

PERTH AND KINROSS COUNCIL

15 NOVEMBER 2021

SERVICE DELIVERY ARRANGEMENTS TO MARK QUEEN'S PLATINUM JUBILEE IN JUNE 2022

**Report by Corporate Human Resources Manager
(Report No. 21/211)**

PURPOSE OF REPORT

This report seeks approval of the leave and service delivery arrangements that will allow the Council to mark the Queen's Platinum Jubilee in June 2022.

1. BACKGROUND / MAIN ISSUES

- 1.1 Her Majesty Queen Elizabeth II will celebrate her Platinum Jubilee on Friday 3 June 2022, with four days of celebrations from 2 – 5 June 2022. The event will mark the 70th anniversary as monarch, the first time any British monarch has reached this historic milestone.
- 1.2 This historic event will reflect on Her Majesty's reign, and her impact on the UK and the world since 1952. Activity will build across 2022 in the run up to the four-day celebrations.
- 1.3 Nationally, plans for the Platinum Jubilee are being developed in conjunction with some of the UK's leading creative minds, event organisers and world class digital design companies. Using the talents of the UK's cultural and creative sectors, the programme will engage young people from across the Commonwealth and use new technology in exciting ways.
- 1.4 In keeping with tradition, a Platinum Jubilee medal will be awarded to people who work in public service including representatives of the Armed Forces, the emergency services and the prison services. This tradition stretches back to the reign of Queen Victoria when an official medal was designed to mark her 50th anniversary on the throne.
- 1.5 Further details on all aspects of programming, including events and how the public can get involved will be released in the months ahead.
- 1.6 The UK Spring Bank Holiday is being moved from Monday 30 May 2022 to Thursday 2 June 2022. There will be a one-off UK Platinum Jubilee Bank Holiday on Friday 3 June 2022.

Local Considerations

- 1.7 Perth & Kinross Council schools would normally be closed on the UK Early May Bank Holiday, 2 May 2022 and open on the UK Spring Bank Holiday (normally last Monday in May).
- 1.8 All other Council workplaces are open on the Early May and Spring Bank Holidays as these were converted from public holidays to annual leave in 2003.

2. PROPOSALS

2.1 The following proposals are being made to recognise this historic occasion:

- reallocate the UK Early May Bank Holiday on 2 May 2022 observed in schools to Thursday 2 June 2022. All schools would be closed on this day.
- grant a one-off additional day's leave for all employee groups on Friday 3 June 2022. Schools and all other Council workplaces would be closed on this day.
- employees not in an education setting may apply for a day's leave from their holiday entitlements to take on Thursday 2 June 2022, subject to operational requirements. Services would continue to operate as normal on this day, but minimal staffing levels would apply. This approach would ensure that a balance of employee choice and service delivery is maintained.
- Council essential services would be maintained on Friday 3 June 2022 to ensure the Council can respond to any emergencies in our communities such as homelessness, housing repairs, weather emergencies, child and adult protection services.
- the Council would compensate employees to ensure fairness and equality, i.e., those employees who would not normally be scheduled to work on Friday 3 June 2022 due to their individual work pattern and would otherwise not benefit from an additional day's leave. Employees who are required to work to maintain essential services would be given time off in lieu.

2.2 An additional day's leave would reduce teaching days to 189 which is below the statutory requirement to provide 190 days of schooling in each academic year. However, the Scottish Government has confirmed they are content for local authorities to apply for an exemption to reduce the school teaching year to 189 days should they decide an additional day is required to accommodate the Platinum Jubilee Bank Holiday, given the significance of the occasion.

2.3 The Scottish Government has indicated that any arrangements to accommodate the Platinum Jubilee Bank Holiday should not affect the statutory duty to provide 1140 hours of ELC to each eligible pre-school child. Education & Children's Services will ensure that each eligible pre-school child will receive the 1140 hours by applying local arrangements within the school session.

3. CONCLUSION AND RECOMMENDATIONS

3.1 Given the unprecedented significance of Her Majesty the Queen's Platinum Jubilee, the Council may wish to demonstrate its support to this historic occasion by granting an additional day's leave to be taken on Friday 3 June 2022.

3.2 It is recommended that the Council approve the following:

Education Settings

- (i) School and local authority nursery setting closure on Thursday 2 June 2022 and Friday 3 June 2022, facilitated by the redesignation of the UK Early Bank Holiday (2 May 2022) observed in schools to Thursday 2 June 2022 and one additional day's leave to be taken on Friday 3 June 2022.
- (ii) Apply to Scottish Government for an exemption to reduce the school teaching year from 190 to 189 days in the academic year 2021/22.

All Other Council Workplaces

- (iii) Minimal staffing on Thursday 2 June 2022, with the option for employees to apply for a day's leave from their own entitlement, subject to operational requirements.
- (iv) All other Council workplaces to be closed facilitated by one additional day's leave to be taken on Friday 3 June 2022.
- (v) Essential services to be maintained on Friday 3 June 2022 to enable the Council to respond to any emergencies in our communities.

All Employee Groups

- (vi) Compensatory arrangements for employees who are not scheduled to work on Friday 3 June 2022 to ensure fairness and equality. This would include time off in lieu for employees who are required to work to maintain essential services.

Author(s)

Name	Designation	Contact Details
Alison Ramsay	HR Officer	01738 475000

Approved

Name	Designation	Date
Pauline Johnstone	Corporate HR Manager	1 November 2021
Karen Donaldson	Chief Operating Officer (Corporate & Democratic Services)	4 November 2021

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.

1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	No
Corporate Plan	No
Resource Implications	
Financial	Yes
Workforce	Yes
Asset Management (land, property, IST)	No
Assessments	
Equality Impact Assessment	Yes
Strategic Environmental Assessment	No
Sustainability (community, economic, environmental)	No
Legal and Governance	Yes
Risk	No
Consultation	
Internal	Yes
External	Yes
Communication	
Communications Plan	Yes

1. Strategic Implications

Community Plan / Single Outcome Agreement

1.1 Not applicable.

Corporate Plan

1.2 Not applicable.

2. Resource Implications

Financial

2.1 Compensatory costs for employees who would not normally be scheduled to work on Friday 3 June 2022 are estimated to be in the region of £20,000 to £30,000 that will be managed within the existing Revenue budget.

Workforce

2.2 One additional day's leave or equivalent for all employees on Friday 3 June 2022.

Asset Management (land, property, IT)

2.3 Not applicable.

3. Assessments

Equality and Fairness Impact Assessment

- 3.1 The function, policy, procedure or strategy presented in this report was considered using the integrated impact assessment toolkit and assessed as **not relevant** for the purposes of EqlA.

Strategic Environmental Assessment

- 3.2 Not applicable.

Sustainability

- 3.3 Not applicable.

Legal and Governance

- 3.4 The reduction of teaching days from 190 to 189 is subject to Scottish Government approval.

Risk

- 3.5 Not applicable.

4. Consultation

Internal

- 4.1 Leave arrangements and service delivery implications have been considered within Perth & Kinross Council through consultation with Senior Management Teams and the Executive Officer Team.
- 4.2 Formal consultation with the recognised trade unions has taken place and EIS and SSTA have stated that they would prefer to retain 2 May 2022 as a public holiday, with EIS wishing that schools remain open on 2 June 2022 and SSTA seeking a second additional public holiday to facilitate school closure on 2 June 2022. They have raised concerns that individuals may already have plans and booked time off as the calendar for schools has been published for some time. No other objections have been raised by any other unions to the proposals in the report.

External

- 4.3 Discussions have taken place at a national level with COSLA to consider the impact in schools and other Council workplaces. Guidance has now been produced by COSLA to provide a framework for Councils and the recommendations are consistent with this guidance. A consistent approach is being taken across schools in Tayside with closures on 2 and 3 June. There are different arrangements in place for public holidays across the three Councils in Tayside resulting in different arrangements for Council workplace/office opening.

Tayside Contracts are unable to confirm arrangements until the three Councils notify them of their decisions. NHS Tayside are not able to confirm what their arrangements will be at this time.

5. Communication

- 5.1 A communication plan will be required to advise employees of the arrangements and to advise the public of school and office closure dates, as well as emergency cover arrangements for essential services.