Subject: Community Centre Closures

Date: 6th November 2018

Report: Rose Crozier, Director of Neighbourhood Services.

Contact: Catherine Taggart, Neighbourhood Services Manager

1.0 Purpose of Report or Summary of main Issues

1.1 The purpose of this report is to seek permission to extend the current seasonal closure period of BCC Community Centres.

2.0 Recommendations

2.1 The Committee is asked to
   i. Consider a request for BCC Community Centres to be closed to the public for defined seasonal periods at Christmas, subject to staff taking annual leave for any days that are not statutory holidays.
   ii. Note that any staff wanting to work over these periods on the non-statutory holidays will be facilitated.
### Main report

#### Key Issues

#### 3.1
Community Services have 26 Directly Managed Community Centres (DMCCs), 24 of which open on Monday to Friday from 9am to 5pm and then again from 6pm to 10pm. The remaining 2 centres (Cregagh and Tullycarnett) operate on a 7 day a week basis.

#### 3.2
To open a BCC Community Centre, a Community Centre Supervisor must be present. While the staff teams show great dedication to their work and to enabling the Community Centres to open as required, there are times when closure of some or all of these centres are sought.

#### 3.3
Traditionally community centres have been available to book over the wider Christmas and Easter periods not excluding statutory holidays. However the majority of our user groups take a break from their programmes and meetings during this time. Also officer delivered BCC programmes are delivered in the weeks before the traditional holidays and as such our usage is extremely low.

#### 3.4
As such, many centre staff request to take annual leave for the period between the Christmas and New Year Bank Holidays which would usually result in up to closure on evening of Christmas Eve and 2 extra days closure of the community centre.

#### 3.5
The revised opening times for Christmas 2018 would be as follows:

<table>
<thead>
<tr>
<th>Christmas 2018</th>
<th>Monday 24th Dec 9-5pm</th>
<th>Open</th>
<th>Annual Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christmas Eve</td>
<td>6-10pm</td>
<td>Closed</td>
<td></td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Tuesday 25th Dec</td>
<td>Closed</td>
<td>Statutory Holiday</td>
</tr>
<tr>
<td>Boxing Day</td>
<td>Wed 26th Dec</td>
<td>Closed</td>
<td>Statutory Holiday</td>
</tr>
<tr>
<td></td>
<td>Thurs.27th &amp; Friday</td>
<td>Closed</td>
<td>Annual Leave (2)</td>
</tr>
<tr>
<td></td>
<td>28th December</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Year’s Eve</td>
<td>Monday 31st Dec</td>
<td>Closed</td>
<td>Extra Statutory Holiday</td>
</tr>
<tr>
<td>New Year’s Day</td>
<td>Tuesday 1st Jan</td>
<td>Closed</td>
<td>Statutory Holiday</td>
</tr>
</tbody>
</table>

#### 3.6
Given the extremely low centre footfall at these periods and therefore limited impact on our community customers, Committee is asked to consider if it would be permissible to extend the current seasonal closure period from the Christmas break to one week.
### 3.7
This closure period is in line with other council areas and many public buildings and will allow council to accommodate officer requests for annual leave at a time when this will present least impact on our centre programmes.

### 3.8
Staff who do not wish to take annual leave can be facilitated however the intention is that all Community Centres would be advertised as closed to the public at these times. Any pre-existing booking or new request to book a centre during the noted period, would be accommodated.

### 3.9
All centres would reopen as normal in the week following the seasonal closure.

### 3.10
**Financial & Resource Implications**
There are no financial or resource issues

### 3.11
**Equality or Good Relations Implications/Rural Needs Assessment**
There are no Good Relations or Rural Needs Assessment implications

### 4.0
**Appendices**

N/A