

Principles and Guidance on the Appropriate Use of Non-guaranteed Hours Arrangements in Devolved Public Services in Wales

Workforce Partnership Council Review of Implementation 2017 / 2018

Name of organisation: Neath Port Talbot County Borough Council

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Principle 1 – Introduction and review of NGH arrangements

Non-guaranteed hours arrangements, referred to as ‘casual working arrangements’ in NPT, are regularly monitored and reviewed with our joint trade union side, at our regular Local Government Services (LGS) Consultation and Negotiating Forum.

Trade unions also sit on our Head of Service Workforce Planning Group, which regularly reviews workforce requirements across the Council.

This Council has had a ‘Charter for Temporary Employees’ since 1999. Defined casual workers may be employed for up to 20 consecutive working days, after which time they become temporary employees.

Principle 2 – Transparency

The ‘Charter for Temporary Employees’ is currently subject to a review, and will be discussed at the next LGS Consultation and Negotiating Forum. Whilst our practice is in line with the principles set out in the guidance, the Charter itself needs some updating.

Principle 3 – Training and development

‘Casual’ employees are subject to appropriate induction and training – the extent of this depends very much on the role that they undertake. For example, ‘casual’ employees within our Secure Registered Children’s Home, the Relief Control and Restraint Officers, are required to undertake a range of training before they can undertake any shifts in the unit including an Induction day and Control and Restraint Training. They will be paid for attending the training and whilst they are held on the ‘Relief’ list, regular reviews of their training will be undertaken to ensure that they are up to date.

Principle 4 – Application of statutory and collectively bargained terms

Casual employees are engaged on terms and conditions that are subject to collective bargaining arrangements – and of course, these are legally compliant. An offer letter is issued to all casual employees, summarising key terms and conditions, and then, on receipt of all necessary pre-employment checks a full Statement of Particulars is issued.

Principle 5 – Terms and conditions of employment

Casual employees are engaged on terms and conditions that are comparable to those of permanent staff. One exception is in respect of annual leave, where casual employees receive an enhancement to their basic pay in respect of holidays.