

# NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

## PERSONNEL COMMITTEE

25th February 2019

Head of Human Resources – Sheenagh Rees

### Matter for Information

**Wards Affected:** all wards

### Christmas and New Year Holiday Arrangements 2019/2020

#### 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 2019/2020.
- 1.2 An early decision is requested for forward planning/Committee cycle meeting purposes.

#### 2. Background information

The prescribed bank holidays for the 2019 / 2020 festive period are as follows:

*Wednesday 25<sup>th</sup> December 2019 Christmas Day*

*Thursday 26<sup>th</sup> December 2019 Boxing Day*

*Wednesday 1<sup>st</sup> January 2020 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 The proposal will require employees who are not required to attend work to use two and a half days of their annual leave entitlement to cover the office closure period.
- 3.4 The following allocation of days is proposed:

Monday	23 <sup>rd</sup> December 2019	Offices closed – all employees required to use one day of annual leave (*)
Tuesday	24 <sup>th</sup> December 2019	Offices closed - all employees required to use half day annual leave for the morning. Special leave granted from 1 pm for the afternoon (*)
Wednesday	25 <sup>th</sup> December 2019	Christmas Day bank holiday
Thursday	26 <sup>th</sup> December 2019	Boxing Day bank holiday
Friday	27 <sup>th</sup> December 2019	<b>Additional Annual Leave day (*)</b>
Monday	30 <sup>th</sup> December 2019	<b>Extra Statutory Day</b>
Tuesday	31 <sup>st</sup> December 2019	Offices closed – all employees required to use one day of annual leave (*)
Wednesday	1 <sup>st</sup> January 2020	New Years' Day Bank Holiday

- 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 have indicated that they did receive a few complaints last year regarding the requirement on employees to take one and a half days annual leave.

#### 4. Implementation

In order to ensure that employees are aware of these arrangements, 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. Equality Impact Assessment**

An Equality Impact Assessment screening form was completed to assist the authority in complying with its Public Sector Equality Duty. The screening indicated that there was no requirement to carry out a full equality impact assessment.

## **7. 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.

## **8. Legal Impacts**

There are no legal impacts associated with this proposal.

## **9. Risk Management**

There are no risks associated with this report.

## **10. Consultation**

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

## **11. Recommendation**

It is **RECOMMENDED** that members approve the proposal in relation to Christmas / New Year holiday arrangements for 2019/2020.

## **FOR DECISION**

## **12. Officer contact**

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

None.