
Report To: Policy and Resources Committee **Date:** 8 February 2011
Report By: Head of Organisational Development,
Human Resources and Performance **Report No:** HR/02/11/AM
Contact Officer: Allan Wilson **Contact No:** 01475 712022
Subject: Royal Wedding - 29th April 2011

1.0 PURPOSE

- 1.1 The purpose of this report is to advise the Committee that the UK Government and Scottish Government have announced that there will be an additional one-off holiday on Friday 29th April 2011 to celebrate the wedding of His Royal Highness Prince William and Miss Catherine Middleton.

2.0 SUMMARY

- 2.1 CoSLA have advised that as this is a one-off holiday on Friday 29th April 2011 it is the Council's decision whether to recognise the holiday or not.
- 2.2 Councils that choose to recognise the event may do so by granting either an additional public holiday or an additional day of annual leave (fixed – like Christmas shut down). The cost to the Council will be £24,000 excluding employee oncosts.

Should the Council decide to award an additional one-off holiday employees providing an essential service who will require to work as normal on the day (29th April 2011) will be entitled to time off in lieu at a later date.

- 2.3 If the Council decide to treat the day as a Public Holiday then there will be additional costs to the Council. These costs have been estimated as up to £75k excluding employee oncosts as employees would be entitled to double time and a day in lieu at a later date.
- 2.4 In line with previous royal celebrations, the Scottish Government have issued a letter giving authority for an exceptional closure of local authority schools. This allows teachers to be off on the 29th April 2011.
- 2.5 The position across Scotland appears to be that the majority of Councils are considering awarding the additional holiday as an additional day of annual leave (fixed).

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Council agree to celebrate the wedding of His Royal Highness Prince William and Miss Catherine Middleton on the 29th April 2011.
- 3.2 It is recommended that an additional annual leave day (fixed) is granted to employees on Friday the 29th April 2011.

4.0 BACKGROUND

- 4.1 The wedding of Prince William and Miss Catherine Middleton is to take place on Friday 29th April 2011. The UK Government and the Scottish Government have announced that an additional public holiday will take place on that day.
- 4.2 One-off holidays of this nature are conventionally addressed through the national collective bargaining process. CoSLA have agreed through the Scottish Joint Council (SJC) to endorse a circular which allows Councils to treat the day as a Public Holiday or as an annual leave day (fixed).
- 4.3 The Committee require to decide whether or not to choose to recognise the event. Although the picture nationally is not clear yet it would appear that the vast majority of Council's have decided to recognise the Royal Wedding.
- 4.4 Should the Committee decide to recognise the event, then the choices are to award an additional public holiday or additional annual leave day (fixed) as per the Employers Guidance Note received by the Council.
- 4.5 Should it be decided to recognise the event there will be employees spread across the Council providing an essential service who will require to attend work as normal on the 29th April 2011.
- 4.6 Should it be decided to recognise the event by the award of an additional public holiday then employees required to work that day are entitled to double time and a day off in lieu at a later date. The additional cost to the Council is estimated to be up to £75,000 excluding employee oncosts.
- 4.7 Should it be decided to recognise the event by the award of an additional annual leave day (fixed – like the Christmas shut down) the costs to the Council are significantly reduced as employees who require to attend work as normal on the 29th of April are entitled to a holiday at some other time, however, do not attract double time for attendance at work that day. The additional cost to the Council is estimated to be £24,000 excluding employee oncosts. This cost is due to providing cover for the additional day off for certain employees.
- 4.8 In line with previous royal celebrations, the Scottish Government have issued a letter giving authority for an exceptional closure of local authority schools, whilst recognising that the holiday is not prescriptive and it is up to individual Councils to consider how they will celebrate the occasion.
- 4.9 As Monday 2nd May 2011 is already designated as a public holiday, employees will enjoy a second consecutive long weekend – following Good Friday (22nd April 2011) and Easter Monday (25th April 2011) falling on the week before.
- 4.10 Part-time employees and employees on maternity leave will be entitled to a (pro rata) additional public/annual leave holiday.

5.0 PROPOSALS

- 5.1 It is therefore proposed that the Committee recognise the wedding of Prince William and Miss Catherine Middleton.
- 5.2 If the Committee agree to the proposal in 5.1 above then to minimise the cost to the Council it is further proposed that the Committee recognise the day as an additional day of annual leave (fixed) for employees.

6.0 IMPLICATIONS

6.1 Finance:

There will be a financial cost if the Committee were to agree to the 29th April 2011 as additional one-off holiday. The cost depends on manner in which holiday is recognised:

Public Holiday - £75,000 (estimate) excluding employee oncosts

Annual Leave (fixed) £24,000 (estimate) excluding employee oncosts

Financial Implications – One off Costs

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
Various	Employee Costs	2011/12	Up to £75000 Excluding employee oncosts		Public Holiday Services will contain in existing budgets
Various	Employee Costs	2011/12	Up to £24,000 Excluding employee oncosts		Annual Leave costs Services will contain in existing budgets

Financial Implications – Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (if Applicable)	Other Comments

6.2 Human Resources: None.

6.3 Legal: The Head of Legal and Democratic Services has been consulted on this report.

6.4 Equalities: There are no equalities issues as all employees would be awarded any holiday agreed by the Committee.

7.0 CONSULTATION

7.1 Trades Unions and employees will be advised of the additional holiday.