

To: Finance & Resources Policy Board

On: 24 August 2016

Report by: Director of Finance & Resources

Heading: Public Holidays for Renfrewshire Council Employees: 2017

1. Summary

- 1.1 In accordance with established practice, the Council approves dates for 12 public holidays for Council employees. These holidays, which have followed a set pattern for several years, are normally determined on an annual basis.
- 1.2 In line with the Council's statement of particulars of employment for local government employees, employees shall be granted 12 public holidays and one day of no work requirement per annum.
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2. Recommendations

- 2.1 That the public holidays and day of no work requirement for Renfrewshire Council employees for 2017, as detailed in the appendix, be approved.
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3. Background

- 3.1 The day of no work requirement between Christmas and New Year came into effect in October 2009 following the implementation of new terms and conditions. The Council closes for all non-essential services for 3 days between the Christmas and New Year public holidays. Employees are required to retain and use two days of their annual leave to cover the first two days of closure with the third day allocated

as a day of no work requirement. The day of no work requirement will vary each year but is normally the work day preceding New Year's Day.

- 3.2 The Board is asked to approve the proposed public holidays for 2017 as set out in the appendix to this report.
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Implications of the Report

1. **Financial** – none.
 2. **HR & Organisational Development** – approval of these public holidays will assist with diary arrangements and allow Council services to plan staff cover well in advance to ensure that essential services continue to be provided over public holiday periods.
 3. **Community Planning** – none.
 4. **Legal** – none.
 5. **Property/Assets** – none.
 6. **Information Technology** – none.
 7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required, following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
 8. **Health & Safety** – none.
 9. **Procurement** - none.
 10. **Risk** – none.
 11. **Privacy Impact** – none.
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List of Background Papers – none.

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RENFREWSHIRE COUNCIL

PUBLIC HOLIDAYS FOR EMPLOYEES 2017

| Holiday | 2017 |
|-----------------------------------|--|
| New Year | Monday, 2 January 2017 Tuesday, 3 January 2017 Wednesday, 4 January 2017 |
| Good Friday | Friday, 14 April 2017 |
| Easter Monday | Monday, 17 April 2017 |
| May Day | Monday, 1 May 2017 |
| Queen's Birthday | Monday, 29 May 2017 |
| Fair Holiday | Monday, 7 August 2017 |
| Autumn Holiday | Friday, 22 September 2017 Monday, 25 September 2017 |
| Christmas | Monday, 25 December 2017 Tuesday, 26 December 2017 |
| Day of no work requirement | Friday, 29 December 2017 |

Non-teaching staff in schools

Children's Services will issue a separate list of school holidays for term time staff.