

Agenda Item	<b>22</b>
Report No	<b>HC/32/22</b>

## THE HIGHLAND COUNCIL

**Committee:** Highland Council

**Date:** 22 September 2022

**Report Title:** State Funeral – Monday 19 September 2022

**Report By:** Depute Chief Executive

### Purpose/Executive Summary

1.
  - 1.1 The state funeral of Her Majesty the Queen Elizabeth will be held on Monday 19 September at 11am. This date has been announced as a national bank holiday in the UK. The decision to grant the bank holiday on this day as a mark of respect is at the discretion of the employer which would take account of contractual arrangements with their employees.
  - 1.2 Following consultation with the Convener, Leader, Strategic Chair, Leader of the Opposition and other political leaders the Chief Executive has confirmed the day of the state funeral as a bank holiday. Offices, schools and Service Points will be closed on 19 September. Staff due to work on 19 September will be given the day off to allow them to observe the state funeral. Emergency out of hours services will operate on 19 September. Waste collection will also take place on 19 September although the actual collection time may vary to respect the time of the state funeral. Pre-arranged weddings, registration, burials and cremations will take place and will respect the time of the state funeral.

### 2. Recommendations

- 2.1 Members are asked to homologate the following decision:
  - i. As a mark of respect, the Council will observe the state funeral of her Majesty The Queen Elizabeth on Monday 19 September 2022 and agreed to designate the day as a bank holiday for all staff
  - ii. Offices, Schools and Service Points will be closed to the public on 19 September
  - iii. Time off will be given only for staff due to work on 19 September
  - iv. Staff who are required to work that day be recompensed with an enhanced payment

### **3. Implications**

- 3.1 Resource – a small number of staff required to work that day are paid an enhanced rate equivalent to additional double time or additional time plus time off in lieu. Services provided on 19 September cover waste collection, emergency out of hours provision. Arrangements have been made to facilitate weddings, burials and cremations that were already booked to take place on Monday 19 September, respecting the timings of the proceedings at the state funeral. There will be a minimal cost relating to the payment for staff required to work.
- 3.2 Legal – single status has led to all Councils establishing their own public and bank holiday arrangements and it is therefore up to each council to assess its own contractual provision in relation to public and bank holidays.
- 3.3 Community (Equality, Poverty, Rural and Island) – there are no implications from this proposal.
- 3.4 Climate Change / Carbon Clever - there are no implications from this proposal.
- 3.5 Risk – Allocation of an additional bank holiday as a mark of respect will result in a reduction in teaching days. The Council is required to seek permission for this from the Scottish Government. Failure to do so will breach Regulation 5 of the Schools General (Scotland) Regulations 1975. Permission has been sought and granted from the Scottish Government to reduce the number of teaching hours due to the closure of schools(Appendix 1 )
- 3.6 Gaelic - there are no implications arising from this proposal.

### **4. Background**

- 4.1 The UK Government has announced an additional one-off bank holiday on Monday 19 September 2022 to allow businesses and other organisations to pay their respects to Her Majesty while marking the final day of the period of national mourning.
- 4.2 It will be for each employer to determine appropriate arrangements for time off to recognise the event. If a bank holiday is awarded anyone required to work on 19 September 2022 will receive recompense in accordance with the relevant local arrangements in place for the bank holiday working.

### **5. Position taken by the Council**

- 5.1 All Council offices, schools, and Service Points will close to the public. Emergency out of hours services will be provided on 19 September. This means out of hour arrangements already in place for the weekend prior to the funeral will continue until the start of normal working hours on Tuesday 20 September. Waste collection service will operate on 19 September, although the actual collection time may vary to respect the time of the state funeral. Weddings, registration, burials and cremations will be provided as required again respecting the timing of proceedings at the state funeral.
- 5.2 The closure of schools will cause a reduction in teaching days in schools. Permission for this has been granted by the Scottish Government.

Designation: Depute Chief Executive  
Date: 13 September 2022  
Author: Elaine Barrie, Head of People  
Background Papers:

Buidheann-Stiùiridh an Ionnsachaidh  
Learning Directorate



Scottish Government  
Riaghaltas na h-Alba  
gov.scot

T: 0141 473 9823  
E: [christopher.vincent@gov.scot](mailto:christopher.vincent@gov.scot)

Donna Manson  
Highland Council  
[donna.manson@highland.gov.uk](mailto:donna.manson@highland.gov.uk)

13 September 2022

Dear Donna Manson,

### **EXCEPTIONAL SCHOOL CLOSURES – HIGHLAND COUNCIL – HER MAJESTY THE QUEEN'S STATE FUNERAL**

Thank you for your email of 12 September 2022, in response to the letter from Sam Anson, Deputy Director: Workforce, Infrastructure & Digital, regarding arrangements for a bank holiday to mark the day of Her Majesty the Queen's State Funeral. You have requested an exemption from the requirement, under The Schools General (Scotland) Regulations 1975, to provide 190 days of schooling, in order that all of public schools in the Highland Council area can be closed on 19 September 2022 as a mark of respect.

Under the circumstances, and in terms of the powers available under section 133(4) of the Education (Scotland) Act 1980, Scottish Ministers are content to allow the exceptional school closure of all schools in Highland Council on 19 September to mark Her Majesty the Queen's State Funeral.

Yours sincerely,

Christopher Vincent  
**School Funding, Infrastructure and Organisation Unit**  
**Workforce, Infrastructure and Digital Division**  
**LEARNING DIRECTORATE**

Cidhe Bhictòria, Dùn Èideann, EH6 6QQ  
Victoria Quay, Edinburgh EH6 6QQ  
[www.gov.scot](http://www.gov.scot)

