

Neath Port Talbot County Borough Council
Cyngor Bwrdeistref Sirol Castell-nedd

Democratic Services
Gwasanaethau Democrataidd

Decision Notice

PERSONNEL COMMITTEE - URGENCY ACTION , WEDNESDAY, 28TH OCTOBER, 2020

Please see below approval of decision as follows:

1. **Christmas and New Year Holiday Arrangements 2020/21 - 19NH**
(Pages 3 - 14)

To seek Member approval for the opening/closing arrangements for the main Civic Offices during the Christmas and New Year Holiday period 2021/2022.

That approval be granted to:

That approval be granted for the opening/closing arrangements for the main Civic Offices during the Christmas and New Year Holiday period 2021/2022, as detailed in the attached report.

For Immediate Implementation

Yours sincerely

p.p Chief Executive

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Agenda Item 1

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

October 2021

Head of Human Resources – Sheenagh Rees

Matter for Information

Wards Affected: all wards

Christmas and New Year Holiday Arrangements 2020/21

1. Purpose of Report

- 1.1 The purpose of this report is to seek Member approval for the opening/closing arrangements for the main Civic Offices during the Christmas and New Year Holiday period 2021/2022.
- 1.2 An early decision is requested as a result of the implementation of the new HR/Payroll system in April 2021 which requires all holidays to be built into the system for each calendar year. As such, it is necessary, ahead of the implementation, to have in place the Christmas and New Year holiday arrangements for 2021/22.

2. Background information

The prescribed bank holidays for the 2021 / 2022 festive period are as follows:

Monday 27th December 2021 Christmas Day

Tuesday 28th December 2021 Boxing Day

Friday 31st December 2022 New Year's Day

- In addition to the above, Local Government Services employees are awarded an **Extra Statutory Holiday** during this period, the timing of which is to be determined by the Authority.
- Employees are also entitled to an **additional day of annual leave** which is allocated over the Christmas Holiday Period.
- It has also been past practice since the inception of the Authority to award a **½ day special leave** to employees on the afternoon of the last working day before Christmas.

3. Proposed Holiday Arrangements

- 3.1 Managers of all business critical services across the Council will ensure that all such services continue to be available on a 24 / 7 basis, where necessary, and that standby / callout arrangements are in place so that appropriate responses can be made to emergencies arising during the holiday period.
- 3.2 The proposal below is primarily concerned with civic office opening and closing arrangements over the holiday period.
- 3.3 This proposal does not require employees to use any of their annual leave over the prescribed Christmas and New Year Holiday period.
- 3.4 The following allocation of days is proposed:

Friday	24 th December 2021	AM – Normal working day PM – office close at 1.00 pm – Special Leave Granted
Monday	27 th December 2021	Bank Holiday (in lieu of Christmas Day)
Tuesday	28 th December 2021	Bank Holiday (in lieu of Boxing Day)
Wednesday	29 th December 2021	Additional Annual Leave day (*)
Thursday	30 th December 2021	Extra Statutory Day
Friday	31 st December 2021	Bank Holiday (in lieu of New Years' Day and moved from 3 rd January 2022)
Monday	3 rd January 2022	Normal Working Day

- 3.5 (*) Main civic centres will be closed on these dates, however some services will require employees to work on these dates and employees will be able to take their annual leave on alternative dates, so that service delivery is not detrimentally affected. Where employees are required to work, the relevant Head of Service will notify employees as soon as possible and will ensure that necessary welfare facilities and management support is available.
- 3.6 The proposal was developed in consultation with Heads of Service, Corporate Directors and senior managers. Trade Unions have been consulted in relation to this proposal and support this option for 2021/22.

4. Implementation

In order to ensure that employees are aware of these arrangements, during February 2021, details will be placed on the HR Intranet, on employee news, an article will be placed 'In The Loop' and Heads of Service will be requested

to cascade the information to managers and employees within their respective service areas.

5. Financial Impact

The decision has been made taking into account the cost to the authority of opening the civic buildings during a time when the majority of employees take their annual leave.

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 Implications

8. Workforce Impacts

This proposal will impact on all employees and arrangements will be made to ensure that employees are aware of their particular service arrangements.

9. Legal Impacts

There are no legal impacts associated with this proposal.

10. Risk Management

There are no risks associated with this report.

11. Consultation

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

12. Recommendation

It is **RECOMMENDED** that members approve the proposal in relation to Christmas / New Year holiday arrangements for 2021/2022.

FOR DECISION

12. Officer contact

Sheenagh Rees – Head of Human Resources

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Tel: 01639 763315

13. List of Background Papers

None.

Impact Assessment - First Stage

It is essential that all initiatives undergo a first stage impact assessment to identify relevance to equalities and the Welsh language as well as an evaluation of how the proposal has taken into account the sustainable development principle (the five ways of working); an incorrect assessment could ultimately be open to legal challenge.

The first stage is to carry out a short assessment to help determine the need to undertake a more in-depth analysis (the second stage).

Relevance will depend not only on the number of people/service users affected, but also the significance of the effect on them.

When completing the first step you must have regard to the following:

- Does the initiative relate to an area where important equality issues have been, or are likely to be, raised? (For example, funding for services to assist people who are victims of rape/sexual violence or individuals with particular care need; disabled people's access to public transport; the gender pay gap; racist or homophobic bullying in schools)
- Is there a significant potential for reducing inequalities, or improving outcomes? (For example, increasing recruitment opportunities for disabled people).
- Does the initiative relate to instances where opportunities to use the Welsh language are likely to be affected or where the language is likely to be treated less favourably? (For example, increase the number of Welsh speakers moving from/to a certain area; closing specific Welsh language services or put those services at risk services;
- Does the initiative relate to the improvement of economic, social, environmental and cultural well-being? To what extent does the initiative prevent things getting worse? (For example, funding for services to assist in cultural well-being; changes in policies that promote independence and/or assist carers)

1. Provide a description and summary of the initiative.

Identify which service area and directorate has responsibility for the initiative.

2. Identify who will be affected by the initiative.

If you answer **Yes** to service users, staff or wider community continue with the first stage of the assessment

If you answer **No** to service users, staff or wider community or **Yes** to 'Internal administrative process only', go to **Question 5 – sustainable development principle**.

3. Using relevant and appropriate information and data that is available to you think about what impact there could be on people who share protected characteristics; whether they are service users, staff or the wider community.

Some things to consider include:

- transport issues
- accessibility
- customer service
- cultural sensitivity
- financial implications
- loss of jobs

Definitions of impacts (either positive or negative):

- High – likely to be highly affected by the initiative
- Medium - likely to be affected in some way
- Low - likely to be affected by the initiative in a small way
- Don't know - the potential impact is unknown

You **must** provide reasons, and indicate what evidence you used, in coming to your decision.

4. Using relevant and appropriate information and data that is available, think about what impact there could be on opportunities to use the Welsh language and in treating the language no less favourably than English.

Definitions of impacts are the same as in **Question 3**.

The classification 'Don't Know' should be categorised as 'High Impact' in both questions 3 & 4.

5. Consider how the initiative has embraced the sustainable development principle in accordance with the Section 7c of the Well-being of Future Generations Act 2015.

Give details of the initiative in relation to the 5 ways of working:

- **Long term** - how the initiative supports the long term well-being of people
- **Integration** - how the initiative impacts upon our wellbeing objectives
- **Involvement** - how people have been involved in developing the initiative
- **Collaboration** - how we have worked with other services/organisations to find shared sustainable solutions;
- **Prevention** - how the initiative will prevent problems occurring or getting worse

6. The most appropriate statement must be selected (and the relevant box ticked) based on the first stage of the assessment and an explanation of how you have arrived at this decision must be given.

In addition a summary of the how the initiative has embraced the sustainable development principle must also be included.

Where the first stage of the assessment indicates that a more in-depth analysis is required the second stage of the assessment will need to be completed and this will need to be started immediately.

A first stage assessment must be included as a background paper for all Cabinet/Cabinet Board/ Scrutiny Committee Reports.

Where the first stage assessment is completed by an accountable manager it must be signed off by a Head of Service/Director.

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Christmas and New Year Holiday Arrangements 2021/22
Service Area: All Council Employees other than those employed directly by School's operating under fully delegated powers
Directorate: All

2. Does the initiative affect:

	Yes	No
Service users		X
Staff	X	
Wider community		X
Internal administrative process only	X	

3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		X				
Disability		X				
Gender Reassignment		X				
Marriage/Civil Partnership		X				
Pregnancy/Maternity		X				
Race		X				
Religion/Belief		X				
Sex		X				

Sexual orientation		X				
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4. Does the initiative impact on:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language		X				
Treating the Welsh language no less favourably than English		X				

5. Does the initiative impact on biodiversity:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		X				
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment,		X				

such as air quality, flood alleviation, etc.						
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6. Does the initiative embrace the sustainable development principle (5 ways of working):

	Yes	No	Details
Long term - how the initiative supports the long term well-being of people		x	N/A – internal policy
Integration - how the initiative impacts upon our wellbeing objectives		x	As above.
Involvement - how people have been involved in developing the initiative	x		Heads of Service and the trade unions were consulted on their views regarding this proposal and these were fully considered.
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions		x	N/A – this is specific to Neath Port Talbot Council.
Prevention - how the initiative will prevent problems occurring or getting worse		x	N/A – internal policy

7. Declaration - based on above assessment (tick as appropriate):

A full impact assessment (second stage) is not required	<input checked="" type="checkbox"/>
Reasons for this conclusion	
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.	

A full impact assessment (second stage) is required	<input type="checkbox"/>
Reasons for this conclusion	

	Name	Position	Signature	Date
Completed by	Diane Hopkins	Principal HR Manager	D B Hopkins	13/10/20
Signed off by	Sheenagh Rees	Head of Service/Director		27/10/20