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**To: Finance, Resources & Customer Services Policy Board**

**On: 8 September 2022**

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**Report by: Director of Finance & Resources**

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**Heading: Public Holidays for Renfrewshire Council Employees 2023**

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**1. Summary**

- 1.1 In accordance with established practice, the Council approves the 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 2023, 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 2023 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 allows 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** –
    - (a) 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** – N/a
  13. **Climate Risk** – N/a
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**List of Background Papers** – None.

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## Appendix

### RENFREWSHIRE COUNCIL

#### PUBLIC HOLIDAYS FOR EMPLOYEES 2023

Holiday	2023
New Year	Monday , 2 January 2023 Tuesday , 3 January 2023 Wednesday, 4 January 2023
Good Friday	Friday, 7 April 2023
Easter Monday	Monday, 10 April 2023
May Day	Monday, 1 May 2023
Queen's Birthday	Monday, 29 May 2023
Fair Holiday	Monday, 7 August 2023
Autumn Holiday	Friday, 22 September 2023 Monday, 25 September 2023
Christmas	Monday, 25 December 2023 Tuesday, 26 December 2023
Day of no work requirement	Friday, 29 December 2023

#### Non-teaching staff in schools

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