

Report to Portfolio Holder for Community Development

Subject: Christmas and New Year Operating Hours of Community Centres for 2015

Date: 9.12.15

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

Background

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.

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 were no complaints about the operating times last year.

Maintenance schedules for December are currently being finalised and any further closures will be subject to approval by the Service Manager.

Proposal

2. The 2014 and 2015 proposed reduced opening times are listed below:
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Operating Hours 2014

Wed Dec 24th	Thurs Dec 25th	Fri Dec 26th	Sat Dec 27th	Sun Dec 28th	Mon Dec 29th	Tue Dec 30th	Wed Dec 31st	Thurs Jan 1st	Fri 2nd Jan	Sat 3rd Jan
Closed	Closed	Closed	Normal	Normal	Normal	Normal	Closed	Closed	Closed	Normal

Proposed 2015 Operating Hours

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

Alternative Options

3. 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.

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.

Financial Implications

4. Staff that will be affected by the revised opening hours for this year's Christmas/New Year holiday period has been consulted on the arrangements for taking holidays and lieu time etc. Early indications are that staffs are generally supportive of the proposal.

The closures are consistent with the approved base budget.

Appendices

5. None

Background Papers

None

Recommendation(s)

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

Reasons for Recommendations

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