



Cyngor Tref Llangollen Town Council

03.12.2020

Annwyl Aelodau'r Pwyllgor,

Dear Committee Members,

Rhoddir rhybudd trwy hyn o gyfarfod cynhadledd fideo o Bwyllgor Adnoddau Dynol ar **Ddydd Iau 10^{fed} Rhagfyr 2020** am **6.00 yh**, at ddibenion trafod y busnes a nodir yn yr agenda isod.

Notice is hereby given of a video conference meeting of the Human Resources Committee on **Thursday 10th December 2020** at **6.00 pm**, for the purpose of transacting the business set out in the agenda below.

Hysbysir aelodau o'r Cyngor y Dref drwy hyn i fynychu.

Members of the Town Council are hereby summoned to attend.

Mae crynodeb o eitemau gohebiaeth a chyhoeddiadau amrywiol a dderbyniwyd ers y cyfarfodydd diwethaf wedi'u cynnwys ac mae ar gael yn swyddfa'r Cyngor y Dref i ddarllen yn llawn os oes angen.

A summary of correspondence items and miscellaneous publications received since the last meetings are included and are available in the Town Council office to read in full if required.

Mae'r cyfarfodydd yn agored i'r wasg a'r cyhoedd.

The meetings are open to the press and public.

Dolen y cyfarfod yw: -

<https://meet.starleaf.com/4243708026/app>

The meeting link is:-

<https://meet.starleaf.com/4243708026/app>

Yn gywir,
Yours faithfully,

Gareth Thomas
Clerc y Dref a'r Swyddog Ariannol Cyfrifol.
Town Clerk and Responsible Financial Officer.

Pwyllgor Adnoddau Dynol

Human Resources Committee

Agenda 10.12.2020

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| 1. Ethol Cadeirydd y Pwyllgor.
I benodi Cadeirydd am y flwyddyn i ddod. | Election of Committee Chair.
To appoint a Chair for the ensuing year. |
| 2. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn Ymddiheuriadau am absenoldeb. | Apologies for absence.
To receive, consider and accept apologies for absence. |
| 3. Ethol Is-Gadeirydd Pwyllgor.
I benodi Is-Gadeirydd am y flwyddyn i ddod. | Election of Committee Vice Chair.
To appoint a Chair for the ensuing year. |
| 4. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda. | Declaration of Interest.
To receive any known declarations of interest in items on the agenda. |
| 5. Cofnodion.
I awdurdodi'r Cadeirydd i arwyddo cofnodion yr cyfarfod blaenorol y Pwyllgor fel cofnod cywir. | Minutes.
To authorise the Chair to sign the minutes of the previous meeting of the Committee as a correct record. |
| 6. Adroddiadau Clerc y Dref.
(a) Newidiadau Cyfraith Cyflogaeth 2020
(b) Hawliau gwyliau yn ystod COVID-19. | Town Clerk Reports.
Employment Law Changes 2020.
Holiday entitlement during COVID-19. |

Adroddiadau a manylion ariannol
Reports and financial details

Adroddiadau a manylion ariannol.

Mae adroddiadau a manylion ariannol yn ddogfennau gwaith ac felly nid ydynt wedi'u cyfieithu.

Reports and financial details.

Reports and financial details are working documents and are therefore not translated.

**Human Resources Committee
10.12.2020**

REPORT AUTHOR: Town Clerk.
SUBJECT: Employment Law Changes 2020..
REPORT FOR: Decision.

1. Summary.

1.1 To consider changes to employment law in 2020.

2. Background.

2.1 Important changes to employment rights took effect on 6 April 2020. The report summarises those changes.

3.0 New right to a written statement of terms

3.1 The law up to 5 April 2020 required employees with one month's service must be provided with a written statement of main terms that explains pay, working hours and other terms.

3.2 As from the 6 April 2020, all new employees and all workers must be provided with a written statement of main terms on their first day of employment. Additional information will have to be included: -

- the employer's name.
- the employee or worker's name.
- the start date (the day the employee or worker starts work).
- the date that 'continuous employment' (working for the same employer without a significant break) started for an employee.
- job title, or a brief description of the job.
- the employer's address.
- the places or addresses where the employee or worker will work .
- pay, including how often and when (for example, £1,000 per month, paid on the last Friday of the calendar month).
- working hours, including which days the employee or worker must work and if and how their hours or days can change.
- holiday and holiday pay, including an explanation of how its calculated if the employee or worker leaves.
- the amount of sick leave and pay (if this information is not included in the document, the employer must state where to find it).
- any other paid leave (if this information is not included in the document, the employer must state where to find it).
- any other benefits, including non-contractual benefits such as childcare vouchers or company car schemes.
- the notice period either side must give when employment ends.
- how long the job is expected to last (if it is temporary or fixed term).
- any probation period, including its conditions and how long it is.
- if the employee will work abroad, and any terms that apply.

- training that must be completed by the employee or worker, including training the employer does not pay for.

3.3 These changes are not retrospective but current workers can request an updated written statement that includes the additional information.

4. Holiday pay reference period adjustment

4.1 Up to 5 April 2020 the calculation of holiday pay can be complicated, particularly for those with variable hours and variable rates of remuneration. Currently, the holiday pay reference period is 12 weeks.

4.2 As from the 6 April 2020 the reference period will increase from 12 weeks to 52 weeks. Any weeks not worked or where no pay was received should be discarded to calculate the average weekly pay. It is hoped that this change will help to even out the variation in pay for workers, particularly those in seasonal or a typical roles.

5. New parental bereavement law

5. Prior to the 5 April 2020 there was no legislation on this issue but as from the 6 April 2020, bereaved parents will have the right to two weeks' leave following the loss of child under 18. Leave can be taken in one two-week block or in two one-week blocks.

4. Recommendations.

4.1 It is recommended that the Town Council acknowledges and adheres to the requirements relating to:-

- a) the right to a written statement of terms.
- b) the Holiday pay reference period adjustment and
- c) the New parental bereavement laws.

5. Reasons for recommendation

5.1 To ensure compliance with legislation, probity, and good governance of Town Council affairs.

Human Resources Committee
10.12.2020

REPORT AUTHOR: Town Clerk.
SUBJECT: Holiday entitlement during COVID-19.
REPORT FOR: Decision.

1. Summary.

1.1 To consider **Holiday entitlement during COVID-19**

2. Background.

2.1 The government has passed emergency legislation, the Working Time (Coronavirus) (Amendment) Regulations 2020, to ensure employers have the flexibility they need to respond to the coronavirus pandemic and to protect employees from losing their statutory holiday entitlement.

2.2 These regulations enable employees to carry holiday forward statutory holiday entitlement where the impact of coronavirus means that it has not been reasonably practicable to take it in the leave year to which it relates.

2.2 Where it has not been reasonably practicable for employees to take some or all of statutory holiday entitlement due to the effects of coronavirus, the untaken amount may be carried forward into the following 2 leave years.

2.3 Employers should do everything reasonably practicable to ensure that employees are able to take as much of their leave as possible in the year to which it relates, and where leave is carried forward, it is best practice to give workers the opportunity to take holiday at the earliest practicable opportunity.

2.4 In respect of the Town Clerk this may require some flexibility in terms of the time of monthly meetings to allow time to be taken as soon as possible during the 21/22 leave year.

4. Recommendations.

4.1 It is recommended that the Town Council acknowledges and adheres to the requirements relating to statutory holiday entitlement as defined in the Working Time (Coronavirus) (Amendment) Regulations 2020.

5. Reasons for recommendation

5.1 To ensure compliance with legislation, probity and good governance of Town Council affairs.