

# NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

## PERSONNEL COMMITTEE

24<sup>th</sup> February 2020

Head of Human Resources – Sheenagh Rees

### Matter for Information

**Wards Affected:** all wards

### Christmas and New Year Holiday Arrangements 2020/21

#### 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 2020/2021.
- 1.2 An early decision is requested for forward planning/Committee cycle meeting purposes.

#### 2. Background information

The prescribed bank holidays for the 2020 / 2021 festive period are as follows:

*Friday 25<sup>th</sup> December 2020 Christmas Day*

*Monday 28<sup>th</sup> December 2020 Boxing Day*

*Friday 1<sup>st</sup> January 2021 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 one 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	21 <sup>st</sup> December 2020	Normal working day
Tuesday	22 <sup>nd</sup> December 2020	Normal working day
Wednesday	23 <sup>rd</sup> December 2020	Normal working day
Thursday	24 <sup>th</sup> December 2020	Am – Offices closed – all employees required to use half day leave (*) Offices close at 1 pm Special leave granted
Friday	25 <sup>th</sup> December 2020	Christmas Day bank holiday
Monday	28 <sup>th</sup> December 2020	Boxing Day bank holiday
Tuesday	29 <sup>th</sup> December 2020	<b>Additional Annual Leave day (*)</b>
Wednesday	30 <sup>th</sup> December 2020	<b>Extra Statutory Day</b>
Thursday	31 <sup>st</sup> December 2020	Offices closed – all employees required to use one day of annual leave (*)
Friday	1 <sup>st</sup> January 2021	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 support this option for 2020/21.

#### 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. 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**

This proposal 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 proposal in relation to Christmas / New Year holiday arrangements for 2020/20201

**FOR DECISION**

**12. Officer contact**

Sheenagh Rees – Head of Human Resources

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**13. List of Background Papers**

None.