



# Notes and Actions from Eliza Giles's Annual Employment Review Conversation

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## 1. Introduction

Notes from a meeting held on 2024-04-16 with Miranda Girdlestone (Meeting House Manager, MG hereafter), taking the lead and Henry Thompson (Convenor, Meeting House Management Committee, HST hereafter), taking (most of) these notes. The section titles and questions which follow are taken verbatim from the *Employment Review Conversation* shared with Ellie in advance of the meeting.

## 2. Nature of the job

*Does your job description accurately reflect the nature of your duties?*

Yes.

*What have you done in your role that has made you feel proud?*

Dealt with challenging clients [e.g. xxxx]. Taken on more responsibility. Taken initiative:, e.g. Daily and weekly cleaning tasks, book shelf.

*Was there anything that felt less than successful when you attempted it? And what did you do to improve the situation?*

Getting started with emails was hard, couldn't really figure out what was in them. Now that Majk and I have figured out a system for managing things, it's much better, and the new system for leaving notes using TeamUp for MG has improved things as well.

*What changes have you implemented and how do you think they went/were received?*

The daily cleaning tasks: the sheet is working well. Keeping the Facebook page current is working, can't tell if it's working, but it's not out-of-date. Scheduling some things will help. Bookshelf looked good, contacted the Lighthouse Books, sounded good on the 'phone, but still no emails.

New biscuits. Better, and less food waste.

## 3. Obstacles and support

*What extra support would you like from me as your manager?*

One or two cases where I wasn't sure if it was my job or not, and then you asked if I'd done it, for example lunches, [which seems to have been lost somewhere between MG and MS and EG].

**ACTION:** MG to clarify with MS and EG that anything about a booking that one of them is

working on is that person's job to initiate and/or follow up

*Have you encountered any particular difficulties where you would have appreciated more support?*

See above.

When working alone in the evenings/weekends, twice disturbances outside the Meeting House, involving drunken and/or homeless men, with potential interactions with clients, and I didn't know what to do.

**ACTION:** EG to read Lone-working Policy, MG to ensure personal alarm is activated.

[The recommendation to call 111 is in the LWP document]

*Can you say why you didn't ask for support at the time?*

## 4. Quaker Ethos

*Do you think the Quaker ethos is nurtured in your work and your workplace?*

Yes. Sustainability is a priority, as is good interaction style.

## 5. Working relationships

*How would you describe the relationships you have built with your colleagues and users of the building?*

It's good.

*How do you see your role within the team now and how would you like it to grow?*

Taken up a good position in the team, taking on more bit-by-bit as go along, which is nice.

## 6. Work environment

*What do you like or dislike about your work environment?*

Dislike how cold it is, everything else is good.

*Do you have any suggestions for improving it?*

No.

## 7. Training and development needs

*What training have you undergone during the year?*

Fire, First Aid, Food Hygiene, Manual Handling

*Are there any training opportunities you would like to pursue? Or any skills you would like to develop?*

More Social Media experience, more like practice on my own than training.

## 8. Overall

*If you could change anything about your role or the way the team operates, what would it be?*

Just one thing, would be clarifying how the division of labour works as I'm in and out of the office.

[HST: Yes!]

Drinks together was nice, and doing that again would be good.

**ACTION:** MG to organise a booking process review session with MS and EG

## 9. Actions agreed

**ACTION:** MG to clarify with MS and EG that anything about a booking that one of them is working on is that person's job to initiate and/or follow up

**ACTION:** EG to read Lone-working Policy, MG to ensure personal alarm is activated

**ACTION:** MG to organise a booking process review session with MS and EG