

Report

Report to:	Executive Committee
Date of Meeting:	5 October 2011
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Additional Holiday – Queen’s Diamond Jubilee
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ Outline arrangements for an additional holiday on 5 June 2012 to mark the Queen’s Diamond Jubilee.

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that the public holiday falling on 28 May 2012 is moved to 4 June 2012; and
- (2) that the Council provide a reduced service on 5 June 2012 and an additional fixed annual leave day is granted for employees.

3. Background

- 3.1. The Scottish Government announced on 3 March 2010 that there would be an additional public holiday on 5 June 2012 to celebrate the Queen’s Diamond Jubilee and that the public holiday on 28 May 2012 would be moved to 4 June 2012 to provide an extended weekend.
- 3.2. There is no obligation on Councils to recognise the additional day, but if they choose to recognise it, it is recommended that they treat the 5 June as an additional annual leave day.

4. Proposal

- 4.1. In order to accommodate celebration of the event, it is proposed that the 28 May 2012 public holiday is moved to 4 June 2012. Additionally on 5 June 2012, non essential services are not provided and Council offices closed where possible.
- 4.2. Employees will be granted a fixed annual leave day on 5 June 2012 where services are not being provided, and for those required to work as part of an essential service, an additional floating annual leave day will be given. For those employees who cannot take the additional leave day, then their additional day should be calculated in the normal way this includes a pro rata calculation for part-time employees.

5. Employee Implications

- 5.1. Employees will receive either a fixed additional annual leave day on 5 June 2012, or where they are required to work on the day, they will receive an additional floating annual leave day or the pro rata equivalent as appropriate.

6. Financial Implications

6.1. Any financial implications will be accommodated within existing budgets.

7. Other Implications

7.1. There is a risk that an additional annual leave day for employees could be viewed negatively by the public, however this could equally be seen as a positive action, with the council participating in the general celebration.

7.2 There are no sustainability or risk implications.

8. Equality Impact Assessment and Consultation Arrangements

8.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.

8.2. Consultation has been undertaken with Resources through the Personnel Managers group and with the Trades Union through the JTUC Executive.

Paul Manning

Executive Director (Finance and Corporate Resources)

29 August 2011

Link(s) to Council Values/Improvement Themes/Objectives

- ◆ People focused
- ◆ Excellent employer

Previous References

- ◆ None

List of Background Papers

- ◆ www.scotland.gov.uk

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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