

Stacy - for info.  
Line 26/1/18



**Neath Port Talbot**  
**Castell-nedd Port Talbot**  
County Borough Council Cyngor Bwrdeistrefl Sirol

Date Dyddiad 26 January 2018  
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Contact Cyswllt  
Your ref Eich cyf  
Our ref Ein cyf KJ.BLA

Councillors:  
Linnet Purcell  
Sharon Freeguard

Dear Cllr Purcell and Cllr Freeguard

**Re: Policies and Procedures available for staff to report concerns about safeguarding or other employment matters**

Further to my meeting with Cllr Freeguard this morning, I undertook to provide you with information about the Council's policies and procedures related to safeguarding concerns and other employment matters.

**Safeguarding**

I am able to confirm that where staff members have safeguarding concerns, it is the expectation of the Council that such concerns would be reported through established safeguarding procedures. There are separate procedures for children and vulnerable adults. The Council provides training for its staff in these procedures, including refresher training. I would also advise that the Council's Disciplinary Procedure reinforces the Council's expectation that staff will act on any safeguarding concerns and take those concerns through the procedures identified in the policies I have referred to above.

**Other Employment Matters**

In so far as employment matters are concerned, I can again advise that the Council has well-established policies and procedures for dealing with employment matters raised by staff. These would include (although not an exhaustive list) the Dignity at Work Policy (which sets out how the Council will

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deal with concerns about bullying or harassment); and the Whistleblowing Policy (this provides a clear process for people to be protected where they need to raise concerns, such as malpractice or misconduct). The Council provides training in these policies and procedures for staff. In the case of bullying and harassment, the Council has trained staff who can provide support for staff who may need to bring forward such concerns. Additionally, the Council actively encourages staff to join a trade union and facilities are made available by the Council to trade unions to enable them to effectively represent their members.

I would conclude by also making you aware of the Employee Code of Conduct. Appendix E of the Code of Conduct specifically deals with the relationship between elected councillors and employees. This section makes clear that employees are responsible to the Chief Executive as Head of Paid Service and that should employees have a grievance about their employment this should be pursued through the agreed procedures, with trade union involvement as necessary. A direct approach to councillors by staff is not permitted.

Finally, all of these policies are published on the Council intranet for reference.

I trust this provides you with the assurances I understand the Social Services Health and Housing Scrutiny Committee are seeking vis that there are clear policies and procedures for dealing with safeguarding concerns and employment matters.

I will arrange a follow up meeting with you both once Cllr Purcell has recovered from her bout of ill health so I can check there is no further advice or action you need from me at this time.

Yours sincerely,

**Karen Jones**  
**Head of Corporate Strategy and Democratic Services**

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