



CABINET – 3RD SEPTEMBER 2014

SUBJECT: CHRISTMAS CLOSEDOWN ARRANGEMENTS – 2015-2020

REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151 OFFICER

1. PURPOSE OF REPORT

- 1.1 To seek the approval of Cabinet on the proposals for the Christmas closedown arrangements for 2015 – 2020.

2. SUMMARY

- 2.1 The report highlights the proposed arrangements for Christmas closedown for the years 2015-2020. As Members will be aware, the Council has in previous years implemented a closedown over the Christmas period. During this period, employees have 3 bank holidays plus an extra statutory day and the Council currently implements half day closing on Christmas Eve across main offices and many other sites. The proposed dates are appended to the report (Appendix 1).
- 2.2 The closedown and leave arrangements to facilitate this are outlined in the following report.

3. LINKS TO STRATEGY

- 3.1 These arrangements link to the People Management Strategy and therefore to all other strategies, including all equality strategies, policies and procedures, that relies on employees to deliver the strategy and service provision.

4. THE REPORT

- 4.1 The report highlights the proposed arrangements for Christmas closedown for the years 2015-2020. As Members are aware, the Council has, in previous years, implemented a closedown over the Christmas period. Employees currently have 3 Bank Holidays, plus an extra statutory day over the Christmas period and the Council currently implements a half-day closing on Christmas Eve for main offices and many other sites.
- 4.2 As Members may know, the days designated Bank Holidays and closedown days are agreed a number of years in advance to allow Managers to plan their service provision to allow more effective provision to the residents of the Borough and employees to plan their leave arrangements more effectively.
- 4.3 Traditionally, the offices close at noon on Christmas Eve. This allows cleaners to come in and clean the offices prior to the closedown period. It is proposed that this continues. However, where Christmas Eve falls on a Monday it is proposed that offices close for business at 4.30 p.m. on Friday, 21st December at the end of the normal working day. This was the

arrangement in 2012. In these scenarios, then employees will need to take a half day's leave, flexi or accrue hours to cover the Christmas Eve morning closure.

- 4.4 In producing the attached proposals, the Bank Holidays are deemed to be Christmas Day, Boxing Day and New Year's Day plus an Extra Statutory Day as deemed in the Local Government terms and conditions. Where Bank Holidays fall on a weekend, a corresponding day has been allocated during the following week. This has always been the custom and practice.
- 4.5 To close the offices for the whole of the period in any of the years, employees will either need to take two days, two and half days or a maximum of three days annual leave, flexi leave or time off in lieu to facilitate the closedown depending on where the Bank Holidays fall.
- 4.6 Employees who work on the Bank Holidays, Extra Statutory days and the closedown days would be paid in line with the Single Status Agreement. The relevant sections of the Agreement are appended (Appendices 2 and 3). The Directorates who have cover and working requirements over the Christmas period such as Social Services make separate arrangements to meet their operational requirements.

5. EQUALITIES IMPLICATIONS

- 5.1 As noted in point 4.6 above, some employees are not covered by these arrangements due to their contractual obligations.

6. FINANCIAL IMPLICATIONS

- 6.1 For the areas where service delivery needs to be maintained during the Christmas Closedown period, there are financial implications in terms of any stand by and overtime payments for working through the Closedown period.

7. PERSONNEL IMPLICATIONS

- 7.1 There are no personnel implications of the report. Service areas that are delivering services across the Christmas period have arrangements in place on a service area by service area basis.

8. CONSULTATIONS

- 8.1 All responses from consultations have been incorporated into the report.

9. RECOMMENDATION

- 9.1 It is recommended that Cabinet approve this report.

10. REASONS FOR THE RECOMMENDATION

- 10.1 Agreeing the closedown arrangements will:-

- Have a positive effect on employee morale.
- Enable managers and employees to effectively plan work over the Christmas period.

- 10.2 As per the Annual Leave policy, the Council can direct employees to retain and take leave to cover specified periods such as Christmas Closedown.

11. STATUTORY POWER

- 11.1 Local Government Act 1972
Local Government Act 2000
Employment Act 2008

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Appendices:

- Appendix 1 Detailed Closedown Arrangements 2015 – 2020
Appendix 2 Relevant Sections from the Single Status Agreement
Appendix 3 Stand By and Call Out Arrangements