

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

**PERSONNEL COMMITTEE**

**25<sup>TH</sup> JUNE 2018**

**REPORT OF THE HEAD OF HUMAN RESOURCES – S.REES**

**Matter for Decision**

**WARD(S) AFFECTED: All**

**Creation of a part-time Mental Health Nurse**

**Purpose of Report**

The purpose of this report is to seek Member approval for the creation of a part-time Mental Health Nurse based within the Occupational Health Unit.

**Background information**

The Council established a Sickness Taskforce, based within the HR team and supported by the recognised trade unions, in 2014. The taskforce, with additional resources made available, have implemented the Early Intervention, Effective Communication and Case Management Strategy. In 2017 / 2018, sickness absence across the Council reduced by 4% to 9.5 FTE days per employee. School sickness budgets reduced by £280k. This Council is 6<sup>th</sup> on the sickness benchmarking table out of the 22 Local Authorities in Wales.

However, more can still be achieved. Mental health related absence accounts for the biggest cause of sickness absence. In 2017 / 2018 6,823 days of absence related to 'stress'. 2096 days absence related to bereavement / grief reaction and 2080 days absence related to depression. Members will note in the Workforce Plan, presented at this committee today, that the development of a Mental Health Strategy is a key priority, developing, in partnership with the trade unions, a strategic approach to supporting the mental health of employees, with actions aimed at reducing sickness absence caused by mental health illness.

## **Proposal**

To create a part-time Mental Health Nurse, based within the Occupational Health Team, to support mental health within the workplace. The post holder will provide reactive interventions to support those already identified as having mental health conditions, as well as preventative mental health programmes.

## **Financial impact**

The salary cost at the bottom of Grade 8, employed for 2 days per week, 0.4 FTE, will be £17,246. The cost will be funded within the Directorate.

## **Consultation**

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

## **Equality Impact Assessment**

An Equality Impact Assessment screening form was completed to assist the authority in complying with its Public Sector Equality Duty. The screening indicated that there was no requirement to carry out a full equality impact assessment.

## **Workforce Impacts**

This proposal will ensure appropriate and specialist occupational health support is available for employees with mental health conditions.

## **Legal impacts**

There are no legal impacts associated with this report.

## **Risk management**

This proposal will help reduce risks associated with mental health illness within the workplace.

## **7. Recommendation**

It is recommended that approval is granted for the establishment of a Mental Health Nurse at Grade 8, 0.4 FTE based in the Occupational Health Unit.

### **FOR DECISION**

#### **Reason for proposed decision**

To support employees with mental health conditions within the workplace.

#### **Implementation of decision**

The decision is proposed for implementation after the three day call in period.

#### **Officer contact**

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

Shaun Burgess, Occupational Health, Safety and Emergency Planning Manager, Email: [s.a.burgess@npt.gov.uk](mailto:s.a.burgess@npt.gov.uk) or tel. 01639 763955

#### **Appendices**

Appendix 1 – Financial assessment

Appendix 2 – Equality Impact Assessment

FINANCIAL APPRAISAL  
**SET UP COSTS**

	<u>Current</u> <u>Year</u>	-	-	-	-
	<u>£</u>				
-					
-					
<b><u>Costs</u></b>					
Recruitment Costs					
Accommodation Costs					
Office Costs					
Others					
<b>Total Set Up Costs</b>	-				
<b><u>Funding of Set Up Costs</u></b>					
Revenue Budget					
Reserves					
Special Grant					
Other (Specify)					
<b>Total Funding of Set Up Costs</b>	-				

**RECURRING COSTS**

	<u>Current</u> <u>Year</u>	-	<u>Next</u> <u>Year</u>	-	<u>Max in Full</u> <u>Year</u>
	<u>£</u>		<u>£</u>		<u>£</u>
-					
-					
<b><u>Costs</u></b>					
Employee Costs (Financial Appraisal Statement)					
> Starting Salary	14,960		15,435		14,960
> Additional cost at Maximum Salary					2,286
Accommodation Running Costs					
IT Annual Costs					
Other Running Costs (specify)	-				
<b>Total Recurring Costs</b>	<b>14,960</b>		<b>15,435</b>		<b>17,246</b>
<b><u>Funding of Recurring Costs</u></b>					
<b><u>External Sources</u></b>					
Specific Grant:					
- staffing costs					
- other					
Funding from External Agencies					
Service Level Agreement					
Other (specify)					
<b><u>Internal Sources</u></b>					
HRA					

Existing Budget Allocation			
Additional Guideline Allocation			
Other (specify) (Reserves)	<u>14,960</u>	<u>15,435</u>	<u>17,246</u>
<b>Total Funds Available</b>	<u>                    </u>	<u>                    </u>	<u>                    </u>

Please ensure that you refer to the Draft Screening Form Guidance while completing this form. If you would like further guidance please contact Corporate Strategy or your directorate Heads of Service Equality Group Champion.

**Section 1**

What service area and directorate are you from?

Service Area: Occupational Health

Directorate: CHEX

**Q1(a) What are you screening for relevance?**

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**(b) Please name and describe below**  
Appointment of Mental Health Nurse

**Q2(a) What does Q1a relate to?**

Direct front line service delivery	Indirect front line service delivery	Indirect back room service delivery
<input type="checkbox"/> (H)	<input type="checkbox"/> (M)	<input checked="" type="checkbox"/> (L)

**(b) Do your customers/clients access this service...?**

Because they need to	Because they want to	Because it is automatically provided to everyone in NPT	On an internal basis i.e. Staff
<input type="checkbox"/> (H)	<input type="checkbox"/> (M)	<input type="checkbox"/> (M)	<input checked="" type="checkbox"/> (L)

**Q3 What is the potential impact on the following protected characteristics?**

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welsh language	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Q4(a) How visible is this service/function/policy/procedure/ project/strategy to the general public?**

High visibility	Medium visibility	Low visibility
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to general public  
 (H)

to general public  
 (M)

to general public  
 (L)

(b) **What is the potential risk to the council's reputation? (Consider the following impacts – legal, financial, political, media, public perception etc...)**

High risk  
to reputation  
 (H)

Medium risk  
to reputation  
 (M)

Low risk  
to reputation  
 (L)

**Q5 How did you score?**  
*Please tick the relevant box*

**MOSTLY H and/or M** → **HIGH PRIORITY** →  **EIA to be completed**  
**Please go to Section 2**

**MOSTLY L** → **LOW PRIORITY / NOT RELEVANT** →  **Do not complete EIA**  
**Please go to Q6 followed by Section 2**

**Q6 If after completing the EIA screening process you determine that this service/function/policy/project is not relevant for an EIA you must provide adequate explanation below (Please use additional pages if necessary).**

This is an internal advisory role and has been determined through the application of this assessment as being low.

## Section 2

Screener- This to be completed by the person responsible for completing this screening	
Name:	Shaun Burgess
Location:	The Quays
Telephone Number:	01639 763955
Date:	18/06/2018
Approval by Head of Service	
Name:	Sheenagh Rees
Position:	Head of Human Resources
Date:	18/06/2018

**Please ensure this completed form is filed appropriately within your directorate because it may be required as evidence should a legal challenge be made regarding compliance with the Equality Act 2010.**