

Impact Assessment of: Conversion of extra statutory holidays to annual leave

Service/ Directorate: Corporate HR / Resources

Date Completed: April 2009

Lead Officer: Alex Watson

Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service
Alex Watson	Leeds City Council	Head of Service
Claire Fozzard	Leeds City Council	Deputy Head of Service
Gemma Taskas	Leeds City Council	Manager of Service
Alex Nicholls	Leeds City Council	Senior Service Officer

Brief description of policy/ service:

Apart for some essential services, LCC does not provide a full range of services on the Tuesdays that follow the Easter, Spring-Bank and August public holidays.

Terms and conditions give staff three extra days leave which are fixed on these days. As an alternative 11,500 staff will be given flexibility to choose when they take leave. If not taking leave on these days staff will be required to work.

This will significantly improve the service which the Council gives to its customers by now being open on the three Tuesdays.

Brief account of how the impact assessment was carried out:

The impact assessment has been carried by analysis of staff data and discussions with the Customer Services regarding access to services and the benefits this would provide communities.

Brief description of any adverse affects found:**Impact on Communities**

No adverse effects were found. Instead, opening the full range of services is a benefit to potentially over 700,000 Leeds citizens and anyone else who would use Council services (visitors etc.). Within this broad group there would potentially be greatest benefits for some priority groups, as covered under our equality categories. For example, this includes different communities who might want to access information from a library or people who need advice on homelessness etc.

Impact on Staff

Staff required now required work, will still receive the same amount of leave which they had previously been entitled to. No significant differences between different groups are identified regarding this.

Additionally in terms of people's faith, it is noted that 2 out of the three days are linked to Christian festivals. This change therefore gives people of other faiths more flexibility to chose leave that coincides with different religious festivals.

As the former leave days coincided with school holidays there is a potential that small numbers of staff with school age children, may have difficulty with their child care. The exact numbers of staff who fall into this category is not known, although it is believed that this might disproportionately affect female staff. However to offset any difficulties, all staff with child care requirements will be given priority in booking leave if such a situation arises.

Further plans will be developed to also review arrangements for staff who have been required to work these days in essential services. Currently they receive premium pay for working these days. Discussion with the trade unions are aimed at changing the premium pay that staff receive. This group of staff numbers around 5000 employees. Whilst the majority of staff here are female, this group is reflective of the Councils overall workforces ; comprising a ration of 60:40 women to men. As discussion are on-going it is unclear what final outcomes will be.

Summary of Actions arising from Assessment

Actions	Responsibility	Timescale
To review impact on citizens	HR	June 2009
To review impact on staff	HR	June 2009

Contacts for further information:

Alex Watson

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