

To: Finance, Resources & Customer Services Policy Board

On: 4 September 2019

Report by: Director of Finance & Resources

Heading: Public Holidays for Employees 2020

1. Summary

- 1.1 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.
 - 1.2 The Council approves the dates for the 12 public holidays each year, usually following a traditional 'bank holiday' pattern set over many years. However, this year, following a Royal Proclamation issued on 12 July 2019 announcing that the early May Day bank holiday would be held on Friday, 8 May 2020 instead of Monday, 4 May 2020 and coincide with VE Day celebrations, it is proposed that the early May Day public holiday for Council employees is also celebrated on Friday, 8 May 2020.
 - 1.3 The appendix to this report lists the date of each of the 12 public holidays and the day of no work requirement for 2020.
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2. Recommendation

- 2.1 That it be agreed that the early May Day public holiday be held on Friday, 8 May 2020 instead of Monday, 4 May 2020, to reflect the bank holiday arrangements and to celebrate VE Day; and

- 2.2 That the 12 public holidays and day of no work requirement for Renfrewshire Council employees for 2020, as detailed in the appendix, be approved.

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 three days between 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 can vary each year but is normally the work day preceding New Year's Day.
- 3.2 Bank holidays are set out in the Banking & Financial Dealings Act 1971 and apply directly to banks and building societies. Council employees are not automatically entitled to bank holidays, however the Council's contract of employment states that public holidays will be issued each year. Public holidays are therefore a matter for the Council to determine and past practise has been that public holidays reflect bank holidays.
- 3.3 The Board is asked to approve the proposed public holidays for 2020 as set out in the appendix to this report, including Friday, 8 May 2020 instead of Monday, 4 May 2020 to reflect bank holiday arrangements.

Implications of the Report

1. **Financial** – none.
2. **HR & Organisational Development** - approval of 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/Council Planning** – approval of Friday, 8 May 2020 instead of Monday, 4 May 2020 will allow communities in Renfrewshire to join in celebrating the anniversary of VE Day.
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.
- 12. **Cosla Policy Position** - not applicable.
- 13. **Climate Risk** – not applicable.

List of Background Papers – none.

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RENFREWSHIRE COUNCIL

PUBLIC HOLIDAYS FOR EMPLOYEES 2020

Holiday	2020
New Year	Wednesday, 1 January 2020 Thursday, 2 January 2020 Friday, 3 January 2020
Good Friday	Friday, 10 April 2020
Easter Monday	Monday, 13 April 2020
Early May/VE Day	Friday, 8 May 2020
Queen's Birthday	Monday, 25 May 2020
Paisley Fair Holiday	Monday, 3 August 2020
Autumn Holiday	Friday, 25 September 2020 Monday, 28 September 2020
Christmas	Friday, 25 December 2020 Monday, 28 December 2020
Day of no work requirement	Thursday, 31 December 2020

Non-teaching staff in schools

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