

Item: 12

Orkney and Shetland Valuation Joint Board: 2 March 2023.

The Coronation of His Majesty the King.

Report by Clerk to the Board

1. Purpose of Report

To consider public holiday arrangements associated with the coronation of His Majesty the King.

2. Recommendations

The Board is invited to note:

2.1.

That the UK Government has announced an additional bank holiday on Monday, 8 May 2023, to mark the coronation of His Majesty the King.

2.2.

That the coronation ceremony itself is scheduled to take place on Saturday, 6 May 2023.

2.3.

That it is for individual employers to determine whether they wish to award an additional holiday on Monday, 8 May 2023.

2.4.

That the Board could choose to recognise the event by granting either:

- An additional public holiday; or
- An additional day of fixed annual leave that must be taken on Monday, 8 May 2023.

2.5.

That, alternatively, the Board could choose to either:

- Move an existing Bank Holiday to Monday 8 May 2023. Or
- Not award the additional holiday and consider that the day would be a normal day of VJB operations and all employees would be expected to work as normal.

2.6.

That, should the leave arrangements referred to at paragraph 2.7 below be approved, the offices of the Orkney and Shetland Valuation Joint Board will be closed on Monday, 8 May 2023.

It is recommended:

2.7.

That, employees, in the employment of the Orkney and Shetland Valuation Joint Board on Monday, 8 May 2023, be awarded an additional day of fixed annual leave to be taken on Monday, 8 May 2023 where possible.

2.8.

That those employees required to work on Monday, 8 May 2023 to provide essential services shall have a pro rata day in lieu added to their annual leave entitlement, and for part time employees who were not due to work on the day, a pro-rata allocation be added to their annual leave entitlement for the year.

3. Background

3.1.

The Coronation of His Majesty the King will be a three-day event. Two grand processions and a religious service will take place on Saturday, 6 May 2023 and will be the formal coronation ceremony. This will be followed by a concert at Windsor Castle on Sunday, 7 May 2023, featuring global stars and the Coronation Choir, which will be broadcast live on television. There will also be a 'lighting up the nation' moment during the concert. Landmarks across the United Kingdom will be lit up with projections, lasers, drone displays and illuminations, and street parties will be encouraged around the country.

3.2.

The celebrations will culminate on the announced Bank Holiday on Monday, 8 May 2023, when citizens will be encouraged to volunteer in their local areas – an event that's being billed as 'The Big Help Out'.

3.3.

It is for individual employers to determine whether they wish to award the additional holiday and what form that additional day may take.

4. Options

4.1.

The Board could choose to recognise the event by granting either:

- An additional public holiday and anyone required to work on Monday, 8 May 2023 would be recompensed in accordance with local arrangements in place for public holiday working; or
- An additional day of fixed annual leave to be taken on Monday, 8 May 2023 wherever possible. Employees required to work on that day instead being entitled to an additional day of annual leave pro rata, to be taken as part of their annual leave entitlement.

4.2.

Alternatively the Board could choose not to award the additional annual leave date and employees would be expected to work as normal, however there may be adverse staff morale implications if this option is chosen.

4.3.

A fourth option would be for the Board to move an existing public holiday to Monday, 8 May 2023. The Public Holiday schedule for 2023/24 has already been set and agreed through normal processes so there may be opposition to changes at this stage from employees or Trade Unions.

4.4.

Any decision regarding the holiday must be consistently applied across the workforce. In line with previous royal celebrations, the United Kingdom Government has announced an additional Bank Holiday on Monday 8 May 2023 whilst recognising that the holiday is not prescriptive and it is up to individual employers to consider how they will celebrate the occasion.

4.5.

It is recommended that employees are awarded an additional day of fixed annual leave, in 2023/24, which must be taken on Monday, 8 May 2023 where possible and those required to work on that day will be entitled to an additional day of annual leave entitlement, to be taken at a future date within the leave year. This would provide for the day to be recognised in line with the Government approach but avoid the additional cost of providing enhanced public holiday terms and conditions to those employees required to work that day.

4.6.

This would mean that the offices of the Valuation Joint Board are closed on Monday, 8 May 2023.

5. Local Benchmarking

5.1.

Orkney Islands Council considered this matter for those staff employed by the Council at its meeting of the Policy and Resources Committee held on 21 February 2023 and agreed to recommend to Council that an additional day of annual leave be awarded, to be taken on Monday, 8 May 2023.

5.2.

Shetland Islands Council considered this matter at its meeting of the Policy and Resources Committee held on 13 February 2023 and decided not to grant an additional annual leave day nor a public holiday due to the Council's budgetary pressures and the impact on the delivery of public services.

6. Human Resources Implications

6.1.

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

6.2.

If the option of granting an additional public holiday on the day of Monday, 8 May 2023 is chosen, then employees who would be required to work on that date would be entitled to the enhanced terms and conditions that are applied to other public holidays.

6.3.

The additional day of fixed annual leave is specific to Monday, 8 May 2023, 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 Monday, 8 May 2023.

6.4.

Choosing to award an additional day of fixed annual leave to be taken on Monday, 8 May 2023 would avoid the need to provide enhanced terms and conditions to those required to work on that day.

6.5.

Current arrangements for the public holidays recognised by the VJB are as follows:

- Three days of annual leave is designated for the festive period close down.
- Six days designated as public holidays – Easter Monday, Christmas Day, Boxing day, New Year's Day, 2 January plus the day after Up Helly Aa (Shetland Office only) and Dounby Show Day (Orkney Office only).

6.6.

Public Holidays are set out in the Terms and Conditions of employment for Board employees in advance of the leave year which runs from 1 January until 31 December. Therefore, in consultation with Trade Unions any days can be allocated to any dates in theory.

6.7.

The public holiday days for 2023/24 have already been set and communicated to staff, therefore changing any of these at this relatively late stage may be problematic with staff and Trade Unions.

7. Financial Implications

7.1.

There would be no additional expenditure required to provide an additional day of fixed annual leave on Monday, 8 May 2023.

7.2.

Should the Board decide to award an additional public holiday instead of the fixed day of annual leave, there would be a cost if the employee was required to work that day.

7.3.

No allowance has been made for the impact that an additional fixed day of annual leave will have on productivity levels across the Valuation Joint Board.

8. Governance Aspects

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.

9. Contact Officers

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