

BLYTH TOWN COUNCIL
FULL COUNCIL
Thursday 10 October 2024
Decision Report

Office Arrangements – Christmas 2024

Recommendation

It is recommended that the Council RESOLVE to approve closing the Offices or services provided by staff, from 4.30pm on Friday 20 December 2024 until 9.00am on Thursday 2 January 2025.

Ward

Not ward specific.

Risk Management

The operational responsibilities of the Council, provided by Northumberland County Council, for these additional days will be satisfied by the arrangements already in place.

Objective

To promote good governance of the Town Council by adopting transparent practices.

Report

The practice of the Council in previous years is to close the offices between Christmas Day and New Year's Day and to facilitate this, staff take either annual and/or flexi leave.

This year Christmas Day falls on the Wednesday and it is suggested that staff finish work on the Friday beforehand day under the same arrangements. The offices would therefore be "closed" from Friday 20 December 2022 at 4.30pm until 9.00 am on Thursday 2 January 2025.

Malcolm Wilkinson

Town Clerk

4 October 2022