



REPORT TO: MORAY COUNCIL ON 2 FEBRUARY 2023

**SUBJECT: WORKFORCE ARRANGEMENTS FOR KING CHARLES III
CORONATION**

**BY: DEPUTE CHIEF EXECUTIVE (EDUCATION, COMMUNITIES AND
ORGANISATIONAL DEVELOPMENT)**

1. REASON FOR REPORT

- 1.1 To ask Council to agree to allocate an additional day of annual leave to all employees on the day of the Bank Holiday on Monday 8 May 2023 to mark the celebration of His Majesty's Coronation which is to be held on Saturday 6 May 2023.
- 1.2 This report is submitted to the Council in terms of Section III B (24) and (25) of the Council's Administrative Scheme relating to formulating, supervising implementation and reviewing the employment policies and practices of the Council.

2. RECOMMENDATION

2.1 It is recommended that the Council approves:

- i) The allocation of an additional day of annual leave for all employees, fixed to 8 May 2023 (pro-rata for part-time employees); and**
- ii) For those employees unable to take annual leave on 8 May 2023 because they do not work that day or for service reasons, can take the extra day annual leave on an alternative date agreed with their service management.**

3. BACKGROUND

- 3.1 Nationwide arrangements are in place for the forthcoming celebration of His Majesty's Coronation on Saturday 6 May 2023, with the First Minister confirming, along with the other nations of the United Kingdom that there will be a Bank Holiday on Monday 8 May to mark the celebrations.

- 3.2 The Council currently recognises seven Public Holidays where services operate on a minimal level and employees who are required to work receive double time plus a compensatory day's leave. These are 1 and 2 January; Good Friday, May Day and 25, 26 and 31 December. Any allocation of additional days as public holidays is a matter of discretion for the employer and there is no statutory or contractual entitlement to additional Public Holidays.
- 3.3 Similar situations have previously arisen in relation to these situations, for example the Royal Wedding in April 2011, the Diamond Jubilee in 2012, and the Platinum Jubilee in June 2022. On these occasions, the Council allocated all employees an additional day of annual leave, fixed to the relevant date for each event. This was allocated on a pro-rata basis for part-time employees and staff who were unable to take the day because they did not work that day or for service reasons, were given the extra day as annual leave to be taken at another time. The most recent decision was in relation to the Platinum Jubilee at ECOD Committee on 11 August 2021 (paragraph 16 (i) and (ii) of the minute refers).
- 3.4 The costs when allocating an additional day's leave are in respect of those services that cannot close as those employees who are required to work will take the additional day's leave at another time and will require cover at that point. This is estimated at £40,000 for the additional day of leave including on-costs.
- 3.5 Given the timing of this particular bank holiday, a further option would be to move the May Day Public Holiday from Monday 1st May to Monday 8th May. This would be a cost neutral option which is being explored by at least two other local authorities. It is likely, however, to be perceived negatively by the workforce as it is the equivalent of not having an additional day of leave granted which would be detrimental to workforce morale, a change from previous practice and could impact negatively on plans for annual leave over the May Day period that may already be in place.
- 3.6 In September 2022 similar arrangements were made for the additional bank holiday arising from the Queen's funeral.
- 3.7 Some services who provide essential services are required to deliver services on public holidays and will require to continue to operate, therefore employees in these services will be able to take a day of annual leave at an alternative date to be agreed with their service management in the normal way.

4. PROPOSALS

- 4.1 While a range of options were considered in relation the previous bank holidays for royal events ([The Queens Platinum Jubilee - 3 June 2022](#)), the same practice of allocation of an additional day of annual leave has been followed in all cases. Therefore, on this occasion it is recommended that an additional day of annual leave is allocated, consistent with previous practice on such occasions.

- 4.2 Should it be decided to allocate an additional day of leave, the Scottish Government has advised that local authorities should make an application for a direction under section 133(4) of the Education (Scotland) Act 1980 exempting their authority from that requirement and seeking consent for the exceptional closure of all Moray schools, in order to enable school staff to take the holiday. This is the subject of a separate report to Education, Children and Leisure Services Committee on 25 January 2023.

5. **SUMMARY OF IMPLICATIONS**

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP):

The content of this report underpins the priorities set out in the Corporate Plan in relation to effective management of the workforce.

(b) Policy and Legal:

There are no policy or legal implications from this report.

(c) Financial implications:

Corporate Management Team Additional Expenditure Warning

When the Council approved the budget for 2022/23 on 22 February 2022 (paragraph 3 of the Minute refers) it balanced only by using reserves and one-off financial flexibilities. The indicative 3 year budget showed a likely requirement to continue to make savings in the order of £20 million in the next two years. All financial decisions must be made in this context and only essential additional expenditure should be agreed in the course of the year. In making this determination the committee should consider whether the financial risk to the Council of incurring additional expenditure outweighs the risk to the Council of not incurring that expenditure, as set out in the risk section below and whether a decision on funding could reasonably be deferred until the budget for future years is approved.

The allocation of an additional day of annual leave will incur additional costs where another employee must work to ensure continuity of service, particularly in care services with cover required when employees take the day at an alternative time. This will vary for each service and it is very difficult to provide an accurate estimate of costs but based on the employees who worked on May Day 2022, it is estimated to be in the region of £40,000 for the additional day of leave including on-costs. However, the annual leave option has lower costs than allocating an extra public holiday which would attract enhanced payments and a compensatory day's leave for staff who are required to work the public holiday which would equate approximately to a further £47,000.

(c) Risk Implications:

There are no risk implications arising from this report.

(d) Staffing Implications:

As set out in report. No additional staffing implications

- (e) **Property:**
There are no property implications from this report.
- (g) **Equalities/Socio Economic Impact :**
There are no equalities implications arising from this report. Part-time staff would be allocated leave on a pro-rata basis whether or not they would be due to work on the designated date of the Coronation in order to comply with the relevant legislation.
- (h) **Climate Change and Biodiversity Impact:**
There are no substantive climate change or biodiversity impacts arising from this report.
- (i) **Consultations:**
The Personnel Forum Managers have been consulted on this report via email and no concerns or issues were raised.
- The Trade Unions representing SJC, Craft and Chief Officers Officers considered have been consulted on this report via email and no concerns or issues were raised.

6. CONCLUSION

- 6.1 Following the designation of the 8 May 2023 as an additional bank holiday by the Scottish and UK Governments it is recommended that in keeping with previous practice for such occasions, an additional day of annual leave is allocated to all employees to be taken on 8 May 2023 unless this is not possible for service reasons, or because the employee is not scheduled to work on that date, in which case the leave can be taken at an agreed alternative date.**

Author of Report: Anne Smith, Senior OD Adviser
Background Papers: ECOD Committee on 11 August 2021 (paragraph 16 (i) and (ii) of the minute).
Report to Policy and Resources Committee on 13 September 2011 on Diamond Jubilee,
Report to Policy and Resources Committee 10 February 2011 on Royal Wedding
Report of ECOD on 10 August on Platinum Jubilee.
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