



---

**REPORT TO: EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT COMMITTEE ON 11 AUGUST 2021**

**SUBJECT: THE QUEEN'S PLATINUM JUBILEE - 3 JUNE 2022**

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

**1. REASON FOR REPORT**

- 1.1 Committee is asked to consider the proposals for recognising the Queen's Platinum Jubilee as a Public Holiday on Friday 3 June 2022.
- 1.2 This report is submitted to the Education, Communities and Organisational Development Committee following a decision of Moray Council on 17 June 2020 to agree a simplified committee structure as a result of the COVID-19 pandemic. In the case of this committee the combining of the delegated responsibilities of Children and Young People Services, Governance, Strategy and Performance, (para 9 of the minute refers)

**2. RECOMMENDATION**

**2.1 Committee are asked to consider the following options:**

- i) allocate all employees an additional public holiday;**
- ii) allocate all employees an additional day of annual leave, fixed to 3 June 2022 (pro-rata for part-time employees). Those staff unable to take it on this day because they do not work that day or for service reasons, would be able to take the extra day annual leave at another time;**
- iii) support more applications for annual leave that day and run restricted services where needed; and**
- iv) no additional public holiday or annual leave arrangements.**

**2.2 If it is decided to allocate an additional day of annual leave or a public holiday, the Committee is also asked to determine whether:**

- i) all schools are to allocate an occasional day holiday on 3 June 2022;**

- ii) to draw the day from the existing number of school holiday days; or
- iii) to seek consent for the exceptional closure of all Moray schools on Friday 3 June 2022, under the terms of section 133 (4) of the Education (Scotland) Act 1980 – refer to para 3.5.

### **3. BACKGROUND**

- 3.1 A nationwide celebration will be held to mark the Queen’s Platinum Jubilee. The UK Government have agreed to allocate an extra bank holiday on Friday 3 June 2022, while the late May bank holiday will be moved to 2 June 2022, in order to provide a four day weekend. However, the Council do not recognise the late May bank holiday, therefore, if a holiday is agreed for 3 June, services may receive increased requests for annual leave on Thursday 2 June 2022 and will have to take this into account in planning.
- 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 A similar situation arose in relation to the Diamond Jubilee in 2012 and the Royal Wedding in April 2011. Policy Resources Committee of 13 September 2011 agreed, on the occasion of the Diamond Jubilee, to allocate all employees an additional day of annual leave, fixed to 5 June 2012 pro-rata for part-time employees, (paragraph 14 of the minute of refers). Those staff unable to take it on that day because they did not work that day or for service reasons, were able to take the extra day annual leave at another time. Policy and Resources Committee of 10 February 2011, on the occasion of the Royal Wedding, allocated an additional day of annual leave to all employees, pro-rata for part-time staff (paragraph 8 of the minute of refers). The additional day was to be taken on 29 April 2011 unless this was not possible for service reasons or the employee did not work that day.
- 3.4 There is no clear indication at this stage as to what other Councils will be doing in recognition of the Queen’s Platinum Jubilee, but most appear to be considering allocating an additional day’s annual leave on 4 June 2022.

### **4 PROPOSALS**

- 4.1 The options available for consideration in relation to the Queen’s Diamond Jubilee and Royal Wedding are also relevant to the Platinum Jubilee holiday. These are summarised with the potential consequences in Table 1. While the table below sets out the main facts around the various options a key consideration will be the possible negative impact on the workforce of any decision taken which does not reflect the general practice adopted by other employers, particularly in the public sector.

4.2 Options – Table 1

<b>Option</b>	<b>Detail</b>	<b>Advantages</b>	<b>Disadvantages</b>
<b>(a)</b>	Designate as an additional public holiday.	Allows the majority of employees time off. Positive effect on employee morale. Incentive to those who are required to work.	Additional cost of enhanced rates for staff required to work and relief time to enable time off in lieu The estimated cost to the Council of a public holiday, based on previous holidays, is approximately £42,500 for enhanced rates of pay. There would also be lost time for employees who are not working but who are not replaced.
<b>(b)</b>	Allocate all employees an additional day of annual leave, fixed to 3rd June 2022 (pro-rata for part-time employees)	Allows the majority of employees time off. Lower cost as no enhanced rates for staff required to work.  Same practice as for Diamond Jubilee and Royal Wedding and no significant issues arose.	Possible dispute from staff/unions over whether enhancements should apply as govt have designated as public holiday. Possible ill-feeling re unenhanced rates of pay with resulting reluctance to work and no incentive for those required to work, although these did not cause difficulties in relation to the Royal Wedding or Diamond Jubilee holiday. A day of pay for the whole workforce is estimated at £680k. This would not be an additional cost for most employees but would represent lost time. There would be a cost to replace staff in essential services, which would be at plain time and so is estimated to be lower than the public holiday costs above

<b>(c)</b>	Support more applications for annual leave that day and run restricted services where needed.	Many employees who wish to take the day off could do so. The Council can maintain a service to the public. No additional costs from additional leave.	Decision required on necessary service levels to determine what leave can be granted. Negative impact from any refusal of leave. Some services would not be able to offer this option e.g. school staff and others where services cannot be reduced would be unable to take this day as leave.
<b>(d)</b>	No public holiday or additional day of leave (no special arrangements made).		As (c) above. Possible adverse effect on employee morale and may be an increase in sickness absence on that day.

- 4.3 Should it be decided to allocate an additional day of leave or an additional public holiday, in order to enable school staff to take the holiday it will be necessary to determine whether:
- i) all schools are to allocate an occasional day holiday on 3 June 2022;
  - ii) to draw the day from the existing number of school holiday days; or
  - iii) to seek consent for the exceptional closure of all Moray schools on Friday 3 June 2022, under the terms of section 133 (4) of the Education (Scotland) Act 1980 – refer to para 3.5.

There are no additional costs from these options

- 4.4 Scottish Government communications have indicated that they are supportive of the day being taken as a school holiday to be drawn from the existing number of school holiday days that are currently provided for and that the statutory requirement on education authorities to provide 190 days of schooling per year remains in place.

## 5. **SUMMARY OF IMPLICATIONS**

- (a) **Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP):** Single Outcome Agreement, Outcome 10 – Efficiencies: delivering and developing governance, performance management and accountability to the local community
- (b) **Policy and Legal:** There are no policy or legal implications from this report.

- (c) **Financial implications:** For annual leave, there will be costs associated with giving staff an additional day of leave where another employee must work on this day to ensure continuity of service, particularly in care services. This will vary for each service and it is very difficult to provide an accurate estimate of costs. However, the annual leave option has lower costs than allocating an extra public holiday, which would attract enhanced payments and compensatory day's leave will be paid to staff who are required to work the public holiday.
- (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 3 June in order to comply with the relevant legislation.
- (h) **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 this report at their meeting on 1 July 2021 and expressed the view that their preference was for the Council to support option (a) which is to allocate an additional public holiday for 2022.

The Trade Unions representing Teaching Staff considered this report at their meeting on 16 June 2021 and also expressed the view that given occasional days had already been preset for schools this would present an issue if it was to be allocated as an occasional day as plans may already be in place. The preferred choice was to simplify it for all by having all schools change the same day for example the current May public holiday to the June date, although it was suggested that an additional day's holiday being given would be welcomed.

## 6. **CONCLUSION**

### 6.1 **Following the designation of 3 June 2022 as a public holiday by the Scottish and UK Governments there are 2 key considerations:**

- i) **What level of service will be maintained on this day;**
- ii) **Whether the day will be designated as an additional holiday for employees and what rates of pay should apply.**

**There are a range of options in terms of leave for employees and rates of pay that would apply as well as considerations around the public and staff perceptions and reactions to the decision the council takes.**

Author of Report: Anne Smith, Senior OD Adviser

Background Papers: Report to Policy and Resources Committee on 13 September 2011 on Diamond Jubilee and Report to Policy and Resources Committee 10 February 2011 on Royal Wedding

Ref: SPMAN-1656699058-31