

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL
COUNCIL

11TH JUNE 2025

**REPORT OF THE HEAD OF PEOPLE AND ORGANISATIONAL DEVELOPMENT
– SHEENAGH REES**

Matter for Approval

Wards Affected: All wards

Revised Flexible Retirement Policy

1. Purpose of Report:

The purpose of this report is to seek Member approval to make a change to the decision making arrangements set out in the Flexible Retirement Policy.

2. Executive Summary:

The Personnel Committee approved the Flexible Retirement Policy in March 2025, with the committee responsible for approving Head of Service flexible retirement applications. Following the council's decision to eliminate the Personnel Committee, it is now proposed that the full council take over the decision-making process.

3. Background

The Flexible Retirement Policy offers eligible employees the option to transition into retirement while continuing to work in a reduced capacity. This policy enables employees to balance their work and personal needs as they approach retirement, maintaining service continuity while providing workforce flexibility.

4. Revisions to the Policy

The current policy states:

- 5.3 *Where a Flexible Working application is made by a Head of Service, then the relevant Corporate Director can support the application but the decision is made at Personnel Committee. (See Section E of Business Case in Appendix 2)*
- 5.4 *Where a Corporate Director makes a Flexible Working application, then the Chief Executive can support the application but the decision is made at Full Council. (See Section E of Business Case in Appendix 2)*

It is proposed to change this to:

- 5.3 *Where a Flexible Working application is made by a Head of Service, then the relevant Corporate Director can support the application but the decision is made at Full Council. (See Section E of Business Case in Appendix 2)*
- 5.4 *Where a Corporate Director makes a Flexible Working application, then the Chief Executive can support the application but the decision is made at Full Council. (See Section E of Business Case in Appendix 2)*

The revised policy is appended to this report.

5. Financial Impacts:

There are no financial impacts associated with this report.

6. Integrated impact assessment:

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016. The first stage assessment, attached at appendix 1 has indicated that a more in-depth assessment is not required. A summary is included below:

“A full impact is not required as there is no impact on any protected group. It also has no negative impact on bio-diversity or the Welsh Language”.

7. Valleys Communities Impacts:

No Impacts.

8. Workforce Impacts:

No impact.

9. Legal Impacts:

No impact.

10. Risk Management Impacts:

No impact.

11. Crime and Disorder Impacts

No impact.

12. Counter Terrorism Impacts

No impact

13. Consultation:

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

14. Recommendations:

It is **RECOMMENDED** that Members **APPROVE** the implementation of the change to decision making arrangements set out in the Flexible Retirement Policy

FOR DECISION

15. Reason for Proposed Decision:

To ensure clarity in relation to decision making.

16. Implementation of Decision:

The decision is for immediate implementation.

17. Appendices:

Appendix 1 –Flexible Retirement Policy

Appendix 2 - Integrated Impact Assessment Screening Form

18. List of background papers:

None.

19. Officer Contact

Sheenagh Rees, Head of People & Organisational Development, Email:
s.rees5@npt.gov.uk