

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

22nd February 2016

Head of Human Resources – Sheenagh Rees

Matter for Information

Wards Affected: all wards

Christmas and New Year Holiday Arrangements 2016/2017

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 2016/2017.
- 1.2 An early decision is requested for forward planning/Committee cycle meeting purposes.

2. Background information

The prescribed bank holidays for the 2016 / 2017 festive period are as follows:

Monday 26th December 2016 Christmas Day
Tuesday 27th December 2016 Boxing Day
Monday 2nd 2017 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.
- 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 – Thursday	19 th – 22 nd December 2016	Normal working days
Friday	23 rd December 2016	Offices close at 1 pm Special leave granted
Monday	26 th December 2016	Christmas Day bank holiday
Tuesday	27 th December 2016	Boxing Day bank holiday
Wednesday	28 th December 2016	Extra Statutory Day
Thursday	29 th December 2016	Additional annual leave day (*)
Friday	30 th December 2016	Offices closed – all employees required to use one day of annual leave (*)
Monday	2 nd January 2017	New Years' Day Bank Holiday

- 3.6 (*) 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

3.7 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 2016/2017.

FOR DECISION

5. Officer contact

Sheenagh Rees – Head of Human Resources
s.rees5@npt.gov.uk
Tel: 01639 763315

6. List of Background Papers

None.