



Report to: Council

Date of Meeting: 28 September 2006

Report from: Head of Organisational Development

Title of Report: Holiday Arrangements – Christmas and New Year

Agenda Item Number: **20**

1. PURPOSE AND SUMMARY

1.1 The purpose of this report is for Members to approve arrangements for the Christmas and New Year period 2006/2007.

2. CONSULTATION

2.1 The Authority does not have any specific policy on Christmas and New Year holiday arrangements. Traditionally the two extra statutory days available to employees have been allocated between Christmas and New Year following employee consultation a number of years ago.

3. CORPORATE PLAN AND PRIORITIES

3.1 The links to the Council's Corporate Plan are in respect of customer excellence in that where services are of a nature that they are required to continue during the Christmas period, arrangements will be made to accommodate this.

4. IMPLICATIONS

4.1 Financial

There are no financial implications arising from this report

4.2 Legal

There are no legal implications arising from this report.

4.3 Personnel

Employees in service areas who are required to work during the “close down” period, during the Christmas and New Year break, are entitled to leave at a later date in lieu of the extra statutory holiday(s) subject to local management approval.

4.4 Other Services

To be determined.

4.5 Diversity

The Council recognises that there are diversity implications in relation to religion, as not all employees will celebrate the Christmas religious festival. The Council will if possible honour other religious festivals and where there are employees who wish to take their extra statutory holidays at an alternative time of the year, alternative provisions will be made wherever possible.

4.6 Risk

The risks associated with not approving this report are that the Council could be deemed to be breaching employees contracts of employments, as it is an implied term for a large proportion of employees that they are entitled to take their two extra statutory holidays between Christmas and New Year.

4.7 Crime and Disorder

There are no known implications for Crime and Disorder.

4.8 Other Implications

There are no other known implications as a result of this report

5. BACKGROUND, POSITION STATEMENT AND OPTION APPRAISAL

5.1 In previous years Members have agreed holiday arrangements between Christmas and New Year. This report outlines the proposals for this current year. Generally the result is to close down most Council services between Christmas and New Year using extra statutory holidays and awarding a concessionary day.

5.2 Public Holidays are fixed as follows:

Monday 25 December 2006	Christmas Day
Tuesday 26 December 2006	Boxing Day
Monday 1 January 2007	New Year's Day

- 5.3 Employees have an entitlement to two extra statutory days leave which traditionally have been allocated to working days between 27 December and 1 January to extend the holiday period for employees.
- 5.4 Members have often agreed one concessionary day to help achieve a complete close down of administrative centres.
- 5.5 Many direct services continue to operate during the period e.g. Careline, refuse collection, Leisure Centre, Golf Course etc. The employees who are required to attend work are able to take additional leave at a later date.
- 5.6 I have detailed below the proposed Christmas and New Year holiday arrangements for 2006/2007.

Friday 22 December 2006	Normal working day
Monday 25 December 2006	Christmas Day
Tuesday 26 December 2006	Boxing Day
Wednesday 27 December 2006	Extra Statutory Day
Thursday 28 December 2006	Extra Statutory Day
Friday 29 December 2006	Concessionary Day
Monday 1 January 2007	New Year's Day
Tuesday 2 January 2007	Official return to work day

6. RECOMMENDATIONS

- 6.1 Members are asked to
- Approve the Christmas Holidays
 - Agree that employees who are required to work on extra statutory holidays will be given time in lieu to be taken at a later date in consultation with the appropriate Service Team Manager

7. BACKGROUND PAPERS / DOCUMENTS REFERRED TO

- 7.1 Christmas and New Year Holiday File
Human Resources

Alison Swinney
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13 September 2006
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