

To: Finance, Resources & Customer Services Policy Board

On: 1 September 2021

Report by: Director of Finance & Resources

Heading: Public Holidays for Employees 2022

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 of 12 public holidays for employees and one day of no work requirement each year. The public holidays follow a traditional bank holiday pattern established over many years and the day or no work requirement occurs post-Christmas to facilitate the closure of Council offices for the Festive season.
- 1.3 However, a Royal Proclamation was issued by HM the Queen on 11 November 2020 announcing that the late Spring bank holiday on Monday, 30 May 2022 would move to Thursday, 2 June 2022 and an additional bank holiday had been granted on Friday, 3 June 2022. These changes would facilitate celebrations to mark HM the Queen's 70th anniversary as monarch, her Platinum Jubilee.
- 1.4 It is proposed that the public holidays in 2022 reflect these changes, that an additional day of no work requirement on Friday, 3 June 2022 be approved, and that any employee required to work on that day be given a day off in lieu at a later date. The Scottish Government has adopted this approach and it also reflects the arrangements that were put in place to celebrate the Diamond Jubilee in 2012.

- 1.5 The appendix to this report lists the date of each of the 12 public holidays, the additional day of no work requirement on Friday, 3 June 2022 and the post-Christmas day of no work requirement for 2022.
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2. Recommendations

- 2.1 As previously agreed for the Queen's Diamond Jubilee, which took place in 2012, an additional day of no work requirement on Friday, 3 June 2022 be approved, and that any employee required to work on that day be given a day off in lieu at a later date; and
- 2.2 That the list of public holidays and days of no work requirement for Renfrewshire Council employees for 2022 as set out in the Appendix to this report 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 revised terms and conditions for local government employees. The Council closes for all non-essential services for three 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 working day preceding New Year's Day.
- 3.2 To mark 70 years of the Queen's reign the Platinum Jubilee will take place from Thursday, 2 June 2022 to Sunday, 5 June 2022. The UK Government and Scottish Government have announced that an additional bank holiday will take place on Friday, 3 June 2022 and the late May bank holiday has been moved to Thursday, 2 June 2022.
- 3.3 Within Renfrewshire Council, there is no contractual entitlement to the public holiday for the Queen's Platinum Jubilee; it is therefore for the Board to determine whether to recognise the day as a day of no work requirement as it did for the Diamond Jubilee in 2012.
- 3.4 The Board is asked to note that if the day was approved as an additional public holiday, as opposed to a day of no work requirement, this would attract enhanced rates and additional costs for any employee required to work.
- 3.5 A day of no work requirement, similar to the festive shutdown, the Royal Wedding in April 2011 and the Queen's Diamond Jubilee in 2012, would require essential services to work on 5 June 2012, with any employee required to work on that day being given a day off at a later date.
- 3.6 Employees in schools and term-time establishments will have public holidays set in accordance with the arrangements in the establishment and will be the

subject to a separate report to the Education and Children's Services Policy Board.

Implications of the Report

1. **Financial** – None
2. **HR & Organisational Development** – As detailed in the report.
3. **Community/Council 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
12. **Cosla Policy Position** – None
13. **Climate Risk** – None.

List of Background Papers - None

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RENFREWSHIRE COUNCIL

PUBLIC HOLIDAYS FOR EMPLOYEES 2022

Holiday	2022
New Year	Monday, 3 January 2022 Tuesday, 4 January 2022 Wednesday, 5 January 2022
Good Friday	Friday, 15 April 2022
Easter Monday	Monday, 18 April 2022
Early May	Monday, 2 May 2022
Late Spring	Thursday, 2 June 2022
Platinum Jubilee (Day of no work requirement)	Friday, 3 June 2022
Paisley Fair	Monday, 1 August 2022
Late Autumn	Friday, 23 September 2022 Monday, 26 September 2022
Christmas	Monday, 26 December 2022 Tuesday, 27 December 2022
Day of no work requirement	Friday, 30 December 2022

Non-teaching staff in schools

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