



Belfast City Council

Report to: Parks and Leisure Committee

Subject: 2012/2013 Closures for Public Holidays and Maintenance

Date: 12 January 2012

Reporting Officer: Andrew Hassard, Director of Parks and Leisure

Contact Officers: Rose Crozier, Assistant Director 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 offices at City Hall and at cemetery/crematorium site offices from April 2012 – March 2013:

Date	City Hall and site offices proposed opening hours
Sunday 8 April 2012	Closed
Monday 9 April 2012	Closed
Tuesday 10 April 2012	8.30am – 12.30 pm
Monday 7 May 2012	Closed
Monday 28 May 2012	Closed (subject to confirmation of holidays for Diamond Jubilee and clarification if this affects the May bank holidays)
Wednesday 11 July 2012	Open normal hours
Thursday 12 July 2012	Closed
Friday 13 July 2012	8.30am – 12.30pm
Monday 27 August 2012	Closed
Tuesday 25 December 2012	Closed
Wednesday 26 December 2012	8.30am – 12.30pm

Thursday 27 December 2012	Open
Tuesday 1 January 2013	Closed
Wednesday 2 January 2013	8.30am – 12.30pm
Sunday 17 March 2013	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:

Date	Crematorium operating hours	Cemetery burials
Monday 9 April 2012	Closed	Closed
Tuesday 10 April 2012	8.30 am – 1.30pm	8.00am - 12.00pm
Monday 7 May 2012	Closed	Closed
Monday 4 June 2012	Closed	Closed
Tuesday 5 June 2012	8.30 am – 1.30pm	8.00am –12.00pm
Monday 27 August 2012	Closed	Closed
Tuesday 25 December 2012	Closed	Closed
Wednesday 26 December 2012	8.30am – 1.30pm	8.00am – 12.00pm
Tuesday 1 January 2013	Closed	Closed
Wednesday 2 January 2013	8.30am – 1.30pm	8.00am – 12.00pm
Monday 18 March 2013	Closed	Closed

In addition to the above it would be normal practice to extend operating hours to provide additional cremation slots if demand required this.

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

Leisure Services

A schedule of proposed opening/closure arrangements for leisure centres from April 2012 – March 2013 is attached at Appendix 1.

Members are asked to note the following additional information:

- A review undertaken in 2009 highlighted that both throughput and income dramatically decrease on bank holidays and an additional £1,800 staff costs per centre are incurred. Since 2009 Members have agreed to close the majority of centres on bank holidays, with a couple of centres remaining open to facilitate the smaller throughput of customers on bank holidays. The centres that remain open on bank holidays are chosen on a geographical basis and rotated each year.
- In the past it was difficult to release staff to attend mandatory training or have a staff planning days or briefing sessions due to operational cover requirements and overtime costs that may be incurred. Therefore since 2009 Members have agreed to leisure centre closures for staff training

	<p>days in December as this is one of the quietest periods for each facility. This has proved to be a success with a number of mandatory and industry based seminars being delivered and another training day per centre is proposed for December 2012.</p> <ul style="list-style-type: none"> • A 2 hour closure is also proposed between April 2012 – March 2013 to allow all staff to attend a briefing session on the developing improvement agenda facilitated by the Director of Parks and Leisure. • Swimming pool closures of between one – two weeks at Andersonstown, Avoniel and Grove Well Being Centre are proposed during Christmas 2012 for essential planned maintenance which will involve draining, refilling and reheating of the pools.
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3.	Resource Implications
	<p><u>Financial</u> The financial impact of implementation of these schedules has been reflected within approved revenue estimates for the period.</p> <p><u>Human Resource</u> None.</p> <p><u>Asset and other implications</u> None.</p>

4.	Equality and Good Relations Implications
	None.

5.	Recommendations
	It is recommended that Members approve the public holiday and maintenance schedules outlined in this report and as attached at Appendix 1.

6.	Decision Tracking
	Committee decision to be implemented by the Leisure Operations Manager including providing appropriate notification to customers.

7.	Key to Abbreviations
	None.

8.	Documents Attached
	Appendix 1: Schedule of bank holiday closures for leisure centres