



## **ILFRACOMBE TOWN COUNCIL**

**Minutes of the Staffing Committee Meeting – Monday 22<sup>nd</sup> May 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, B Gear, G Coulter, D Turton (Mayor), N Townsend

**Officers Present:** Proper Officer, Programme Manager, Responsible Finance Officer

### **1. Election of New Chair/Deputy Chair**

Cllr M Fay agreed to continue to stand as the chair for this committee. His election to this post was Proposed by Cllr B Gear, Seconded by Cllr V Gates with all in Favour.

Cllr B Gear also agreed to stand as Deputy Chair. His election to this post was proposed by Cllr V Gates and Seconded by Cllr M Fay with all in favour.

### **2. Welcome**

Following his election to the post of Chair Cllr M Fay welcomed the new committee and opened the meeting

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

**Apologies:** None received.

**Declarations of Interest:** None Noted

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

None noted.

### **5. To adopt the minutes of the meeting held 20<sup>th</sup> March 2023 and note matters arising**

Proposed by Cllr B Gear, seconded by Cllr V, with all in favour.

**Matter arising:** None noted.

### **6. 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.*



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### 7. Updates:

a) **Annual Leave, Sick Leave, Accrued time/Agreed overtime & workload implication:**

The RFO noted that there had been some short-term sickness but this has not caused a problem. Accrued time taken to cover this will have been taken back as TOIL by mid-June at the latest. RFO is now on reduced hours as agreed at the last meeting

b) **Training – to consider submitted training requests:**

No training requests received.

The Proper officer reported that advice from DALC is that CILCA training not be started for 6 months which gives time to assimilate into the role.

Councillors agreed that this was sensible and the 6 month delay taken.

Cllr V Gates asked about the FILCA training for the RFO and this will be looked at as to the next start date and the RFO will sign up for this.

It was noted that EVAC chair training and annual first aid training has been undertaken by staff.

Cllr Gates noted that new Councillors need to be considered for training. The Proper officer confirmed that information with regard to this had gone out in the welcome packs and that currently no requests had been made, she will send out a reminder of the dates and access to these both for NDC and DALC available training.

c) **Staff vacancies and applications update:**

It was noted that the position of caretaker/cleaner has been filled and they will be starting at the beginning of June. The positions on the Wellbeing team have also been filled.

The Proper Officer started on the 1<sup>st</sup> May and was welcomed to the meeting by Cllr M Fay.

d) **Staff Reviews:**

The Staffing committee will be doing these shortly with the managers at times to be arranged.

It was noted that contracts that are being reviewed still need to be agreed and signed. This is in hand and copies of those available will be forwarded to the committee.

e) **Staffing Structure update:**

The Programme Manager noted that this is working well

f) **Staff requests**

- TMO – Uplift has been actioned. It was noted that the place of work has had to be changed as NDC has taken back the facilities. A container has been sourced at Mullacott in the interim until more permanent facilities can be obtained. Suggestions made which the Proper Officer will follow up on.



**8. Project Feedback**

**a) Update on new work requests** None noted

**b) Report on progress against the Programme Manager's project plan with resource management/pinch-points**

The Programme Manager noted that there are currently no problems but that if the carnival were to go ahead that it would be incumbent on the Councillors on that committee to identify exactly how much staffing time and other resources would be required and to bring this to full council for agreement. There is a meeting tonight and it is hoped that this would become clearer following that meeting.

**9. Town Clerk Update:**

Informed members of the Terms of Reference and noted that a slight change of wording was required to reflect when the meeting is held in relation to the Full Council meeting. This was accepted by the committee and will go as a recommendation to the next Full Council on the 12<sup>th</sup> June 2023.

**Recommendation:** Proposal to accept the word changes in relation to the holding of the Staffing Committee meetings to: "seven days after the Full Council Meeting".

**10. Chairs Discretion**

Nothing to note.

The next Staffing committee meeting will be held on Monday 19<sup>th</sup> June 2023 at 10:00am in the Council Chamber.

The meeting closed at 10.50am

**Cllr Mark Fay**

**Chair**

**Ilfracombe Town Council**