

# NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

## PERSONNEL COMMITTEE

18 November 2024

Head of People and Organisational Development

Sheenagh Rees

### Matter for Information

**Wards Affected:** all wards

### Christmas and New Year Holiday Arrangements 2025/2026 and 2026/2027

#### 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 periods 2025/2026 and 2026/2027.
- 1.2 The decision in relation to the opening/closing arrangements for the main Civic Offices during the Christmas and New Year Holiday period is planned in advance each year for forward planning/Committee cycle meeting purposes.
- 1.3 Some services have also requested 2 year forward planning to facilitate working arrangements for their employees, and as approximately 50% of the Council's workforce now utilises the digital iTrent system for recording annual leave, 2 year planning also facilitates early configuration of holidays within the system.

#### 2. Background information

The prescribed bank holidays for the 2025/2026 festive period are as follows:

*Thursday 25<sup>th</sup> December 2025 Christmas Day*  
*Friday 26<sup>th</sup> December 2025 Boxing Day*  
*Thursday 1<sup>st</sup> January 2026 New Year's Day*

The prescribed bank holidays for the 2026/2027 festive period are as follows

*Friday 25<sup>th</sup> December 2026 Christmas Day*

Monday 28th December 2026 Boxing Day

Friday 1st January 2027 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 proposals below are primarily concerned with working arrangements over the holiday period.
- 3.3 These proposals require employees to use one day annual leave / flexi leave / time off in lieu for one day over each of the prescribed Christmas and New Year Holiday periods.
- 3.4 The following allocation of days for each year is proposed:

#### 2025/2026

Monday	22 <sup>nd</sup> December 2025	Normal Working Day
Tuesday	23 <sup>rd</sup> December 2025	Normal Working Day
Wednesday	24 <sup>th</sup> December 2025	AM – Normal working day PM - Half day special leave granted
Thursday	25 <sup>th</sup> December 2025	Christmas Day Bank Holiday
Friday	26 <sup>th</sup> December 2025	Boxing Day Bank Holiday
Monday	29 <sup>th</sup> December 2025	Extra Statutory Day
Tuesday	30 <sup>th</sup> December 2025	Additional Annual Leave Day (*)
Wednesday	31 <sup>st</sup> December 2025	Council Closure – all employees required to use one day of annual leave/flexi leave/TOIL
Thursday	1 <sup>st</sup> January 2026	New Year's Day Bank Holiday
Friday	2 <sup>nd</sup> January 2026	Normal Working Day

#### 2026/2027

Monday	21 <sup>st</sup> December 2026	Normal Working Day
Tuesday	22 <sup>nd</sup> December 2026	Normal Working Day
Wednesday	23 <sup>rd</sup> December 2026	Normal Working Day
Thursday	24 <sup>th</sup> December 2026	AM – Normal working day PM - Half day special leave granted
Friday	25 <sup>th</sup> December 2026	Christmas Day Bank Holiday
Monday	28 <sup>th</sup> December 2026	Boxing Day Bank Holiday
Tuesday	29 <sup>th</sup> December 2026	Extra Statutory Day
Wednesday	30 <sup>th</sup> December 2026	Additional Annual Leave Day (*)
Thursday	31 <sup>st</sup> December 2026	Council Closure – all employees required to use one day of annual leave/flexi leave/TOIL
Friday	1 <sup>st</sup> January 2027	New Year's Day Bank Holiday

3.5 (\*) On these dates, some services will require employees to work 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 These proposals were developed in consultation with Heads of Service, Corporate Directors and senior managers. The Trade unions consulted with their members and the arrangements above were supported by the majority of their members.

#### 4. Implementation

In order to ensure that employees are aware of these arrangements, details will be placed on NPT Connect in the Employee News section, an article will be placed in the weekly sway and on Viva Engage. 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 impact on our citizens and employees during a time when there is a reduced requirement for our services and the majority of employees want to take their annual leave to spend time with family and friends.

#### 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**

These proposals 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 proposals in relation to Christmas / New Year holiday arrangements for 2025/2026 and 2026/2027.

## **FOR DECISION**

## **12. Officer contact**

Sheenagh Rees – Head of People and Organisational Development - [s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk)

Diane Hopkins, Principal HR Manager – [d.b.hopkins@npt.gov.uk](mailto:d.b.hopkins@npt.gov.uk)

## **13. List of Background Papers**

None.