



STAFF CHANGES

TOWN COUNCIL MEETING

REPORT 25/16

16 MAY 2016

The purpose of this paper is to advise Members of three staff changes and responses to them.

No	DETAIL
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1) BACKGROUND

- a) Changes are underway in respect of three members of staff have since the last meeting of the Town Council.
- b) The following sections of this Report provide the detail of those changes.

2) APPRENTICE IN BUSINESS ADMINISTRATION

- a) Florence Barret was appointed as the Town Council's first apprentice in October 2014
- b) The combination of on-the-job training by our Assistant Town Clerk and enrolment with HTP Training assisted her in the achievement of the Level 3 in Business Administration qualification in March this year.
- c) She is now moving to the mainland and has been successful in her application for an administrative post at Southampton University.
- d) Her one month's notice will be completed at the end of this month.
- e) Adverts for a replacement to the apprenticeship post were included in the South Wight Chronicle and County Press on 5 and 6 May respectively with interviews planned for Friday 20 May.
- f) To qualify for the £1,500 grant and nil-cost enrolment with the training provider the person appointed must be aged between 16 and 23 and not already have a Level 4 or above qualification.

3) YOUTH WORKER

- a) Charlotte Denness joined us in October 2014 as a Youth Worker on a 6-hour a week post funded by the Isle of Wight Council's Youth Offer programme.
- b) Her successful extension of the town's youth opportunities into Upper Ventnor together with her willingness to take on responsibility for Safeguarding within Ventnor's Youth Offer programme resulted in an increase to 10-hours a week.
- c) Soon after her appointment to this post she was also successful in securing employment with the Spectrum Housing Group in their Ryde Foyer and that has now been extended to a full time post as a consequence of which she has given notice effective from 26 June.
- d) Adverts for a replacement to this post, funded for the remainder of the Isle of Wight Council's Youth Offer programme to 31 March 2017, have been placed with the South Wight Chronicle and County Press for 12 and 13 May respectively.
- e) An interview date has yet to be arranged.

4) ASSISTANT YOUTH WORKER

- a) Amber Kennerdale-Dix was one of two volunteers supporting Charlotte Denness's early work in Upper Ventnor and its success led to both of them being appointed as staff on 2 hours a week each in September last year, funded through the Youth Offer programme.
- b) She is also now moving on at the end of next month and there are no current plans to replace her.

5) RECOMMENDATION

- a) Members are recommended to note these changes and record their appreciation of the excellent contribution all have made to the Town Council's work.
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