



## **ILFRACOMBE TOWN COUNCIL**

**Minutes of the Staffing Committee Meeting – Monday 20<sup>th</sup> November 2023 at 10am  
Venue – The Council Chamber, the Ilfracombe Centre,  
44 High Street, Ilfracombe EX34 9QB**

**Committee members present** Cllrs: M Fay (Chair/Deputy Mayor), V Gates, N Townsend, G Coulter

**Officers Present:** Proper Officer, Project Manager

**1. Welcome**

Chair Cllr M Fay welcomed the new committee and opened the meeting.

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

**Apologies:** Cllrs B Gear (Vice Chair) & M Welling

**Absent:** Cllrs D Turton (Mayor),

**Declarations of Interest:** None Noted

**3. Chair's discretion for any matters or announcements for Information Only. -  
Cllr G Coulter**

**4. To adopt the minutes of the meeting held 16<sup>th</sup> October 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 M Fay, Seconded by Cllr V Gates 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 20<sup>th</sup> November 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. Due to holiday year end coming due a general letter to all staff will be drawn up by the PO to ensure all staff know the policy of carrying annual leave over from one year to the next.
- **To consider all training requirements and requests:**  
None to consider
- **Update on all staffing reviews:**  
Currently no further staff reviews carried out by PO.  
Cllr M Fay updated the committee to the outcome of the review recently done with the RFO.  
PM review to take place after the meeting  
PO review to take place after probation period

### 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 – a final quote is due to come in which will help decide as to whether staffing will be required for the cleaning of the toilets or if this will be done by an outside contractor.
  - PCN – PM is having to manage some aspects for an interim period however no issues to report.
  - H&S Review/Audit – this is an ongoing situation which affects primarily the PO, PM and FM
  - Dotto/HSE – this is ongoing however after the initial conversations nothing further has been requested.
- **Cllr Elliott's Town Lengthsman Proposal:**  
The Programme Manager presented Cllr Elliott's report that requested the employment of a town Lengthsman / Town Centre Manager. The staffing committee recognised the need to tackle these areas and considered it would be of benefit to the town to employ someone specifically to tackle these issues. It was however decided that due to the precept funding needing to be decided the PM would take this report to full council to be reviewed and discussed. A covering report will be drafted with exact proposal costs.



#### 8. Proper Officer Update:

- **Report back on reception footfall for the last month:**

This was brought to the committee. Though we have a good idea of general footfall there is a pilot scheme for reporting of overgrown vegetation etc which may or may not contribute to the number of members of the public coming into the ITC. Committee decision is to continue to monitor this whilst the pilot takes place and to review accordingly.

- **To agree closing time of ITC on the 8<sup>th</sup> December:**

Officers have requested an early closing time on this date to allow staff time to attend their annual Christmas party. The committee agreed and the ITC will be closed on the 8<sup>th</sup> December from 1pm.

- **Update of WorkNest Health and Safety to include eLearning system:**

PO reported that WorkNest have a suitable eLearning system which allows current and any new staff to undertake initial training. This includes courses such as manual handling, display screen equipment set up and fire safety awareness.

#### 9. Chairs Discretion

Cllr Coulter reported back on an incident that had taken place recently regarding ASB. It was noted that we do have street wardens available. Further communications will be had between officers the police to gauge the overall trends of Anti social behavior.

The next Staffing committee meeting will be held on Monday 18<sup>th</sup> December 2023 at 10:00am in the Council Chamber.

The meeting closed at 11am

**Cllr Mark Fay**  
**Chair**  
**Ilfracombe Town Council**