

## Report No. 3

### Report to Policy and Resources Committee 13<sup>th</sup> March 2019

#### Office Closure

##### 1. Purpose of the report

- 1.1 To request the committee to consider closing the Town Council offices over the period between Christmas 2019 and the New Year

##### 2. Background

- 2.1 The Town Council adopted the provisions of the National Agreement when applying terms and conditions of employment to all members of staff.
- 2.2 The National Agreement provides for two additional days leave the taking of which may be determined by the employer after consultation with the appropriate Trade Union or staff and notification given before the commencement of the relevant leave year.
- 2.3 If no determination is made by the employer these days are added to the annual leave entitlement.
- 2.4 In previous years the Council agreed to provide additional leave to staff provided that they took their two additional days of annual leave so as to facilitate the closure of the Town Hall for the period between Christmas and the New Year.
- 2.5 Last year the offices closed on Friday evening 21<sup>st</sup> December and reopened on the 2<sup>nd</sup> January and no adverse comments were received from members of the public.

##### 3. Proposal

- 3.1 That the offices close on the evening of 24<sup>th</sup> December 2019 and reopen on the 2<sup>nd</sup> January 2020. Staff have all agreed to forfeit the two additional days should the closure be authorised by the committee.
- 3.2 It is anticipated that, as in previous years, the Museum will close for two weeks but until new tenants are found for the coffee house there is no way of knowing the arrangements for Christmas.
- 3.3 The situation with other local councils in Wiltshire varies but many are closing on the evening of the 24<sup>th</sup> December and reopening on the 2<sup>nd</sup> January

##### 4. Financial implications and risks

- 4.1 Any closure period would result in minor energy savings but there would also be a loss of sales opportunity.

##### 5. Recommendations

- 5.1 Members are requested to determine if a recommendation for closure this year should be confirmed.

Jeff Penfold  
Town Clerk  
25<sup>th</sup> February 2019