

# NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

## PERSONNEL COMMITTEE

2<sup>ND</sup> SEPTEMBER 2024

### REPORT OF THE PRINCIPAL HR MANAGER – DIANE HOPKINS

#### Matter for Decision

**Wards Affected: All wards**

**Additional Annual Leave Day for employees covered by the Joint Negotiating Committee (JNC) for Chief Executive, Joint Negotiating Committee (JNC) for Chief Officers, the Soulbury Committee and Joint Negotiating Committee (JNC) for Youth and Community Workers terms and conditions.**

#### Purpose of Report

The purpose of this report is to propose that an additional annual leave day (pro rata for part time employees) be awarded to employees covered by the JNC for Chief Executive, JNC for Chief Officers, Soulbury Committee and JNC for Youth and Community Workers terms and conditions on a permanent basis with effect from 1<sup>st</sup> April 2024. This will mirror the arrangement in place for the majority of council employees, employed under terms and conditions negotiated by the National Joint Committee (JNC) for Local Government Services and who were awarded an additional annual leave day (pro-rata for part time employees) on a permanent basis as part of the 2022 pay award.

#### Executive Summary:

As a result of the 2022 pay award for Local Government Services ('Green Book') employees an additional annual leave day was granted to this group of employees with effect from 1<sup>st</sup> April 2023, a permanent increase to their annual holiday entitlement. This report seeks to award an additional day of annual leave on a **permanent** basis to all other employees across the Council (excluding teachers as they are subject to the School Teachers terms and conditions of employment and already have a much more generous annual leave scheme).

This proposal is put forward as a gesture of goodwill to our employees for the hard work and commitment shown to the Council and as part of our recruitment and retention strategy.

### **Background:**

The 2022 pay award for NJC for Local Government Services ('Green Book') employees included that, from 1<sup>st</sup> April 2023, all employees covered by the National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for part-time workers) to their annual leave entitlement. This was actioned by the Council with effect from 1<sup>st</sup> April 2023.

A report was approved at Personnel Committee on 27<sup>th</sup> February 2023 to also award this extra day annual leave, for one year only, to employees covered by JNC for the Chief Executive, the JNC for Chief Officers, the Soubury Committee and the JNC for Youth and Community Workers terms and conditions. The reason the proposal was time limited to one year was that the trade unions representing these groups at a national level had also included the request for an additional days annual leave to be awarded to them in their respective pay claims - if the pay claims were successful, the council did not want to find itself in the position of having to award a further 2<sup>nd</sup> day of leave, and disproportionately rewarding these groups.

### **Updated Position**

The JNC for Chief Executives, JNC for Chief Officers, Soulbury Committee, JNC for Youth and Community Workers did not have an additional annual leave day agreed as part of their pay claim for 2023, so as the additional annual leave day for these groups of employees was only temporary for one year, they would revert back to their existing annual leave entitlement. This differs to the NJC for Local Government Services employees who were awarded it on a permanent basis.

The current annual leave entitlements for employees and the proposed entitlement including the additional annual leave day are shown below for Member's information:-

	<b>ANNUAL LEAVE (pro rata for part time employees)</b>	
	<b>Excluding the additional annual leave day</b>	<b>Including the additional annual leave day (if approved)</b>
❖ Chief Executive	33 days pa	34 days pa
❖ Chief Officers	(plus one day allocated at Christmas)	(plus one day allocated at Christmas)
❖ Soulbury	31 days after 5 years service; 24 days pa initially  (plus one day allocated at Christmas)	32 days after 5 years service; 25 days pa initially  (plus one day allocated at Christmas)
❖ Youth & Community Workers	35 days after 5 years service; 30 days pa initially  (plus one day allocated at Christmas)	36 days after 5 years service; 31 days pa initially  (plus one day allocated at Christmas)
❖ Local Government Services	N/A	32 days after 5 years service; 25 days pa initially  (plus one day allocated at Christmas)

It is intended that the Council's Annual Leave Policy be updated with the additional annual leave day on a permanent basis for JNC for Chief Executives, JNC for Chief Officers, Soulbury Committee, JNC for Youth and Community Workers, if approved.

### **Future Pay Awards**

If any of these groups of employees (excluding the NJC for Local Government Services) are awarded an additional annual leave day as part of future pay awards, then this will not be awarded, as these group of employees will have already been awarded an additional day annual leave. If, however, more than

one additional annual leave day is awarded going forward, then this will be applied as required and in line with guidance provided at the time.

### **Financial Impacts:**

The financial impact to the Council will be in relation to any cover arrangements necessary for employees when they take the extra day annual leave. For the majority of our employees this impact will be limited. Discussions have taken place with finance colleagues and there is no way to determine what the financial impact would be. However, the wellbeing impact on employees would be extremely positive.

### **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”.

### **Valleys Communities Impacts:**

No implications.

### **Workforce Impacts:**

This proposal is anticipated to have an extremely positive impact on our workforce as it provides for an additional day of annual leave for rest and recuperation and whilst not part of their pay agreement, it will show that as an employer, the Council values their workforce. It is also a positive addition to our recruitment and retention strategy as our annual leave entitlement is as generous as other organisations.

### **Legal Impacts:**

No implications.

**Risk Management Impacts:**

No implications

**Consultation:**

There is no requirement for external consultation on this proposal.

**Recommendations:**

It is recommended that Members **APPROVE** the proposal that an additional annual leave day be awarded to employees covered by the JNC for Chief Executive, JNC for Chief Officers, Soulbury Committee and the JNC for Youth and Community Workers terms and conditions on a permanent basis with effect from 1<sup>st</sup> April 2024.

**FOR DECISION**

**Appendices:**

Appendix 1 – Integrated Impact Assessment

**Officer contact**

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