

Report

Report to:	Executive Committee
Date of Meeting:	1 May 2019
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Office Closure – Festive Period
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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 2019

2. Recommendation(s)

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

- (1) that the proposed office closure on 27 December be approved; and
- (2) that the requirement for some employees to use 1 days annual leave 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. Public holidays fall on a different day of the week each year and this year the pattern is:-

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

4. Proposal

4.1. The pattern of public holidays means that Friday 27 December will be preceded by two days of closure, followed by a closed weekend, two days of limited opening (with a small number of employees), then a further two day closure. This has given rise to the suggestion that the council 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. The proposal is that the main council offices would 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.
- 4.3. Consultation with the Trade Unions has taken place and for relevant employees this proposal has been welcomed and agreed for those premises currently identified.
- 4.4. Public holiday arrangements for dealing with any service issues would remain in place for 27 December 2019.
- 5. Employee Implications**
 - 5.1. A closure on 27 December would require employees to retain one day of annual leave for this purpose. The closure will facilitate more employees being able to enjoy a longer break over the festive period.
- 6. Financial Implications**
 - 6.1. There are no financial implications associated with this report.
- 7. Other Implications**
 - 7.1. There are no risks associated with this report.
 - 7.2. The additional day of closure will facilitate a reduction in the requirement for heating and lighting over the festive period
- 8. Equality Impact Assessment and Consultation Arrangements**
 - 8.1. 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.
 - 8.2. Consultation on this proposal has taken place with the Trade Unions.

Paul Manning
Executive Director (Finance and Corporate Resources)

11 April 2019

Link(s) to Council Value/Ambitions/Objectives

- ◆ 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:-

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