

# NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

## PERSONNEL COMMITTEE

29<sup>th</sup> November 2021

Head of Human & Organisational Development – Sheenagh Rees

### Matter for Information

**Wards Affected:** all wards

### Christmas and New Year Holiday Arrangements 2022/23

#### 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 2022/2023.
- 1.2 An early decision is requested as a result of the implementation of the new HR/Payroll system in December 2021 which requires all holidays to be built into the system for each calendar year. As such, it is necessary, ahead of the implementation, to have in place the Christmas and New Year holiday arrangements for 2022/23.

#### 2. Background information

The prescribed bank holidays for the 2022 / 2023 festive period are as follows:

*Monday 26<sup>th</sup> December 2022 Christmas Day*

*Tuesday 27<sup>th</sup> December 2022 Boxing Day*

*Monday 2<sup>nd</sup> January 2023 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 working arrangements over the holiday period.
- 3.3 This proposal does not require employees to use any of their annual leave over the prescribed Christmas and New Year Holiday period.
- 3.4 The following allocation of days is proposed:

Friday	23 <sup>rd</sup> December 2022	AM – Normal working day PM - Half day special leave granted
Monday	26 <sup>th</sup> December 2022	Christmas Day Bank Holiday
Tuesday	27 <sup>th</sup> December 2022	Boxing Day Bank Holiday
Wednesday	28 <sup>th</sup> December 2022	Extra Statutory Day
Thursday	29 <sup>th</sup> December 2022	Additional Annual Leave Day (*)
Friday	30 <sup>th</sup> December 2022	New Year's Day Bank Holiday
Monday	2 <sup>nd</sup> January 2023	Normal Working Day
Tuesday	3 <sup>rd</sup> January 2023	Normal Working Day

- 3.5 (\*) During these dates, some services will require employees to work 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 2022/23.

### 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 on Yammer 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 impact on our citizens and employees during a time when there is a reduced requirement for our services and the majority of employees want to take their annual leave to spend time with family and friends.

## 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 2022/2023.

**FOR DECISION**

## 12. Officer contact

Sheenagh Rees – Head of Human & Organisational Development

[s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk)

Tel: 01639 763315

**13. List of Background Papers**

None.