

PERSONNEL COMMITTEE

REPORT OF THE HEAD OF HUMAN RESOURCES – S.REES

2nd March 2015

SECTION A – MATTER FOR DECISION

WARDS AFFECTED: ALL

CHRISTMAS AND NEW YEAR HOLIDAY ARRANGEMENTS 2015/2016

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 2015/2016.
- 1.2 An early decision is requested for forward planning/Committee cycle meeting purposes.

2. Background Information

The prescribed bank holidays for the 2015 / 2016 festive period are as follows:

Friday 25th December 2015 Christmas Day

Monday 28th December 2015 Boxing Day

Friday 1st January 2016 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 Members should note that where necessary to maintain service delivery over the period, employees can be required to work as normal on Wednesday 30th and Thursday 31st December, with arrangements made for them to take their annual leave on alternative dates. Heads of Service should inform employees who are required to work in good time. In line with this, and where appropriate, arrangements will be made for employees, normally based in civic centres, to work from alternative workplaces during the holiday period.
- 3.4 The proposal will require employees who are not required to attend work to use one day of their annual leave entitlement to cover the office closure period.
- 3.5 The following allocation of days is proposed:

Monday	21 st December 2015	Normal working day
Tuesday	22 nd December 2015	Normal working day
Wednesday	23 rd December 2015	Normal working day
Thursday	24 th December 2015	Offices close at 1 pm Special leave granted
Friday	25 th December 2015	Christmas Day bank holiday
Monday	28 th December 2015	Boxing Day Bank Holiday
Tuesday	29 th December 2015	Extra Statutory Day
Wednesday	30 th December 2015	Additional annual leave day (*)
Thursday	31 st December 2015	Offices closed – all employees required to use one day of annual leave (*)
Friday	1 st January 2016	New Years Day Bank Holiday

(*) *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

- 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 have indicated that it is acceptable to them.

4. **Recommendation**

It is RECOMMENDED that Members approve the proposal in relation to Christmas / New Year holiday arrangements for 2015/2016.

FOR DECISION

5. **Officer Contact**

For further information on this report item, please contact Sheenagh Rees, Head of Human Resources on extension 3315 or e-mail s.rees5@npt.gov.uk or Diane Hopkins, Principal HR Manager on extension 3012 or e-mail d.b.hopkins@npt.gov.uk

6. **Background Papers**

None.