

Report No.3

Report to Policy and Resources Committee 4th April 2017

Office Closure

1. Purpose of the report

- 1.1 To request the committee to consider closing the Town Council offices between Christmas 2017 and the New Year

2. Background

- 2.1 The Town Council 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 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 Last year the Council agreed to provide one additional day of leave to staff provided that they took their two "floating" days of annual leave so as to facilitate the closure of the Town Hall for the period between Christmas and the New Year

3. Proposal

- 3.1 Last year no adverse comments were received about the closure period.
- 3.2 Jackdaws Coffee House usually close on the statutory holidays but were open at other times providing access to the toilets.
- 3.3 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.
- 3.4 If the Town Council opted to close the offices over Christmas 2017 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 Friday 22nd December and reopen on the 2nd January 2018.

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 this year should be confirmed.

Jeff Penfold
Town Clerk
28th March 2017