

Appointments Board – Wednesday 9 December, 2015

Alternative Working Arrangements Christmas and New Year Bank Holidays – 7 Day Workers

1. Summary of report

- 1.1 To seek approval for the introduction of an alternative Christmas and New Year bank holiday working arrangements for 7 day workers from 2015/16 onwards.

2. Recommendations

- 2.1 Appointment Board are recommended to approve the introduction of an alternative Christmas and New Year bank holiday working arrangements for 7 day workers from 2015/16 onwards.

3. Background

- 3.1 Following receipt of the National Joint Council for Local Government Services circular dated 10 September 2015 regarding the working arrangements for Christmas and New Year 2015/16, discussions have taken place with the unions from which has led to a request from them for the Council to consider introducing a separate Christmas and New Year bank holiday working arrangement for 7 day workers.

Adults and Children's DMT's and then CMT having subsequently considered this proposed alternative working arrangements have voiced their support for its introduction for 2015/16 and beyond for 7 day workers only.

The basis of such support being that it is deemed as the most efficient means in assisting managers to ensure that staff rotas for those services which operate 24/7 are covered over the Christmas and New Year period which in previous years has proved difficult. Such difficulties resulting in significant management time being spent seeking to cover shifts where the service is under resourced, with the potential to breach service delivery and possibly its statutory duty, as staff morale has been low as they have felt that the payments linked to the existing arrangements acted as a disincentive as it may result in some 7 day workers working on an actual bank holiday but not receive a bank holiday payment.

Alternative Proposal – 7 Day Workers

Such an arrangement would mean that the 4 bank holidays over each Christmas and New Year period for 7 day workers would be **fixed** each year to always be deemed to fall on the following days:

- Christmas Eve (extra concessionary day)
- Christmas Day
- Boxing Day
- New Years Day

Payments:

- Employees that work on any of these days will receive bank holiday pay
- Employees that work on any other days should receive their normal rate of pay
- Employees scheduled to work on those day will be subject to rota planning each year.

Existing Arrangements

For the remainder of the workforce the Christmas and New Year bank holiday working arrangements 2015/16 would be as per the National Joint Council for Local Government Services circular dated 10 September 2015 which is:

Christmas and New Year Bank Holidays 2015/16:

- Friday 25th December 2015
- Monday 28th December 2015
- Tuesday 29th December 2015 (extra concessionary day)
- Friday 1st January 2016

Payments:

- Employees that work on Friday 25 December will receive bank holiday pay.
- Employees required to work on Sunday 27 December will receive their normal rates of pay.
- Employees that work **only one day** out of Saturday 26 December or Monday 28 December will receive bank holiday payments for the one day on which they work.
- Employees that work on **both** Saturday 26 December **and** Monday 28 December will receive Saturday rates of pay for Saturday 26 December and bank holiday pay for Monday 28 December.
- Employees that work on Tuesday 29 December will receive bank holiday pay.

Subsequent Christmas and New Year bank holiday working arrangements for this group would **not** be fixed and will be determined each year by subsequent National Joint Council for Local Government Services circulars.

4. Resource and Legal Consideration

- 4.1 No financial or legal implications have been identified.
- 4.2 Such a proposal would impact on staff that work in the following service areas that have been identified as 7-day workers:

Adults Social Care – Emergency Duty Team (6) and Provider Services (Supervisors (c 25) and Re-ablement Workers (c 135))

Children Services – Residential (92 posts)

5. Citizen Impact

- 5.1 No implications have been identified.

6. Performance and Risk Management issues

- 6.1 It is viewed by both Adults and Children's DMT that through its introduction it will reduce the risk of staff rota's not being covered during the Christmas/New Year bank holiday

periods and reduce the amount of management time spent seeking to cover shifts. It is also viewed to have a positive impact on staff morale.

7. Equality Implications

- 7.1 Discussions with health and safety and equalities colleagues have not identified any impact on staff as a consequence of its introduction.

8. Consultation

- 8.1 CMT; Children's and Adult DMT's and Service Managers; Unions; Legal; Finance, Health & Safety and Equalities.



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