

# Report to: Assets and Operations Committee

**Report Ref:** A1906  
**Meeting Date:** 22<sup>nd</sup> July 2019  
**Agenda Item:** 9  
**Prepared By:** Town Clerk



**Subject:** Office Rearrangement

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## 1.0 BACKGROUND

In discussion of staff morale and welfare, the Town Clerk and Chairman of the Personnel Committee concluded it would be beneficial to provide a staff room within the council offices to enable office staff to have a space for breaks away from their desks (and a space the Town Ranger can use for his). It was also felt that merging the two support offices would create a more cooperative environment. An arrangement of this sort was planned as part of the refurbishment of the council offices.

Two options were considered:

- a) Creation of staff room in empty office at rear of building
- b) Merging of offices to use current office as staff room with four staff (DTC/MPA/AA/TCM) in the upper chamber

Option A was discounted as it is disconnected from the remainder of the office and in a poor state of decoration. It is the intention that the staff room would house the tea and coffee facilities and as such is practical if it is close to the offices. Using the rear room would also attract business rates for the space.

## 2.0 FINANCIAL IMPLICATIONS

To create a suitable office environment, it will be necessary to upgrade the lighting and electrical outlets in the chamber. This will be to install two new LED lighting units and dado trunking electrical outlets. These would all be removable when the room is converted back into use as the council's chamber. The total cost for this is £1,412. The planned arrangement would have the back of two desks touching; a desk divider would cost £60 and would provide separation of working spaces.

It is also proposed that, for ease of access, the door intercom is relocated into the room, the cost for this would be £200. The creation of a staff room requires a meeting table, seating and a sofa. It is suggested that a budget of £500 is allowed for this.

## 3.0 DECISIONS REQUIRED

The committee should consider authorising the works and necessary purchases to merge the offices and create a staff break room.

