

WHITEHOUSE COMMUNITY COUNCIL OFFICIAL OPENING HOURS

Now that the Council has taken ownership of and located itself in The Hive (Whitehouse Community Meeting Place), the Council may want to consider setting official opening and closing times for the Council.

The opening hours of the Hive may influence the opening hours of the Council, but the hours of opening will not be the same.

Since being located in the Hive, the amount of phone calls and people popping into the Hive has drastically increased and has had an impact on the working and operational efficiencies of the Council. To ensure that an appropriate balance is struck between the running of the community centre and the operational matters of the Council, the Clerk is recommending that the Council establishes its official office opening hours and requests that these times are advertised on the Council's website.

The Clerk would recommend that the official office opening hours of the Council is between 10:00 to 12:30 and 13:30 to 16:00

This would ensure some quiet time at the beginning and at the end of the day for staff to carry out work that is not necessarily community centre related or to carry out work that may require a significant level of concentration. It also allows staff to take a break in the middle of the day, without expecting high levels of interruption.

The Council may wish to review these office opening hours when a second member of staff joins the council around mid-November 2024.