

## **COUNCIL – 21 DECEMBER, 2021**

### **REPORT ON THE OFFICE TEAM INTERVIEW**

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#### **1.0 INTRODUCTION**

The office team recently undertook an informal team development Interview that has been implemented to help the team prepare for the year ahead and to prepare for their personal development interviews.

The outcomes are also a recognition of what has been achieved in this intensely busy working environment, and an opportunity to highlight improvements that the Council can make.

The team has considered team training and development for the next 12 months; especially where training one person to complete a role will assist the whole team.

#### **2.0 ACHIEVEMENTS**

The team highlighted the following that they are proud of:

- Set up a new structure with a full team that has gelled and is operating well.
- Stayed Covid free which takes efforts at work and at home
- Created an environment that our police colleagues are encouraged to be a part of and we are seeing an increased number of police in The Ivers
- We haven't had any critical emergencies through lack of planning or action
- The new Council is in and is working; we prepared and were ready to support them
- We are ready for 2022 and awaiting strategy from councillors
- We didn't miss any deadlines
- We received a very good internal audit and a clean external audit
- New finance system fully operational with allotments linked and being managed
- Burial Records accessible and in order. Can now be searched
- Neighbourhood Plan ready for submission
- Worknest being implemented as quickly as possible
- Our Christmas window is stunning
- Fire Risk assessment work being completed as quickly as possible
- The allotments are fully tenanted
- Corporate risks have been tackled (memorials, weekend checks of play areas and servicing of machinery)

#### **3.0 WHAT COULD WE DO DIFFERENTLY?**

The team felt that with the critical actions now nearing completion we can make a small amount of time for proper team meetings at which we can reflect on what has gone well, not so well and what we can do to improve.

The team are particularly looking forward to receiving the strategies from councillors which we can all start to deliver.

#### **4.0 WHAT DO WE FEEL ARE OUR STRENGTHS?**

The team felt that the following are the strengths:

- Able to cope with the challenging situations that arise
- Innovative
- Good communicators
- Have a good attention to detail
- Have a good structure that operates flatly with every member helping other team members in times of need (flexibility)
- Look after each other

## **5.0 ACHIEVEMENTS TO AIM FOR IN NEXT 12 MONTHS**

- Improve partnership working. This has proved difficult due to Covid restrictions but we want to get to know our partners as soon as possible
- Increase the teams political awareness
- Find out what options we have under devolution
- Improve the street scene
- Develop and deliver action plans
- Influence emerging Local Plan

### 5.1 What help do we need to do this?

- We need councillors to develop and agree a strategy that we can then deliver as appropriate
- We need Bucks Council to decide on policy and deliver it (Devolution)
- We need to raise the awareness of councillors into our work to keep the Council running and deliver improvements

## **6.0 NEW ACTIONS**

The team has identified that Worknest has an option for it to be used to record defects and deficits. The team will look at implementing a report and action recording system on Worknest to commence as soon as possible.

For further information contact:

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