

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

**PERSONNEL COMMITTEE**

**9<sup>TH</sup> SEPTEMBER 2019**

**REPORT OF THE HEAD OF HUMAN RESOURCES – SHEENAGH REES**

**Matter for information**

**Wards affected: all wards**

**Voluntary Redundancy arrangements**

**Purpose of report**

To set out proposed arrangements for Voluntary Redundancy (VR), to be implemented in September 2019.

**Executive Summary**

This report sets out arrangements for seeking expressions of interest from employees to leave the Council's employment by reason of voluntary redundancy. This action is required to support the ongoing financial situation of the Council and the impact this has on the Council's workforce.

Rather than launch a 'window of opportunity' for employees to express interest in accessing voluntary redundancy, employees are to be advised that voluntary redundancy is available to express interest in, on an ongoing and indefinite basis. This will provide more flexibility to management teams managing workforce change.

These arrangements do not include School employees, for whom a 'window of opportunity' remains an appropriate arrangement due to the budget setting process, however it is intended to launch a school scheme earlier than in previous years, in early January, with a closing date of the February half term.

## **Voluntary Redundancy Scheme arrangements**

### **All employees except those employed directly by school governing bodies**

- A letter will be issued to all employees in September (with the exception of those employed directly by school governing bodies, please see below) seeking expressions of interest in VR, and unlike previous years, the scheme will not be time limited to a 'window of opportunity', but rather, it will be available on an ongoing and indefinite basis.
- Employees will be required, as they were last year, to have a discussion with their Head of Service to confirm that their post can be 'lost' or VR facilitated by a bumped redundancy. This is to ensure that the numbers of expression of interest are manageable and no wasted work is undertaken by the HR, payroll and pension teams, particularly as this causes delays in the process.
- Employees will also be asked to discuss and agree a provisional leaving date, in order to support the provision of a redundancy, and where applicable, a pension estimate – this will avoid multiple requests for estimates for the same employee, and again helps avoid wasted work and delays in processes.
- Consultation has taken place with trade unions who are supportive of these arrangements.

### **Employees employed directly by school governing bodies**

- It is proposed to continue with the practice of offering a window of opportunity to school employees, because of the close link between VR consideration and the school budget setting process which occurs post-Christmas each year.
- It is proposed however to offer a longer period of time in which employees can express interest, opening the scheme early in January, closing by the February half-term.

**Financial Impacts:**

The operation of the VR Scheme is intended to support financial planning across the Council – enabling services to reduce headcount numbers and avoid compulsory redundancy. The total costs of voluntary redundancy packages are limited to the equivalent of 52 weeks' pay (for the employee concerned).

**Integrated Impact assessment:**

There is no requirement to undertake an Integrated Impact Assessment as this report is for monitoring / information purposes.

**Valleys Communities Impacts**

No implications.

**Workforce Impacts:**

The VR Scheme is part of a number of measures that the Council has put in place with the aim of minimising compulsory redundancy amongst the workforce.

**Legal Impacts:**

No implications.

**Risk Management Impacts:**

Heads of Service are required to complete a business case for every voluntary redundancy that they approve – this business case should consider any risks associated with the deletion of a job, and actions that will be taken to mitigate these risks.

**Crime and Disorder Impacts:**

No impacts

**Counter Terrorism Impacts:**

No impacts

**Consultation:**

There is no requirement for external consultation on this item.

**Recommendation:**

It is recommended that the information in this report is NOTED.

**For Information****Officer contact:**

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