

Annual Leave

Well-being Impact Assessment Report

This report summarises the likely impact of the proposal on the social, economic, environmental and cultural well-being of Denbighshire, Wales and the world.

Assessment Number:	608
Brief description:	Proposed changes to the way annual leave is processed within HR which will automatically calculate annual leave entitlements for new starters, contract changes and leavers. The bank holiday entitlement for staff will remain the same for full time staff but will be on a pro rata basis only for part time employees. Employees will be able to carry over up to 10 days of annual leave from one leave year to the next and Head of Service approval will not be required beforehand.
Date Completed:	23/01/2019 14:30:38 Version: 1
Completed by:	Catrin Roberts
Responsible Service:	Legal, HR & Democratic Services
Localities affected by the proposal:	Not Applicable,
Who will be affected by the proposal?	Employees within the Council but will not be applicable to teachers and school based employees.
Was this impact assessment completed as a group?	Yes

IMPACT ASSESSMENT SUMMARY AND CONCLUSION

Before we look in detail at the contribution and impact of the proposal, it is important to consider how the proposal is applying the sustainable development principle. This means that we must act "in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs."

Score for the sustainability of the approach

★★★★ (3 out of 4 stars) Actual score : 24 / 30.

Implications of the score

As this is a change of policy with regards annual leave it doesn't apply to communities and will be applicable to employees and managers only. SLT have involved and Trade Unions have been consulted with. All parties are in agreement as this is a more productive and consistent way of providing annual leave entitlements.

Summary of impact

Well-being Goals

A prosperous Denbighshire
A resilient Denbighshire
A healthier Denbighshire
A more equal Denbighshire
A Denbighshire of cohesive communities
A Denbighshire of vibrant culture and thriving Welsh language
A globally responsible Denbighshire

Positive
Neutral
Positive
Neutral
Neutral
Neutral
Positive



Main conclusions

Overall the proposal will have both neutral and positive with regards to the well-being goals. By implementing the proposed changes we are allowing employees more flexibility around taking their annual leave entitlement and providing managers with the tools and reports to ensure we have accurate entitlements for new starters, existing staff and leavers. This will help avoid any potential over/underpayments.

A further impact assessment will not be required.

Evidence to support the Well-being Impact Assessment

- ☐ We have consulted published research or guides that inform us about the likely impact of the proposal
- ☐ We have involved an expert / consulted a group who represent those who may be affected by the proposal
- ☒ We have engaged with people who will be affected by the proposal

THE LIKELY IMPACT ON DENBIGHSHIRE, WALES AND THE WORLD

A prosperous Denbighshire

Overall Impact	Positive
Justification for impact	Providing accurate reports for all new starters and giving employees their entitlement in hours will benefit working parents / families, allowing employees to take time off work for an hour using annual leave and not having to take half a day or a full day. This may be more beneficial for childcare arrangements or emergencies which might happen without impacting too much on annual leave entitlement. Our flexible working schemes also support this proposal.
Further actions required	Not applicable

Positive impacts identified:

A low carbon society	N/A
Quality communications, infrastructure and transport	N/A
Economic development	N/A
Quality skills for the long term	N/A
Quality jobs for the long term	Potential employees may find having leave allocated in hours a positive impact as they will be able to take an hour off work as annual leave rather than just a half day. Helps promote our flexible working scheme.
Childcare	The provision of annual leave in hours might reduce the need for working parents to take a half or full days leave and instead are able to take an hour for example if they have childcare issues. This will help working parents remain the workplace and help retain employees.

Negative impacts identified:

A low carbon society	N/A
Quality communications, infrastructure and transport	N/A
Economic development	N/A
Quality skills for the long term	N/A
Quality jobs for the long term	N/A
Childcare	None

A resilient Denbighshire

Overall Impact	Neutral
Justification for impact	All of the above are not applicable to annual leave.
Further actions required	Not applicable

Positive impacts identified:

Biodiversity and the natural environment	N/A
Biodiversity in the built environment	N/A
Reducing waste, reusing and recycling	N/A
Reduced energy/fuel consumption	N/A
People's awareness of the environment and biodiversity	N/A
Flood risk management	N/A

Negative impacts identified:

Biodiversity and the natural environment	N/A
Biodiversity in the built environment	N/A
Reducing waste, reusing and recycling	N/A
Reduced energy/fuel consumption	N/A
People's awareness of the environment and biodiversity	N/A
Flood risk management	N/A

A healthier Denbighshire

Overall Impact	Positive
Justification for impact	The ability to take leave in hours and removing the barrier of carry over with permission will all be beneficial to how an employee can work more flexibly and potentially having a positive impact on health and wellbeing.

Further actions required	Managers will always have to put the needs of the service first, however the impact will be much less if an employee is able to take an hour off work rather than half a day or a full day so this might be a positive change for managers
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Positive impacts identified:

A social and physical environment that encourage and support health and well-being	Having the ability to take annual leave in hours will possibly enable employees to become more active, using that hour to go to the gym, to go for a walk or to be able to socialise rather than having to take a half day or full day of annual leave.
Access to good quality, healthy food	N/A
People's emotional and mental well-being	The annual leave proposals will help employees work more flexibly which will ultimately impact their health and wellbeing.
Access to healthcare	The ability to take annual leave in hours will enable employee who are not on vision time to be able take an hour for appointments e.g. Doctors rather than having to take a full day.
Participation in leisure opportunities	Employees will have more flexibility to take a hour's annual leave and may and may want to use this for the purpose of leisure activities rather than having to take half a days leave.

Negative impacts identified:

A social and physical environment that encourage and support health and well-being	Managers may have to turn down requests for annual leave when it starts to impact service provision, however this is currently the case with half or full days.
Access to good quality, healthy food	N/A
People's emotional and mental well-being	
Access to healthcare	Managers may have to turn down requests for annual leave when it starts to impact service provision, however this is currently the case with half or full days.
Participation in leisure opportunities	Managers may have to turn down requests for annual leave when it starts to impact service provision, however this is currently the case with half or full days.

A more equal Denbighshire

Overall Impact	Neutral
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Justification for impact	The policy will apply to all employees, however, by changing the part timers bank holiday entitlement it may have a negative impact on female workers who are predominantly part time. However those female employees will still receive a pro rata bank holiday entitlement and we are meeting our legal obligations. This also will make it much fairer to employees who job share as one employee who might work Monday to Wednesday might receive more of a bank holiday entitlement than her colleague who works on a Tuesday to Thursday as most bank holidays fall on a Monday, These changes will ensure employees get the same amount regardless of the days they actually work.
Further actions required	Employees who may be impacted and receive a reduced bank holiday entitlement as to what they currently receive will be given the correct notice before changes are implemented.

Positive impacts identified:

Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation	The proposal will have a positive or neutral impact for all employees regardless of their protected characteristic.
People who suffer discrimination or disadvantage	N/A
Areas with poor economic, health or educational outcomes	N/A
People in poverty	N/A

Negative impacts identified:

Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation	Currently part time staff are entitled to a pro rata entitlement or unless their working day falls on a bank holiday and in that case they will receive the greater entitlement. This proposal will give all part timers pro rata entitlement to bank holidays only not greater where applicable. This may impact female employees as there are more female part time workers than males.
People who suffer discrimination or disadvantage	N/A
Areas with poor economic, health or educational outcomes	N/A
People in poverty	N/A

A Denbighshire of cohesive communities

Overall Impact	Neutral
Justification for impact	Not applicable.
Further actions required	Not applicable.

Positive impacts identified:

Safe communities and individuals	N/A
Community participation and resilience	N/A
The attractiveness of the area	N/A
Connected communities	N/A
Rural resilience	N/A

Negative impacts identified:

Safe communities and individuals	N/A
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Community participation and resilience	N/A
The attractiveness of the area	N/A
Connected communities	N/A
Rural resilience	N/A

A Denbighshire of vibrant culture and thriving Welsh language

Overall Impact	Neutral
Justification for impact	Not applicable.
Further actions required	Not applicable.

Positive impacts identified:

People using Welsh	N/A
Promoting the Welsh language	N/A
Culture and heritage	N/A

Negative impacts identified:

People using Welsh	N/A
Promoting the Welsh language	N/A
Culture and heritage	N/A

A globally responsible Denbighshire

Overall Impact	Positive
Justification for impact	Not applicable.
Further actions required	Not applicable.

Positive impacts identified:

Local, national, international supply chains	N/A
Human rights	N/A
Broader service provision in the local area or the region	N/A

Negative impacts identified:

Local, national, international supply chains	N/A
Human rights	N/A
Broader service provision in the local area or the region	N/A