
Report To: Policy and Resources Committee **Date:** 15 November 2011

Report By: Head of Organisational Development **Report No:** HR/17/11/AM
Human Resources & Performance

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Subject: Royal Diamond Jubilee - 5 June 2012

1.0 PURPOSE

- 1.1 The purpose of this report is to advise Committee that the UK Government and Scottish Government have announced that there will be an additional one-off holiday on Tuesday 5th June 2012 to celebrate the Queen's Diamond Jubilee.
- 1.2 To ask the Committee to decide whether the Council should recognise the Royal Diamond Jubilee day on the 5th June 2012 and to consider whether to make Monday 4th June 2012 a compulsory annual leave day so that the celebrations can be over a long weekend period if the Committee decide to recognise the Royal Diamond Jubilee.

2.0 SUMMARY

- 2.1 CoSLA has advised that as this is a one-off holiday on Tuesday 5th June 2012, it is the Council's decision whether to recognise the holiday or not.
- 2.2 The Scottish Government have also agreed to move the late May Bank Holiday to Monday the 4th June 2012 so that the celebrations can be over a long weekend period.

Inverclyde Council do not have a bank Holiday at the end of May for employees who come under the Single Status agreement as this holiday was converted to an annual leave day when the agreement was introduced in August 2008.

- 2.3 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 the 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 (5th June 2012) will be entitled to time off in lieu at a later date.

- 2.4 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 on costs as employees would be entitled to double time and a day in lieu at a later date.

- 2.4 Given that the Scottish Government has already announced support for the Diamond Jubilee celebrations, Inverclyde Council will wish to ensure that any decision regarding the holiday is consistently applied across the workforce. Under the terms of section 133(4) of the Education (Scotland) Act 1980 councils are required to seek Ministers' consent for exceptional closure of schools. Ministers will then consider whether to disapply Regulation 5 of the Schools General (Scotland) Regulations 1975, as amended, which requires schools to be open for at least 190 days per school year. Specific arrangements for this process are being announced by the Scottish

Government.

- 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 Committee agree to celebrate the Queen's Diamond Jubilee on Tuesday 5th June 2012 and to make Monday 4th June 2012 a compulsory annual leave day, subject to the exigencies of the service as per the proposals outlined in paragraph 5.1 of the report

Head of Organisational Development,
Human Resources and Performance

4.0 BACKGROUND

- 4.1 The Queen's Diamond Jubilee is to take place on Tuesday the 5th June 2012. The UK Government and the Scottish Government have announced that an additional public holiday will take place on that day. The day can be granted as an additional bank holiday or an additional day of annual leave.
- 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 requires to consider whether or not to choose to recognise the event. Although the picture nationally is not clear yet it would appear that the majority of Councils are deciding to recognise the Royal Diamond Jubilee.
- 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 issued by CoSLA.
- 4.5 Should it be decided to recognise the event there will be employees across the Council providing an essential service who will require to attend work as normal on the 5th June 2012. These employees will be entitled to time off in lieu at a later date.
- 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 on costs.
- 4.7 Should it be decided to recognise the event by the award of an additional annual leave day (the same practice as the Christmas shut down) the cost to the Council is significantly reduced as employees who require to attend work as normal on the 5th June 2012 are entitled to a holiday at some other time, however, this does 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 is expected to issue a letter imminently 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. Schools are closed on Friday 1st June 2012 and Monday 4th June 2012 for a local holiday within Inverclyde, with an in-service day on Tuesday 5th June 2012.
- 4.9 The UK and Scottish Governments have announced that in 2012 the late May bank holiday will be moved to Monday 4 June 2012, which combined with the additional holiday on 5 June 2012 would provide a four day weekend in celebration of the Diamond Jubilee. However, Inverclyde Council no longer recognise the late May holiday as a bank holiday as this is now a floating Annual Leave day.

If the Committee was minded to have a long weekend of celebration then Monday 4th June 2012 would require to be treated in the same manner as the Christmas and New Year shut down where employees are required to take a day's annual leave for the Monday 4th June 2012.
- 4.10 Part-time employees and employees on maternity leave will be entitled to a (pro rata) additional public/annual leave holiday where applicable.
- 4.11 Consultations have taken place with all the Trades Unions for their comments to make Monday 4th June 2012 a compulsory annual leave day (the same way as we treat the 3

days between Christmas and New Year shutdown) this will be subject to the exigencies of the service. This means employees could have Mon 4th June and Tue 5th June 2012 off to celebrate the Diamond Jubilee.

Education and Communities Services have already set Friday 1st June and Monday 4th June 2012 as school holidays with Tuesday 5th June 2012 being a planned in service day.

The response from the trades unions was that Unison supported the proposals, Unite and the GMB requested that Monday 4 June 2012 not be a compulsory annual leave day. The EIS requested that Wednesday 6 June 2012 becomes an in service day to replace the 5 June 2012 in service day.

5.0 PROPOSALS

5.1 With the celebrations falling on Tuesday 5 June 2012 it would appear to be practical to put in place a long weekend for celebration of the Royal Diamond Jubilee. This would fall in line with the change in the Bank Holidays being made by the Scottish Government so the following proposals are being made to the committee.

- that the Committee recognise the Queen's Diamond Jubilee on Tuesday 5th June 2012.
- to minimise the cost to the Council it is further proposed that the Committee recognise Tuesday 5th June 2012 as an additional day of annual leave (fixed) for employees.
- It is also proposed to make Monday 4th June 2012 a compulsory annual leave day (the same way as we treat the 3 days between Christmas and New Year shutdown) subject to the exigencies of the service. This would mean that for Local Government Employees they would use one day of their annual leave for Monday 4th June 2012.

6.0 IMPLICATIONS

6.1 Finance:

There will be a financial cost if the Committee were to agree to the 5th June 2012 as an 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 - None

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
Various	Employee Costs	2012/13	Up to £75000 Excluding employee oncosts		Public Holiday Services will contain in existing budgets
Various	Employee Costs	2012/13	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:** No issues.

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 have been consulted on the suggestion of taking Monday 4th June off as an extra day off subject to the exigencies of the service.

The Education Trades Unions advised that there is an in-service day on Tuesday 5th June 2012 for Education Services.

8.0 LIST OF BACKGROUND PAPERS

None