

## Office and Staffing Report to Council November 2021

The election of Vice Chair was left over until the next meeting

- The committee's terms of reference were agreed with a recommendation to review in May 2022 looking at item 3.1. This is amounts committees can spend without returning to council. This should be reviewed generally across all committees for discussion by council.
- Policies were reviewed. Those that were agreed have been brought to this meeting. There are further policies to be revisited at the next meeting.
- Budget  
The budget to be presented to Finance was agreed.
- Staffing matters
  - Staff return to work at offices update – the Clerk reported a slow but steady stream of visitors to the office, all had been happy to wear masks and use hand sanitisers. The door screen worked well and nobody had found it intrusive or offensive when approaching the staff. Shared facilities were adequate and staff were generally happy to be back working from the office.
  - Appraisal schedule – Cllr AP said due to the pandemic the appraisals were now out of sync and she considered the targets set at the last appraisals to be no longer relevant. Cllrs agreed the appraisals should start anew, setting out the schedule as follows:  
RFO 5/11 – to be carried out by the Clerk and Chairman  
Clerk 8/11 – to be carried out by the Chairman and one other Cllr  
Admin Asst 10/11 – to be carried out by the Clerk and Chairman
- Covid safety measures at office  
The current cleaning and social distancing to remain and to be reviewed in the new year.  
Use of office facilities by outside organisations (CAB, Chedham's Yard) for consideration – it was agreed to consider possible arrangements when contacted for access by the relevant organisations.
- **SDC CAT (Customer Access Terminal) update** – SDC had confirmed the parking concessions were no longer to be offered and that usage at WWPC had been 98% for this purpose. SDC agreed to remove the equipment on the understanding that should the concessions be offered in the future, the option to host the CAT again would be offered.

The internal audit has been moved to November 19<sup>th</sup>.Clerk

A confidential session of the committee dealt with staff salaries for 2022/23 and a discussion about the site of the office. It was agreed to reconvene the working group to put a plan together for the next 6 months to be discussed at the meeting of Office and Staffing in January.

The Committee will meet next on January 25<sup>th</sup>. 2022

Anne Prior  
Chairman