



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

### **Personnel Committee**

**10<sup>th</sup> April 2020**

### **Report of the Head of Human Resources – Sheenagh Rees**

#### **Matter for Decision**

#### **Wards Affected: All Wards**

#### **Paid time off to care for children / dependents**

#### **Purpose of the Report:**

To seek authority to provide some paid time off in order to care for children / dependents as a result of the Coronavirus Covid-19 emergency and to ensure the employees are not in financial or other detriment.

#### **Background:**

As a result of school closures, and changes in social care provision to adults, some employees of the Council need to take time off work in order to provide this care.

There are a number of different policies employees can access. It may be an option for them to work at home and if it helps support the employee provide care, whilst continuing to work, managers have been advised to be flexible regarding the time and duration of hours worked during this exceptional period

– for example, it may be that they need to time out during the working day in order to support the care of their relative. It is not anticipated, however, that this arrangement will last for more than a reasonable period of time and should be reviewed as soon as alternative care arrangements are in place.

No flexi or overtime will be accrued during this time, unless previously authorised by their manager.

As an alternative, they can use their accrued annual leave allowance or accrued flexi leave if they are entitled to it. If those options are not available to them, they can purchase up to 5 additional annual leave days (Additional Annual Leave Purchase Scheme). The absence should be discussed with, and authorised, by line managers.

The Council is operating on the principle of ‘no detriment’ financially or otherwise, as well as the expectation that managers and staff will do everything they can to support each other at this difficult time. The Council will expect employees to do what they can to manage care arrangements within the policies and procedures available to them, but it is appreciated that this is a difficult time, and that there may be times when some employees, in particular those whose jobs do not lend themselves to home working, may need to ask to take some paid time off for care arrangements and the Council will encourage managers to accommodate it.

### **Financial Impacts:**

There will be indirect costs linked to this provision – where employees have exhausted all alternative options and access some paid time off to care for children / dependents, this will impact on productivity and there may be cover costs depending on the job – we will minimise these costs by seeking to redeploy employees from non critical services of the Council.

### **Integrated Impact Assessment:**

An integrated impact assessment is not required for this report.

**Valleys Communities Impacts:**

No impacts

**Workforce Impacts:**

This will be a supportive measure to employees at this difficult time.

**Legal Impacts:**

No impacts

**Risk Management Impacts:**

This approach reduces the risk of employee relations breakdown.

**Consultation:**

Trade unions have been consulted and support this approach.

**Recommendations:**

To provide paid time off for care arrangements relating to Coronavirus Covid-19, in circumstances all other options, including the use of annual leave, have been exhausted.

**Reasons for Proposed Decision:**

To ensure that no employee is in financial or other detriment as a result of the Coronavirus Covid-19 emergency.

**Implementation of Decision:**

The decision will be implemented immediately.

**Appendices:**

None.

**List of Background Papers:**

None

**Officer Contact:**

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