



REPORT TO: GRAMPIAN VALUATION JOINT BOARD ON 28 OCTOBER 2022

SUBJECT: HOMOLOGATION OF DECISION TAKEN TO CLOSE THE BOARD'S OFFICES ON MONDAY 16 SEPTEMBER 2022 AND GRANT STAFF AN ADDITIONAL DAY'S LEAVE TO MARK THE STATE FUNERAL FOR HER MAJESTY QUEEN ELIZABETH II

BY: THE ASSESSOR AND ERO

1. REASON FOR REPORT

- 1.1 To make the Board aware of the decision taken to close the Board's office on Monday 19 September and award staff an additional day's leave on that day to mark the state funeral for Her Majesty Queen Elizabeth II.

2. RECOMMENDATION

- 2.1 It is recommended that the Board note the content of this report and homologate the decision to close the Board's offices on 19 September 2022 and grant staff an additional day's leave to mark the state funeral for Her Majesty Queen Elizabeth II.

3. BACKGROUND

- 3.1 On 13 September 2022, following decisions taken by Aberdeenshire Council and Moray Council to grant employees an additional day of annual leave fixed to the date of the state funeral for Her Majesty Queen Elizabeth II on 19 September 2022, I wrote to the Convener, Depute Convener and Treasurer, in line with section 4.12 of the Board's Scheme of Delegation, to seek their consent to also provide the Board's employees with an additional day's leave and close the Board's offices on 19 September.
- 3.2 Section 4.12 of the Board's Scheme of Delegation allows for a decision to be taken outside of a Board meeting and states;

If an urgent decision or action is required on a matter which falls out with the delegation contained within this Scheme, and the decision or action cannot wait until the next meeting of the Board, then the Assessor may take such decision or action as is required provided:

- the consent of the Treasurer, Convener and Depute Convener is obtained; and
- the matter is reported to the next meeting of the Board for homologation.

- 3.3 My recommendation was, that to mark this solemn occasion, the Board provided employees with an additional day's leave and closed offices on Monday 19 September. I advised that this date was not a deadline in the electoral register statutory update timetable and there were no Valuation Appeal Committee hearings scheduled for that day.
- 3.4 Whilst there was no automatic requirement to do so, the Board had previously granted employees an additional day's leave to commemorate other state occasions such as the Jubilees in 2012 and 2022.
- 3.5 The Convener, Depute Convener and Treasurer all responded on 13 September and consented to the recommendation.

4. CURRENT POSITION

- 4.1 Staff were provided with an additional day's leave and the Board's offices were closed on Monday 19 September 2022.

5. CONCLUSION

- 5.1 It is recommended that the Board homologate the above decision.

Author of Report: Mark J Adam, Assessor & ERO