

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

23rd November 2015

HEAD OF HUMAN RESOURCES – S.REES

Matter for Information

Wards Affected: all wards

Voluntary Redundancy Scheme 2015 – Update Report

1. Purpose of Report

To provide Members with an update on expressions of interest submitted and associated actions to date in relation to the Voluntary Redundancy (VR) Scheme which was launched on 30th September 2015.

2. Background information

Personnel Committee approved a revised ER/VR/CR Scheme effective from 1st April 2015.

This Scheme was launched on 29th September 2015 and the deadline for expressions of interest to be submitted was 30th October 2015, however, Corporate Director's Group made the decision to extend the closing date to 12th November 2015.

3. Update on Expressions of Interest

Attached as Appendix 1, is a schedule of expressions of interest received and their current status, as at 17th November 2015. A table showing expressions of interest received, broken down into Heads of Service is also attached as Appendix 2.

Heads of Service are making decision on each expression of interest and these decisions are being actioned by HR Officers, Payroll officers and the City and County of Swansea Pension Section.

In order for the necessary savings to be made, all VR leavers are to exit the authority by no later than 31st March 2015. Attached as Appendix 3, is a Timetable for Actioning VR Expressions of interest. This has been developed to ensure that all necessary actions are completed so that the 31st March 2015 leaving date is achieved.

4. Risk Management

The Scheme is designed to limit the risk of Compulsory Redundancy as a result of the Council's cost reduction measures.

5. Financial Impact

Heads of Service must authorise a business case setting out that the total costs of the VR does not exceed the criteria of the Scheme and confirm that the post occupied by the VR leaver will be deleted to secure savings.

6. Consultation

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

7. Equality Impact Assessment

A full equality impact assessment will be carried out at the end of the VR process.

8. Recommendation

It is RECOMMENDED that Members NOTE the update in relation to the VR Scheme.

9. Officer contact

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

10. **Appendices**

Appendix 1 – Expressions of Interest as at 17/11/2015

Appendix 2 – Progress by Heads of Service at 17/11/2015

Appendix 3 - Timetable

11. **List of Background Papers**

The Neath Port Talbot County Borough Council ER/VR/CR
Scheme 1st April 2015

APPENDIX 1

**Voluntary Redundancy Scheme
Expressions of Interests as at 17th November 2015**

STATUS	14/10/15	21/10/15	28/11/15	05/11/15	11/11/15	17/11/15
CONTRACTUAL AGREEMENT (including bumped arrangements) Signed agreements are in place for these employees to leave the Council.	-	-	1	1	5	8
FORMAL OFFER STAGE HOS has made formal offer to employee in writing. 10 calendar day deadline to accept offer.	-	1	0	0	0	0
SEEKING BUMPED REDUNDANCY	-	4	4	7	7	4
INITIAL FIGURES WITH MANAGER/EMPLOYEE HOS has approved post to be deleted on cost and service grounds. VR estimate has been provided to employee by their HOS with 10 calendar day deadline to indicate whether or not to progress the VR to the formal offer stage.	5	10	84	156	236	253
VR ESTIMATES ARE BEING PREPARED HOS has approved post to be deleted subject to costs. Payroll / pension teams are currently working on the figures.	51	219	205	110	97	60
EXPRESSION OF INTEREST WITHDRAWN BY EMPLOYEE Employees have indicated they do not wish to progress with VR	3	5	6	6	12	12
EXPRESSION OF INTEREST REJECTED BY HOS VR estimate provided and rejected by HOS on grounds of cost, service requirements	1	3	42	44	49	60
NO ACTION TAKEN TO DATE	267	191	127	168	107	124
EXPRESSIONS OF INTEREST RECEIVED	327	433	469	492	513	521

APPENDIX 2**Progress by Head of Service as at 17th November 2015**

Head of Service	EOI RECEIVED	NO ACTION	EOI REJECTED BY HOS	EOI WITHDRAWN BY EMPLOYEE	VR ESTIMATE BEING PREPARED	INFORMAL OFFER MADE	FORMAL OFFER STAGE	CONTRACTUAL AGREEMENT	SEEKING BUMP
CORPORATE STRATEGY & DEMOCRATIC SERVICES	5	0	0	0	1	4	-	-	-
HUMAN RESOURCES	3	0	0	0	1	2	-	-	-
ENGINEERING & TRANSPORT	30	16	0	1	1	6	-	6	-
PLANNING	4	0	2	0	1	1	-	-	-
PROPERTY & REGENERATION	19	9	3	0	2	3	-	1	1
STREETCARE	70	33	0	0	5	31	0	1	-
SWTRA	0	-	-	-	-	-	-	-	-
FCS	17	5	0	0	3	9	-	-	-
ICT	3	0	-	1	1	1	-	-	-
LEGAL SERVICES	5	1	-	1	2	1	-	-	-
PARTICIPATION	46	3	10	1	5	25	-	-	2
TRANSFORMATION	78	19	43	2	7	6	-	-	1
BUSINESS STRATEGY & PUBLIC PROTECTION	31	6	-	5	7	13	-	-	-
CYP	16	10	2	-	4	-	-	-	-
COMMUNITY CARE	188	16	-	1	20	151	-	-	-
WESTERN BAY	6	6	-	-	-	-	-	-	-
Totals	521	124	60	12	60	253	0	8	4

APPENDIX THREE

For reference:

TIMETABLE FOR ACTIONING VR EXPRESSIONS OF INTEREST

Action	Guideline	Final deadline
Receipt of expression of interest		30 th October 2015
<u>Stage 1</u> HOS to make initial assessment and advise HR to proceed to obtain financial estimate	As soon as possible	20th November 2015
HOS (or relevant manager) to meet with all employees where the EOI has been rejected at Stage 1.	As soon as possible	18 th December 2015
<u>Stage 2 – informal offer stage</u> HOS receives figures and determines whether VR is affordable or not.	As soon as possible	15 th January 2016
HOS notifies employee if VR is affordable and provides figures for the employee to consider.	Within 5 working days of receipt of figures.	22 nd January 2016
HOS (or relevant manager) notifies employee if VR is unaffordable and that their EOI cannot proceed any further.	Within 5 working days of receipt of figures.	
Employee advises HOS whether or not s/he wants to proceed to final offer stage.	Within 10 working days of employee receiving figures	5 th February 2016
<u>Stage 3 – formal offer stage</u> HOS advises HR that employee will proceed to formal offer stage and provides completed and signed Business Case.	As soon as possible	12 th February 2016
HR provides formal written offer to	Within 10 working days	26 th February 2016

employee.	of receipt of HOS notification	
Employee signed response to the HR team to agree VR Officer.	Within 10 working days of receipt of formal offer.	11 th March 2016
HR team to notify payroll / pension team of VR leavers	As soon as possible	31 st March 2016