

Report No.3

Report to Policy and Resources Committee 12th January 2016

Office Closure

1. Purpose of the report

- 1.1 To request the committee to consider closing the Town Council offices between Christmas 2016 and the New Year

2. Background

- 2.1 The Town Council has previously adopted the provisions of the National Agreement when applying terms and conditions of employment to all members of staff.
- 2.2 The National Agreement includes an entitlement to annual leave which increases with service in excess of five years.
- 2.3 The National Agreement also 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 leave year.
- 2.4 If no determination is made by the employer these days are added to the annual leave entitlement.
- 2.5 The Town Council offices have traditionally been open throughout the Christmas/New Year period with the exception of the statutory holidays and each year there have been very few telephone calls or visitors. This may be because there is an assumption that as for a number of other councils the offices are closed.
- 2.6 The Athelstan Museum usually closes for a two or three week period and this year it was closed from 19th December until the 10th January.

3. Proposal

- 3.1 This year the offices were open from the 29th December until 31st December with the majority of visitors to the TIC either expecting to visit the museum or coming through to use the toilets. The majority of sales during this period were for cinema tickets.
- 3.2 In the office very few telephone calls or emails were received, none of which required urgent attention.
- 3.3 Jackdaws Coffee House close on the statutory holidays but were open at other times providing access to the toilets.
- 3.4 The situation with other local councils in Wiltshire varies with Royal Wootton Bassett, Corsham and Marlborough closed and Cricklade, Calne and Devizes open for two days but on reduced hours.
- 3.5 If the Town Council opted to close the offices over Christmas 2016 this could be achieved by using the two additional leave days (after consultation with staff) with the Town Council providing an additional day. The offices would the close on Christmas Eve and reopen on the 3rd January 2017.

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.

4.2 Access to the toilets could still be achieved when the Jackdaws Coffee House is open.

5. Recommendations

5.1 Members are requested to determine if a recommendation for closure should be submitted to the Town Council for confirmation.

Jeff Penfold
Town Clerk
4th January 2016