



DERBY CITY COUNCIL

**PERSONNEL COMMITTEE**  
**19 November 2009**

# ITEM 5

Report of the Corporate Director of Resources

## Changes to the Christmas and New Year closure arrangements

### RECOMMENDATIONS

- 1.1 To end the policy of a block closure of administrative centres for the Christmas and New Year period with effect from 2010.
- 1.2 To approve closure dates for 2010/11. These will be the statutory holidays only which are Monday 27 December and Tuesday 28 December 2010 and Monday 3 January 2011. All of the extra statutory and concessionary days, four in total, will be added to employees' annual leave entitlement.
- 1.3 To retain the 1 pm closure on Christmas Eve.

### SUPPORTING INFORMATION

- 2.1 Since 1993/94, the Council has operated a policy of a block closure of its administrative centres for the Christmas and New Year period.
- 2.2 To enable the block closure to take place, some or all of the two extra statutory days and two concessionary days have been used. Any of these days not required for the block closure are added to employees' leave entitlement.
- 2.3 Under the current arrangements, the administrative centres would have closed at 1 pm on Friday 24 December 2010 and re-opened on Tuesday 4 January 2011.
- 2.4 It is no longer felt to be appropriate for our customers to be denied access to some of the Council's services for the whole of the Christmas and New Year period.
- 2.5 Arrangements for 2009/10 have already been agreed so that the earliest we could make any changes is for 2010/11. From this period, the Council's administrative centres will be closed on the statutory holidays only. All of the extra statutory and concessionary days will be added to employees' annual leave entitlement.

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**Background papers:** None  
**List of appendices:** Appendix 1 Implications

<b>IMPLICATIONS</b>
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**Financial**

1. There are some savings on energy costs which will be lost if buildings are open over the Christmas and New Year period. These are impossible to quantify with any accuracy and probably quite small.

**Legal**

2. None arising directly from this report.

**Human Resources**

3. None arising directly from this report.

**Equalities Impact**

4. Employees with caring responsibilities will need to make alternative arrangements if they are unable to take leave over the period.

**Corporate Priorities**

5. Giving you excellent services and value for money.