

# NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

## PERSONNEL COMMITTEE

3<sup>RD</sup> APRIL 2018

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

#### Matter for Decision

#### Wards Affected:

All wards

### VOLUNTARY REDUNDANCY (VR) SCHEME UPDATE REPORT

#### 1. Purpose of Report

1.1 The purpose of this report is to provide Members with a final outcome report in relation to the VR Scheme launched in October 2017.

#### 2. Background information

2.1 The Scheme was launched on 6<sup>th</sup> November 2017 with a closing date of 24<sup>th</sup> November 2017 for receipt of expressions of interest to leave the Council's employment by no later than 31<sup>st</sup> March 2018.

2.2 The Scheme was launched by letter from the Chief Executive sent via email to those employees with a Council email address, and via hard copy letter distributed by line managers to those without a Council email address.

2.3 Expressing interest could be done via the click of a button on the intranet which loaded the expression of interest directly into the 'VR database'. For those employees who received hard copy letters, they could simply sign the back of the letter, return it to the HR team and the expression of interest loaded directly into the database.

2.4 Whilst administering the Scheme remains an intensive piece of work for the HR and payroll teams, the ability to manage the process via the VR database developed and supported by the ICT Division has removed significant bureaucracy from this process.

2.5 Notification to the Insolvency Service of the proposed redundancies was made on 31<sup>st</sup> October 2017, as required under the Trade Union and Labour Relations (Consolidation) Act 1992.

2.5 **253** employees expressed interest under this Scheme. A breakdown of expressions of interest received within each Service is set out in **Appendix 1**. This table also sets out the final position of each expression of interest, e.g. 'withdrawn by employee', 'rejected by Head of Service', 'contractual agreement', etc.

### 3. VR Leavers

3.1 11 employees have left the Council's employment under this Scheme. The table below sets out the job titles of all leavers under this Scheme. This information relates to VR leavers under the November 2017 Scheme only.

<u>Head of Service</u>	<u>Grade</u>	<u>Post Title</u>
Engineering and Transport	Gr02	School Crossing Patrol Officer
Commissioning, Support & Direct Services	Gr03	Business Support Officer
Participation	Gr04	Senior Library Asst - Stock Dev
Engineering and Transport	Gr05	Technical Support Assistant
Streetcare Services	Gr05	Parks Technician
Financial Services	Gr06	Interim Council Tax Team Leader (*)
Commissioning, Support & Direct Services	Gr07	Supporting People Gateway Officer (*)
Engineering and Transport	Gr07	Workshop Team Leader
Planning & Public Protection	Gr07	Planning Enforcement Officer (*)
Participation	Gr08	Sales And Admin Officer
Streetcare Services	Gr09	Senior Supervisor Streetcare

3.2 Three of the VR leavers set out above (\*) left under a 'bumped redundancy' arrangement, i.e. another employee in the Council was bumped into the job vacated by the VR leaver in order to either avoid their compulsory redundancy or to enable a job in the structure to be deleted and work re-organised.

3.3 At Personnel Committee on 27<sup>th</sup> November 2017, Members delegated authority to each Corporate Director, in consultation with the Leader, relevant Cabinet Member and Head of Human Resources, to make the necessary decisions in relation to changes to jobs, organisational structures and / or working practices to facilitate the release of employees under the VR Scheme. Heads of Service will confirm all decisions and actions taken in a composite report to Personnel Committee in June 2017.

### 4. Equality impact

4.1 A full equality impact assessment of the VR Scheme is attached as Appendix 1 and will be shared and discussed with trade unions.

## **5. Head of Service Workforce Planning Group**

- 5.1 The Head of Service (HOS) Workforce Planning Group, chaired by the Director of Environment, and attended by cross Directorate Head of Service representatives, the Head of HR, the Principal HR Manager and the Chair of the Joint Trade Unions, has met regularly throughout the operation of the VR Scheme.
- 5.2 This Group has supported the dissemination of advice and guidance in relation to the VR Scheme and measures to avoid compulsory redundancy, considered Directorate requests to advertise jobs on the external jobs market and supported cross Directorate redeployment / bumped redundancies. The Group has also played a valuable role in providing a forum for discussing any trade union concerns and resolving these at an early stage.
- 5.3 The recruitment restrictions approved by Members as part of the 2013 Collective Agreement still apply, so the HOS Workforce Planning Group will continue to meet to consider any requests to advertise vacancies externally. The Group will also support continued measures to support employees at risk of redundancy.

## **6. Financial Impact**

- 6.1 The financial impact of the Scheme, the costs of voluntary redundancy packages, the savings resulting from deleted posts, and any additional costs from job re-gradings required as a result of, for example, the re-distribution of work or responsibilities, will be set out in the 'VR Composite Report' to be presented to Personnel Committee in June 2018.

## **7. Workforce Impacts**

The workforce impacts associated with this report are shown above in paragraph 3.1. A further detailed report in relation to these will be brought to this Committee in June 2018.

## **8. Legal Impacts**

There are no legal impacts associated with this report.

## **9. Risk Management**

There are no risks associated with this report.

## 10. Consultation

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

## 11. Recommendations

It is **RECOMMENDED** that this report be **NOTED**.

**FOR INFORMATION**

## 12. Appendices

Appendix 1 – Expressions of Interest by Head of Service

Appendix 2 – Equality Impact Assessment

## 13. List of Background Papers

None

## 14. Officer Contact

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