

<b>REPORT TO EXECUTIVE</b>			
<b>PORTFOLIO AREA: Corporate Resources</b>			
<b>Date of Meeting:</b>	25 March 2002		
<b>Public</b>			
<b>Key Decision:</b>	No	<b>Recorded in Forward Plan:</b>	No

**Title:** Christmas Holidays 2002

**Report of:** Town Clerk and Chief Executive

**Report reference:** TC 58/02

### Summary:

Members may be aware that there is a local agreement between the Council and the trade unions which provides for the Council to determine that the Civic Centre should not open in circumstances where one day intervenes between the Christmas or New Year Bank Holiday and a weekend.

In these circumstances the Council can require employees to take any such day as a fixed leave day.

In 2002, Christmas Day and Boxing Day fall on Wednesday 25 and Thursday 26 and, therefore, Friday 27 December falls to be considered as a day that the Council would consider appropriate for the Civic Centre to remain closed. There is no similar problem associated with the New Year Bank Holiday.

### Recommendations:

It is recommended that the Civic Centre remains closed on Friday 27 December 2002 and staff are required, in accordance with the local agreement, to take compulsory annual leave for that day.

**Contact Officer:** Cyril Wright

**Ext:** 7081

## 1. BACKGROUND INFORMATION AND OPTIONS

N/A.

## **2. CONSULTATION N/A**

1. Consultation to Date.
2. Consultation proposed.

## **3. STAFFING/RESOURCES COMMENTS**

Provided for by existing local agreement.

## **4. CITY TREASURER'S COMMENTS**

N/A.

## **5. LEGAL COMMENTS**

N/A.

## **6. CORPORATE COMMENTS**

Recommendation agreed by CMT.

## **7. RISK MANAGEMENT ASSESSMENT**

N/A.

## **8. EQUALITY ISSUES**

N/A.

## **9. ENVIRONMENTAL IMPLICATIONS**

Not opening the Civic Centre saves energy costs.

## **10. CRIME AND DISORDER IMPLICATIONS**

N/A.

## **11. RECOMMENDATIONS**

It is recommended that the Civic Centre remains closed on Friday 27 December 2002 and staff are required, in accordance with the local agreement, to take compulsory annual leave for that day.

## **12. REASONS FOR RECOMMENDATIONS**

In accordance with usual policy and to save energy costs.