

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

27th February 2023

Head of People and Organisational Development – Sheenagh Rees

Matter for Decision

Wards Affected: all wards

Christmas and New Year Holiday Arrangements 2023/24 and 2024/25

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 2023/2024 and 2024/2025.
- 1.2 An early decision is requested as a result of the implementation of the new HR/Payroll system 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 2023/2024 and 2024/2025.

2. Background information

The prescribed bank holidays for the **2023 / 2024** festive period are as follows:

Monday 25th December 2023 - Christmas Day
Tuesday 26th December 2023 - Boxing Day
Monday 1st January 2024 - New Year's Day

The prescribed bank holidays for the **2024 / 2025** festive period are as follows:

Wednesday 25th December 2024 – Christmas Day
Thursday 26th December 2024 – Boxing Day
Monday 1st January 2025 – 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 in 1996 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 proposals below is primarily concerned with working arrangements over the holiday period.
- 3.3 This proposals require employees to use one day annual leave / flexi leave / time off in lieu for one day over each of the prescribed Christmas and New Year Holiday periods.
- 3.4 The following allocation of days for each year is proposed:

2023/2024

Friday	22 nd December 2023	AM – Normal working day PM - Half day special leave granted
Monday	25 th December 2023	Christmas Day Bank Holiday
Tuesday	26 th December 2023	Boxing Day Bank Holiday
Wednesday	27 th December 2023	Extra Statutory Day
Thursday	28 th December 2023	Additional Annual Leave Day (*)
Friday	29 th December 2023	Council Closure – all employees required to use one day of annual leave/flexi leave/TOIL
Monday	1st January 2024	New Year's Day Bank Holiday

2024/2025

Monday	23 rd December 2024	Normal Working Day
Tuesday	24 th December 2024	AM – Normal working day PM - Half day special leave granted
Wednesday	25 th December 2024	Christmas Day Bank Holiday
Thursday	26 th December 2024	Boxing Day Bank Holiday
Friday	27 th December 2024	Extra Statutory Day
Monday	30 th December 2024	Additional Annual Leave Day (*)
Tuesday	31 st December 2024	Council Closure – all employees required to use one day of annual leave/flexi leave/TOIL
Wednesday	1 st January 2025	New Year's Day Bank Holiday

- 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. The Trade unions consulted with their members and the arrangements above were supported by the majority of their members.

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 weekly sway on a monthly basis and on Yammer. 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 2023/2024 and 2024/2025.

12. Officer contact

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Diane Hopkins, Principal HR Manager – d.b.hopkins@npt.gov.uk

13. List of Background Papers

None.