

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

8th April 2019

Head of Human Resources – Sheenagh Rees

Matter for Information

Wards Affected: all wards

TERM TIME ONLY EMPLOYEES – NEW PART 4 GUIDANCE

1. Purpose of Report

The purpose of this report is to update Members in relation to a joint review of term time working which has been carried out by the National Joint Council Joint Secretaries.

2. Background Information

As part of the 2016-18 pay deal, the NJC agreed to conduct a joint review of term-time working to consider “*an NJC approach to deliver fair, consistent and transparent contracts for school support staff and term-time only staff not employed in schools*”. To support the review, the NJC Joint Secretaries are being advised by employer practitioners from local authorities and a multi-Academy Trust and local trade union representatives.

3. Initial Guidance

An initial section of guidance has been agreed and further details are provided in **Appendix 2** of this report.

The attached guidance will be incorporated as Part 4.12 into the next updated version of the National Agreement (‘Green Book’).

4. Next Steps

It is recommended that employers review their term time only working policies and pay and leave calculations to ensure they are

consistent with the principles outlined in this guidance. In order to do this, a joint working group is being set up consisting of HR, Payroll and the joint trade unions.

5. Financial Impact

There are no financial impacts associated with this report.

6. Workforce Impacts

The review of term time working arrangements will affect all Local Government Services 'Green Book' term time working employees.

7. Legal Impacts

There are no legal impacts associated with this report.

8. Risk Management

There are no risk associated with this report.

9. Consultation

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

10. Recommendation

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

FOR INFORMATION.

11. Officer contact

Sheenagh Rees – Head of Human Resources

s.rees5@npt.gov.uk

Tel: 01639 763315

12. Appendices

Appendix 1 - Letter from the NJC for Local Government Services

Appendix 2 – Guidance Document on Term Time Working

13. List of Background Papers

None