

Agenda item 8

For information: Staffing update

Author: Paul Wynne, Town Clerk

Summary

This report provides an update on recent staff changes

New Staff

We are pleased to confirm that Nicola Cretney will be joining us on 30 May as our new Health & Wellbeing Manager. Nicola has a wide range of experience in the health and wellbeing sector and was Deputy Director of Public Health at Wiltshire for 7 years. Nicola's line manager will be Peter Wheelhouse and she will be working closely with Kate Hellard to lead and deliver our health and wellbeing work programme.

Nicola will be joining Chris Stringer, Jane Llewellyn, Jackie Wheeler, Rachel Griffin (interim) and Anna Francis (on her return) as the new Management Group. This group will be responsible for delivering the projects in the annual work programme. Peter Wheelhouse has recently been appointed Deputy Town Clerk as well as Economic Development and Regeneration Manager. Peter and I will continue to be involved in project delivery as well as strategically leading the organisation.

We will be interviewing for a half time Customer Services Officer on 9 May and plan to have someone in post very soon to join Tricia Mugridge on the front desk. Once this post has been recruited we will have the front desk covered during office hours Monday to Friday.

Changes to existing staff roles

Charlie Orr has just started in his new role as Project Officer and Cara Naden will be covering Emma Parker's maternity leave from the end of Anna Francis' maternity leave until Emma returns in September. Anna is due to return to work on 16 May. We are currently considering how to backfill Charlie's previous role as Project Administrator.

Staff who have left or are about to

Meg Mosley, Marketing and Town Hall Manager, is no longer with us and her duties are being covered temporarily by Chris Stringer, Environment Manager, on the building management side, and by Rachel Griffin, on the marketing and communications side. This arrangement will last for a few months while we decide how best to cover this area of work. In addition, Rebecca Krzyzosiak is leaving us soon. She has been head hunted by a local PR company and we wish her well. Becca will be leaving us at the end of April. As with the Marketing and Town Hall Manager post, we are exploring options about how we should cover Becca's Marketing and Communications areas of work. We wish all the very best to Meg and Rebecca.

Staff structure

The staff structure is shown in Appendix 8