Item 6

19th January 2023

Glasgow City Council

Wellbeing, Empowerment, Community, City Engagement and General Purposes Committee

Report by Lynn Norwood, Head of HR

Contact: Thom Hughes, Senior HR Officer

AMENDMENT TO CONDITIONS OF SERVICE - LEAVE

Purpose of Report:

To update committee on an amendment to the Council's Conditions of Service - Leave to incorporate an increase in annual leave entitlement reached as part of the Scottish Joint Council for Local Government Employees Salaries Agreement 2022/23.

Recommendations:

The Committee is asked to note the update made to the Conditions of Service – Leave to incorporate the increase in annual leave entitlement.

Ward No(s): Citywide: ✓

Local member(s) advised: Yes ☐ No ☐ consulted: Yes ☐ No ☐

PLEASE NOTE THE FOLLOWING:

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1 Background

1.0 The Scottish Joint Council for Local Government Employees reached salaries agreement for the year 2022/23 on 26 October 22.

1.1 The agreement included an increase of one day's annual leave entitlement for all employees from leave year 2022 and moving forward.

1.2 This report summaries the changes made to the Council's Conditions of Service – Leave to reflect this increase in entitlement.

2. Leave Entitlement and change required

2.1 Since 2016 the Council's Annual Leave entitlement has been:

	Annual Leave Entitlement
On Appointment	25 days
After 5 years continuous service	28 days

2.2 The agreement reached will change this entitlement from 2022 and moving forward to

	Annual Leave Entitlement
On Appointment	26 days
After 5 years continuous service	29 days

2.3 Employees also receive 12.5 days public holidays per year.

3. Updates to Conditions of Service - Leave

3.1 The following updates have been made to the Conditions of Service – Leave:

- **Section 2.2 – Leave Entitlement** - updated to reflect the increase entitlement in annual leave days.

- **Section 2.5.4 – Broken periods of annual leave** – the table has been amended to incorporate the increase entitlement in annual leave days on occasions where an employee has less than one year's service by the end of the leave year, leaves the Council, or has their entitlement reduced due to sickness.

  A copy of the updated Conditions of Service – Leave is attached.

4 Policy and Resource Implications

Resource Implications:

Financial:	N/A
Legal:	N/A

Personnel:	Increase in leave entitlement
Procurement:	N/A

Council Strategic Plan: Specify which Grand Challenge (s) and Mission (s) the proposal supports. Where appropriate the relevant Commitment can also be listed.

Grand Challenge 1 – Reduce poverty and inequality in out communities.
Mission 3 – Improve the health and wellbeing of local communities

Grand Challenge 4 – Enable staff to deliver essential services in a sustainable, innovative and efficient way for our communities
Mission 2 – Run an open, well governed council in partnership with all our communities.

Equality and Socio-Economic Impacts:

Does the proposal support the Council's Equality Outcomes 2021-25? Please specify.	N/A
What are the potential equality impacts as a result of this report?	Negative impact.
Please highlight if the policy/proposal will help address socio-economic disadvantage.	N/A

Climate Impacts:

Does the proposal support any Climate Plan actions? Please specify:	N/A
What are the potential climate impacts as a	

result of this proposal?	
Will the proposal contribute to Glasgow's net zero carbon target?	

Privacy and Data Protection Impacts:	
Are there any potential data protection impacts as a result of this report Y/N	No
If Yes, please confirm that a Data Protection Impact Assessment (DPIA) has been carried out	N/A

5 Recommendations

5.1 Committee is asked to note the updates made to the Conditions of Service – Leave to incorporate the increase in annual leave entitlement.