

Item: 11

Orkney and Shetland Valuation Joint Board: 4 October 2022

Additional Bank Holiday for Her Majesty The Queen's State Funeral.

Report by Clerk to the Board.

1. Purpose of Report

To advise of an urgent matter which required an immediate decision in respect of the provision of the additional bank holiday on 19 September 2022 which was announced for the State Funeral of Her Majesty The Queen.

2. Recommendations

The Board is invited to note:

2.1.

That, on 12 September 2022, the UK and Scottish Governments announced that Her Majesty The Queen's State Funeral would be held on 19 September 2022, and that this date would be a bank holiday.

2.2.

That, in terms of Standing Order 4.29, following consultation with the Convener and the Depute Convener, the Clerk took an urgent decision, to provide for a one-off additional day of annual leave for all employees of the Orkney and Shetland Valuation Joint Board to be taken on 19 September 2022 and for part time employees who were not due to work on the day, a pro rata allocation was added to their annual leave entitlement for the year.

3. Urgent Matter

3.1.

On 12 September 2022, it was announced that Her Majesty The Queen's State Funeral would be held on 19 September 2022 and the UK and Scottish Governments announced that this day would be a Bank Holiday.

3.2.

The Assessor and the Clerk considered the most appropriate way to provide employees of the Orkney and Shetland Valuation Joint Board with the additional bank holiday on 19 September 2022. It was concluded that this would be best provided by way of a one-off additional day of annual leave to be taken on 19 September 2022.

3.3.

As it was not possible to call a meeting of the Board to consider this proposal, it was deemed appropriate by the Clerk that the matter could be considered in accordance with the Standing Order 4.29, which states:

“In the event of an urgent matter arising which requires an immediate decision, the Clerk, or his/her nominee, may take action on behalf of the Board, having consulted with the Convener or Depute Convener, whichever is appropriate and available. A short report of the action taken shall be submitted to a meeting of the Board as soon as possible and no later than the next meeting.”.

3.4.

Both the Convener and the Depute Convener were consulted in writing and provided agreement with the proposal to grant a one-off additional day of annual leave to be taken on 19 September 2022.

3.5.

The decision was therefore taken, and employees granted 19 September 2022 as a one-off additional day of annual leave and for part-time employees who were not due to work on the day, a pro rata allocation was added to their annual leave entitlement for the year.

3.6.

This report is to advise the Board of the decision and action taken.

4. Financial Implications

There are no additional financial implications arising directly from this report other than the provision of a paid day of leave for staff on which they would have normally been working.

5. 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.

6. Contact Officer

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