

Report of the Town Clerk / RFO

Office Calendar

Background

1. An essential part of the Health and Safety scheme for any small employer is a knowledge of the planned whereabouts of members of staff.
2. An essential part of good customer service for partners and key contacts, such as councillors, is clear knowledge of when staff will be available to deal with queries.
3. Many councils also publish, on a weekly basis, a listing of advance events that all members need to know about.
4. Berwick TC does not have any clear tradition of doing this.
5. It is proposed therefore, subject to the agreement of the committee, that we will publish a weekly calendar specifying when officers plan to be at work, and what meetings are due to take place. The calendar needs to be weekly, because some officers will be entitled to lieu time for meetings they have attended outside their core hours. The taking of lieu time is with the consent of the Town Clerk (for officers other than the Town Clerk) and cannot be unreasonably refused, but it is clear that the Town Council's priorities, in terms of having a regular office presence, should be respected.
6. It is proposed to review the operation of the calendar after three months, and to seek to add other significant events, such as civic events, once the original concept has been tested.

Recommendations

1. That the committee approve the principle of the weekly calendar. And
2. That the committee add the review of the calendar after three months to their forward plan.