

To receive a report on the 2026-27 Bank Holiday payroll dates and consider any actions and associated expenditure.

Report to: Personnel Committee

Date of Report: 23 January 2026

Officer Writing the Report: Finance Officer

Purpose of the report: To advise the Personnel Committee to adjust payroll dates in December 2026 and March 2027 to avoid conflicts with bank holidays and office closures.

Officers Recommendations

It's recommended that the members approve the proposed amendments to the payroll schedule for the 2026/27 financial year, specifically:

1. Bringing forward the December 2026 payday from Friday 25 December 2026 to Friday 18 December 2026, due to the Christmas Day bank holiday and Town Council office closure.
2. Bringing forward the March 2027 payday from Friday 26 March 2027 (Good Friday) to Thursday 25 March 2027, due to the Town Council office closure for the Easter period.

Report Summary

In accordance with Saltash Town Council's contract of employment, payroll is processed monthly, with payday scheduled for the last Friday of each month. For the upcoming financial year (2026/27), two of these dates fall on bank holidays and will therefore require adjustment.

- **December 2026:** The regular payday falls on Friday, 25 December 2026, which coincides with Christmas Day, a statutory bank holiday. In addition, the Council offices will be closed during the Christmas period, subject to approval.
- **March 2027:** The regular payday falls on Friday, 26 March 2027, which is Good Friday, also a bank holiday, and Town Council office closure during the Easter period.

To ensure staff are paid on time and to avoid conflicts with bank holidays and office closures, the following revised pay dates are proposed:

- Move December payday from Friday 25 December 2026 to Friday 18 December 2026
- Move March payday from Friday 26 March 2027 to Thursday 25 March 2027

Financial and Administrative Implications

- Payroll Processing: Finance staff will require adjusted internal deadlines to process payroll early and to ensure bank payments are scheduled accurately for December 2026 and March 2027.
- Employee Communication: Clear communication will be required to inform all staff of the early pay date and any related procedural changes.

Signature of Officer:

Finance Officer