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To: Councillor Yuill, Convener; Councillor Nicoll, Vice Convener; and Councillors Greig, Houghton, Macdonald, Malik and Radley.

Town House,
ABERDEEN, 12 September 2022

URGENT BUSINESS COMMITTEE

The Members of the **URGENT BUSINESS COMMITTEE** are requested to meet remotely **on TUESDAY, 13 SEPTEMBER 2022 at 4.00pm.**

This meeting will take place on Teams and can be accessed via the following link:- [Click here to join the meeting](#)

VIKKI CUTHBERT
INTERIM CHIEF OFFICER - GOVERNANCE

B U S I N E S S

DETERMINATION OF URGENT BUSINESS

- 1 Determination of urgent business

DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS

- 2 Members are requested to declare any interests or connections

BUSINESS

- 3 Urgent Notice of Motion by Lord Provost David Cameron, Depute Provost Steve Delaney and Councillors Nicoll, Yuill, Greig and Radley

That this Council:

1. Expresses great sadness at the death of Queen Elizabeth II.
 2. Acknowledges the close bond that existed between Queen Elizabeth II and the North East.
 3. Notes the many tributes that have been paid to Queen Elizabeth II by citizens of Aberdeen, which have included recognition of her faithful commitment to duty and devotion to the country and its people.
 4. Extends its condolences to His Majesty King Charles III, and to the entire Royal Family.
- 4 Funeral of Queen Elizabeth II - Additional Public Holiday - RES/22/215 (Pages 3 - 6)

Should you require any further information about this agenda, please contact Martyn Orchard 01224 523097 or email morchard@aberdeencity.gov.uk

ABERDEEN CITY COUNCIL

COMMITTEE	Urgent Business Committee
DATE	13 September 2022
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Funeral of Queen Elizabeth II – Additional Public Holiday
REPORT NUMBER	RES/22/215
DIRECTOR	Andy MacDonald
CHIEF OFFICER	Isla Newcombe
REPORT AUTHOR	Kirsten Foley
TERMS OF REFERENCE	1.2

1. PURPOSE OF REPORT

- 1.1 This report proposes the granting of an additional public holiday for Council employees on Monday 19th September 2022 to mark the funeral of Queen Elizabeth II.

2. RECOMMENDATIONS

That the Committee:-

- 2.1.1 Approves the granting of an additional ACC recognised public holiday for employees on Monday 19th September 2022 to mark the funeral of Queen Elizabeth II.
- 2.1.2 Authorises the Chief Education Officer to make application to the Scottish Learning Directorate for an additional school closure day on Monday 19th September 2022, under section 133(4) of the Education (Scotland) Act 1980.

3. CURRENT SITUATION

- 3.1 Following the death of Queen Elizabeth II on 8th September 2022, His Majesty King Charles III has announced the granting of an additional bank holiday on the 10th day after the Queen's death to mark her passing. This will be on Monday 19th September 2022, the day of the Queen's funeral.
- 3.2 The purpose of the additional bank holiday is to provide the UK population with time off to watch the Queen's funeral and show their respect for Queen Elizabeth II.

- 3.3 The Scottish Government advises that schools and other settings across Scotland that would normally be closed on a bank holiday should close on that day as mark of respect.
- 3.4 Guidance issued by COSLA, based on advice from the Society of Personnel and Development Scotland (SPDS), states that Councils that choose to recognise the event may do so by granting either an additional bank holiday or an additional day of annual leave
- 3.5 The Scottish Government acknowledges that it is for each local authority to determine which dates will be classed locally as public holidays.
- 3.6 ACC recognises 7 public holidays; for the majority of staff, these fall on Good Friday, May Day, Christmas Day, Boxing Day, Hogmanay, New Year's Day and 2nd January, with days being substituted where a public holiday falls on a weekend day. Craft workers do not have a public holiday on Good Friday, and instead have an Autumn holiday on the 4th Monday of September. The rest of the public holidays are the same as for other employees.
- 3.7 In 2022 ACC also recognised the Queens Jubilee bank holiday as an additional ACC public holiday
- 3.8 The Chartered Institute of Personnel and Development have issued guidance suggesting that organisations may wish to be consistent in the way they have treated the Jubilee day and the day to mark the funeral of Queen Elizabeth II.
- 3.9 It is proposed, therefore, that to ensure consistency, Monday 19th September 2022 is recognised as an ACC public holiday.
- 3.10 If the bank holiday on 19th September is recognised as an ACC public holiday, any employees who are required to work on 19th September 2022, for operational reasons (as discussed with their line manager), will be entitled to recompense in accordance with their contractual terms and conditions of service.
- 3.10 A consultation meeting was undertaken with Unison, Unite and GMB on 12th September 2022; all were in agreement with the proposed approach.

4. FINANCIAL IMPLICATIONS

- 4.1 The cost of paying enhanced rates for essential service delivery is estimated at £22,000 - £25,000.
- 4.2 Service budgets will be charged with the additional costs outlined and forecast outturns for 2022/23 amended accordingly for inclusion in the next Council Financial Performance report to Finance and Resources Committee.

5. LEGAL IMPLICATIONS

- 5.1 Regulation 5 of the Schools General (Scotland) Regulations 1975, as amended, requires schools to be open for a minimum of 190 days in a school year. However, section 133(4) of the Education (Scotland) Act 1980 allows Scottish Ministers, on application by a local authority, to modify this requirement providing they are satisfied that it would be unreasonable for Regulation 5 to apply.
- 5.2 The Scottish Government have indicated that schools and other settings that would normally be closed on a bank holiday should close on the day of Queen Elizabeth II's funeral as a mark of respect. They have indicated that if an additional public holiday or leave day would cause a reduction in teaching days, permission should be sought for this from the Scottish Government Learning Directorate through an e-mail request, in accordance with the statutory provisions noted in paragraph 5.1.

6. ENVIRONMENTAL IMPLICATIONS

- 6.1 There are no direct environmental implications arising from this report

7. RISK

Category	Risks	Primary Controls/Control Actions to achieve Target Risk Level	*Target Risk Level (L, M or H) *taking into account controls/control actions	*Does Target Risk Level Match Appetite Set?
Strategic Risk	None identified			
Compliance	None identified			
Operational	There is a risk that service users will not be able to access the services they require due to the additional holiday	Normal public holiday service delivery levels will be applied in all essential service areas	L	Yes
Financial	There is an additional cost in respect of paying enhanced public holiday rates for staff working on the public holiday	Staffing levels will be the minimum to allow for safe service delivery	L	Yes
Reputational	None identified			
Environment / Climate	None identified			

8. OUTCOMES

The proposals in this report have no impact on the Council Delivery Plan

9. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	Full impact assessment not required
Data Protection Impact Assessment	Not required
Other	Not required

10. BACKGROUND PAPERS

None

12. REPORT AUTHOR CONTACT DETAILS

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