

# Report

Report to: **Executive Committee**  
Date of Meeting: **21 February 2024**  
Report by: **Chief Executive**

Subject: **Office Closure – Festive Period 2024**

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ request approval for the proposed closure of appropriate offices on Friday 27 December 2024 and Friday 3 January 2025

## 2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that the proposed office closure on 27 December 2024 and 3 January 2025 be approved; and
- (2) that the requirement for some employees to use 2 days annual leave for the proposed office closure be approved.

## 3. Background

3.1. In recent years, the Council has maintained all council offices and services being open and available over the festive period on any days which are not public holidays. Some limited services are delivered during the public holidays but, generally, offices are closed.

3.2. There is a division in service demand over the festive period, with some services operating as normal and others with very limited requests. In general, office-based services, unless they are associated with an operating frontline service, are not in high demand and, as a result, many employees take annual leave over that period with offices operating with a skeleton staff.

3.3. Festive public holidays fall on a different day of the week each year and for the coming year the pattern is:-

- ◆ 25 and 26 December 2024 – Wednesday and Thursday
- ◆ 1 and 2 January 2025– Wednesday and Thursday

## 4. Proposal

4.1. The pattern of public holidays means that Friday 27 December and 3 January will be preceded by two days of closure, followed by a closed weekend. The request is to close as many offices as possible to avoid unnecessary heating and lighting of these premises and allow employees the opportunity to take a longer break.

- 4.2. Therefore, the proposal is that the main council offices will be closed, and that Executive Directors be empowered to take decisions on other premises in consultation with the Trade Unions after consideration of service needs.
- 4.4. Public holiday arrangements for dealing with any service issues would remain in place for 27 December 2024 and 3 January 2025.
- 5. Employee Implications**
- 5.1. A closure on 27 December 2024 will require employees to retain one day of annual leave for this purpose from the current leave year. To facilitate the closure on 3 January 2025 employees can use an annual leave day from 2025 allocation.
- 6. Financial Implications**
- 6.1. There are no financial implications associated with this report.
- 7. Climate Change, Sustainability and Environmental Implications**
- 7.1. The additional day of closure will facilitate a reduction in the requirement for heating and lighting over the festive period in some offices.
- 8 Other Implications**
- 8.1 There are no risks associated with this report.
- 9 Equality Impact Assessment and Consultation Arrangements**
- 9.1 This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.
- 9.2. Consultation on this proposal has taken place with the Trade Unions.

**Paul Manning**  
**Chief Executive**

31 January 2024

**Link(s) to Council Values/Priorities/Outcomes**

- ◆ Fair, open and sustainable
- ◆ Accountable, effective, efficient and transparent

**Previous References**

- ◆ None

**List of Background Papers**

- ◆ None

**Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

Michelle Milne, Head of Personnel Services

Ext: 4330 (Tel: 01698 454330)

E-mail: [michelle.milne@southlanarkshire.gov.uk](mailto:michelle.milne@southlanarkshire.gov.uk)