

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

8th April 2019

Head of Human Resources – Sheenagh Rees

Matter for Information

Wards Affected: all wards

The Workforce Partnership Council (WPC) Principles and Guidance on the Appropriate Use of Non-Guaranteed Hours Arrangements in devolved Public Services in Wales

1. Purpose of Report

The purpose of this report is to update Members in relation to the revised Charter for Casual, Temporary and Fixed Term Employees which has been developed in light of guidance issued by the Workforce Partnership Council and published by the Public Services Staff Commission

2. Background Information

The Workforce Partnership Council (WPC) conducted a review into the use of the Principles and Guidance on the Appropriate Use of Non-Guaranteed Hours Arrangements in devolved Public Services in Wales (NGHAs) which was published by the Public Services Staff Commission in 2016 (**attached as Appendix 1**).

The WPC contacted this authority in October 2018 in order for us to provide information on how we have adopted each of the principles and their associated guidance for the financial year 2017-18.

A survey was provided and a copy our response is attached as **Appendix 2**. This response was a joint response with the trade unions and committed the authority to review its Charter for Temporary Employees.

3. **Charter for Temporary Employees**

Our Charter for Temporary Employees was developed in 1999 and needed to be reviewed in light of current practices and also to ensure that it reflected the principles and guidance contained in the NGHAs document. As a result of this revision, it now covers casual, temporary and fixed term employees and it has been discussed at the Council's Local Government Services Forum with the trade unions, who were happy to endorse the document.

The revised Charter for Casual, Temporary and Fixed Term employees is attached as **Appendix 3**.

4. **Equality Impact Assessment**

An Equality Impact Assessment Screening Form has been completed in order to assist the Authority in complying with its Public Sector Equality Duty. The screening form assessed that a full equality impact assessment was not required.

5. **Financial Impact**

There are no financial impacts associated with this report.

6. **Workforce Impacts**

The revised Charter will have a positive impact on all casual, temporary and fixed term employees within the Council.

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 – Workforce Partnership Council's Guidance and Principles on the Appropriate Use of Non-Guaranteed Hours Arrangements in devolved Public Services in Wales (NGHAs)

Appendix 2 – NPT's Response to survey

Appendix 3 – Charter for Casual, Temporary and Fixed Term employees

13. List of Background Papers

None