

**REPORT TO  
CCMT/JET/PORTFOLIO/CORPORATE JCC**



|                              |  |
|------------------------------|--|
| <b>Title:</b>                | Closure of Buildings at Christmas 2019   |
| <b>Date of Meeting:</b>      | Tuesday 1 October 2019 – CCMT<br>Monday 7 October 2019 – Portfolio<br>Monday 14/21 October 2019 – JET<br>HRA – 24 October 2019<br>S.188 – 31 October 2019<br>JCC – 6 November 2019 |
| <b>Project Lead Officer:</b> | Caroline Schofield Head of Corporate HR Services   |
| <b>Project Sponsor:</b>      | Lynne Ridsdale Deputy Chief Executive (Corporate Core)   |

**1. PROJECT DESCRIPTION**

1.1 To determine the arrangements for closure of buildings over the Christmas period 2019 in line with section 4, paragraph 4(d) of local conditions of service.

**2. DECISIONS REQUIRED**

2.1 To determine whether, as per previous years, the Council wishes to take the decision to close the Town Hall in between Christmas and New Year which, together with Bank Holiday and floating day arrangements, enables the building to be closed for an extended period.

2.2 In order to allow the option for staff to work on these days, to determine, as per previous years, that 3 Knowsley Place will be open for staff but closed to members of the public.

2.3 To agree to the following arrangements:

| <b>Wed<br/>25 Dec 19</b> | <b>Thurs<br/>26 Dec 19</b> | <b>Fri<br/>27 Dec 19</b> | <b>Mon<br/>30 Dec 19</b> | <b>Tues<br/>31 Dec 19</b> | <b>Wed<br/>1 Jan 20</b> |
|--------------------------|----------------------------|--------------------------|--------------------------|---------------------------|-------------------------|
| Bank Holiday             | Bank Holiday               | Floating Day             | Town Hall closed         | Town Hall closed          | Bank Holiday            |

**3. PROPOSALS**

3.1 As in previous years, we are seeking agreement to close the Town Hall over the Christmas period.

3.2 With Christmas Day and Boxing Day being Bank Holidays, and Friday 27<sup>th</sup> December the floating day, Council buildings will be closed on these dates. It is proposed to also close the Town Hall on Monday 30<sup>th</sup> and Tuesday 31<sup>st</sup> December allowing the building to be closed for an extended period, ie from Wednesday 25<sup>th</sup> December 19 to Wednesday 1<sup>st</sup> January 20 inclusive.

- 3.3 The majority of staff choose to take leave over this period leaving 'skeleton' staff in terms of required cover (where this is required). Due to the small numbers of staff that would be working in the Town Hall and Knowsley Place, these proposals give an opportunity for the Council to make a financial saving by closing one of the buildings.
- 3.4 As in previous years, 3 Knowsley Place will remain open on the 30<sup>th</sup> and 31<sup>st</sup> December 2019 for staff who choose to work. There are no capacity issues around work stations due to the small number of staff working on these days (12 in the whole of 3KP last year).
- 3.5 Whilst remaining supportive of staff taking leave and enjoying the Christmas break, it will be important to identify those staff whom we may call on to return to work in extenuating circumstances (such as Brexit fall out or winter weather emergency e.g. floods). Managers must ask staff if they have any flexibility to work over planned leave days if required when bookings are made and ensure that contact details are agreed in preparation. Any such request will be made in an emergency situation only, on a goodwill basis. Time of in Lieu (TOIL) will be offered to all staff who do work.
- 3.6 For all other buildings, departments should agree and make their own local arrangements and communicate these to staff.
- 3.7 All admin buildings will re-open on Thursday 2<sup>nd</sup> January 2020.

#### **4 PROGRESS TO DATE**

- 4.1 Initial discussions, including with the trade unions, have resulted in the proposed arrangements.

#### **5 EQUALITY AND DIVERSITY**

- 5.1 Separate and long established arrangements will apply in emergency situations.

#### **6. FUTURE ACTIONS**

- 6.1 Once the closure is agreed the Christmas Closure will be publicised and launched, alongside the opportunity to purchase additional annual leave.