

REPORT TO: Cabinet

MEETING DATE: 27 September 2022

BY: Executive Director of Council Resources

SUBJECT: National Public Holiday for HM The Queen's Funeral

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1 PURPOSE

- 1.1 To ask Cabinet to approve the re-arranging of the pre-existing public holiday scheduled for 19th September 2022 to Monday 24th October 2022, in light of the national holiday granted on 19th September to mark the State Funeral of HM The Queen.

2 RECOMMENDATIONS

- 2.1 That Cabinet approve the designation of the public holiday scheduled for 19th September 2022 as an additional national public holiday to mark the day of HM The Queen's State Funeral and to re-arrange the pre-existing public holiday from 19th September 2022 to 24th October 2022.
- 2.2 That, subject to approval of 2.1, those employees required to work on either or both of those days are compensated in line with normal public holiday arrangements, and those not scheduled to work are given the equivalent time off on a pro rata basis.

3 BACKGROUND

- 3.1 The UK Government has announced an additional one-off bank or public holiday on Monday 19 September 2022 to allow businesses and other organisations to pay their respects to HM The Queen on the day of her State Funeral, while also marking the final day of the period of national mourning.
- 3.2 COSLA Circular HRA 22-09 states that Councils that choose to recognise the event may do so by granting either an additional bank (public) holiday or an additional day of annual leave. It is proposed that an additional public holiday be granted to mark this significant occasion.

- 3.3 Monday 19th September 2022 was already designated as a fixed public holiday for the majority of Council employees and this proposal is to re-schedule that pre-existing public holiday from 19th September 2022 to 24th October 2022.
- 3.4 Schools had an in-service day scheduled for 24th October 2022 and, providing this proposal is approved, it is proposed that this in-service day is moved to Tuesday 25th October, with pupils returning to school after the October break on Wednesday 26th October, a day later than currently scheduled. This date has been selected to seek to minimise the disruption to children's learning. The appropriate permissions have already been given by the Scottish Government to reduce the number of pupil days, should this proposal be agreed.
- 3.5 Employees not due to work on 24th October 2022 would receive the equivalent additional leave entitlement on a pro rata basis. Employees required to work on a designated public holiday as part of their normal working week would be paid in accordance with the Council's normal public holiday arrangements. Managers' guidance would be issued from HR on the application of this to all employees.
- 3.6 The Joint Trade Unions have been consulted on this and have indicated their support.
- 3.7 There are no contractual requirements to give either an additional day's leave or public holiday in respect of marking this event.

4 POLICY IMPLICATIONS

- 4.1 As this proposal is a unique proposal there are no direct policy implications.

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6 RESOURCE IMPLICATIONS

- 6.1 Financial –An additional public holiday for all employees would incur the notional costs of a day's pay for all employees but the actual additional costs would be those associated with the payment of public holiday enhancements for employees required to work on that additional day, the cost of which is expected to be approximately £100,000, and would need to be met from wider Council resources including a further draw down from reserves. Services that would require to be maintained on 24th October would include, but not be restricted to: residential care for the elderly and young people; standby services for property maintenance; waste services; domiciliary care; emergency care team; and contact centre.

6.2 Personnel - Employees will be notified of the decision in accordance with the normal processes and managers' guidance produced on the application of any additional holiday awarded.

6.3 Other – none.

7 BACKGROUND PAPERS

7.1 Appendix 1 of the CoSLA Human Resource Advice Circular HRA 22-09 SPDS

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