Gender Diversity Action Plan contains specific actions in relation to recruitment, and these will be progressed in 2021 / 22.</p>

Workforce Priority Five: Promoting Equality and Embracing Diversity			
Action	What will be the outcome?	How can we demonstrate progress?	Current position
	The Council will achieve The Disability Confident Employer Status (Level 2)	<p>The aims of the Scheme are to:-</p> <ul style="list-style-type: none"> ➤ engage and encourage employers to become more confident so they employ and retain disabled people; ➤ increase understanding of disability and the benefits of employing or retaining disabled people; ➤ increase the number of employers taking action to be Disability Confident; and ➤ make a substantial contribution towards halving the disability employment gap. 	Level 2 was achieved in August 2017 and maintained at re-assessment in August 2019 for a further 2 years to August 2021. The Council can continue to use the 'Disability Confident Employer' badge in recruitment .
	NPT's BME community will be engaged and supported to increase employment opportunities both within the Council and the wider County borough.	To increase the diversity of the Council's workforce, to reflect the community we serve.	In October 2020, in response to the awful circumstances surrounding George Floyd's death and the Black Lives Matter movement, the Cabinet Member for Corporate Services and Equalities, chaired a 'Black Lives Matter – a conversation' for employees.

Workforce Priority Five: Promoting Equality and Embracing Diversity				
Action	What will be the outcome?	How can we demonstrate progress?	Current position	
			<p>This was supported by the Chair of the UNISON Black Members Group, and the discussion and feedback led to the development of an action plan, signed off by the Equality and Community Cohesion Group. It includes a proposal to form an Employment Forum for Black, Asian and minority ethnic employees, and with the intention that this group will help inform and develop our employment strategy to end racism and increase diversity.</p>	
To develop a strategy to close the Council's Gender Pay Gap.	The Council will understand the reasons for our gender pay gap and will have identified actions to close the pay gap.		2017/18	2018/19
			4.17%	3.93%
			2019/20	2020/21
			3.93%	3.44%
			<p>Since 2019, the Council has worked with Chwarae Teg, as a member of their Fair Play Employer Scheme. Chwarae Teg carried out a gender diversity audit of the Council's policies and practices, and a gender diversity survey of employees. Following the audit, Chwarae Teg awarded the council the Silver Award for Gender Diversity, which confirms the Council's commitment to gender diversity in the workplace. The audit led to the development of a Gender Diversity Action Plan, which includes actions to close the Council's gender pay gap.</p>	

Workforce Priority Five: Promoting Equality and Embracing Diversity				
Action	What will be the outcome?	How can we demonstrate progress?	Current position	
			<p>Key actions focus on low paid women in the Council, as achieving gender balance amongst the lowest paid employees, is key to eliminating the gender pay gap.</p> <p>In recognition of this work, the council was nominated for the Fair Play Employer award, reaching the final shortlist of 6, out of hundreds of entries.</p> <p>In 2020, the LT&D team worked with Chwarae Teg to implement online Career Development sessions for lower paid women, aimed at increasing skills and confidence. Sessions included:</p> <ul style="list-style-type: none"> • Work Smarter Not Harder • How to say no brilliantly • Speak Up, Stand Out • Change your thinking, get results • Managing challenging behaviour <p>83 staff completed in 20-21</p>	
Implementation of Welsh Language Standards in relation to recruitment and employment.	The Welsh language is treated no less favourably than the English language in relation to vacant posts advertised and recruited to.	Number of posts advertised and assessed as: <ul style="list-style-type: none"> (a) Welsh language skills are essential; (b) Welsh language skills are desirable (c) Need to learn Welsh 	<u>2019/2020</u> 11 138 1 269	<u>2020/21</u> 2 53 0 206

Workforce Priority Five: Promoting Equality and Embracing Diversity				
Action	What will be the outcome?	How can we demonstrate progress?	Current position	
		(d) No Welsh Language skills required .		
	Improved Welsh language capability and confidence within the workforce.	Number of employees who have accessed Welsh language learning, training and development.	<u>2019 / 20</u> 73	<u>2020 / 21</u> 258
To support obligations set out in the Strategic Equality Plan (SEP).	Employees will be aware of their obligations under the SEP and will have training and development to support this, appropriate to their role.	Number of employees who have accessed equalities training.	<ul style="list-style-type: none"> • The following training courses were provided in 20 / 21 with attendance figures: • Equalities in the Workplace – 17 • Unconscious Bias Training -16 • Hate Crime - 30 • Violence Against Women, Sexual Violence, Domestic abuse (VAWDASV) Group 1 – 813 (E-Learning) • Group 2 - 87 • Group 3 - 2 • Human Trafficking & Modern Slavery – 4 • Exploitation – 99 • BAWSO Forced Marriage - 4 • Calan-DVS Domestic Abuse – 15 • New Pathways Sexual Violence - 10 • Harmful Sexual Behaviour - 18 • Swansea Women’s Aid Stalking & Harassment - 13 • Thrive Disability, Older People Equality. – 5 • Understanding Child Sexual Abusers - 24 	

Workforce Priority Five: Promoting Equality and Embracing Diversity

Action	What will be the outcome?	How can we demonstrate progress?	Current position
			<ul style="list-style-type: none">• Understanding Child Sexual Abusers & The Internet – 12• Small Steps – Far Right Awareness Training - 26• Obtaining Safe and Legal Decisions – 76• Pre-Retirement Course – 30• Transgender Awareness - 22



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

7TH JUNE 2021

REPORT OF THE HEAD OF HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT – SHEENAGH REES

Matter for information

Wards Affected: All wards

Workforce Information Report

Purpose of Report

The purpose of this report is to provide Members with the Council's Gender Pay Gap report for 2020. The report is provided in Appendix 1.

Executive Summary:

This report provides Members with information on the gender pay balance and is measured using the mean gender pay gap, the median gender pay gap and pay quartiles.

Background:

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

specified information to demonstrate their compliance with the Public Sector Equality Duty.

The legislation requires us to include a gender pay objective within this annual report. Therefore, in order to reflect the new obligation of the legislation, we have calculated and will be reporting our gender pay gap annually.

Gender Pay Gap 2020 – headline data:

- Please refer to Appendix 1 for definitions and information on how the gender pay gap is calculated.
- The median gender pay gap (excluding schools) in 2019 was 3.93%. In 2020 our median gender pay gap has reduced to 3.44%.
- If we include schools, the median gender pay gap in 2019 was 9.25%. In 2020 the median gender pay gap increased to 9.54%.
- The council's median gender pay gap, including and excluding schools, is below the UK national average median gender pay gap of 15.5% in 2020.

Financial Impacts:

No implications.

Integrated impact assessment:

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

Valleys Communities Impacts:

No implications

Workforce Impacts:

Developing measures to reduce the council's gender pay gap is an objective of the council's Strategic Equality Plan. The council has worked in partnership with Chwarae Teg as a member of their Fairplay Employer Scheme since 2019, to develop and implement an action plan to reduce the gender pay gap.

Legal Impacts:

The general public sector equality duty under the Equality Act 2010 came into force in April 2011 and it requires public bodies to publish specified information to demonstrate their compliance with the Public Sector Equality Duty.

Risk Management Impacts:

No implications.

Consultation:

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

Appendices:

Appendix 1 – Gender Pay Gap Data

Recommendations:

It is recommended that Members note the gender pay gap report.

FOR INFORMATION**Officer contact:**

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Mae'r dudalen hon yn fwriadol wag



Gender Pay Gap Report 2020

GENDER PAY GAP 2020

An organisation is required to publish its gender pay gap annually for the previous year.

This report sets out the Council's gender pay gap for 2020.

What is a Gender Pay Gap?

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

The Council's gender pay gap is reported as:

- The **mean** gender pay gap
 - The **median** gender pay gap
 - The proportion of males and females in each **quartile** pay band.
-
- The gender pay gap is calculated using **gross hourly** rate of pay.
 - It captures pay differences between men and women, irrespective of their role or seniority. It is a measure across all jobs in an organisation. It is not the measures of the difference in pay between men and women for doing the same job. For example, an organisation that is over-populated by men in higher paid/senior roles and women in lower paid roles, will have a gender pay gap in favour of men.
 - The gender pay gap can be positive or negative. If it is a positive figure, this means that on average, men's earnings are higher than those of women and if the pay gap is negative, on average, women's earnings are higher than those of men.

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

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

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

What are Pay Quartiles?

As part of gender pay gap reporting, we are required to publish pay quartiles. Pay quartiles are created by ranking each relevant employee in order of their gross hourly rates of pay, and then dividing those employees into four equal groups from the lowest paid to the highest paid. They show the proportions of men and women in each of four equal pay quartiles (lower, lower middle, upper middle and upper quartile).

How did we calculate the Gender Pay Gap?

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

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

Ordinary Pay:

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

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

Who has been included in the calculations?

The pay data for 2020 is a snapshot as at 31st March 2020.

The Council employed (all employees) 6,421 employees, at March 31st 2020, which includes 1766 (27.5%) males and 4655 (72.5%) females.

The Council workforce, excluding schools, was 3,630 employees, at March 31st 2020, which represents 1290 (35.5%) males and 2340 (64.5%) females.

The pay data excludes casual employees.

Our Gender Pay Gap

Appendix 1 sets out the Council's gender pay gap reported as the mean, median and pay quartiles and shows the pay gap for:

1. All employees excluding schools; and
2. all employees including schools.

It is worth noting that we are not required to report on the gender pay gap in schools but we have chosen to include this data for information.

Our Mean Gender Pay Gap

	2020	2019
All employees (excluding schools)	7.2%	9.15%
All employees (including schools)	11.22%	12.15%

Our mean gender pay gap (excluding school employees) shows that on average, women earn 7.2% per hour less than men. In other words, on average, a female would earn 93p for every £1 earned by a male employee.

Our Median Gender Pay Gap

	2020	2019
All employees (excluding schools)	3.44%	3.93%
All employees (including schools)	9.54%	9.25%

The median pay gap is the number that is the midpoint when all employees' hourly rates of pay are lined up from lowest to highest.

For example, Appendix 1 shows that our median (midpoint) hourly rate for our male employees (excluding schools) is £12.79 and for our female employees, £12.35. This represents a median gender pay gap of 3.44%.

Including schools, our median pay gap is 9.54%.

Our Pay Quartiles

The pay quartiles in Appendix 1 show the percentage of men and women that make up each equal pay quartile.

For example, (excluding schools), the top quartile (highest paid) is made up of 59% women and 41% men and the lower quartile (lowest paid) is made up of 72% women and 28% men. The latter shows that a significantly higher proportion of women fall in the lowest paid quartile.

All employees which includes schools, shows that 67% women and 33% men fall into the top quartile and 88% women and 12% men fall into the lower quartile.

Gender Pay Gap across the UK

For comparison purposes, the Office of National Statistics has measured the UK's gender pay gap (median pay) as being 17.9% in 2018, 17.4% in 2019 and 15.5% in 2020.

Our Commitment

Whilst the Council's Gender Pay Gap is lower than the UK's median gender pay gap, we are committed to closing the gap.

On January 14th 2019, the Personnel Committee gave approval for the Council to subscribe to the 'Chwarae Teg Fair Player Scheme'.

Chwarae Teg is currently working alongside the council and has helped develop a bespoke 'Gender Equality Action Plan' with evidence based actions

to improve gender equality and reduce the Council's gender pay gap. The council was awarded the Chwarae Teg Silver Award for Gender Equality in 2020, which underlines the council's commitment to improving gender diversity in the workplace.



NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

7TH JUNE 2021

REPORT OF THE HEAD OF HUMAN RESOURCES – SHEENAGH REES

Matter for Decision

Wards Affected: All wards

Introduction of Coronavirus Vaccine Policy

1. Purpose of Report

The purpose of this report is to seek Member approval to introduce a Coronavirus Vaccine Policy both to encourage employees to take up the vaccine and to provide information in relation to appointments and related matters.

2. Background

The Health and Safety at Work Act 1974 obliges employers to take reasonable steps to reduce any workplace risks, this duty gives employers justification for encouraging their employees to be vaccinated to protect themselves and everyone else at the workplace.

Most employees will welcome the opportunity to be vaccinated against Coronavirus, but there will be a minority who will be reluctant or refuse to have the vaccine. The reasons could be many and varied, including individuals who can't have the vaccine (for example, on medical grounds),

those who can have the vaccine but refuse (for example, on religious or spiritual grounds) and those who can have it but have concerns and are uncertain (for example, due to a fear of vaccinations generally). While it is primarily the role of the government and health service to combat vaccine hesitancy, employers play a vital role in helping promote a persuasive case for Coronavirus vaccinations as they are gatekeepers for the health and safety of employees.

As the wider rollout of the vaccine is taking place, the Policy has been developed to encourage employees to be vaccinated. By engaging with employees and through good communication it is hoped this will help employees make informed decisions regarding their vaccination. Explaining and encouraging employees with impartial, factual information will keep them informed about the workplace impact and risks of Coronavirus.

It is acknowledged that this Policy will be reviewed and amended going forward as the public health information and guidance changes.

3. Development of the Policy

The Policy was developed taking into account best practice from the Chartered Institute of Personnel and Development (CIPD) and ACAS. It has also been agreed by the trade unions in the Local Government Services Forum.

4. Communication of the Policy

As this is a new policy, it is important that it is communicated widely across the Council. We will do this by including an article in the Council's newsletter In The Loop and in the weekly staff sway. It will also be placed on the 'Coronavirus information for staff' internet pages and the HR Intranet. All Heads of Service will be emailed a link to the policy requesting them to cascade it to all their service areas and we will also advertise the policy on the payslips to ensure that all employees, whether they have an online payslip or a paper payslip, are aware of the new policy.

5. Financial Impacts:

There are no financial impacts associated with this report.

6. Integrated impact assessment:

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

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

7. Valleys Communities Impacts:

No Implications

8. Workforce Impacts:

The introduction of this policy will have a positive impact on employees across our workforce as having the vaccine will provide them with added protection whilst at work or in our community.

9. Legal Impacts:

No implications.

10. Risk Management Impacts:

No implications.

11. Consultation:

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

12. Recommendations:

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

FOR DECISION

13. Appendices:

Appendix 1 – Coronavirus Vaccine Policy

Appendix 2 – First Stage Integrated Impact Assessment

14. List of background papers:

None.

15. Officer Contact

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



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Polisi Brechlyn Coronafeirws

Coronavirus Vaccine Policy

www.npt.gov.uk

Version	Date	Action
Version 1	April 2021	New Policy

1. Introduction

A vaccine to prevent serious health effects from coronavirus has been developed and made available to the public. The purpose of this policy is to set out information on the vaccine in an employment context and other related matters.

It is important to note that even where employees have the vaccine, there is still a chance that they may still contract and spread coronavirus, therefore all workplace risk assessments must continue to be prepared, updated and adhered to.

2. Scope

This Policy applies to all employees of the Council with the exception of those employed by schools operating under fully delegated personnel powers.

3. Vaccine status

Individual opinions on vaccines can vary greatly and we appreciate that having a vaccine is generally a personal choice, sometimes dictated by personal circumstances such as health or religion. The Welsh Government has not made the taking of the vaccine mandatory and therefore it remains a voluntary exercise.

4. Our stance

As an employer, we have a duty to ensure the safety of our employees. In addition, the Health and Safety at Work etc Act 1974 requires employers to take all reasonably practicable steps to ensure the health, safety and welfare at work of all their workers. Despite the extensive measures we have taken to ensure that our workplace and our working arrangements are, and continue to be, COVID secure, the vaccine provides a greater level of personal safety against serious illness.

Because of this, we encourage our employees to take up the opportunity to have the vaccine when it is offered to them.

Employees in some services areas, eg social care have been offered the vaccine due to the role they undertake. This policy applies in these circumstances also.

Further information for this group of employees is available on the Public Health Wales website which can be accessed [here](#).

We expect our employees to be treated with dignity and respect by their colleagues in relation to their decision over the vaccine. The organisation will not accept any bullying or harassment, or other unwanted behaviour, against an employee because of their decision.

5. Making an informed decision

It is normal that some of our employees may have concerns about having the vaccine. We encourage all of our workforce to make an informed decision by paying attention to official information sources such as Public Health Wales. We would ask our employees to check the source of any information they read about the vaccine as we are aware that there is a certain amount of uncertified information available.

Click [here](#) for coronavirus vaccine information on Public Health Wales.

6. Having the vaccine

The current Welsh Government strategy for vaccinating the population is formulated on a priority basis according to age, industry sector and vulnerable status. Employees will receive notification of their vaccine appointment which may be at their normal GP surgery or at one of the mass vaccination centres set up specifically for this purpose. The vaccine is offered free of charge. It is currently administered in two doses, to be provided at separate appointments.

Please note that Public Health Wales will never ask for bank details when they contact you with a vaccination appointment. So please be aware of fraudulent emails/texts/letters attempting to gain this information as they are scams.

7. Time off for vaccination appointment

Employees should notify their line manager or supervisor of their appointment time on each occasion, giving as much notice as possible if time off work is needed. Employees must provide either written evidence or a text message confirming the appointment date and time to their manager.

Employees are entitled to paid time off to attend a vaccination appointment.

8. Vaccine-related absence

Employees will be paid their normal rate of pay if they are off sick with vaccine side effects and vaccine-related absences will not be counted for the purposes of managing sickness absence.

9. Employees concerned about being vaccinated

If any employee is concerned about being vaccinated they should contact their GP in the first instance. If the employee is in a role where the vaccination is offered to them, they should speak to their line manager in the first instance to explain their concerns. When dealing with this, it is important that line managers are sensitive to concerns and aware that some employees may have health concerns eg allergies. Or, some

people may be protected from discrimination under the Equality Act 2010, for example, where an employee is pregnant.

10. Policy Review

This Policy will be reviewed regularly in light of changes to advice and guidance issued by Public Health Wales and legislative changes.

Mae'r dudalen hon yn fwriadol wag

Impact Assessment - First Stage

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

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

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

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

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

1. Provide a description and summary of the initiative.

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

2. Identify who will be affected by the initiative.

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

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

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

Some things to consider include:

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

Definitions of impacts (either positive or negative):

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

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

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

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

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

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

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

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

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

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

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

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

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

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Introduction of a Coronavirus Vaccine Policy
Service Area: All Council Employees other than those employed directly by School's operating under fully delegated powers
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				
Disability		X				
Gender Reassignment		X				
Marriage/Civil Partnership		X				
Pregnancy/Maternity		X				
Race		X				
Religion/Belief		X				
Sex		X				

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Sexual orientation		X				
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4. Does the initiative impact on:

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

5. Does the initiative impact on biodiversity:

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

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


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	Yes	No	Details
Long term - how the initiative supports the long term well-being of people	x		Introducing a Coronavirus Vaccine Policy will support our employees and our communities as the more people who have the vaccine means that they have more protection against severe symptoms and hospitalisation from the Coronavirus. This should enhance their long term well-being.
Integration - how the initiative impacts upon our wellbeing objectives	x		As above. The introduction of the Coronavirus Vaccine Policy will contribute to our wellbeing objectives as it will impact on people's health and wellbeing.
Involvement - how people have been involved in developing the initiative	x		The Policy was developed taking into account guidance provided by the CIPD and ACAS. The Council's Joint Trade Unions have also been consulted with and have agreed the Policy.
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions		x	N/A – this is a Neath Port Talbot Council Policy.
Prevention - how the initiative will prevent problems occurring or getting worse	x		This Policy will encourage our employees to have the Coronavirus vaccine which is positive for the Council and our communities.

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

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

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

	Name	Position	Signature	Date
Completed by	Diane Hopkins	Principal HR Manager	D B Hopkins	30/4/2021
Signed off by	Sheenagh Rees	Head of HR & OD		07/05/21



NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

7TH JUNE 2021

REPORT OF THE HEAD OF HUMAN RESOURCES – SHEENAGH REES

Matter for Decision

Wards Affected: All wards

Review of Recruitment Restrictions

1. Purpose of Report

The purpose of this report is to seek Member approval to amend recruitment restrictions first implement in April 2011, under the provisions of the Workforce Strategy Collective Agreement 2010.

2. Background

In 2010, following extensive negotiations with the council's recognised trade unions, a number of measures were agreed via collective agreement. The agreement had two key aims:

- a. To reduce the costs of local authority services to reflect the substantial real terms reduction in the level of Aggregate External Finance allocated to the Council in the medium term.
- b. To continue to maximise employment continuity with compulsory redundancy as a last resort, a particular priority of the trade unions.

Included in the Collective Agreement is a set of measures to avoid compulsory redundancies, “The Joint Commitment To Seek To Avoid Compulsory Redundancies”, a copy of which is attached in Appendix 1 of this report. This included restrictions on external recruitment, along with a number of other measures such as the introduction of ‘prior consideration’, redeployment, and a voluntary redundancy scheme.

Members will be aware through regular workforce reporting that since the introduction of these measures in 2011, this strategy has been successful for the council with a minimal number of compulsory redundancies occurring in each financial year, despite significant reductions in the overall headcount of the council.

The Head of Service Workforce Planning Group (formally known as the Head of Service VR Group) was established in 2011 with the aim of ensuring a consistent and joined up approach across the council. This included overseeing recruitment restrictions and facilitating redeployment. The Group is chaired by the Director of Environment and Regeneration, attended by a Head of Service representative from each directorate, and two trade union representatives. This Group helped develop the recruitment restrictions that are still in place today:

1. All vacancies will be advertised in the first instance to Prior Consideration applicants only (see definition below).
2. If that does not result in a successful appointment, vacancies can then be advertised on an ‘internally only’ basis.
3. If that is not successful, recruiting managers can seek approval from the HOS Workforce Planning Group to advertise externally to the council. Recruiting managers are required to provide a business case to support this request.

There are two tiers of prior consideration:-

Tier One

- Employees under notice of redundancy
- Employees at risk of redundancy
- Medical redeployees

- Employees at Stage 3 of the Capability Procedure
- Employees on a Temporary / Fixed Term Contract, who have been subject to two or more successive fixed terms contracts over a four year period or more

Tier Two

- Employees on a Temporary / Fixed Term Contract with EITHER 12 months continuous service with the Council OR a contract of 12 months or more duration
- Employees in a pay protection situation

Tier One redeployees will be given priority, in respect of appointments over employees within the Tier Two category. This means that they will be short-listed and interviewed prior to those in the Tier Two category. Should the employee/s in the Tier One category be unsuccessful, the recruiting manager should subsequently interview those in the Tier Two category.

3. Review of restrictions

The Workforce Planning Group have considered the following:

- The Council has a statutory duty to continue to seek suitable alternative employment for employees served with notice of redundancy up to the date of termination.
- The number of employees designated 'at risk' and entitled to Prior Consideration has reduced significantly from the early to mid 2010s when hundreds of employees were at risk at any one time. Currently there are 49 employees at risk, and of these, 15 are Tier 1.
- Services, in the current circumstances, require a more flexible and responsive approach to recruitment. This is evidenced by the increasing number of business cases submitted by line managers to the Workforce Planning Group, requesting simultaneous Prior Consideration and Internal Only advertising in order to reduce the number of weeks a recruitment exercise takes from date of advertisement to date of

appointment. By combining the first and second stages of advertising, this reduces the timescale by at least 2 weeks.

- With the numbers of prior consideration candidates now so small, it is more difficult to continue to justify a 2 week time delay in the recruitment process.
- Where a vacancy is advertised to Prior Consideration and Internal Only applicants, recruiting managers are still required to consider the prior consideration candidates before any other candidates, so whilst the timescale for recruitment will be reduced the advantage to prior consideration candidates will not.

4. Proposed arrangements

The Workforce Planning Group is proposing that:

- a) Vacancies will be advertised for a 2 week period, simultaneously to Prior Consider and Internal Only candidates.
- b) If vacancies cannot be appointed to following Prior Consideration / Internal Only advertising, recruiting managers can request external advertising via a business case to the Workforce planning Group.
- c) At any stage in the recruitment process, if a prior consideration application present him/herself s/he should be considered before any other applicant.
- d) Should there be a significant increase in numbers of employees 'at risk' the Head of Human and Organisational Development, in consultation with trade unions and the Workforce Planning Group will have the authority to re-instate the requirement to advertise to those 'at risk' prior to any other candidates.

5. Financial Impacts:

There are no financial impacts associated with this report.

6. Integrated impact assessment:

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

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

7. Valleys Communities Impacts:

No Implications

8. Workforce Impacts:

The revision in the recruitment restrictions should not adversely impact on prior consideration candidates. This will be monitored by the Head of Service Workforce Planning Group, to ensure that this remains the case.

9. Legal Impacts:

No implications.

10. Risk Management Impacts:

No implications.

11. Consultation:

There is no requirement under the Constitution for external consultation on this item. The review of restrictions has been agreed with the Trade Unions via the Local Government Services Forum who support this proposal.

12. Recommendations:

It is **RECOMMENDED** that Members **APPROVE:**

- a) the revision to recruitment restrictions, that vacancies will be advertised for a 2 week period, simultaneously to Prior Consider and Internal Only candidates, other restrictions remaining unchanged.
- b) Should there be a significant increase in numbers of employees 'at risk' the Head of Human and Organisational Development, in consultation with trade unions and the Workforce Planning Group will have the authority to re-instate the requirement to advertise to those 'at risk' prior to any other candidates.

FOR DECISION

13. Appendices:

Appendix 1 – Joint commitment to seek to avoid compulsory redundancies

Appendix 2 – First Stage Integrated Impact Assessment

14. List of background papers:

Workforce Strategy Collective Agreement 2010.

15. Officer Contact

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

Joint Statement By Neath Port Talbot Council and GMB/UCATT/UNISON/UNITE

Joint Commitment To Seek To Avoid Compulsory Redundancies

The Commitment

1. It is acknowledged by the Council and the Trade Unions that the scale of the budget deficit faced by the Council over the next four years means that a significant reduction in headcount is inevitable.
2. The parties to this Statement are, however, committed to working in partnership to address this deficit, to seek to safeguard the continuing employment to the maximum extent possible and for as long as possible, the Council's workforce from compulsory redundancies.
3. The Council and the Trade Unions both recognise the importance of stable and positive employee relations and are both committed to speedy and effective consultation and negotiation processes in relation to all proposed changes which affect the workforce.
4. It is recognised by the Council and by the Trade Unions that current levels of pay and conditions of service have been the subject of local and national negotiations over a number of years (including the job evaluation agreement), but it is accepted that a reduction in pay and conditions of service for employees – some on a temporary and some on a permanent basis - will assist to enhance job security for the Council's employees in the current challenging budgetary climate.
5. The Managing Change In Partnership Agreement which has been made between the Council and the Trade Unions will be the framework within which this change programme will be progressed.
6. Within this framework, the Council and the Trade Unions will actively pursue a range of measures to safeguard the employment of persons who wish to remain in the employment of NPT Council, including those set out below:
 - Natural turnover; non-filling of vacant posts;
 - Restrictions on external recruitment;
 - Two Tier Prior Consideration;
 - Reduction in the use of Agency Workers;
 - Promotion of flexible working and flexible retirement;
 - Minimising contractual overtime and reducing non-contractual overtime;
 - Employee Support Scheme arrangements to support employees affected by the Council's change programme;
 - Secondments;
 - Greater flexibility in organisational arrangements and job roles, alongside increased geographical flexibility and mobility;
 - Flexible movement of employees from lower to higher priority jobs, new roles and different location;
 - Redeployment;
 - "Bumped" redundancies;
 - Seeking of volunteers for voluntary redundancy; and
 - Maximising attendance at work, including a thorough review of sickness absence arrangements.

The implementation and operation of these measures will be monitored jointly through established management / trade union consultative arrangements.

Mae'r dudalen hon yn fwriadol wag

Impact Assessment - First Stage

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

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

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

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

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

1. Provide a description and summary of the initiative.

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

2. Identify who will be affected by the initiative.

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

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

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

Some things to consider include:

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

Definitions of impacts (either positive or negative):

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

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

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

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

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

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

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

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

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

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

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

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

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

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Review of recruitment restrictions
Service Area: All Council Employees and job applicants and
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				
Disability		X				
Gender Reassignment		X				
Marriage/Civil Partnership		X				
Pregnancy/Maternity		X				
Race		X				
Religion/Belief		X				
Sex		X				

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Sexual orientation		X				
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4. Does the initiative impact on:

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

5. Does the initiative impact on biodiversity:

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

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


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	Yes	No	Details
Long term - how the initiative supports the long term well-being of people	x		The proposal reduces the length of time for advertising but it does not remove the advantage offered to those employees who are at risk of e.g. redundancy.
Integration - how the initiative impacts upon our wellbeing objectives	x		As above.
Involvement - how people have been involved in developing the initiative	x		The proposal was developed by the cross directorate head of service workforce planning group which includes two trade union representatives. The Council's Joint Trade Unions have also been consulted with and have agreed the proposal.
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions		x	N/A – this is a Neath Port Talbot Council Policy.
Prevention - how the initiative will prevent problems occurring or getting worse	x		The proposal reduces the length of time for advertising but it does not remove the advantage offered to those employees who are at risk of e.g. redundancy.

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

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

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

	Name	Position	Signature	Date
Completed by				
Signed off by	Sheenagh Rees	Head of HR & OD		07/05/21

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