



## Belfast City Council

**Report to:** Parks and Leisure Committee

**Subject:** Public holiday and maintenance arrangements for 2011/2012

**Date:** 10 March 2011

**Reporting Officer:** Andrew Hassard, Director of Parks and Leisure

**Contact Officers:** Rose Crozier, Head of Parks and Leisure

### 1. Background Information

Each year a plan is prepared in relation to opening/closing arrangements for holiday periods. This plan also includes information, where available, on planned maintenance closures for leisure centres which will be necessary during this period.

### 2. Key issues

#### Cemeteries and Crematorium

The following holiday arrangements are proposed for cemeteries and crematorium central and site offices for the financial year 2011/2012:

| <b>DATE</b>              | <b>CENTRAL AND SITE OFFICE<br/>PROPOSED OPENING HOURS</b> |
|--------------------------|---|
| Thursday 17 March 2011   | CLOSED  |
| Monday 25 April 2011     | CLOSED  |
| Tuesday 26 April 2011    | 08:30am – 12.30pm   |
| Friday 29 April 2011     | CLOSED  |
| Monday 2 May 2011        | 08:30am – 12.30pm   |
| Monday 30 May 2011       | CLOSED  |
| Tuesday 12 July 2011     | CLOSED  |
| Wednesday 13 July 2011   | 08:30am – 12.30pm   |
| Monday 29 August 2011    | CLOSED  |
| Monday 26 December 2011  | CLOSED  |
| Tuesday 27 December 2011 | 08:30am – 12.30pm   |
| Monday 2 January 2012    | CLOSED  |

### Roselawn Crematorium and Cemeteries Burial operations

It is proposed that the crematorium and cemeteries burials will operate the following arrangements with staff on site:

| <b>DATE</b>              | <b>CREMATORIUM OPERATING HOURS</b> | <b>CEMETERY BURIALS</b> |
|--------------------------|------------------------------------|-------------------------|
| Thursday 17 March 2011   | CLOSED                             | CLOSED                  |
| Monday 25 April 2011     | CLOSED                             | CLOSED                  |
| Tuesday 26 April 2011    | 08:30am – 12.30pm                  | 08:00am – 12.00pm       |
| Friday 29 April 2011     | CLOSED                             | CLOSED                  |
| Monday 2 May 2011        | 08:30am – 12.30pm                  | 08:00am – 12.00pm       |
| Monday 30 May 2011       | CLOSED                             | CLOSED                  |
| Tuesday 12 July 2011     | CLOSED                             | CLOSED                  |
| Wednesday 13 July 2011   | 08:30am – 12.30pm                  | 08:00am – 12.00pm       |
| Monday 29 August 2011    | CLOSED                             | CLOSED                  |
| Monday 26 December 2011  | CLOSED                             | CLOSED                  |
| Tuesday 27 December 2011 | 08:30am – 12.30pm                  | 08:00am – 12.00pm       |
| Monday 2 January 2012    | CLOSED                             | CLOSED                  |

Members are reminded that cemeteries are open to the public as open spaces 365 days a year:

November – February: 8.00am - 4.00pm and Sundays 10.00am – 4.00pm

March and October: 8.00am – 6.00pm and Sundays 10.00am – 6.00pm

April to September: 8.00am – 6.00pm, Tuesdays and Thursdays: 8.00am – 8.00pm and Sundays 10.00am – 6.00pm.

### Leisure Services

A schedule has been developed which makes recommendations relating to the opening/closure arrangements for leisure centres for the financial year 2011/12 and is attached at Appendix 1 for Members consideration.

The approach this year is similar to that taken last year.

Over the last few years centres have historically closed the same days every year. A review undertaken in 2009 had highlighted that both throughput and income dramatically decrease on a bank holiday and an additional £1,800 staff costs per centre are incurred.

Given this, it is again proposed that a more structured approach to bank holiday closures is maintained. The majority of centres will close on bank holidays, with a couple of centres remaining open so as to provide customers with the opportunity to access leisure facilities. It is proposed that centres will open for bank holidays on a geographical basis and that this will be rotated each year.

Historically it has been difficult to release staff to attend mandatory training or have a staff planning day or staff briefing sessions due to operational difficulties of continuing to provide a service to the public.

Also there are usually overtime costs incurred when a member of staff is released to attend training or briefing sessions to ensure that services continue to run.

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|  | <p>In February 2009 and January 2010 Members of the Parks and Leisure committee agreed to centres closing for a staff training day in December 2009 and December 2010 respectively. December is one of the quietest periods for each facility. Each day was very successful with a number of mandatory and industry based seminars being delivered. Therefore it is proposed to schedule another training day per centre in December 2011.</p> <p>It is also proposed to schedule in two one hour briefing sessions during 2011/12 so that all staff can attend a briefing session on the developing improvement agenda facilitated by the Director of Parks and Leisure. This will require leisure centres to close for a two hour period.</p> <p>It is proposed that the swimming pools at Falls and Avoniel Leisure centres will close for essential planned maintenance during Christmas 2011. The respective pools will be drained on 11 December and will re-open on Wednesday 28 December 2011.</p> |
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| <b>3.</b> | <b>Resource Implications</b>   |
|           | <p><u>Financial</u><br/>The financial effect of implementation of these schedules has been reflected within approved revenue estimates for the period.</p> <p><u>Human Resource</u><br/>None.</p> <p><u>Asset and other implications</u><br/>None.</p> |

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| <b>4.</b> | <b>Equality and Good Relations Implications</b>                            |
|           | There are no equality or good relations implications with these proposals. |

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| <b>5.</b> | <b>Recommendations</b>  |
|           | It is recommended that Members approve the public holiday and maintenance schedules outlined in the report and as attached at Appendix 1. |

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| <b>6.</b> | <b>Decision Tracking</b> |
|           | N/A                      |

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| <b>7.</b> | <b>Key to Abbreviations</b> |
|           | None.                       |

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| <b>8.</b> | <b>Documents Attached</b>                                 |
|           | Appendix 1: Schedule of Bank Holiday Closures for Leisure |