

## Agenda item 12

For information: Staff update to Council Matters February 2020

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This is a standing item on the Council Matters agenda and provides an update on staff changes since the last meeting.

### Starters and leavers

- In November 2019 Joshua Quiney left as Town Ranger.
- In January 2020 Nykki Mehta began her role as Events Administrator on a part time basis alongside her role as Customer Services Advisor.
- In February 2020 David Krzyzosiak was appointed as Lead Ranger.
- In April 2020 Emma Parker, Community Projects Officer, returns from maternity leave.

### Staff training since last report November 2019

#### In progress/ongoing

- Kate Hellard: Masters in Community Regeneration
- Anna Francis: Certificate in Social Enterprise Support
- Laura Flaherty: CIPD Foundation Diploma in Human Resource Practice (beginning March 2020)

#### Completed

- Jacky Clift and Steve Doel achieved a certificate in 'COSHH'
- Jay Hanton and Toni Duddridge achieved a certificate in 'Manual Handling'
- Hannah Paniccia achieved a certificate in 'Display Screen Equipment'
- Rachel Griffin passed her Level 2 Award for Personal Licence Holders Course and is now eligible to apply for a Personal Licence

#### Upcoming

In April we have booked an Emergency First Aid at Work course for staff whose certificates have expired or for those that have not completed the course before.

We have recently begun using an online training facility called 'ihasco'. The facility allows the HR team to invite any member of staff to complete an online training course in a number of different course areas for example food hygiene, manual handling and COSHH. Staff can complete the course at their own pace to suit their workload.