

## Agenda item 7

### For information – Update on staff matters

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

### Staff starters and leavers since last report June 2021

- After 10 years with FTC Tricia Mugridge is taking flexible retirement from her role as Customer Services Advisor on the front desk at the Town Hall. She will be starting a new part-time role for 5 hours a week as the Discover Frome Volunteers Co-ordinator.
- Tracy Ramsey has joined us as Customer Services Advisor replacing Tricia Mugridge. She will be working on the front desk at the Town Hall Wednesday – Friday, while Nykki Mehta will move to Monday & Tuesday on the front desk.
- Alex Lyons has joined us as the new Business Administration Apprentice. He will be working across all areas of FTC on a full time basis.
- Alex Nettle has joined the Comms team as the new Resilience Communications Officer and will be working 25 hours a week.
- We will be interviewing for the Resilience Officer to take up the vacancy after Nikki Brain accepted the role of Resilience Manager

### Staff training since last report June 2021

- Hannah Stopford, Nykki Mehta, Kate Hellard, Nikki Cox, Beccy Byrne, Helen Viner, Jess Francombe and Cllr Nick Dove attended Chapter 8 Traffic Management for Community Events.
- Nikki Cox and Kate Hellard attended Play Equipment Maintenance training.
- Hannah Paniccia has completed and passed the ECDL Fast Track Excel course with SS&L on 21 July 2021.
- Nikki Brain attended Carbon Literacy training
- As part of the Team leadership apprenticeship Dave Krzyzosiak and Hannah Paniccia have passed their first two exams; Leading and Managing people and Communication and building relationships
- Kate Hellard attended the NSPCC Safer Recruitment training
- Phil Chafer successfully passed the emergency first aid at work plus forestry training with Wiltshire Outdoor Learning Team
- Staff were continuing to complete training as part of the ihasco offer, which includes bite size training on Safeguarding, Cyber Security Awareness and Display Screen Equipment and Manual Handling.