



## **CABINET – 30<sup>TH</sup> NOVEMBER 2022**

**SUBJECT: CHRISTMAS CLOSEDOWN**

**REPORT BY: CORPORATE DIRECTOR EDUCATION AND CORPORATE SERVICES**

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### **1. PURPOSE OF REPORT**

- 1.1 The purpose of the report is to seek Cabinet's agreement for the Christmas closedown arrangements for 2022 and for the years thereafter.

### **2. SUMMARY**

- 2.1 The Council has in previous years implemented a closedown for offices over the Christmas period. This report recommends the closedown again for 2022 and the years thereafter.
- 2.2 This report only applies to Council Staff employed under Section 112 of the Local Government Act 1972 and for whom the Council has the power 'to appoint and manage staff on such reasonable terms and conditions as the Authority thinks fit'. This report does not apply to School appointed staff for whom the Council does not hold this power.

### **3. RECOMMENDATIONS**

- 3.1 Cabinet are asked to agree:
- 3.1.1 Corporate offices close at 12 noon on Friday 23<sup>rd</sup> December 2022 and reopen on Tuesday 3<sup>rd</sup> January 2023.
- 3.1.2 All staff receive 2 hours' credit for Friday 23<sup>rd</sup> December 2002 as per the arrangements detailed in paragraph 5.5 of this report.
- 3.1.3 This principle of Christmas shutdown and the 2 hour credit for future years; the dates affected will be agreed by the Leader and the Chief Executive.

#### **4. REASONS FOR THE RECOMMENDATIONS**

- 4.1 The recommendations are made to allow managers to plan service delivery over the Christmas period and also to recognise the continuous hard work and commitment of staff.

#### **5. THE REPORT**

- 5.1 Cabinet will be aware that the Council has in previous years implemented a closedown for offices and some other services over the Christmas period. During this period, employees have an entitlement to 3 bank holidays plus an extra statutory day.
- 5.2 Whilst Christmas Day and New Year's Day fall on a Sunday this year, in line with NJC and JNC National Agreements, Monday 26<sup>th</sup> December 2022, Tuesday 27<sup>th</sup> December 2022 and Monday 2<sup>nd</sup> January 2023 are the agreed public holidays. The Council's extra Statutory Day falls on Wednesday 28<sup>th</sup> December 2022.
- 5.3 In accordance with previous close down arrangements, offices would close at 12 noon on Friday 23<sup>rd</sup> December 2022 and reopen on Tuesday January 3<sup>rd</sup> 2023. Employees affected by the closedown arrangements will be required to take 2 days annual leave or accrued flexi leave to cover the closedown days of Thursday 29<sup>th</sup> and Friday 30<sup>th</sup> December 2022. Any employee required to work during the Christmas closedown period to cover essential services will not be required to take leave.
- 5.4 It is proposed to continue with this practice again this year and shut corporate offices at 12 noon on the last working day before Christmas Day i.e. Friday 23<sup>rd</sup> December 2022 and staff who would ordinarily be office based will be encouraged to start the Christmas closedown period at that time also, crediting staff with 2 hours for the afternoon.
- 5.5 It is proposed this year that all staff receive a 2 hour credit again this year (pro rata for part time staff). Cabinet will be aware that last year was the first time this was offered to all staff, as in previous years many frontline services did not benefit from this time credit. Where front line service and some essential services need to be open on the afternoon of Friday 23<sup>rd</sup> December 2022, services may support the 2 hour paid absence at another time. Where services cannot practically accommodate this 2 hour absence from shift, staff will benefit from 2 hours' additional pay. This will be pro rata for part time staff.
- 5.6 The residents are used to this shut down period. Some office based services do operate on the public holiday and extra statutory day with skeleton staff.
- 5.7 Cabinet are asked to agree this principle of Christmas shutdown and the 2 hour credit for future years. The dates affected will be agreed by the Leader and the Chief Executive and published for all staff and residents to note.
- 5.8 **Conclusion**

The report confirms the Council's commitment to continued Christmas closure, service provision permitting, allowing managers to plan service delivery over the Christmas period.

## **6. ASSUMPTIONS**

6.1 There are no assumptions made within this report.

## **7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

7.1 An Integrated Impact Assessment (IIA) has not been completed because the outcome of the report, if approved, will benefit every single employee employed under Section 112 of the Local Government Act 1972, as stated in paragraph 2.3, regardless of who they are, what job they hold and where they work.

## **8. FINANCIAL IMPLICATIONS**

8.1 Any associated costs relating to the 2 hours credit or the additional day annual leave will be a cost to the employing service.

## **9. PERSONNEL IMPLICATIONS**

9.1 The personnel implications are included in the report.

## **10. CONSULTATIONS**

10.1 All consultation responses have been included in the report.

## **11. STATUTORY POWER**

11.1 Local Government Act 1972

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