



*Meeting of Forth Estuary Transport Authority
25 February 2011*

Board Meeting on 29 April 2011/Royal Wedding

1 Purpose of the report

- 1.1 To ask the Board to consider re-scheduling its meeting on 29 April 2011 in recognition of the Royal Wedding and to also consider any holiday arrangements for the staff on that day.

2 Background

- 2.1 The Board had scheduled to meet on Friday 29 April 2011 which is the date that was subsequently announced for the Royal Wedding. The Board is therefore requested to consider whether to hold its meeting that day or to re-schedule for an alternative date.
- 2.2 The Board is also asked to decide on any holiday arrangements for FETA staff.

3 Re-Scheduling of Board Meeting

- 3.1 Following consultation with the Convener and Vice-Convener, it is proposed that the meeting of 29 April 2011 be brought forward to an earlier date in the month. Amongst any other items, the Chief Engineer and Bridgemaster advises that it will be necessary to report to the Board during April on tenders received for the anchorage investigation works.
- 3.2 It has been proposed that the meeting be re-scheduled for Wednesday 27 April 2011 at 2.00 pm.

(The following meeting of the Board is to be held on Friday 17 June 2011.)

4 Royal Wedding Holiday

- 4.1 In recognition of the Royal Wedding, the UK Government and the Scottish Government have announced a public holiday for 29 April 2011. The Convention of Local Authorities (COSLA) has advised that it is a matter for individual Councils to decide on any arrangements for a holiday on the day. COSLA has provided advice in relation to possible options, with a circular and a summary note of arrangements currently made in the public sector (which are as attached as Appendices 1 and 2 to this report).

- 4.2 There is no statutory right for employees to take bank or public holidays or to be paid for time-off on these days - an employee's entitlement to public holidays is determined by the terms of the contract of employment. In general terms, therefore, employees do not automatically qualify for any additional bank or public holidays that are set by Government and it for the employer to decide whether or not to grant the extra day.

5 Options for the Royal Wedding Date

- 5.1 The options for arrangements for any holiday arrangements for employees on the 29th April, having regard to the COSLA guidance, are -:
- a) **Normal working on Friday 29 April 2011** – the additional public holiday is not adopted and the authority functions as usual; or
 - b) **To grant a fixed one-off additional holiday** - employees would receive a holiday on 29 April 2011 with a normal day's pay and any staff required to work on the additional holiday to receive a normal day's pay and a day off at a later date; or
 - c) **To designate Friday 29 April 2011 as a fixed one-off additional public holiday** - employees would receive an extra public holiday with a normal day's pay. Those required to work on the public holiday would be entitled to public holiday enhancements.
- 5.2 Fife Council has adopted option (b), and allocated an additional day of annual leave for employees, to be taken on 29th April 2011. Those who are employed in essential services and are required to work that day and part-time employees who are not due to work that day, are to be given an alternative day off.
- 5.3 The City of Edinburgh Council is to consider the matter on 22 February 2011, with a recommendation for option (b), with 29th April being a fixed one-off additional holiday for employees. Any employees required to work on that day were to receive normal pay for the day and would have a substitute paid leave day on a future date. Perth and Kinross Council and West Lothian councils have adopted similar positions.
- 5.4 The Board is recommended to approve a fixed one-off additional holiday for staff on 29 April 2011 (option (b)), on the basis that it would provide a positive benefit for staff and support the Scottish Government's plans to celebrate the Royal Wedding and be consistent with the likely position for staff in the FETA member authorities.

6 Recommendation

6 It is recommended –

- 6.1 that the meeting of FETA scheduled for 29 April 2011 be re-scheduled for Wednesday 27 April 2011, at 2.00 pm, and
- 6.2 that the Board approve Friday 29 April 2011 as a fixed one-off additional holiday for FETA employees, with staff that were required to work on that

day to receive a normal day's pay and a substitute day's leave on an alternative date.

Alastair Maclean,
Clerk to the Authority

Appendices:

- Appendix 1 COSLA Circular SJC/41 – Royal Wedding
- Appendix 2 Short summary of time off arrangements in other organisations

Background papers

None

Contact/tel

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21 January 2011

Dear Chief Executive

SJC/41
ROYAL WEDDING HOLIDAY

1. The UK Government and Scottish Government have announced that there will be an additional one off public holiday on Friday 29 April 2011 to celebrate the wedding of His Royal Highness Prince William and Miss Catherine Middleton.
2. Councils that choose to recognise the event may do so by granting either an additional public holiday or an additional day of annual leave. If a public holiday is awarded then anyone required to work on 29 April 2011 should be recompensed in accordance with the relevant local arrangements in place for public holiday working. If an additional day of annual leave is awarded then employees required to work on 29 April 2011 will be entitled to time off in lieu at an appropriate later date.
3. Employers' Guidance Note 01/2011 provides further guidance on the associated issues which councils will wish to consider in their workplace.

Yours sincerely

TOM YOUNG (COSLA)
DOUGLAS BLACK (UNISON)
ALEX McLUCKIE (GMB)
JACKSON CULLINANE (UNITE)
Joint Secretaries

To: Chief Executives
Directors of Personnel

SHORT SUMMARY OF ROYAL WEDDING TIME-OFF ARRANGEMENTS

Public sector organisation	Royal Wedding arrangements
Glasgow City Council	Adopted as a public holiday, relevant public holiday working enhancements will apply for staff required to work on the day
Councils in England and Wales	As above
Scottish Government	As above
Scottish Parliament	As above
Other Scottish Councils	The majority of Councils intend to grant an additional day's leave
NHS Scotland	Under consideration