



Belfast City Council

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| Report to: | Parks and Leisure |
| Subject: | Closures for Public Holidays |
| Date: | 13 February 2014 |
| Reporting Officer: | Andrew Hassard, Director of Parks and Leisure |
| Contact Officer: | Rose Crozier, Assistant Director |

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| 1 | Relevant Background Information |
| | Each year a plan is presented to committee setting out the opening/closing arrangements for public holidays. This is specifically in relation to proposals for opening/closing times and dates due to public holidays, maintenance arrangements and staff training during the financial year 2014/2015. |

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| 2 | Key Issues | | |
| | <p>Members are asked to note the following information:</p> <p>The opening and closing proposals are taken in advance to committee each year so that adequate notice can be given to both customers and staff in relation to Bank Holidays and other exceptional closures.</p> <p>The public/bank and statutory holiday entitlements for the financial year 2014/15 have now been confirmed and this year the extra statutory holiday has been allocated to 2nd January 2015.</p> <p>This will result in the following closures:</p> <p><u>Cemeteries and Crematorium</u> The following holiday arrangements are proposed for cemeteries and crematorium central and site offices for the financial year 2014/15:</p> <table border="1" data-bbox="338 2078 1370 2112"><tr><td></td><td>CENTRAL AND SITE OFFICE</td></tr></table> | | CENTRAL AND SITE OFFICE |
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| DATE | PROPOSED OPENING HOURS |
|-------------------------------------|-------------------------------|
| Monday 21 April 2014 | CLOSED |
| Tuesday 22 April 2014 | 08:30am – 12.30pm |
| Monday 5 May 2014 | CLOSED |
| Monday 26 May 2014 | CLOSED |
| Saturday 12 th July 2014 | CLOSED |
| Monday 14 July 2014 | 08:30am – 4.30pm |
| Tuesday 15 July 2014 | CLOSED |
| Monday 25 August 2014 | CLOSED |
| Wednesday 24 December 2014 | 08:30am – 3pm |
| Thursday 25 December 2014 | CLOSED |
| Friday 26 December 2014 | 08:30am – 12.30pm |
| Thursday 1 January 2015 | CLOSED |
| Friday 2 January 2015 | 08:30am-12.30pm |
| Tuesday 17 March 2015 | 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 21 April 2014 | CLOSED | CLOSED |
| Tuesday 22 April 2014 | 08:30am – 5pm | 08:00am – 11am |
| Monday 5 May 2014 | CLOSED | CLOSED |
| Monday 26 May 2014 | CLOSED | CLOSED |
| Saturday 12 th July 2014 | CLOSED | CLOSED |
| Monday 14 July 2014 | 08.30am -5pm | 08:00am – 11am |
| Tuesday 15 July 2014 | CLOSED | CLOSED |
| Monday 25 August 2014 | CLOSED | CLOSED |
| Wednesday 24 December 2014 | 08.30am -2pm | 08.30am -2pm |
| Thursday 25 December 2014 | CLOSED | CLOSED |
| Friday 26 December 2014 | 08.30am -12noon | 08:00am – 11am |
| Thursday 1 January 2015 | CLOSED | CLOSED |
| Friday 2 January 2015 | 08.30am -12noon | 08:00am – 11am |
| Tuesday 17 March 2015 | 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 2014/15 and is attached at Appendix 1 for Members consideration.

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| | <p>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.</p> <p>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. Members are asked during December to allow a training day to be allocated per centre. Any other short closures will be delegated to the director to facilitate operational reviews and improvements.</p> <p>Planned maintenance closures will also be facilitated at sites as per the planned maintenance schedule.</p> |
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| 3 | <p>Resource Implications</p> <p><u>Financial</u></p> <p>The financial impact of implementation of this schedule has been reflected within the revenue estimates for the period 2014/15.</p> <p><u>Human Resources</u></p> <p>None</p> <p><u>Asset and Other Implications</u></p> <p>None</p> |
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| 4 | <p>Equality and Good Relations Considerations</p> <p>None</p> |
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| 5 | <p>Recommendations</p> <p>It is recommended that members approve the closures schedule outlined in this report.</p> |
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| 6 | <p>Decision Tracking</p> <p>The Committee Decision will be implemented by the Assistant Director and appropriate notification will be provide to staff and customers.</p> |
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| 7 | Key to Abbreviations |
| | None |

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| 8 | Documents Attached |
| | Appendix one – closures by leisure centre |