

## **CHRISTMAS STAFFING ARRANGEMENTS 2020**

<b>Head of Service:</b>	Shona Mason, Head of Human Resources and Organisational Development
<b>Wards affected:</b>	All
<b>Urgent Decision?(yes/no)</b>	Yes
<b>If yes, reason urgent decision required:</b>	To allow the Christmas arrangements to be put in place.
<b>Appendices (attached):</b>	Not applicable

### **Summary**

This report requests that in recognition of the extraordinary work and dedication by the officer team in responding to the Covid-19 pandemic, that an additional day's leave be granted on 30 December 2020.

### **Recommendation (s)**

#### **The Committee is asked to:-**

- (1) Award officers an additional day's leave to be taken on the 30 December 2020;**
- (2) Note that officers will be required to take a compulsory day's leave from their annual entitlement on the 31 December 2020, to enable the Council Officers to be closed of the week commencing Monday 28 December.**
- (3) Note that where the operational needs of the Council require services to operate over the Christmas period, affected officers will receive an additional day's pay in lieu of the award of an additional day's leave.**

### **1 Reason for Recommendation**

- 1.1 To recognise the exceptional contribution of officers in responding to the Covid-19 pandemic.

# Strategy and Resources Committee

## 22 December 2020

### 2 Background

- 2.1 Full Council on the 21 July 2020 received a report setting out the Council's response to the Covid-19 pandemic following a major incident being formally declared across Surrey on 19 March 2020.
- 2.2 The report outlined significant action undertaken by staff to provide essential support to the most vulnerable in the local community, assist local businesses through grant payments whilst maintaining our essential services.
- 2.3 Full Council also approved a Motion to thank officers for their outstanding work in meeting the challenge of the strategic shift in the deployment of staff and resources during the Covid 19 emergency.
- 2.4 Five months later, the Council is not only maintaining service provision but still responding to the Covid-19 pandemic with further grant schemes being established and payments made to local businesses, supporting the track and trace system and engaging and educating both businesses and visitors to our town centres about requirements to help stop the spread of this disease.

### Christmas Arrangements 2020/21

- 2.5 In recognition of the additional workload created by responding to the pandemic, the Committee are asked to support:
  - 2.5.1 the award of an additional day's leave on the 30 December 2020 to officers;
  - 2.5.2 those officers required to provide services over the Christmas period, such as refuse collectors and the ranger service, and where they are unable to take leave, will be paid one day's pay in lieu of the extra day being awarded.
- 2.6 This will mean that with the addition of the discretionary day the Council normally awards, to enable the Council Offices to closed for the week of the 28 November, officers will be asked to take one day's leave on the 31 December 2020 from their annual leave entitlement.
- 2.7 If Committee approve recommendation 1, the arrangements for Christmas would be as follows:-

# Strategy and Resources Committee

## 22 December 2020

<b>Monday December 28</b>	<b>Bank Holiday</b>
<b>Tuesday December 29</b>	<b>Allocated discretionary day</b>
<b>Wednesday December 30</b>	<b>Additional day's leave (proposal)</b>
<b>Thursday December 31</b>	<b>Compulsory a day's leave from annual entitlement</b>
<b>Friday January 1 2021</b>	<b>Bank Holiday</b>

- 2.8 Those officers who work part time and are not scheduled to work on Wednesday 30 December 2020, will be able to take the additional day's leave at a later date.
- 2.9 For those officers who are required to work in between Christmas and New Year, an additional day's pay will be paid to them in the January 2021 salary payment. This will be managed by the Head of Operational Services, as all the affected staff work within Operational Services in the usual way.
- 2.10 The out of hours service currently provided by Mole Valley already covers Tuesday 29 December and will be extended to cover Wednesday 30 December and Thursday 31 December at a cost of £200. Where the need to respond to an issue arises, as is usual, further charges may be applied.
- 2.11 Emergency arrangements will continue to be in place over the whole of the Christmas and New Year period and where the need arises officers will ensure an appropriate response is provided.

### **3 Risk Assessment**

- 3.1 Legal or other duties
- 3.2 Impact Assessment
- 3.2.1 None
- 3.3 Crime & Disorder
- 3.3.1 None
- 3.4 Safeguarding
- 3.4.1 None
- 3.5 Dependencies

# Strategy and Resources Committee

## 22 December 2020

3.5.1 None

3.6 Other

3.6.1 None

### 4 Financial Implications

4.1 The cost of the additional day's pay for those in Operational Services who are required to work over the festive period is £8,900. This cost can be met from the £9,910 underspend against this year's pay award budget.

4.2 The two day Out of Hours Service extension costing £200 can also be funded from the same source. Should any further response charges arise, funding would be allocated from corporate contingency budgets.

4.3 **Section 151 Officer's comments:** The cost of the additional day's leave and response cover can be met from the budgets above.

### 5 Legal Implications

5.1 There are no legal implications arising from this report.

5.2 **Monitoring Officer's comments:** none arising from the contents of this report.

### 6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** The following Key Priorities are engaged: N/A

6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.

6.3 **Climate & Environmental Impact of recommendations:** N/A

6.4 **Sustainability Policy & Community Safety Implications:** N/A

6.5 **Partnerships:** N/a

### 7 Background papers

7.1 The documents referred to in compiling this report are as follows:

#### Previous reports:

- None

#### Other papers:

- 21 July 2020 Full Council: Council's response to the Covid-19 pandemic & Motion.