

Council Co –ordination Committee

15 June 2016

Agenda item 8

For information - Staff roles and responsibilities at 3 June 2016

Author: Paul Wynne, Town Clerk

I have been asked to explain what each member of staff is responsible for. The table below provides much of the detail and I will be on hand to answer any questions.

Senior Management Team	Paul Wynne	Peter Wheelhouse	Jackie Wheeler	Chris Stringer
Job title	Town Clerk	Economic development and regeneration manager	Responsible Finance Officer	Environment Manager
Full time / Fraction of full time	Full Time	Full Time	Full Time	Full Time
Main responsibilities	Overall management responsibility Agendas, clerking, Community Development	Economic development and regeneration Resilience	All financial affairs including income and expenditure, investments and payroll. Manage risk, including insurance, risk register. HR	All estate management (including buildings)
Key projects/areas of work	Frome Town Hall Communications	Market Place Regen Saxonvale	Frome Town Hall Participatory Budgeting	Delivery of Site Management Plans Keep Frome Clean Community Engagement
Key relationships	All Cllrs Senior partners in town, esp. public sector and community	Key Cllrs Businesses	All Cllrs Auditors Service providers	Service providers – grass and litter contractors Suppliers Environmental/leisure groups in the town

Projects Team	Mark Brookes	Emma Parker	Anna Francis	Ruth Knagg mat cover for Sarah Russell	Kate Hellard
Job title	Town Centre co-ordinator	Community Projects Officer	Resilience Officer	Community Projects officer	Community Projects Officer

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Full Time / Fraction of full time	0.5	0.5	0.8	0.6	Full Time
Main responsibilities	Liaison with local businesses	Develop community projects and events	Energy, waste and transport projects	FTC grants, support group to fundraise, open space events, env and leisure events	Develop community resilience via increase volunteering, support for community groups, events and workshops
Key projects/areas of work	Business Improvement District project	Delivery of Showfield management plan	Car Club, Community Fridge, Share Shop, Good Business project	Walking and cycling projects, FTC grant round	Street level community building, volunteer database, manage fundraiser
Key relationships	Key Cllrs and local Businesses	Key Cllrs and Community Groups	Key Cllrs, local businesses and community groups	Key Cllrs and community groups	Key Cllrs and community Groups

Support team	Laura Poulton	Rebecca Krzyzosiak	Laura Parry	Hannah Paniccia
Job title	Reception and Administrator (council and committees)	Reception and Administrator (communications and Mayor)	Administrator (projects)	Finance Apprentice
Full Time / Fraction of full time	0.6	Full time	0.8	Full Time (one day at college)
Main responsibilities	Reception, servicing Council meetings, admin support to Paul W, Chris, Kate, Ruth, Emma	Reception, maintaining websites and social media, notices and poster production, admin support to the Mayor	Project work and admin support to Peter W, Jane, Anna, Mark	Train as accountant Support to Jackie incl. paying invoices, chasing suppliers Reception Support CPO on community grants and Planning Advisory Group
Key projects/areas of work	Frome Town Hall	Communication guidelines and website development	Business breakfasts, Share Shop, Community Fridge	
Key relationships	Public, Cllrs, Clerk	Public, Cllrs, Clerk	Various project partners	RFO, other staff

Ranger Team	Dave Krzyzosiak	Michael Gerrard	Mark Branson	Red Howe
Job title	Town Ranger	Town Ranger	Town Ranger	Town Ranger
Full time / Fraction of full time	Full time	Full time	Full time	0.6

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Main responsibilities	Maintenance of estate Community engagement	Maintenance of estate Community engagement	Maintenance of estate (esp. Town Hall) Florals	Keeping the town centre clean Community engagement
Key projects/areas of work				Keep Frome Clean
Key relationships	Public, community groups, Cllrs	Public, community groups, Cllrs	Public, community groups, Cllrs	Public, community groups, Cllrs

Information team in Library	Tricia Mugridge	Teresa Cotterell	Hayley Barnsley
Job title	Information Assistant	Information Assistant	Information Assistant
Full time / Fraction of full time	0.5	0.3	0.3
Main responsibilities	Provide information to the community and visitors First point of contact re telephone calls	Provide information to the community and visitors First point of contact re telephone calls	Provide information to the community and visitors First point of contact re telephone calls
Key projects/areas of work			
Key relationships	Public, other staff	Public, other staff	Public, other staff