

*Tables at Meeting*

**Staffing Update & Costed Training Plan  
Resources Committee 29 April 2014 (agenda items 8 & 9)**

1. The Senior Admin Assistant, Michelle Clayton, has submitted her resignation and will be leaving the Town Council on 26 May 2014.
2. The current time off in lieu hours for the office staff are:

|                        |          |
|------------------------|----------|
| Town Clerk             | 53 hours |
| Deputy Town Clerk      | 71 hours |
| Senior Admin Assistant | 35 hours |
| Admin Assistant        | 19 hours |
3. All 2013/14 annual leave entitlement has been taken
4. The Mayor will present Corry Samways, Nicola McIntosh and Tony Jones with their qualification certificates at the Annual Town Meeting on 6 May 2014.
5. 6 Staff Appraisals have been completed, the final one will take place within the next month.
6. The Wednesday morning training hour sessions worked well leading up to Christmas. Unfortunately since that time staff leave and other work commitments have meant that we have temporarily suspended the sessions but will be looking to restart during May 2014. Subjects already covered include the responsibilities of the local government tiers, the role of a councillor, governance, the Local Plan process. Subjects still to be covered include Members Code of Conduct, and Council Finance, Freedom of Information.
7. On 19 March, The Admin Assistant and Town Clerk attended training entitled "Get To Grips With Data Protection" which was organised by South Somerset District Council.
8. The Town Clerk has yet to commence compiling her portfolio for CilCA
9. Training and development needs identified from appraisals are as follows:

|                        |  |
|------------------------|--|
| Senior Warden          | Tree knowledge and Woodland Management<br>(no specific training identified yet)  |
| Admin Assistant        | Gain greater knowledge of Planning<br>(has spent ½ day with SSDC Planning staff)<br>Maths qualifications<br>English Language qualifications<br>Shorthand<br>(have not yet been able to identify courses that are suitable in terms of accessibility) |
| Open Spaces Apprentice | Chainsaw use and maintenance<br>(place provisionally booked on next SSDC course)   |

**Date report prepared:** 29 April 2014

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