



## ***PWYLLGOR PERSONÉL***

***2.00 PM - DYDD LLUN, 21 CHWEFROR 2022***

***DRWY MICROSOFT TEAMS***

### **Rhan 1**

1. Croeso a galw'r rhestr
2. Datganiadau o fuddiannau
3. Cyhoeddiad y Cadeirydd
4. Adroddiad Gwybodaeth am y Gweithlu (*Tudalennau 3 - 16*)
5. Gwybodaeth am Gyflogaeth a Chydraddoldeb 2020/2021 (*Tudalennau 17 - 50*)
6. Datganiad ar Bolisïau Tâl 2022-2023 (*Tudalennau 51 - 106*)
7. Eitemau brys  
Unrhyw eitemau brys yn ôl disgrisiwn y Cadeirydd yn unol ag Adran 100B(4)(b) o Ddeddf Llywodraeth Leol 1972.
8. Mynediad i gyfarfodydd  
Gwahardd y cyhoedd yn unol ag Adran 100A (4) a (5) o Ddeddf Llywodraeth Leol 1972 o'r eitemau busnes canlynol a oedd yn debygol o gynnwys datganiadau posib o wybodaeth eithriedig, fel a ddiffinnir ym Mharagraff 15 ac Adran 4 o Atodlen 12A y Ddeddf uchod.

### **Rhan 2**

9. Diweddariad ar y Trafodaethau Cyflog Cenedlaethol (yn eithriedig dan baragraff 15) (*Tudalennau 107 - 110*)

**K.Jones**  
**Chief Executive**

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

**Dydd Mawrth, 15 Chwefror 2022**

**Aelodaeth y Pwyllgor:**

**Cadeirydd:**           **Councillor D.Jones**

**Is-gadeirydd:**       **Councillor D.Cawsey**

**Aelodau:**            Y Cynghorwyr S.Bamsey, S.E.Freeguard, J.Hale,  
N.T.Hunt, J.Jones, L.Jones, S.A.Knoyle,  
E.V.Latham, S.Miller ac A.J.Taylor

**Aelodau nad**        Y Cynghorwyr C.Clement-Williams, M.Harvey,  
**ydynt**                A.R.Lockyer, P.A.Rees, P.D.Richards ac  
**yn Pleidleisio:**    A.Wingrave



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## **NEATH PORT TALBOT COUNCIL**

### **PERSONNEL COMMITTEE**

**21<sup>ST</sup> FEBRUARY 2022**

### **REPORT OF THE HEAD OF PEOPLE 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 2021/22 Quarter 2 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 data**

Our sickness absence figure for Quarter 2 in 2021/22 compared with the same period last year, shows an increase of 1.47 FTE days lost per employee for sickness absence, increasing from 3.58 days to 5.05 days which represents a 41% increase.

In Quarter 2 of this year, the number of days lost to short-term sickness absence and to long-term sickness absence have both increased compared to the figures for the same period last year.

The report sets out the 'Top 10 Reasons for Sickness Absence', and we can see that 'stress-related', 'bereavement reaction/grief reaction' and 'back pain' represent the top three reasons for sickness absence in Quarter 2 2021/22.

It is interesting to note that total absences due to confirmed Covid-19 cases is the fourth highest absence reason this Quarter and show a significant increase when compared to the same period last year.

Stress-related and bereavement/grief reaction were also the top 2 reasons for absence in Quarter 2 of last year with the number of absences for these reasons increasing in Quarter 2 this year compared to the same period last year.

The highest average FTE days absent, were in Adult Services, Early Years, Inclusion and Partnership and Streetcare Services. Members should note that the number of days lost in Adult Services is the same as last year with Streetcare Services showing a very slight decrease, whereas the number of FTE days absent in Early Years, Inclusion and Partnership show a significant increase in comparison to last year.

Notably, sickness absence due to confirmed Covid-19 is shown to be the highest in Schools, amongst both teaching and support staff, with the next highest being in Adult Services, followed by Streetcare Services.

**Financial Impacts:**

Sickness absence has a financial impact on the council, where posts have to be covered, this will add to the council's overall payroll.

**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 People & Organisational Development,  
Email: [s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk) or tel. 01639 763315



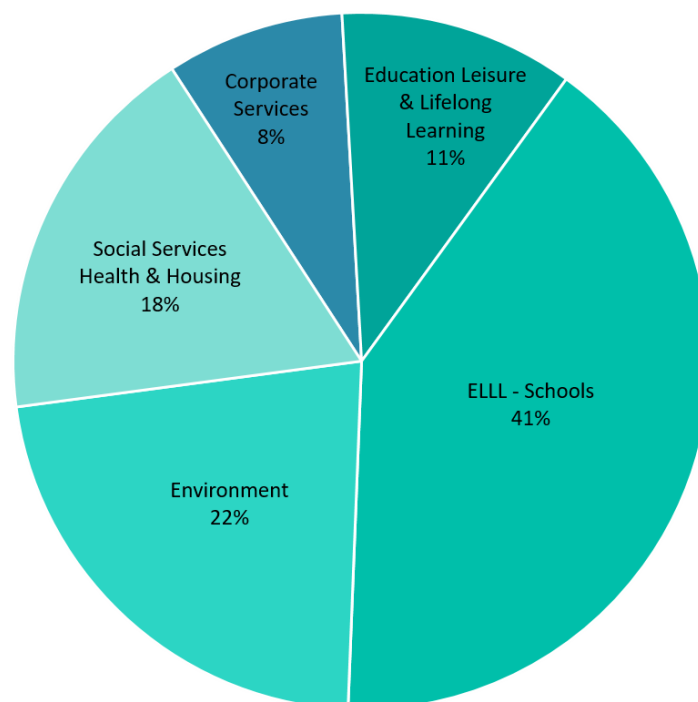
Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

# WORKFORCE INFORMATION REPORT

## Overview of the Council's Workforce

Data set out in this report relates to Quarter 2 2021/22

FTE per Service Area



6,995 employees

£ 108 million YTD

49% of gross expenditure

**47%**

of employees work  
Part Time

**23%**

of employees are  
teachers

**75%**

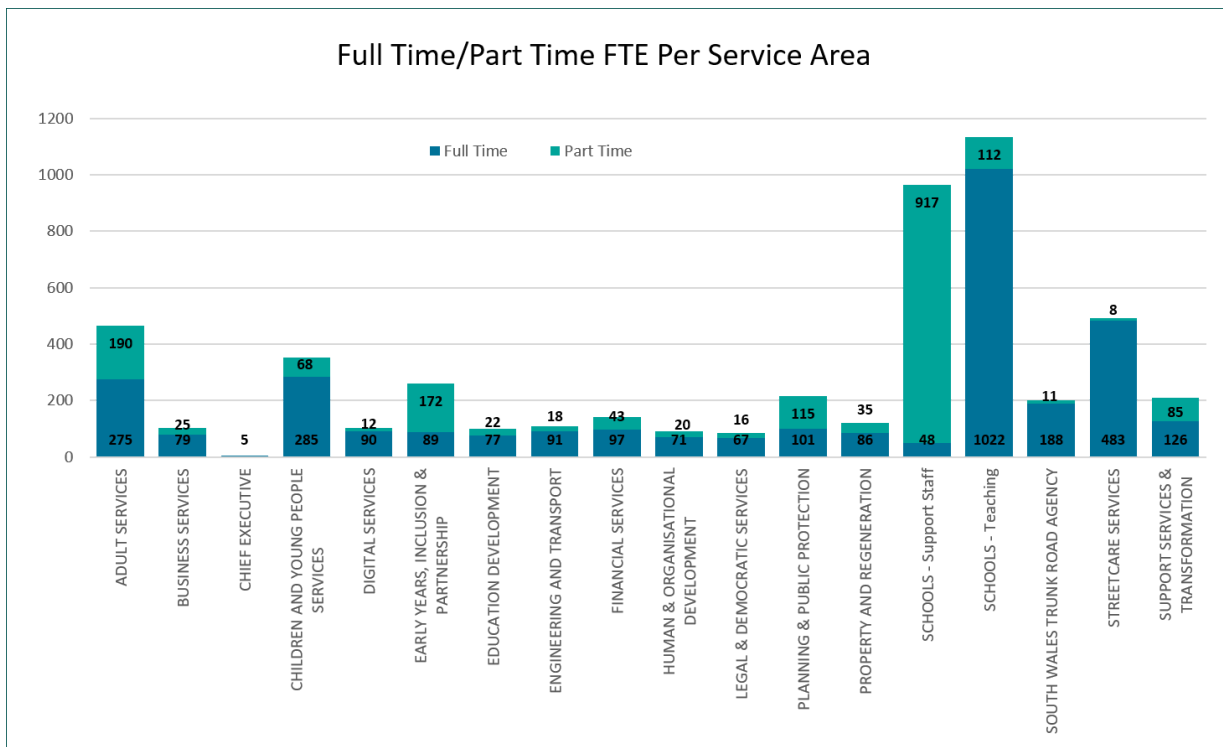
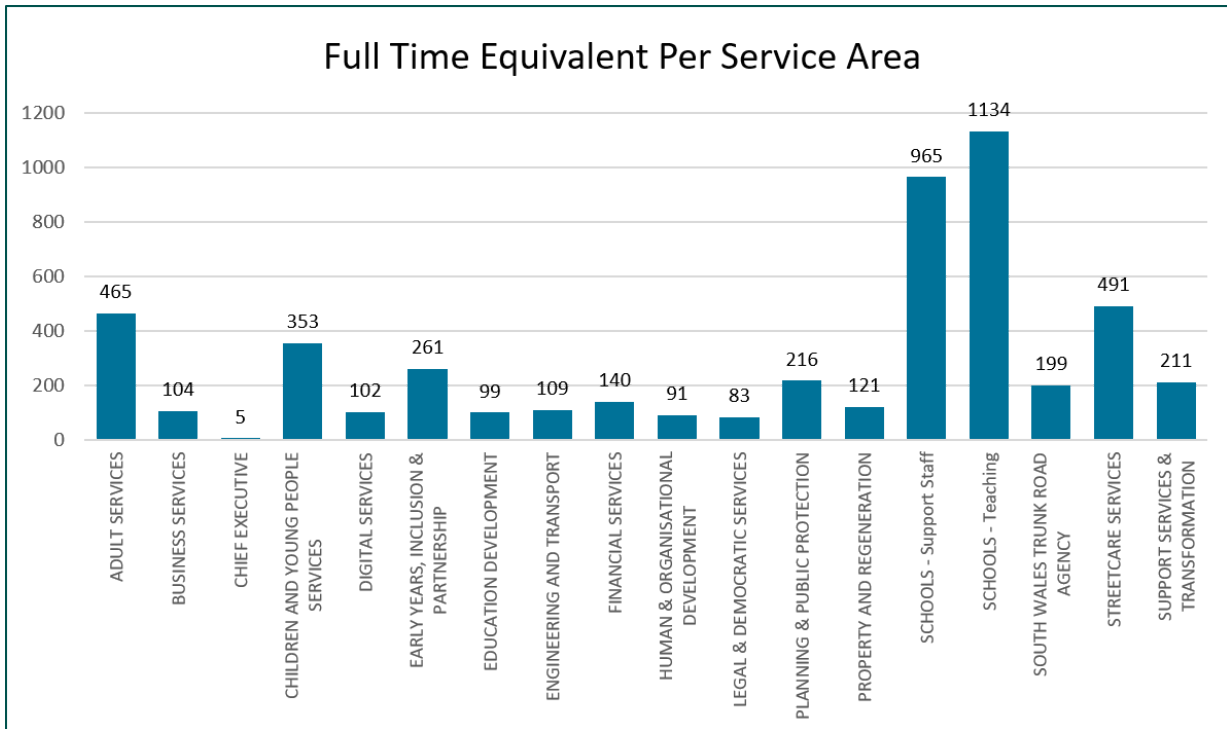
of employees are  
LGS/Green Book

**41%**

of employees are  
employed in our Schools



# Employees by Service Area

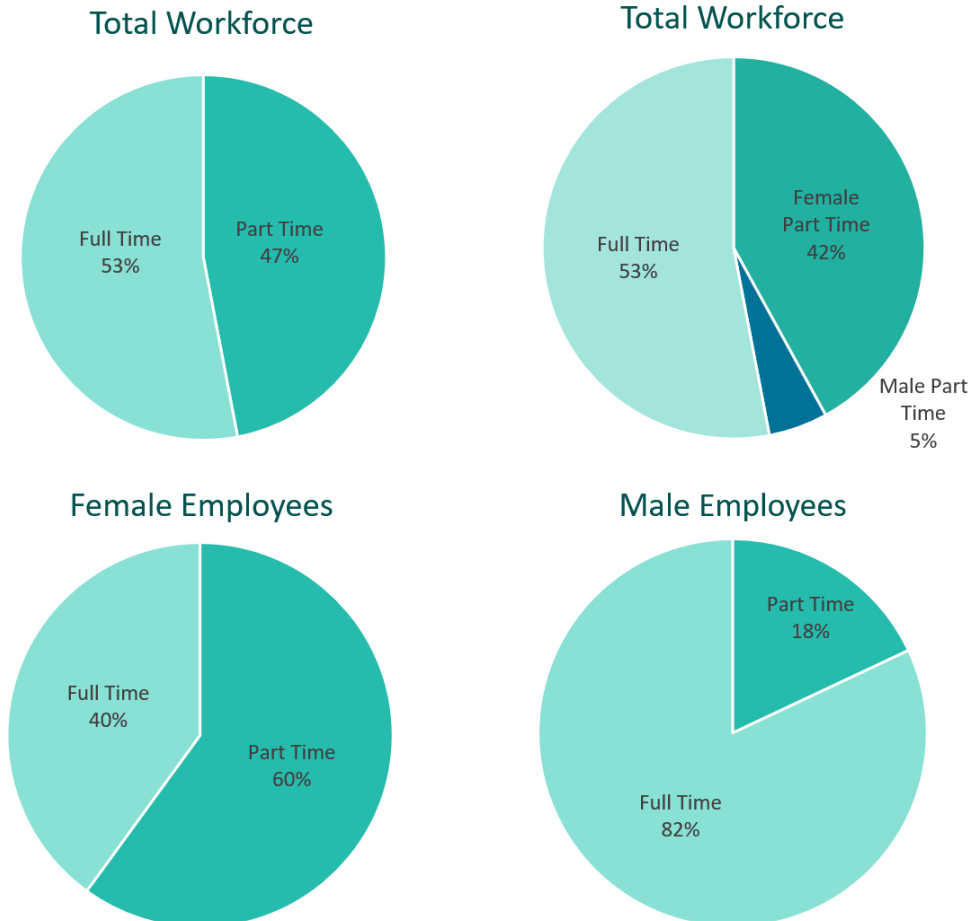


# Protected Characteristics - the Workforce

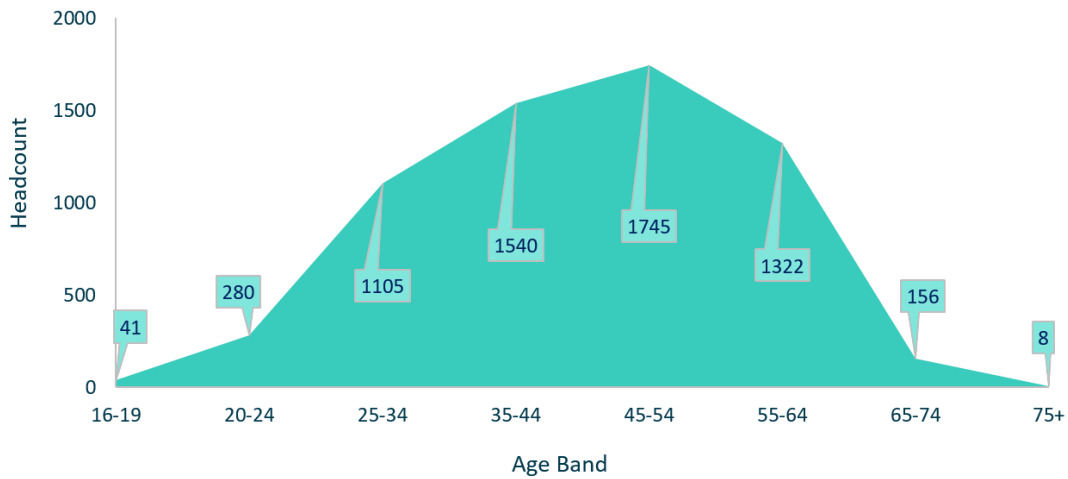
## Sex



## Working Patterns



Headcount per Age Band



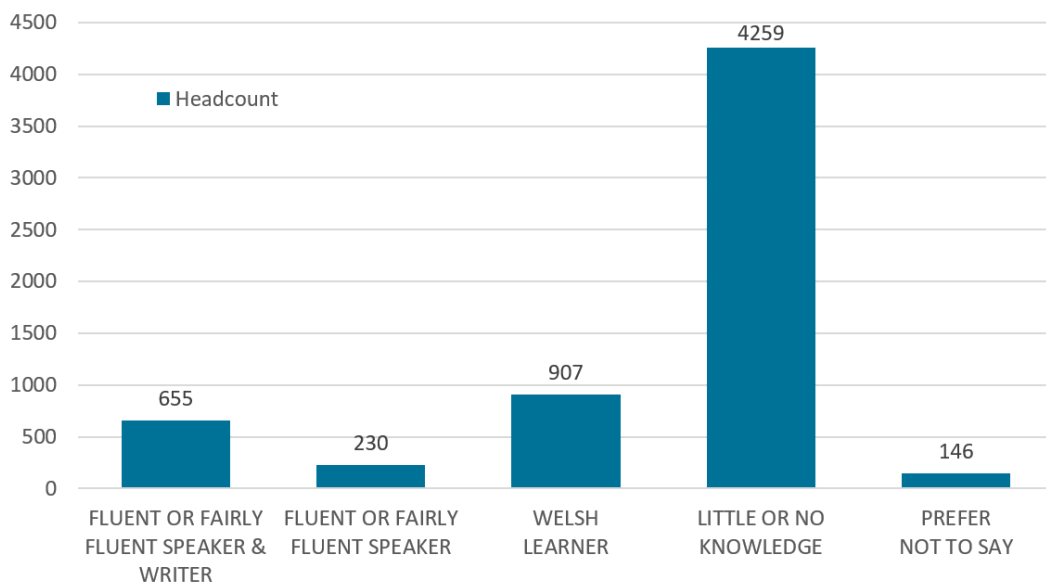
3%

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 2 2021/22

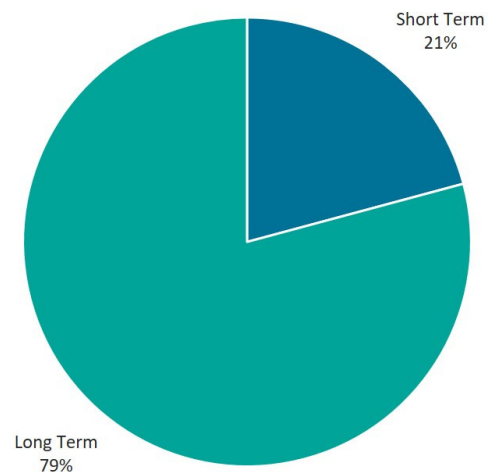
Number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence during the year

ID	Measure	Data Item(s)	Staff (exc teachers)	Teachers	All staff Q2 2021/22	All staff Q2 2020/21
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	6231.38	1615.18	7846.56	3817.36
		Number of working days/shifts lost to long-term sickness absence during the year	16790.05	1894.77	18684.82	14510.65
		Number of working days/shifts lost to sickness absence during the year	23021.43	3509.95	26531.38	18328.01
		Average number of full-time equivalent (FTE) employees	4145.28	1110.66	5255.94	5121.77
		PI Value	5.55	3.16	5.05	3.58

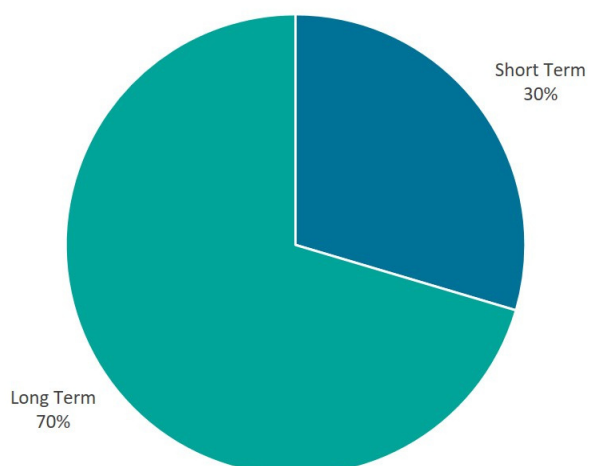
## Ratio of short and long term sickness - number of FTE days lost (Including teachers)

### Quarter 2 Comparisons

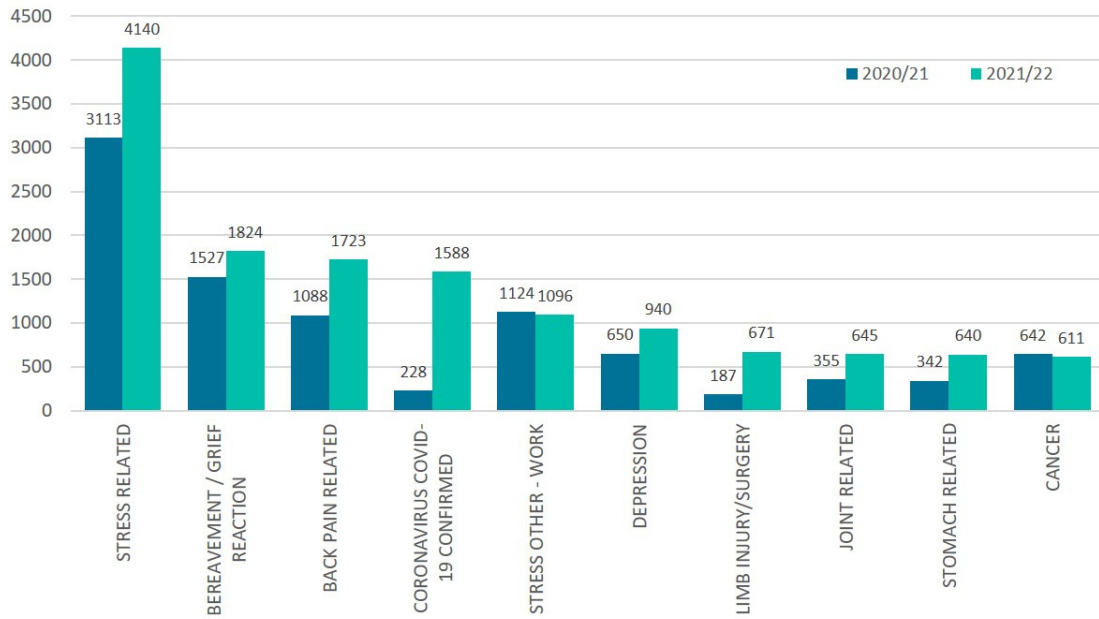
1st April 2020  
to  
30th September 2020



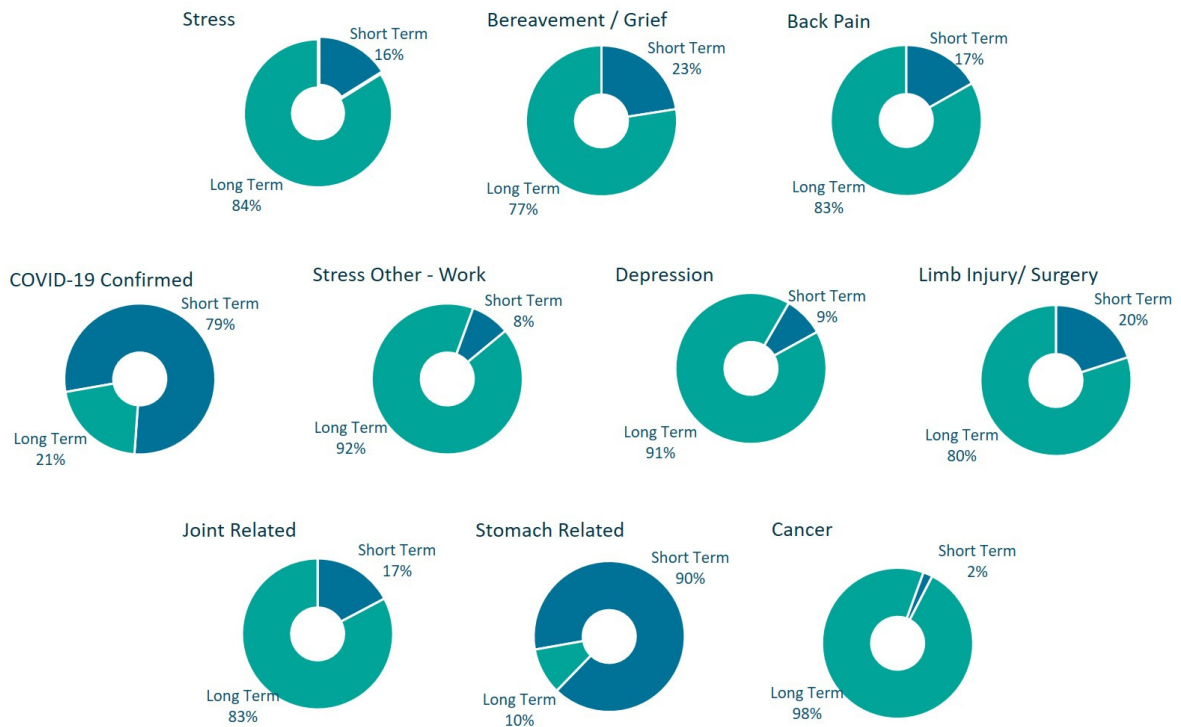
1st April 2021  
to  
30th September 2021



## Sickness Absence Reasons - Top Ten

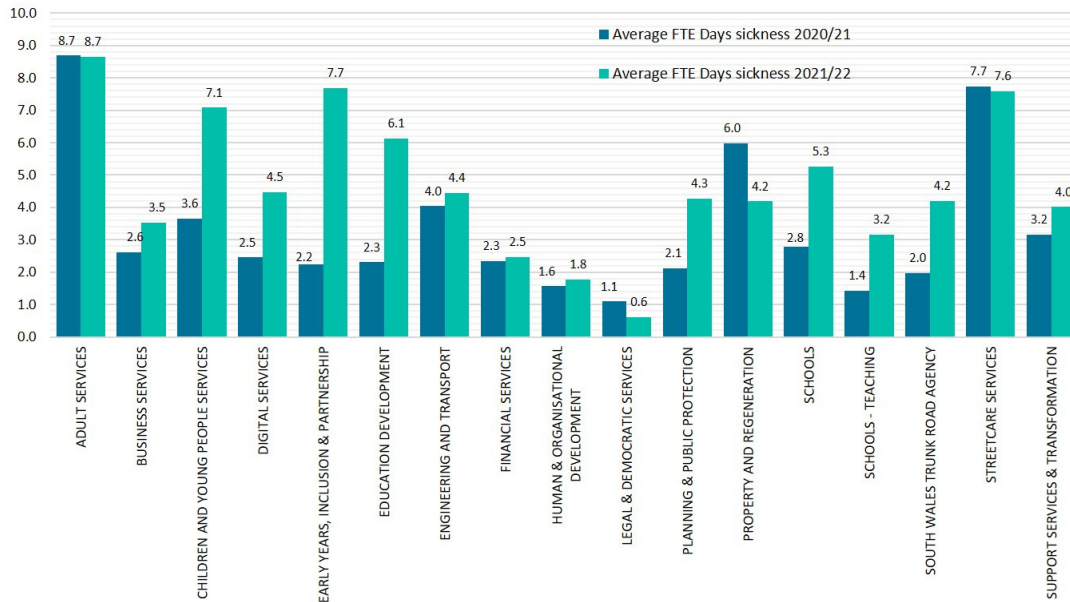


## Long Term / Short Term Comparison (Top 10 reasons)

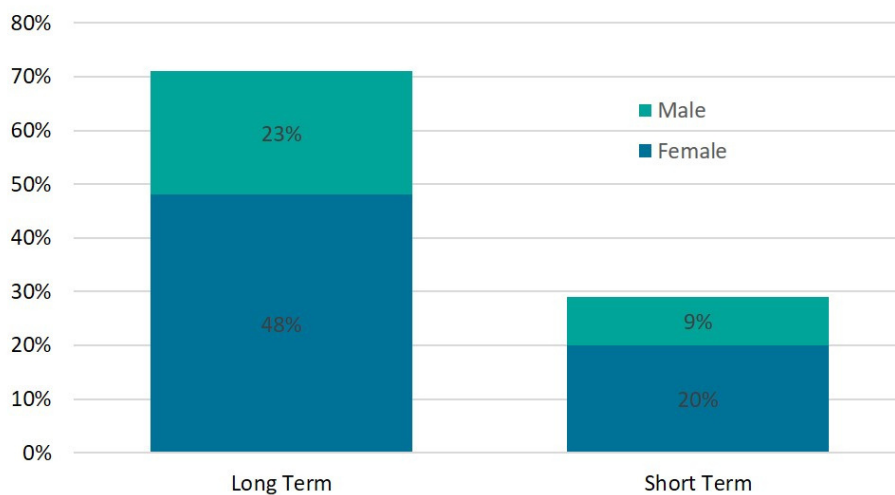


# Overview of Sickness per Service Area

## Average number of Sick days per Full Time Equivalent Employee Quarter 2 2020/21 and 2021/22 comparison

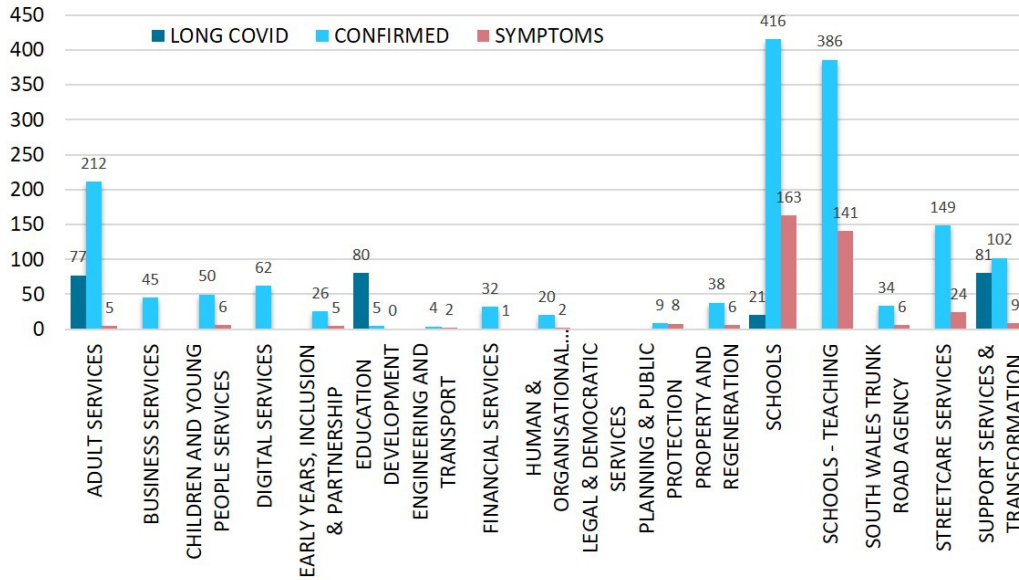


## Long Term / Short Term Sickness per Gender Quarter 2 2021/22

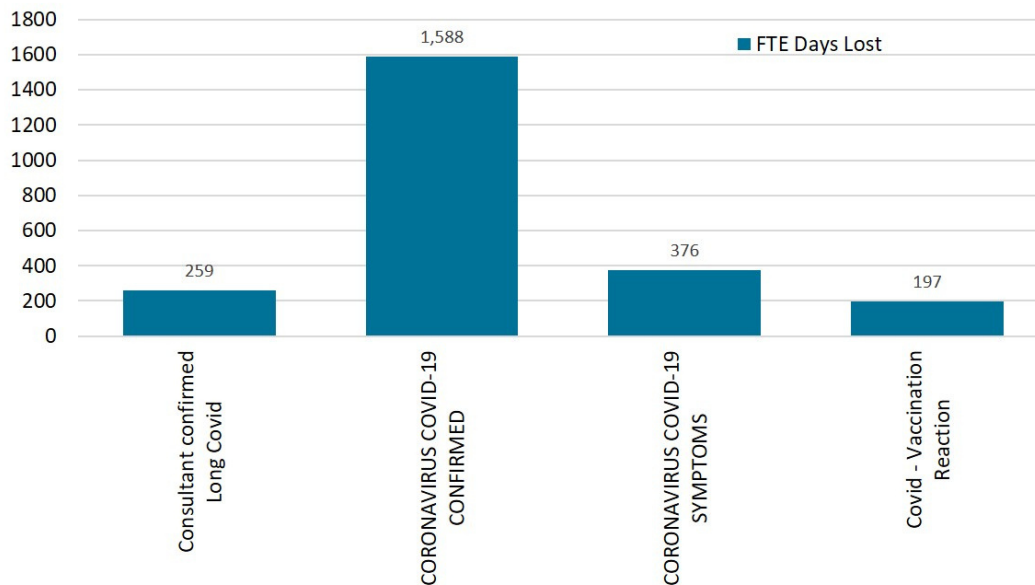


# COVID - 19 Sickness Absence

## Total number of FTE Working Days Lost for Quarter 2 Per Service



## Total number of FTE Working Days Lost for Quarter 2



## Leaver Data - Quarter 2 2021/22

Between 1st April 2021 and  
30th September 2021

6 Employees were  
successful redeployments

11 Voluntary Redundancies

8 Voluntary Redundancies  
in Schools

3 Compulsory Redundancies



## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### PERSONNEL COMMITTEE

21st February 2022

## Report of the Head of People & Organisational Development - Sheenagh Rees

### Matter for Decision

**Wards Affected:** All Wards

## Equalities Employment Information 2020/21

### 1. Purpose of the Report

To seek Members approval for the publication of equalities employment information for the year 2020-2021, prior to its publication on the Council's website, and the employment-related equality objectives.

### 2. Background

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

- 1) Eliminate discrimination
- 2) Advance equality of opportunity
- 3) Foster good relations between different groups.

In addition to the general equality duty there are specific duties which came into force within 2011. Under the specific duties, Public Bodies are required to:

- Prepare and publish one or more equality objectives

- Publish information to demonstrate compliance with the general equality duty. This includes information relating to persons who share a relevant protected characteristic who are its employees or other persons affected by its policy and practice

## **The duty to publish information**

As set out in the Regulations of the Equality Act 2010, all Public Authorities were required to publish specified information to demonstrate their compliance with the Public Sector Equality Duty by 31st March 2012, then at subsequent intervals, of not greater than one year. Any gaps in the specified information should be clearly identified, the reasons for the gaps, and the measures that are being to address the gaps in future.

## **Gender Pay Gap**

In addition to the requirements above, the legislation now requires us to include a gender pay objective within this annual report. Due to limited capacity in the HR Team, the implementation of the new HR/Payroll database and sickness absence, we have not included the gender pay gap information for 2021 in this report. This will be available in March 2022. The report does however contain the information on the gender pay gap for 2020.

The diagram below details the characteristics that are protected under the Equality Act 2010:



In compliance with our duty to publish information the Council produces an annual employment monitoring report which presents a statistical picture of the Council’s workforce from recruitment through to exit.

#### **4. The Equalities Employment Information**

The data has been analysed by the protected characteristics shown in the diagram above. The data set out in Appendix 1 is either for the 12 month period 1st April 2020 to 31st March 2021, or, where appropriate, a snapshot of the workforce on 31st March 2021.

The data has been collated from the Vision employee record database and the employee portal, with the exception of recruitment (for which there is a separate database) and training (for which there is limited use of the corporate database).

**5. Financial Impact**

No implications.

**6. Integrated Impact Assessment**

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

**7. Valleys Communities Impact**

No implications.

**8. Workforce Impacts**

No implications.

**9. Legal Impacts**

No implications.

**10. Risk Management**

No implications.

**11. Consultation**

This report will be discussed with all recognised trade unions at meetings of the various collective bargaining groups during the period March - June 2022.

**12. Recommendation**

It is RECOMMENDED that the enclosed equalities employment information is APPROVED by Members.

FOR DECISION

**13. Reason for Decision**

To enable the information to be published on the Council's website to meet the requirements of our Public Sector Equality Duty.

## **14. Implementation**

To be implemented immediately

## **15. Appendices**

Appendix 1 – Equalities Employment Information 2020 - 2021

## **16. List of Background Papers**

None

## **17. Officer Contact**

Sheenagh Rees, Head of People & Organisational Development,

Email – [s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk) or tel. 01639 763315

Diane Hopkins, Principal HR Manager, Email:

[d.b.hopkins@npt.gov.uk](mailto:d.b.hopkins@npt.gov.uk) or tel: 01639 763012

Mae'r dudalen hon yn fwriadol wag



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

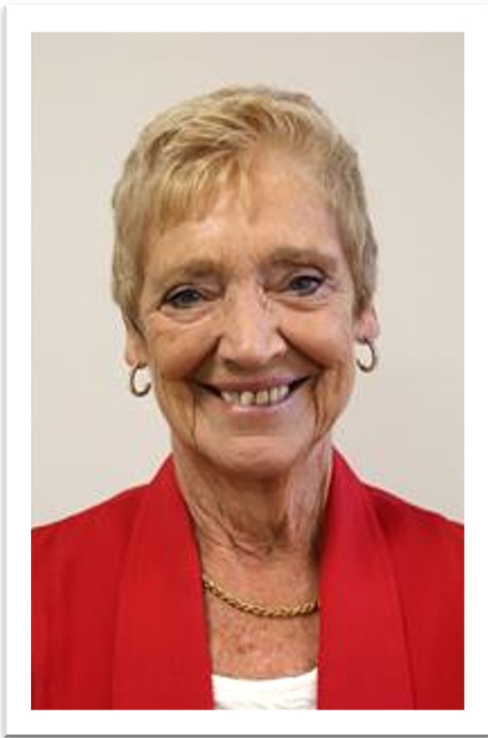
# **Adroddiad Blynyddol Cydraddoldebau Mewn Cyflogaeth 2020/2021**

## **Annual Equalities in Employment Report 2020/2021**

Adroddiad Blynyddol Cydraddoldebau Mewn Cyflogaeth  
Annual Equalities in Employment Report 2019/20

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[www.npt.gov.uk](http://www.npt.gov.uk)



## **Introduction**

I am pleased to present to you the Annual Equalities in Employment Report for 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021. I hope you find it relevant and informative.

The Council recognises the contribution of all employees who invest their time and play their part to ensure that equality is embedded at all levels throughout the Council, aiming to create an environment that is fair for all.

Equalities in Employment is important to the Council as recognising and embracing diversity can only assist us in improving the services we deliver to our citizens.

**Councillor Doreen Jones**

**Cabinet Member for Corporate Services and Equality**



## EQUALITIES EMPLOYMENT DATA 2020 / 2021

The data in this report covers all employees of Neath Port Talbot Council including those employed by schools.

Employment related data for the following protected characteristics is covered:

- Age
- Disability
- Race
- Sex
- Religion and belief
- Sexual Orientation
- Gender Re-assignment
- Marriage and Civil Partnership
- Pregnancy and Maternity

Data is analysed against the following criteria:

- People employed by the Council on 31<sup>st</sup> March 2021 by protected characteristic
  - Men and women employed, broken down by:
    - Occupational area
    - Grade and pay
    - Contract type, i.e. permanent or fixed term / temporary
    - Working pattern, i.e. full-time or part-time
- People who have applied for jobs with the Council
- Employees involved in grievance procedures
- Employees involved in Dignity at Work procedures
- Employees subject to disciplinary procedures
- Employees who have left the Council's employment.
- Employees who have successfully applied for training
- Employees who have completed training

# Overview of the Council

## The Council employs 6,124 employees:



1823 (30%)



4301 (70%)

### Sexual Orientation

Bi-sexual = 28  
 Gay man = 18  
 Gay woman / lesbian = 28  
 Heterosexual / straight = 2962  
 Other = 30  
 Prefer not to say = 2989

### Religion

Buddhist = 9  
 Christian = 1596  
 (all denominations)  
 Hindu = 1  
 Jewish = 3  
 Muslim = 16  
 Sikh = 0  
 No religion = 1364  
 Other religion or belief = 70  
 Prefer not to say = 2996

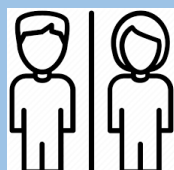
### Average Age



46



45



45

### Race

White British = 5717  
 White Other = 116  
 BAME = 93  
 Prefer not to say = 129

### Disability

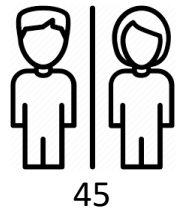
Disabled = 171 (2.8%)  
 Not Disabled – 5884 (97.2%)

### Marriage and Civil Partnership

Married = 3286 (54.3%)  
 Civil Partnership = 10 (0.2%)



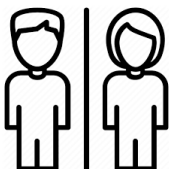
# Age

## Average Age



The average age of the workforce is 45 years . This is consistent with previous years.

## Age range

			
16—21	24	51	75 (1%)
22—30	252	471	723 (12%)
31—40	348	997	1345 (22%)
41—50	411	1235	1645 (27%)
51—60	552	1160	1712 (28%)
61—65	165	305	470 (8%)
65+	71	82	153 (2%)
Total	6124		

The highest number of employees in our workforce are aged 45-54 years, followed by those aged 35-44 years. These figures are consistent with previous years.

There are more women than men in all of age categories.

A Succession Planning Toolkit was developed by the HR Team to assist the Council's senior managers to plan their workforce going forward.

Further work will be done on succession planning going forward, which will include workshops for Accountable Managers, as this has been identified as a key workforce priority..

**Recruitment**

	<b>Applicants</b>	<b>Shortlisted</b>	<b>Appointed</b>
16—21	224	37	19
22—30	1264	193	101
31—40	953	198	86
41—50	709	178	94
51—60	605	173	86
61—65	118	19	8
65+	38	13	7

3911 people applied for 355 jobs with the Council during 2020/21 with 401 appointments made.

28% of applicants were internal applicants from within the Council's workforce.

In previous years, the main emphasis of recruitment activity was in relation to employees who are 'at risk' of redundancy. However, during this period, the number of employees 'at risk' of redundancy and on our prior consideration register had reduced significantly from previous years. Therefore this year, 72% of applications were from external applicants .

**Leavers**

16—21	8
22—30	75
31—40	91
41—50	53
51—60	89
61—65	64
65+	36

416 employees left the Council during the period. This number includes temporary and casual workers whose contracts may have come to an end and those employees who have resigned.

All employees who resign from the Council's employment are encouraged to complete an exit questionnaire and, if requested, undertake an exit interview with a HR officer. By doing this, services can identify the reasons why people leave and address them, if necessary.

The exit interview questionnaire will be digitalised going forward making it easier for leavers to receive and complete.

# Disability

*(those who have declared they have a Disability)*

- Disabled = 201
- Not Disabled = 5923

3.3% of employees have declared that they have a disability, this has increased slightly from last year where we reported that 2.8% of employees declared that they had a disability.

The Council has signed up to the Time to Change Wales Employer Pledge and has in place an action plan to provide support to our employees with mental health conditions.

We will be developing, jointly with our trade union colleagues a Disability Passport going forward to assist both new starters and employees moving jobs have discussions regarding reasonable adjustments.

## Male Female split



71

130

The percentage of males and females who have declared a disability is 38% male and 62% female.

## Recruitment

318 (8%) applicants who applied for a post with the Council declared a disability.

Out of these 318, 177 were shortlisted for interview.

34 were successful and were appointed to the post.

We are committed to ensuring that all recruitment is free from unfair and unlawful discrimination. Reasonable adjustments for disabled people are made at all stages of the recruitment process, as required. We are a Disability Confident employer and operate a Guaranteed Interview Scheme, where we guarantee to interview all disabled applicants who meet the criteria for a job vacancy and to consider them on their merit. .

**Leavers**

16 leavers declared they have a disability.

416 employees left the authority during the period.

The number of leavers who have declared a disability is 3.85% of the total number of leavers across the authority.

The number of leavers who declared a disability is 0.26% of the total workforce.

# Race

- White British = 5805
- White Other = 118
- BAME = 91
- Prefer not to say = 110

Less than 1% = Irish, Mixed white and black Caribbean, Indian, Mixed White and Black Asian, Black Caribbean, Chinese, Pakistani, White and Asian, Mixed white and black African, Black African, Black other, Arab, Other.

1.5% of employees identify as Black, Asian and Minority Ethnic (BAME).

To set this in the context of the local population, according to the 2011 Census, the proportion of BAME residents with the County Borough equates to 1.9%.

Whilst compared to last year the percentage of BAME employees remains at 1.5% this year, the actual headcount of employees has increased by 2.

The Council has in place consultation and engagement arrangements with the Neath Port Talbot BAME Forum which represents the BAME communities in Neath Port Talbot

## Male Female split

		
White British	1721	4084
White Other	44	74
BAME	32	59
Prefer not to say	26	84

The male/female split of BAME employees is 65% female and 35% male.







Compared to the male/female split of the Council (30% male, 70% female). It is positive to note that the percentage of BAME males is slightly higher than the male workforce. .

We will be developing an Anti-Racism Action Plan in conjunction with our trade union colleagues and employees.

<p><b><u>Recruitment</u></b></p> <p>273 applicants (7%) identified as BAME</p> <p>88 were shortlisted for interview (11%)</p> <p>14 were successful and were appointed to the post (3.5%)</p>	<p>3911 people applied for 355 jobs with the Council during 2018/19.</p> <p>There has been an increase in the number of applicants who identify as BAME this year. The number of applicants has more than doubled (104 last year—273 this year)</p> <p>This has meant that the number shortlisted and has increased ( 34 last year—88 this year) and the number appointed has doubled (7 last year—14 this year).</p> <p>However, as a percentage of all applicants there is still work to be done.</p> <p>We will tap into the intelligence obtained from the Race Equality Action Plan, when developed and we will also consult with the NPT Community Association to see how we can encourage more individuals from the BAME community to apply for our vacancies.</p>
<p><b><u>Leavers</u></b></p> <p>13 BAME employees left the Council during the period.</p>	<p>416 employees left the authority during the period.</p> <p>The number of BAME leavers represents 3.13% of total leavers</p> <p>The number of BAME leavers represents 0.21% of the total workforce.</p>



## Sex

<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">               1823 (30%)         </div> <div style="text-align: center;">               4301 (70%)         </div> </div>	<p>The gender profile of the Council is 30% Male and 70% Female. This mirrors the national average for local government and is consistent with previous years.</p>									
<p><b><u>Recruitment</u></b></p> <div style="display: flex; justify-content: space-around; align-items: center; margin-bottom: 10px;"> <div style="text-align: center;">               1384         </div> <div style="text-align: center;">               2527         </div> </div> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Applicants</td> <td style="width: 30%; text-align: center;">1384</td> <td style="width: 30%; text-align: center;">2527</td> </tr> <tr> <td>Shortlisted</td> <td style="text-align: center;">222</td> <td style="text-align: center;">493</td> </tr> <tr> <td>Appointed</td> <td style="text-align: center;">121</td> <td style="text-align: center;">265</td> </tr> </table>	Applicants	1384	2527	Shortlisted	222	493	Appointed	121	265	<p>3911 people applied for 355 jobs with the Council during 2020/21.</p> <p>35% of all applications were made by males and 65% females. This represents an increase in the number of females applying for jobs ( 56% last year)</p> <p>As a result of the above, the number of females shortlisted has increased this year with 31% male and 69% females being shortlisted (63% last year).</p> <p>Out of these, 31% of all successful applicants were male and 69% female, which is consistent with last year.</p> <p>Our gender equality action plan contains action in relation to encouraging females to apply for posts and other strategies in the recruitment process.</p>
Applicants	1384	2527								
Shortlisted	222	493								
Appointed	121	265								
<p><b><u>Contract Type</u></b></p> <div style="display: flex; justify-content: space-around; align-items: center; margin-bottom: 10px;"> <div style="text-align: center;">               1600         </div> <div style="text-align: center;">               3593         </div> </div> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Permanent</td> <td style="width: 30%; text-align: center;">1600</td> <td style="width: 30%; text-align: center;">3593</td> </tr> <tr> <td>Fixed Term</td> <td style="text-align: center;">123</td> <td style="text-align: center;">259</td> </tr> <tr> <td>Temporary</td> <td style="text-align: center;">100</td> <td style="text-align: center;">449</td> </tr> </table>	Permanent	1600	3593	Fixed Term	123	259	Temporary	100	449	<p>47% of the workforce works part-time (ie contracted to work less than 37 hours per week)</p> <p>53% of the workforce is full time</p> <p>Of the total workforce, 28% of full time employees are female and 24% are males. Whereas part time females make up 42% of the total workforce and 5% of part time employees are males.</p> <p>Tudalen33</p>
Permanent	1600	3593								
Fixed Term	123	259								
Temporary	100	449								

## Leavers



120



296

There were 416 leavers during the period.

27% of leavers were male and 73% were female of total leavers

**2.5% leavers of the total workforce are male and 6.8% leavers are female.**

## Gender Pay

31<sup>st</sup> March 2020

### All employees (excluding schools)



**Mean**

£14.59

**Median**

£12.79



£13.54

£12.35

### All employees (including schools)



**Mean**

£16.75

**Median**

£13.63



£14.87

£12.33

The HR Team is currently embarking on developing and implementing a new HR/ Payroll system (virtually due to the pandemic). This has meant that some of our data work has had to be prioritised and as such we have been unable to report on our Gender Pay Gap for 31st March 2021. This will be available by the end of March 2022.

The information here is in relation to the Gender Pay Gap 2020.

The Council's median gender pay gap for 2020 is 3.44%, whereas the mean is 7.2%.

Our mean gender pay gap in 2020 has decreased in comparison to 2019. This means that there is now less of a difference in women's average hourly rate compared to men's since 2019.

In 2019 a female employee earned 91p for every £1 earned by a male employee whereas in 2020, females earned 93p for every £1 earned by a male.

The Council has signed up to Chwarae Teg's Fair Play Employer Scheme for a third year to assist us with strategies to reduce our gender pay gap.

## *Religion / Belief*

<ul style="list-style-type: none"> <li>• Buddhist = 12</li> <li>• Christian = 1824 (all denominations)</li> <li>• Hindu = 1</li> <li>• Jewish = 3</li> <li>• Muslim = 16</li> <li>• No religion = 1608</li> <li>• Other religion or belief = 90</li> <li>• Prefer not to say = 2570</li> </ul>	<p>A wide range of beliefs and non-beliefs are represented within our employee profile.</p> <p>The highest percentage of employees declaring their religion is Christian (all denominations), with 26.4% of employees declaring this.</p> <p>22.5% declared no religion, with 49.5% preferring not to say.</p> <p>Representatives from various faith communities in Neath Port Talbot sit on the Equalities and Community Cohesion Group.</p>
<p><b><u>Recruitment</u></b></p> <ul style="list-style-type: none"> <li>• Buddhist = 18</li> <li>• Christian = 1249 (all denominations)</li> <li>• Hindu = 41</li> <li>• Jewish = 4</li> <li>• Muslim = 87</li> <li>• Sikh = 8</li> <li>• No religion = 2237</li> <li>• Other religion or belief = 83</li> <li>• Prefer not to say/not provided = 184</li> </ul>	<p>3911 people applied for 355 jobs with the Council during 2020/21.</p> <p>56% of all applicants stated that they had no religion. With 32% stating they were Christian (all denominations).</p>

## *Sexual Orientation*

- Bi-sexual = 34
- Gay man = 25
- Gay woman / lesbian = 37
- Heterosexual / straight = 3444
- Other = 39
- Prefer not to say = 2545

### **Recruitment**

- Bi-sexual = 61
- Gay man = 62
- Gay woman / lesbian = 58
- Heterosexual / straight = 3393
- Other = 7
- Prefer not to say = 330

### **Leavers**

- Bi-sexual = 0
- Gay man = 2
- Gay woman / lesbian = 1
- Heterosexual / straight = 178
- Other = 1
- Prefer not to say = 234

## *Gender Reassignment*

One employees of the Council has declared that their gender is different to that assigned at birth.

The Council has in place a Gender Re-assignment Policy to support employees and provide guidance to managers.

The training team is also running awareness raising training courses .



416 employees left the Council over the period.

<i>Marriage and Civil Partnership</i>	<i>Pregnancy and Maternity</i>
<p>Married = 3284 Civil Partnership = 102</p> <p>An ONS report found that there are increasingly fewer civil partnerships in England and Wales as more same-sex couples chose to marry.</p>	<p>92 employees have taken Maternity leave</p> <p>23 employees have taken Paternity leave</p> <p>2 employee has taken Adoption leave</p> <p>No employees have taken Shared Parental Leave</p>

# *Occupational Areas of Work*

## *(on 31<sup>st</sup> March 2020)*



Note: The percentage refers to the percentage of the Directorate's workforce

<b>Directorate</b>		
Chief Executive's	49 (26%)	141 (74%)
Education, Leisure and Lifelong Learning	617 (18%)	2791 (82%)
Environment	850 (71%)	347 (29%)
Finance and Corporate Services	107 (39%)	164 (61%)
Social Services, Health and Housing	200 (19%)	858 (81%)



# Grade and Pay

## Chief Officers



Females now make up 37% of the Chief Officer workforce, compared to 28% last year



Salary Range			Total
£133,094 - £146,403 (Chief Exec)	1		1
£109,837 - £118,447 (Director)	1	4	5
£76,127 - £83,735 (HOS)	5	8	13
<b>Total</b>	7	12	19

## Local Government Services (Green Book) Employees



Salary Range		%		%	Total
Grade 1	505	95%	23	5%	528
Grade 2	63	57%	50	43%	113
Grade 3	527	72%	217	28%	744
Grade 4	352	67%	165	33%	517
Grade 5	757	73%	302	27%	1059
Grade 6	338	71%	144	29%	482
Grade 7	256	58%	188	42%	444
Grade 8	132	58%	97	42%	229
Grade 9	207	70%	96	30%	303
Grade 10	98	58%	77	42%	175
Grade 11	60	62%	39	38%	99
Grade 12	10	43%	14	57%	24
Grade 13	22	46%	27	54%	49
Apprentices	6	75%	2	25%	8
Other	2	11%	16	89%	18
<b>Total</b>	<b>3335</b>	<b>70</b>	<b>1457</b>	<b>30%</b>	<b>4792</b>

## Teacher Leadership Groups

Deputy Heads / Teachers in Charge		%		%	Total
£42,195 - £89,731	66	61%	38	39%	104

Headteacher Salary Pay point 2019		%		%	Total
£47,735 - £63,508	7	83%	1	17%	8
£50,151 - £68,347	19	51%	11	49%	30
£54,091 - £73,559	8	47%	5	53%	13
£58,135 - £79,167	1	48%	2	52%	3
£64,143 - £87,313	1	4%	2	96%	3
£69,031 - £96,310	1	25%	3	75%	4
£74,295 - £106,176	2	26%	3	74%	5
<b>Total</b>	<b>39</b>	<b>48%</b>	<b>27</b>	<b>52%</b>	<b>66</b>



## Teachers

Salary Range		%		%	Total
£27,018 - £37,320 (Main	199	74%	69	25%	268
£38,690 - £41,604 (ups 1-3)	581	77%	177	23%	758
£18,169 - £28,735	16	67%	8	33%	24
<b>Total</b>	<b>796</b>	<b>76%</b>	<b>254</b>	<b>24%</b>	<b>1050</b>





## Soulbury (Blue Book) Groups



### Advisor/Inspector

Salary Range			Total
£41,443 - £43,988 (5 – 7)	1	0	1
£49,295 - £54,598 (11 – 15)	3	1	4
£59,625 - £70,777 (19 – 29)	3	4	7
Total	7	5	12



### Educational Psychologist

Salary Range			Total
£30,166 - £33,856 (Assistant)	1	0	1
£38,197 - £56,554 (Scale A)	10	0	10
£47,889 - £63,323 (Scale B)	2	0	2
Total	13	0	13

### Youth & Community Service Officer

Salary Range			Total
£45,314 - £48,806 (7 – 10)	0	1	1

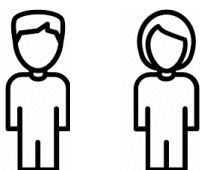
**Youth & Community Workers (Pink Book)**

Salary Range		%		%	Total
£25,513 - £28,001 (13 – 16)	21	66%	11	34%	32
£28,787 - £31,152 (17 – 20)	1	33%	2	67%	3
£33,039 - £35,985 (22 – 25)	3	60%	2	40%	5
<b>Total</b>	<b>25</b>		<b>15</b>		<b>40</b>
Part Time at various rates	13	48%	14	52%	27
<b>Total</b>	<b>38</b>		<b>29</b>		<b>67</b>

# Employees involved in Grievance Procedures 2020/21

There were 10 grievance cases during this period.

During 2019/20, we reviewed our internal grievance policy in consultation with our trade unions. The Policy goes beyond best practice and support a focus on speaking up, early intervention and, where possible, addressing issues through informal channels, while still leaving the ability to pursue more significant issues through formal channels, where appropriate to do so.



5

5

The age range of these employees is:-

15—21—1

22—30—2

31—40—1

41—50—2

51—60—4

61—65—0

65+ - 0

2 of these employees have declared that they are married or in a Civil Partnership

1 employee considers themselves to have a disability

The religion/belief is shown below:-

Christian—1

Muslim—1

No religion—4

Prefer not to say—1

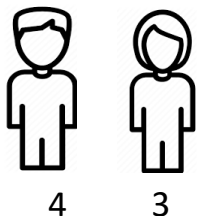
The sexual Orientation of these employees are:-

Bisexual—1 Heterosexual / straight — 6 Prefer not to say—3

None of the above were based on the grounds of an individual's protected characteristic.

# Employees who brought a Dignity at Work Complaint 2020/21

There were 7 Dignity at Work complaints during this period.



The age range of these employees are:

16—21—1

22—30—2

31—40—1

41—50—2

51—60—1

The religion/belief is shown below:-

Muslim—1

No religion—4

Prefer not to say - 2

The sexual orientation of these employees is: Heterosexual / straight—6 ; Prefer not to say - 1

None of the above were based on the grounds of an individual's protected characteristic.

# Employees subject to Disciplinary Procedures 2020/21

There were 36 employees subject to formal disciplinary procedures during this period.



24



12

**The age range of these employees is:-**

- 16 - 21 = 2
- 22—30 = 7
- 31—40 = 13
- 41—50 = 4
- 51—60 = 6
- 61—65 = 3
- 65+ = 1

15 of these employees have declared that they are married or in a civil partnership.

2 of these employees have identified as having a Disability.





None of the above were based on the grounds of an individual's protected characteristic.

# Training

The Training and Development Team do not capture data in relation to the protected characteristics of:-

- Gender Re-assignment
- Pregnancy and Maternity

## Applicants who have successfully applied for training:-

<div data-bbox="124 705 443 936">  (22%)              (78%)         </div> <div data-bbox="124 1019 443 1366"> <p><b>Internal Employees</b></p>  <b>3526</b> (28%)              <b>9199</b> (72%)         </div> <div data-bbox="124 1512 534 2038"> <p><b>Age Range =</b></p> <ul style="list-style-type: none"> <li>• 16-21 = 22 (1.8%)</li> <li>• 22-30 = 1808 (14.2%)</li> <li>• 31-40 = 2929 (23%)</li> <li>• 41-50 = 3351 (26%)</li> <li>• 51-60 = 3372 (27%)</li> <li>• 61-65 = 873 (7%)</li> <li>• 65+ = 165 (1%)</li> </ul> </div>	<div data-bbox="726 638 1316 683"> <p><b>Disabled</b> = 730 (internal and external)</p> </div> <div data-bbox="726 750 1276 795"> <p><b>BAME</b> = 173 (internal and external)</p> </div> <div data-bbox="726 873 1085 1288"> <p>Married = 6239              Civil Partnership = 50              Single = 4379              Widowed = 74              Divorced = 795              Partnered = 1032              Prefer not to say = 156</p> </div> <div data-bbox="726 1355 1141 2083"> <p><b>Religion/Belief</b></p> <p>Buddhist = 13              Christian = 4229              (all denominations)              Hindu = 3              Jewish = 4              Muslim = 32              Sikh = 0              No religion = 4029              Other religion/belief = 217              Prefer not to say = 568              Not recorded = 3630</p> </div>
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**Sexual Orientation:**

Bisexual = 56

Gay man = 53

Gay woman/lesbian = 109

Heterosexual/straight = 8290

Other = 52

Prefer not to say = 533

Not recorded = 3632

Applicants who have successfully completed training:-

12,363 employees completed training



3477

(28%)



8886

(72%)

**Age Range =**

- 16-21= 222 (2%)
- 22—30 = 1772 (14%)
- 31—40 = 2844 (33%)
- 41—50 = 3258 (26%)
- 51—60 = 3275 (27%)
- 61—65 = 834 (7%)
- 65+ = 158 (1%)

**Married or Civil Partnership**

Married = 6058

Civil Partnership = 49

**Disabled** = 718

**BAME** = 167

**Religion/Belief:**

(not all individuals who complete training indicate their religious belief)

Buddhist = 10

Christian = 4136

(all denominations)

Hindu = 3

Jewish = 4

Muslim = 30

Sikh = 0

No religion = 3937

Other religion/belief = 212

Prefer not to say = 553

Not recorded by employee = 3478

**Sexual Orientation:**

Bisexual = 54

Gay man = 51

Gay woman/lesbian = 109

Heterosexual/straight = 8095

Other = 52

Prefer not to say = 522

Not recorded by employee = 3480



The HR Learning, Training and Development Team also deliver staff training in line with the Equality Act requirements. Provided below are the relevant training courses and the number of staff who attended.

<b>Course Title</b>	<b>No of staff who attended</b>
Violence Against Women, Domestic Abuse and Sexual Violence	761
Dispraxia Awareness	25
Wrap (Workshop To Raise Awareness Of Prevent)	208
Equalities in the Workplace	35
Dementia Awareness	22
Autism Awareness	113
ADHD Awareness	53
Dyslexia Awareness	26
Equalities In The Workplace	35
Transgender Awareness	23
Small Steps Extreme / Far Right Awareness	19
Men and Gender Equality Training	6
Hate Crime	34
Equalities and Unconscious Bias	22
Neurodiversity in the Workplace	2
Royal National Institute for the Blind—Lego Training	4
Safeguarding Children and Adults at Risk of Exploitation	54
NHS Safeguarding Children	Tudalen49 292

Mae'r dudalen hon yn fwriadol wag

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### PERSONNEL COMMITTEE

21<sup>st</sup> February 2022

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

#### **Matter for information**

**Wards affected: all wards**

#### **Pay Policy Statement 2022 / 2023**

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

To provide Members of the Committee with the Pay Policy Statement for 2022 / 2023 prior to presentation for approval at Council on 1<sup>st</sup> March 2022. The Statement is attached as Appendix 1.

#### **Executive Summary:**

It is a requirement of the Localism Act 2011 that the Council produces a Pay Policy Statement for each financial year, setting out specific information in relation to the pay of the Council's workforce. The Statement that has been prepared for 2022 / 2023, and attached at Appendix 1, has been developed in line with guidance produced by the Welsh Government "Pay Accountability within Local Government" published in November 2021 and to reflect national and local developments in pay.

#### **Background:**

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

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

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

The Pay Policy Statement for 2022 / 2023 is attached at Appendix 1. The format of the document has been developed with reference to the guidance produced by the Welsh Government "Pay Accountability within Local Government" published in November 2021 and the content has been updated to take account of national and local pay related developments, outlined in this report.

### **Pay related developments**

It is the Council's policy that any nationally agreed pay awards, negotiated at a national level by the local government employers in conjunction with the recognised Trade Unions will be applied, unless full Council determines otherwise.

In February, the JNC for Chief Executives and the JNC for Chief Officers reached agreement on the pay award applicable from 1<sup>st</sup> April 2021, an increase of 1.50 per cent.

At the time of writing this report, negotiations in respect of pay awards to apply from 1<sup>st</sup> April 2021 in respect of Local Government Services employees (or in the case of Soulbury Officers and Youth & Community Workers, to apply from 1<sup>st</sup> September 2021), have not yet concluded.

The Council will apply these pay awards, as and when they are agreed, and as set out in the respective pay agreements. The Pay Policy Statement will be updated to reflect this.

### **Pay Multiples**

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

<b>Basis</b>	<b>Pay Multiple</b>
Lowest paid employee earnings: Chief Executive's earnings	1 : 7.65
Median employee FTE* earnings: Chief Executive	1 : 5.57
Lowest paid employee earnings: average Chief Officer earnings	1 : 5.09
Median employee FTE* earnings: average Chief Officer earnings	1 : 3.71

\* FTE= Full Time Equivalent

### **Financial impacts:**

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

### **Integrated impact assessment:**

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

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

directly relates basic pay to the requirements, demands and responsibilities of each job role”.

### **Valleys Communities Impacts:**

No implications

### **Workforce impacts:**

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

### **Legal impacts:**

It is a requirement under the Localism Act 2011 that the Council produces a Pay Policy Statement for the financial year 2022 / 2023 and that it is considered and approved by full Council, and subsequently published on the Council’s website.

### **Risk Management Impacts:**

Failure to consider and approve a Pay Policy Statement for the financial year 2022 / 2023 will place the Council in breach of the Localism Act 2011.

### **Consultation:**

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

### **Recommendation:**

It is recommended that Members note the Pay Policy Statement for 2022 / 2023 for presentation to Council on 1<sup>st</sup> March 2022.

## **FOR INFORMATION**

### **Appendices:**

Appendix 1 – Pay Policy Statement 2022 / 2023

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

Localism Act 2011

**Officer contact:**

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

Mae'r dudalen hon yn fwriadol wag





Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

# Pay Policy Statement

## 2022 / 2023

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[www.npt.gov.uk](http://www.npt.gov.uk)

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

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

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

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

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

**Cllr E V Latham**  
**Leader of Council**

## Introduction

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

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

This Pay Policy Statement has been approved by council on 1<sup>st</sup> March 2022.

## Legislative Framework

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

## Terms and Conditions of Employment

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

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

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

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

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

## National Pay Awards

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

## Job Evaluation

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

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

## Starting salaries

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

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

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

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

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

In accordance with this:

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

## Other pay-related allowances

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

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

## Travel and Subsistence Payments

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

## Acting Up and Honoraria Payments

There may be occasions when an employee is asked to carry out duties which are additional to those of their substantive post, for a period of time, or to 'act up' into a more senior job within the council, covering the full range of duties of the higher job. In such circumstances an additional payment may be made in line with the council's policy on payment of acting up or honoraria. The schemes apply to LGS employees only. The Scheme is available online or on request from the HR Team.

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

## Market Pay Scheme

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

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

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



## Local Government Pension Scheme (LGPS)

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

The employee contribution rates, which are defined by statute, currently range between 5.5 per cent and 12.5 per cent of pensionable pay depending on full time equivalent salary levels. The Employer contribution rate is set by Actuaries advising the City and County of Swansea LGPS Pension fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The employer contribution rate effective from 1<sup>st</sup> April 2021 was 26.8% and will increase to 26.9% on 1<sup>st</sup> April 2022. A triennial valuation will take place during 2022/23 with an effective date of 1<sup>st</sup> April 2023.

## Other employee benefits

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

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

## Decision making

In accordance with the constitution of the council, the council's personnel committee has delegated authority for decision-making in relation to staff pensions, staff terms and conditions, i.e. related matters such as job evaluation strategies, national / local pay negotiations, operational conditions

of service policies e.g. sickness, Directorate structural / staffing changes, including early retirement / redundancy policies, and industrial disputes.

Under the Local Authorities (Standing Order) (Wales) (Amendment) Regulations 2014 any decision to determine or vary the remuneration of chief officers, or those to be appointed as chief officers, must be made by full council (please see page 6 [Starting Salaries](#)).

## **Collective bargaining arrangements with trade unions**

The council recognises the following trade unions:

### **NJC for Local Government Services**

UNISON

GMB

UNITE

### **JNC for Chief Officers**

UNISON

GMB

### **Soulbury Committee**

Association of Educational Psychologists AEP

PROSPECT

### **JNC for Youth & Community Workers**

UNISON

GMB

### **Teachers**

NAHT

NASUWT

NEU

UCAC

ASCL

Recognition is for the purposes of consultation and negotiation on a collective basis in relation to relevant matters, which are not determined by National Negotiating bodies, which both parties agree are appropriate / beneficial to

be determined by agreement. Negotiations are conducted with the aim of reaching agreement and avoiding disputes. Recognition also relates to representation on an individual trade union member basis.

## Senior Pay

### The Chief Executive

The Chief Executive is the senior officer who leads and takes responsibility of the council. The Chief Executive is the statutory appointed Chief Executive Officer pursuant to S56 of the Local Government and Elections (Wales) Act 2021. The Council is a large and complex organisation with a multi-million pound budget. It has a very wide range of functions and has responsibility for the provision of a wide range of essential services, employing some 6,800 staff.

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

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

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

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

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

With effect from 1<sup>st</sup> April 2021, the Chief Executive's salary falls within the pay band £35,090 to £148,599 per annum (please see **Appendix B** for more details).

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

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

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

The Chief Executive is not currently a member of the Local Government Pension Scheme.

The notice period for the role is 6 months.

## Senior Staff

The current definition for senior posts is classed as:

Statutory Chief Officers:

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

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

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

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

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

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

## Pay

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

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

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

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

### Number of senior posts remunerated over £100,000

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

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

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

£100,000 - £105,000 – N/A

£105,000 - £110,000 – one post

£110,000 - £115,000 – one post

£115,000 - £120,000 – one post

£120,000 - £125,000 – N/A

£125,000 - £130,000 – N/A

£135,000 - £140,000 – one post

### Recruitment of Senior Officers

The council's Policy and Procedures with regard to the recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in the council's constitution available online.

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

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

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

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

### **Independent Remuneration Panel**

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

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

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

The council has not made a referral to the IRP relating to the salary payable to the Chief Executive.

### **Talent management**

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

team to set out their planned arrangements to develop the workforce of the future. The Performance Appraisal process, as well as placing an emphasis on performance, seeks to put in place individual learning plans, developing the skills necessary not only for current roles, but with a future focus to support career development and succession planning.

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

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

## Performance related pay

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

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

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

## Support for lower paid staff

The council has committed to continuing discussions with Trade Unions with the objective of introducing the Living Wage on an affordable and sustainable basis when circumstances allow. The lowest spinal column point on the LGS pay spine, SCP 1, currently equates to £9.25 per hour which is below the National Living Wage Foundation’s national living wage rate of £9.50 per hour.

The council has committed to working with Chwarae Teg as part of the Chwarae Teg FairPlay Employer Scheme. Chwarae Teg initially supported the Council by carrying out a Gender Equality Audit of the council's policy and practices, and this has been used to inform the development of a Gender Equality Action Plan. This Plan includes specific actions to reduce the Council's Gender Pay Gap as well as actions to support low paid women, particularly important, as whilst the Council's overall gender profile is 71% female, 97% of those employed in the Council's lowest pay band, Grade 1, are female.

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

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

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

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

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



## Exit Policy

### Early Retirement, Voluntary Redundancy and Compulsory Redundancy

The council's Exit Policy for employees prior to reaching normal retirement age, is set out within its Early Retirement, Voluntary Redundancy and Compulsory Redundancy (ER / VR / CR) Scheme, in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. Please refer to **Appendix F**.

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

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

When calculating the value of a severance package, the following payments should be included:

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

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

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

### Recovery Provisions

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

## Re-employment

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

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

## Flexible retirement

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

## Off Payroll arrangements

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

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

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

## Pay relativities in the council

**The lowest paid employee is on £17,842 per annum**, in accordance with the minimum spinal column point (SCP 1) of the NJC pay spine for Local Government Services employees. This excludes apprentices who are engaged on different arrangements with training being the main feature of the arrangement and it also excludes agency staff.

**The highest paid employee is the Chief Executive and the pay band minimum is £135,090 rising to the pay band maximum of £148,599.** The current post holder earns £138,467.

**The median salary in the council is £24,491.**

The pay multiple between the lowest paid (full time equivalent) employee and the Chief Executive is a ratio of 1:7.65 and the pay multiple between the lowest paid employee and average Chief Officer is a ratio of 1:5.09.

The pay multiple between the median full time equivalent earnings and the council's Chief Executive is a ratio of 1:5.57 where all council employees are taken into account and the same where employees appointed and managed by head teachers/Governing Bodies are excluded from the calculation, as required by the provisions of the Localism Act 2011.

The multiple between the median full time equivalent earnings and the average council Chief Officer is 1:3.71 where all council employees are taken into account and the same where employees appointed and managed by head teachers/Governing Bodies are excluded from the calculation, as required by the provisions of the Localism Act 2011.

**APPENDIX A****Local Government Services Employees Pay Grades Effective 1<sup>st</sup> April 2020**

Grade	Point	Salary
<b>GRADE 1</b>	1	17,842
	2	18,198
<b>GRADE 2</b>	2	18,198
	3	18,562
<b>GRADE 3</b>	3	18,562
	4	18,933
	5	19,312
<b>GRADE 4</b>	5	19,312
	6	19,698
	7	20,092
	8	20,493
	9	20,903
<b>GRADE 5</b>		
	10	21,322
	11	21,748
	12	22,183
	14	23,080
	15	23,541
17	24,491	
<b>GRADE 6</b>		
	17	24,491
	18	24,982
	19	25,481
	20	25,991
	21	26,511
22	27,041	
<b>GRADE 7</b>		
	22	27,041
	23	27,741
	24	28,672
	25	29,577
	26	30,451

Grade	Point	Salary
<b>GRADE 8</b>		
	26	30,451
	27	31,346
	28	32,234
	29	32,910
<b>GRADE 9</b>	30	33,782
	31	34,728
	32	35,745
	33	36,922
	34	37,890
<b>GRADE 10</b>		
	34	37,890
	35	38,890
	36	39,880
	37	40,876
<b>GRADE 11</b>	38	41,881
	39	42,821
	40	43,857
	41	44,863
<b>GRADE 12</b>	41	44,863
	42	45,859
	43	46,845
<b>GRADE 13</b>		
	44	47,891
	45	48,975
	46	50,079

**JNC Chief Executive and Chief Officers Pay Grades**Effective 1<sup>st</sup> April 2021

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

\* subject to performance

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

\* subject to performance

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

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

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

<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.20</b>
1.	38,197
2.	40,136
3.	42,075
4.	44,012
5.	45,951
6.	47,889
7.	49,714
8.	51,538
9.	53,247*
10.	54,959*
11.	56,554

**Notes:**

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

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

<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.20</b>
1.	47,889
2.	49,714
3.	51,538*
4.	53,247
5.	54,959
6.	56,554
7.	57,209

<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.20</b>
8.	58,433
9.	59,646
10.	60,880
11.	62,090
12.	63,323
13.	64,577
14.	65,790**
15.	67,061**
16.	68,318**
17.	69,585**
18.	70,850**

**Notes:**

1. Pay scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. \* Normal minimum point for the Principal Educational Psychologist undertaking the full range of duties at this level.
3. \*\* Extension to range to accommodate discretionary scale points and structured professional assessments
4. Principals are paid on a 4 point scale 8 - 14 (this includes 3 spa points)

**TRAINEE EDUCATIONAL PSYCHOLOGISTS**

<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.20</b>
1	24,541
2	26,337
3	28,131
4	29,929
5	31,724
6	33,520

### ASSISTANT EDUCATIONAL PSYCHOLOGISTS

SPINE POINT	Pay – with effect from 01.09.20
1	30,166
2	31,399
3	32,630
4	33,856

### YOUNG PEOPLE'S / COMMUNITY SERVICE MANAGERS

SPINE POINT	Pay – with effect from 01.09.20
1	37,772
2	39,008
3	40,243
4	41,505*
5	42,786
6	44,036
7	45,314**
8	46,767
9	47,568
10	48,806
11	50,036
12	51,269
13	52,493
14	53,729
15	54,966
16	56,207
17	57,455
18	58,695
19	59,927
20	61,186***
21	62,469***
22	63,782***
23	65,120***
24	66,486***



**Notes:**

The minimum Youth and Community Service Officers' scale is 4 points. Other salary scales to consist of not more than four consecutive points based on duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.

\* normal minimum point for senior youth and community officers undertaking the full range of duties at this level

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

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

**EDUCATIONAL IMPROVEMENT PROFESSIONALS (EIPs)**

<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.20</b>
1	36,419
2	37,723
3	38,955
4	40,203
5	41,443
6	42,684
7	43,988
8	45,243*
9	46,705
10	48,009
11	49,295
12	50,541
13	51,951**
14	53,209
15	54,598
16	55,854
17	57,114
18	58,350
19	59,625
20	60,283***
21	61,549
22	62,653
23	63,867

SPINE POINT	Pay – with effect from 01.09.20
24	64,956
25	66,121
26	67,257
27	68,419
28	69,597
29	70,777
30	71,956
31	73,124
32	74,311
33	75,498
34	76,714
35	77,927
36	79,174
37	80,402
38	81,642
39	82,866
40	84,089
41	85,318
42	86,546
43	87,773
44	89,006
45	90,236
46	91,468
47	92,705
48	93,930****
49	95,160****
50	96,392****

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

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

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

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

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

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

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

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

## All Employee Groups - Main Conditions of Service

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

❖ Chief Officers	None payable
❖ Soulbury	
❖ Local Government Services	Time plus 30% for weekdays and weekends; double time on Bank Holidays, except Christmas Day which is triple time
❖ Youth and Community Workers	Time plus 30% for weekdays and weekends; double time on Bank Holidays
<b>WEEKEND WORKING PAYMENTS</b>	
❖ Chief Executive	
❖ Chief Officers	
❖ Soulbury	None payable
❖ Youth & Community Workers	
❖ Local Government Services	Time plus 30%
<b>SICK PAY SCHEME</b>	
❖ Chief Executive	
❖ Chief Officers	
❖ Local Government Services	
❖ Soulbury	
❖ Youth & Community Workers	1 month's full pay at commencement of employment, increasing year on year, after 5 years service, to up to 6 months at full pay, followed by up to 6 months at half pay

# ER/VR/CR Scheme



Human Resources

**APPROVED BY**

Personnel  
Committee

**DATE**

15/10/2018

**EDITION/VERSION**

3

**REVIEW DATE**

31/03/2022

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## 1. SCOPE

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

## 2. VOLUNTARY REDUNDANCY (VR)

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

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

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

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

## 3. EARLY RETIREMENT (ER)

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

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

#### 4. FLEXIBLE RETIREMENT

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

#### 5. COMPULSORY REDUNDANCY (CR)

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

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

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

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

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

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

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

Where the total cost of early access to pension and the cost of statutory redundancy payments equates to more than 52 weeks' pay, the payback period may be extended "up to 104 weeks", **but subject to only early access to pension plus statutory redundancy pay being applicable (i.e. no discretionary severance payment)**

##### **ER Payments**

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

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

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

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

## 7. POST EMPLOYMENT NOTICE PAY (PENP)

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

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

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

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

Further guidance is available by visiting:-

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

## 7. OTHER ER/VR/CR PROVISIONS

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

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

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

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

## 8. NOTES

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

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

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

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

The definition of a "week's pay" will be in accordance with statutory provisions for redundancy pay calculation purposes.

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

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

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

## STATUTORY REDUNDANCY TABLE

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

Department for Business, Innovation and Skills URN 09/1371

## 45 WEEK DISCRETIONARY COMPENSATION PAYMENTS TABLE

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

# Business Case – Voluntary Redundancy

Human Resources



APPENDIX C

## TO BE COMPLETED BY MANAGEMENT

### BUSINESS CASE – VOLUNTARY REDUNDANCY

#### Part A – Introduction

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

#### Part B – Employee Details

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

#### Part C – Further Required Information

Please explain how it is proposed that the service area concerned will operate in future if this employee (and any other(s)) leaves the Council’s employment in accordance with this Scheme.  
Full supporting details to be attached.

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

Part E – Fixed Term or Temporary Employees			
Is the employee engaged on a temporary or fixed term contract?	Yes		No
If yes, please give start and end dates and state whether grant-funded.	Start Date:		End Date:
Part F - Value of 52 weeks' pay – HR to complete from database			
Value of 52 weeks' pay is	£		
Part G – Costs for Voluntary Redundancy – HR to complete from database			
Cost Centre Code			
Cost of Early Release of Pension	£		
Statutory Redundancy Payment	£		
Discretionary Compensation payment (reduced by (2) above)	£		
Total Cost	£		
<p>The total cost under (G) must not exceed the cost under (F).</p> <p>If (G) exceeds (F) the Discretionary Compensation payment must be reduced.</p>			
<p>****where the total cost of early access to pension and the cost of statutory redundancy payments equates to more than 52 weeks' pay, the payback period may be extended "up to 104 weeks", but subject to only early access to pension plus statutory redundancy pay being applicable (i.e. no discretionary severance payment) If the lump sum Discretionary Compensation payment becomes zero, and (G) is still larger than (F), the weekly rate will be reduced until (G) = (F) subject to the £508 per week provision not being contravened.</p> <p>If this condition still cannot be met, the application for voluntary redundancy will be refused.</p>			
Part I – Business Case Approval			
Head of Service (or Director, where a Head of Service is the subject of this approval)			
Approved			Not Approved
Signed		Date	

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

Mae'r dudalen hon yn fwriadol wag

## Impact Assessment - First Stage

### 1. Details of the initiative

<b>Initiative description and summary:</b> Approval of the Council's Pay Policy Statement for 2022 / 2023
<b>Service Area:</b> All Council Employees.
<b>Directorate:</b> All

### 2. Does the initiative affect:

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

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

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		X				The approval of the Statement does not have an impact on protected characteristics, as it simply reflects pay decisions already made, and which will have been subject to a full impact assessment (for example, a full Equality Impact Assessment was carried out last year in relation to the introduction of the Council's revised LGS pay spine, and this was shared and scrutinised by the trade unions (at a National level). The Statement for 2022 / 2023 does not introduce any changes to pay or conditions of service.
Disability		X				
Gender Reassignment		X				
Marriage/Civil Partnership		X				
Pregnancy/Maternity		X				
Race		X				
Religion/Belief		X				
Sex		X				
Sexual orientation		X				

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

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

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

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

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

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

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


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

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

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

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