



## **ILFRACOMBE TOWN COUNCIL**

**Minutes of the Staffing Committee Meeting – Monday 16<sup>th</sup> October 2023 at 10am  
Venue – The Council Chamber, the Ilfracombe Centre,  
44 High Street, Ilfracombe EX34 9QB**

**Committee members present** Cllrs: B Gear (Deputy Chair), V Gates, N Townsend  
**Officers Present:** Proper Officer, Project Manager

**1. Welcome**

Chair Cllr B Gear welcomed the new committee and opened the meeting.

**2. To receive apologies and reasons for absence and to note Declarations of Interest.**

**Apologies:** Cllrs M Fay (Chair/ Deputy Mayor),

**Absent:** Cllrs D Turton (Mayor), G Coulter & M Welling

**Declarations of Interest:** None Noted

**3. Chair's discretion for any matters or announcements for Information Only.**

**4. To adopt the minutes of the meeting held 18<sup>th</sup> September 2023 and note matters arising**

Proposed by Cllr V Gates, seconded by Cllr N Townsend, with all in favour.

**Matter arising:** None noted.

**5. Part B:** The meeting continued under Part B regulations. This was proposed by Cllr V Gates, Seconded by Cllr N Townsend and all voted in favour. The Officers present were invited to remain in the meeting.

**The Regulations State:**

*that under Section 1, Paragraph 2 of the Public Bodies (admission to Meetings) Act 1960 the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraph 1 and 8 of schedule 12A to the Local Government Act 1972 (see section 1 and part 1 of schedule 1 to the Local Government (Access to Information) Act 1985, as amended by the Local Government (Access to Information) (Variation) Order 2006.*



## Disclosable Information for Part B Staffing Meeting Minutes 16<sup>th</sup> October 2023

### 6. Updates:

- **To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication:**  
PO updated the committee on status of all leave, sick absence and no current overtime.
- **To consider all training requirements and requests:**  
PO updated committee on status of CSA's Microsoft Excel Training.  
RFO to complete FILCA Training  
PM requires some training with regards being a company secretary. This will be funded by One Ilfracombe however time away from the office will be required. This was agreed by the committee.
- **Update on all staffing reviews and to consider and agree adopting a 360° approach and documentation for all management reviews going forward:**  
PO updated committee on the outcome of two CSA reviews that took place recently. Following this it was highlighted that the staffing structure is due to be reviewed and will be brought to Staffing committee in December for review.  
PO suggested to committee that a 360° review process was to implemented for all management staff going forward. This was agreed. Review input will be sought from one councillor, one external person and two internal staff members in connection with all management reviews. Documentation will be emailed out for approval to all staffing committee members shortly. All management reviews to be done before next staffing meeting.

### 7. Project Feedback

- **Report on progress against the Programme Manager's project plan with resource management/pinch-points:**  
Projects with staffing implications are as follows:
  - Toilets
  - PCN – Due to KM leaving there will be some implication prior to their replacement being found
  - H&S Review/Audit

### 8. Proper Officer Update:

- **Report back on reception footfall for the last month:**  
This was reviewed again from Mid-August to the end of September. Though no decisions are being made staffing committee would like to ensure that this document continues and is reviewed again at the next staffing meeting.



- **To agree opening times for ITC and NDC for the Christmas period**  
Staffing committee has agreed to run in line with NDC staffing of the Christmas period. The Ilfracombe Centre will therefore close on the 22<sup>nd</sup> December at 1pm and will reopen on Tuesday the 2<sup>nd</sup> January. All staff will need to take the 3 days between Christmas and New Year out of their holiday allowance.  
To ensure that this is agreed early enough for all staff to secure these days out of their annual leave in future this will be addressed at the beginning of each year.
- **To review staffing budget following 6 month progress**  
PO raised this as the budget report at 6 month is showing the potential of a £54,000.00 overspend once the National Award has been taken into account. This highlighted the fact that the budget may have had the incorrect figure attributed to the staffing budget. This will be raised with the RFO and reported back

**9. Chairs Discretion**  
Nothing to report.

The next Staffing committee meeting will be held on Monday 20<sup>th</sup> November 2023 at 10:00am in the Council Chamber.

The meeting closed at 10:15am

**Cllr Bert Gear**  
**Chair**  
**Ilfracombe Town Council**