

Report to Portfolio Holder for Community Development

Subject: Christmas & New Year Operating Hours of Community Centres for 2019

Date: 07.10.19

Author: Service Manager – Community Relations

Wards Affected

Borough Wide

Purpose

To seek approval for opening hours for the Christmas and New Year holiday period

Key Decision

This is not a key decision

Recommendation(s)

THAT:

To approve the closure of all of the Community Centres over the Christmas and New Year period as detailed in the report

1 Background

- 1.1 Previously reports have shown relatively poor income and attendances over the Christmas and New Year Period as most regular and block bookings do not attend and generally usage is low. Due to this, the Centres have traditionally reduced their normal opening hours together with closure at the bank holidays.

- 1.2 Operating a reduced service over this period allows staff to take annual leave without the need to provide cover and it is possible to minimise the disruption to the customers from any maintenance work. It therefore seems sensible in both operational and business terms. There have been no complaints with regard to operating times in previous years.

2 Proposal

The 2019 proposed reduced opening times:

2.1

Mon Dec 23rd	Tues Dec 24th	Weds Dec 25th	Thurs Dec 26th	Fri Dec 27th	Sat Dec 28th	Sun Dec 29th	Mon Dec 30th	Tues Dec 31st	Thurs Jan 1st	Fri Jan 2nd
Normal	Closed	Closed	Closed	Normal	Normal	Normal	Normal	Closed	Closed	Normal

3 Alternative Options

- 3.1 The opening and closing times of the centres have evolved and been reduced over a number of years in order to maintain a minimum service where feasible but to reduce the costs at the quietest time of the year
- 3.2 The alternative would be to close the centre just for the Bank Holidays and open 24th and 31st December; however, it is likely that most groups will cancel on these days. It may not be possible to accommodate additional opening within the approved base budget.

4 Financial Implications

- 4.1 Staff that will be affected by the revised opening hours for this year's Christmas/New Year holiday period have been consulted on the arrangements for taking holidays and lieu time etc. Staff are supportive of the proposal.
- 4.2 The closures are consistent with the approved base budget

5 Appendices

5.1 None

6 Background Papers

6.1 None

7 Reasons for Recommendations

7.1 To allow staff to take annual leave without the need to provide cover and minimise the disruption to the customers from maintenance work.