

Item: 13

Orkney and Shetland Valuation Joint Board: 3 March 2022.

The Queens's Platinum Jubilee.

Report by Assessor and Electoral Registration Officer.

1. Purpose of Report

To consider public holiday arrangements in relation to the Queen's Platinum Jubilee celebrations.

2. Recommendations

The Orkney and Shetland Valuation Joint Board is invited to note:

2.1.

That the UK and Scottish Governments have announced an additional public holiday on Friday 3 June 2022 to mark the Queen's Platinum Jubilee celebrations.

2.2.

That, in addition, it has been announced that the late May Bank Holiday, observed by many employers but not the Orkney and Shetland Valuation Joint Board, has been moved to Thursday 2 June 2022, providing for a four day weekend to mark the Queen's Platinum Jubilee celebrations.

2.3.

That it is for the Orkney and Shetland Valuation Joint Board to determine whether they wish to award the additional public holiday on Friday 3 June 2022 and move any existing public holiday to Thursday 2 June 2022.

2.4.

That the Orkney and Shetland Valuation Joint Board could choose to recognise the event by granting either, or a combination of:

- An additional public holiday on Friday 3 June 2022; or
- An additional day of fixed annual leave to be granted to staff that must be taken on Friday 3 June 2022; and/or
- Reallocation of the floating local public holidays in each Island area, namely Shetland's Up Helly Aa and Orkney's Dounby Show to Friday 3 June 2022.
- Reallocation of the floating local public holidays in each Island area, namely Shetland's Up Helly Aa and Orkney's Dounby Show to Thursday 2 June 2022.

- Allowing staff to add Up Helly Aa and Dounby Show to annual leave entitlement for the 2022 leave year.

2.5.

That, alternatively, the Orkney and Shetland Valuation Joint Board could choose not to award the additional holiday and all employees would be expected to work as normal.

It is recommended:

2.6.

That employees, in the employment of the Orkney and Shetland Valuation Joint Board, be awarded an additional day of fixed annual leave to be taken on Friday 3 June 2022.

2.7.

That those employees who are required to work on Friday 3 June 2022 shall have a pro rata day in lieu added to their holiday entitlement for 2022.

2.8.

That the floating public holidays in each Island area, namely Up Helly Aa and Dounby Show, be reallocated to Thursday 2 June 2022 for the 2022 year only.

2.9.

That, should recommended 2.8 above not be awarded, the floating public holidays in each Island area, namely Up Helly Aa and Dounby Show, be added to employees annual leave entitlement for the 2022 leave year only.

3. Background

3.1.

The Orkney and Shetland Valuation Joint Board's employment Terms and Conditions set out the arrangements for annual leave and public holidays. These are set out as follows:

Annual Leave/Public Holiday Entitlement:

The leave year is 1 January to 31 December. Annual leave is calculated on completed calendar days of service.

“Public Holidays: 6 days are allocated as paid staff holidays to be taken on those days specified by Orkney and Shetland Valuation Joint Board. For standard full-time working of 35 hours per week, 52.14 weeks per year, this equates to 42 hours per annum. Employees contracted to work more or less than full-time hours i.e. 1826.3 hours per annum shall receive an increased or decreased pro-rata share of public holiday entitlement”.

3.2.

The 6 public holidays are outlined in the table below and will have effect in any year, other than the recommendations and decision reached resulting from this report for 2022:

Table 1: Public Holidays per Island area

2 days New Year – 1st & 2nd January.

1 day Easter Monday.

2 days Christmas Day and Boxing Day.

1 day each Island area for Shetland Up Helly Aa (January) and Orkney Dounby Show (August).

3.3.

As the Queen's Platinum Jubilee public holiday award was requiring a Board decision, I can confirm no Shetland staff took the Up Helly Aa scheduled holiday allocated to 26 January 2022.

3.4.

A staff consultation was undertaken with the options shown in 4.1 below as guidance. The outcome of the staff responses was by small majority to prefer an award of an extra public holiday on Friday 3 June and allow staff to add Up Helly Aa and Dounby Show to their annual leave entitlement for the 2022 leave year, namely bullet points one and five.

3.5.

Consultation was undertaken with the employees trade union Unison, the summary response from Unison was as follows:

“Orkney and Shetland VJB have adopted their own Terms and Conditions and by doing so they are not following either Shetland Island Councils or Orkney Island Councils Terms and Conditions, but can determine their own. As it currently stands Shetland staff worked on Up Helly Aa, and as I read it, that Orkney and Shetland VJB have moved Up Helly Aa day to June. This would mean the Dounby Show day would need to be moved to the Queen's Jubilee to treat both groups of staff equally”.

3.6.

Historically, on 5 June 2012, for the Queen's Diamond Jubilee celebrations, the Orkney and Shetland Valuation Joint Board employees received an extra day's leave to reflect the event.

4. Options

4.1.

The Orkney and Shetland Valuation Joint Board could choose to recognise the event by granting either, or a combination of:

- An additional public holiday on Friday 3 June 2022; or
- An additional day of fixed annual leave to be granted to staff that must be taken on Friday 3 June 2022; and/or
- Reallocation of the floating local public holidays in each Island area, namely Up Helly Aa and Dounby Show to Friday 3 June 2022.
- Reallocation of the floating local public holidays in each Island area, namely Up Helly Aa and Dounby Show to Thursday 2 June 2022.
- Allow staff to add Up Helly Aa and Dounby Show to annual leave entitlement for the 2022 leave year.

4.2.

Alternatively, the Orkney and Shetland Valuation Joint Board could choose not to award the additional annual leave date and employees would be expected to work as normal.

4.3.

Designating Friday 3 June 2022 as an additional public holiday, and/or reallocation of Up Helly Aa and Dounby Show to Thursday 2 June, or allowing staff to add these to annual leave entitlement for the 2022 leave year would have a positive impact on morale and would fall immediately after a particularly demanding period of activity for the Scottish local government elections scheduled for 5 May 2022. Such a measure would reward employees who are being asked to deliver continuous improvements in services within a particularly challenging environment.

5. Human Resource Implications

5.1.

Terms and conditions of Orkney and Shetland Valuation Joint Board employees provide that the suggested additional day is not contractually required to be granted.

5.2.

If the option of granting an additional public holiday on the day of 3 June 2022 is chosen, then employees who would be required to work on 3 June 2022 would be entitled to the enhanced terms and conditions that applied to other public holidays.

5.3.

If the additional public holiday is awarded, employees required to work on 3 June 2022 would be entitled to an additional day of annual leave this year to be taken at a future date.

5.4.

The additional day of fixed annual leave is specific to 3 June 2022, therefore if the option of awarding an additional day of annual leave is chosen, it should only be applied to those who are classed as employees on 3 June 2022.

5.5.

Choosing to award an additional day of fixed annual leave to be taken on Friday 3 June 2022 would avoid the need to provide enhanced terms and conditions to those required to work on that day.

6. Links to Board's Plans

The proposals contained in this report link to the Board's Corporate Plan and in particular Corporate Goal 1: 'Service Delivery in Accordance with Statutory Requirements', and Corporate Goal 5: 'Supported and Motivated Colleagues'.

7. Financial Implications

7.1.

There will be a loss of productivity for one day if a public holiday or fixed annual leave is awarded for Friday 3 June 2022, but many organisations will be closed and it is not anticipated that it will adversely affect the overall productivity of the Board.

7.2.

It is not anticipated that Board employees will be required to work on Friday 3 June 2022 and there will therefore be no additional financial cost to awarding the holiday.

7.3.

While the cost of awarding an extra public holiday or fixed annual leave for Friday 3 June 2022 is contained within the budget established and agreed by the Board the overall pro-rata cost of a full working day for the Board's employees would be £2,900, based on the 2021-22 budget costs.

8. Governance Aspects

8.1.

The content and implications of this report have been reviewed and, at this stage, it is deemed that the Board **DOES NOT** require external legal advice in consideration of the recommendations of this report.

8.2.

Awarding employees an additional day of annual leave to be taken on Friday 3 June 2022, statutory services permitting, together with the equal treatment for the balance of employees who may be required to work on that day in accordance with contracts held, is a matter that the Orkney and Shetland Valuation Joint Board can grant.

9. Contact Officer

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