

Agenda Item 6

For information: Update on staff matters, policies and appraisals

Author: Sarah Williams, Business Manager

At the last Council Matters meeting and at a recent briefing for Cllrs, we provided an update and explanations of our financial arrangements. Since then I've had a few questions from Cllrs on how we manage our staff and what policies and procedures we have in place. This report provides a useful summary of the key documents which can be found in the following appendices.

[Appendix 6.1](#) is the current staff chart. This shows whether the member of staff is part time or full time and their line management arrangements.

[Appendix 6.2](#) is the Staff Handbook. This is reviewed annually for us by Ellis Whittam solicitors (FTC's HR legal advisors). The next review is due in October 2019. The Staff Handbook contains a lot of information and all staff are introduced to it as part of their induction.

[Appendix 6.3](#) is the Staff Appraisal documents. Staff meet twice a year (March and September) with their line manager to agree objectives, review progress and map out professional development. Objectives are usually specific to the member of staff and successful delivery of objectives is the trigger for staff to move up a notch in the pay scale.

[Appendix 6.4](#) is the expenses guide and claim forms. Staff and Cllrs are permitted to claim for subsistence and travel.

Lastly, because some we've had some new staff join us recently, we arranged a staff half day to make sure we all knew each other. This provided time to talk about what we do and make those links with each other that are hard to do when someone is working part time or in a different location (the Rangers are based in Victoria Park, for example). To provide a structure to the session and to help us understand each other better Jean Boulton, a management consultant and Frome Cllr until the last elections, led a session on 'Understanding differences and working together' based on the Strengths Deployment Inventory (SDI). All staff attended including our recently appointed Town Hall cleaners and two staff on maternity leave. The session ended with lunch together and from the feedback given, the session was useful, fun and thought provoking.

Staff updates will be regularly tabled for Council Matters meetings but if Councillors have any questions prior to the next meeting please do not hesitate to contact me:

swilliams@frometowncouncil.gov.uk