



**Belfast City Council**

<b>Report to:</b>	Parks and Leisure
<b>Subject:</b>	<b>2013/14 Closures for Public Holidays</b>
<b>Date:</b>	14 March 2013
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks and Leisure
<b>Contact Officer:</b>	Rose Crozier, Assistant Director

<b>1</b>	<b>Relevant Background Information</b>
	Each year a plan is presented to committee setting out the opening/closing arrangements for public holidays. Planned maintenance closures will also be facilitated at some sites during the year once the schedule of work has been agreed.

<b>2</b>	<b>Key Issues</b>																																
	<p>The following holiday arrangements are proposed for the period April 2013 – March 2014 for sites as follows:</p> <p><b>Cemeteries and Crematorium Administration</b></p> <table border="1"> <thead> <tr> <th>Date</th> <th>City Hall and site offices proposed opening hours</th> </tr> </thead> <tbody> <tr> <td>Sunday 31 March 2013</td> <td>Closed</td> </tr> <tr> <td>Monday 1 April 2013</td> <td>Closed</td> </tr> <tr> <td>Tuesday 2 April 2013*</td> <td>8.30am – 12.30 pm</td> </tr> <tr> <td>Monday 6 May 2013</td> <td>Closed</td> </tr> <tr> <td>Monday 27 May 2013</td> <td>Closed</td> </tr> <tr> <td>Thursday 11 July 2013</td> <td>Open normal hours</td> </tr> <tr> <td>Friday 12 July 2013</td> <td>Closed</td> </tr> <tr> <td>Monday 15 July 2013*</td> <td>8.30am – 12.30pm</td> </tr> <tr> <td>Monday 26 August 2013</td> <td>Closed</td> </tr> <tr> <td>Tuesday 24<sup>th</sup> December 2013#</td> <td>8.30am – 3pm</td> </tr> <tr> <td>Wednesday 25 December 2013</td> <td>Closed</td> </tr> <tr> <td>Thursday 26 December 2013*</td> <td>8.30am – 12.30pm</td> </tr> <tr> <td>Wednesday 1 January 2014</td> <td>Closed</td> </tr> <tr> <td>Thursday 2 January 2014*</td> <td>8.30am – 12.30pm</td> </tr> <tr> <td>Monday 17 March 2014</td> <td>Closed</td> </tr> </tbody> </table> <p>*Dundonald 10am - 12.30pm      #Dundonald 10am – 2pm</p>	Date	City Hall and site offices proposed opening hours	Sunday 31 March 2013	Closed	Monday 1 April 2013	Closed	Tuesday 2 April 2013*	8.30am – 12.30 pm	Monday 6 May 2013	Closed	Monday 27 May 2013	Closed	Thursday 11 July 2013	Open normal hours	Friday 12 July 2013	Closed	Monday 15 July 2013*	8.30am – 12.30pm	Monday 26 August 2013	Closed	Tuesday 24 <sup>th</sup> December 2013#	8.30am – 3pm	Wednesday 25 December 2013	Closed	Thursday 26 December 2013*	8.30am – 12.30pm	Wednesday 1 January 2014	Closed	Thursday 2 January 2014*	8.30am – 12.30pm	Monday 17 March 2014	Closed
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### **Roselawn Crematorium and Cemeteries Operations**

<b>Date</b>	<b>Crematorium operating hours</b>	<b>Cemetery burials</b>
Sunday 31 March 2013	Closed	Closed
Monday 1 April 2013	Closed	Closed
Tuesday 2 April 2013	8.00 am – 12pm	9.00am - 11.00am
Monday 6 May 2013	Closed	Closed
Monday 27 May 2013	Closed	Closed
Friday 12 July 2013	Closed	Closed
Monday 15 July 2013	8.00 am – 12pm	9.00am - 11.00am
Monday 26 August 2013	Closed	Closed
Tuesday 24 <sup>th</sup> December 2013	8am – 2pm	9am – 2pm
Wednesday 25 December 2013	Closed	Closed
Thursday 26 December 2013	8.00 am – 12pm	9.00am - 11.00am
Wednesday 1 January 2014	Closed	Closed
Thursday 2 January 2014	8.30am – 1.30pm	8.00am – 12.00pm
Monday 17 March 2014	Closed	Closed

96 Additional cremations slots have been available since November 2012. Members are reminded that cemeteries are open to the public as open spaces 365 days a year:

April – September Monday, Wednesday, Friday and Saturday is 8.00am – 6.00pm; Tuesday and Thursday 8.00am – 8.00pm; Sundays 10.00am – 6.00pm

March and October only Monday – Saturday 8.00am – 6.00pm; 10.00am – 6.00pm

November – February 8.00am – 4.00pm

#### Belfast Zoo

The zoo will close Christmas day and boxing day only.

#### Leisure Services

A schedule of proposed opening/closure arrangements are attached at appendix 1 for the above period.

As per January 2012 report the majority of centres close on bank holidays however some centres remain open to facilitate the smaller customer throughput and these are chosen on a geographical basis and rotated each year. This practise will continue for 2013/14. As discussed at last month's committee specific events or programmes will be developed where appropriate to try and improve the usage of our sites at these times and this will be kept under review.

Staff training has also proven difficult operationally for mandatory training or briefing sessions on operational issues. Members are asked during December to allow a training day to be allocated per Leisure centre. Any other short closures will be delegated to the director to facilitate operational reviews and improvements.

<b>3</b>	<b>Resource Implications</b>
	<p><u>Financial</u></p> <p>The financial impact of implementation of this change has been reflected within the revenue estimates for the period 2013/14.</p> <p><u>Human Resources</u></p> <p>Staff required to work bank holidays will be reimbursed appropriately.</p> <p><u>Asset and Other Implications</u></p> <p>None</p>

<b>4</b>	<b>Equality and Good Relations Considerations</b>
	None

<b>5</b>	<b>Recommendations</b>
	It is recommended that members approve the closures for 2013/14 as set out above and in appendix 1.

<b>6</b>	<b>Decision Tracking</b>
	The Committee Decision will be implemented by the Assistant Director and appropriate notification will be provide to staff and customers.

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

<b>8</b>	<b>Documents Attached</b>
	Appendix 1: Schedule of bank holiday closures for leisure centres