



ILFRACOMBE TOWN COUNCIL

**Minutes of the Staffing Committee Meeting – Monday 17th July 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, N Townsend, M Welling

Officers Present: Proper Officer, Responsible Finance Officer

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: None received.

Declarations of Interest: None Noted

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

Cllr V Gates, Cllr M Fay and Proper Officer.

4. To adopt the minutes of the meeting held 19th June 2023 and note matters arising

Proposed by Cllr M Fay, seconded by Cllr V Gates, 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.



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6. Updates:

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

No issues to report. PO updated staffing committee on any holidays and sickness absences that had taken place in the last month.

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

No further training requests received. All councilors should now have completed the training courses previously requested.

Proper Officer confirmed that CiLCA training can only happen after a year in the role. There is however another training course which is the Introduction to CiLCA which is designed to help build your portfolio by understanding the evidence required during your CiLCA qualification training.

RFO confirmed that the budget has been updated and that as per Full Council this has increased to £3000

c) **Staff Reviews:**

New appraisal form was brought before staffing for staff reviews going forward. Proposal to adopt Cllr M Fay, seconded Cllr B Gear, all in favour.

d) **Update on new work requests – Programme Manager**

Nothing to report

7. Project Feedback

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

As per point 6 d).

8. Town Clerk Update:

a) **Update on WorkNest/YouManage**

- Proper Officer has confirmed that all contracts are now complete. Proposal to adopt Cllr M Fay, seconded Cllr V Gates, all in favour
- Job descriptions have been updated and will be circulated to staffing committee for information only
- Registrable interests of staff – PO to develop a form to go to staff at same time as contract review
- Employee handbook – due to it having gone out quite soon to the meeting this will be brought to next meeting to review and adopt



9. Chairs Discretion

Due to confidential nature of chairs discretion it was requested that certain items were heard in Part B.

Proper Officer proposed bringing an updated Communication Policy and Civility and Respect Pledge to next Full Council meeting.

The next Staffing committee meeting will be held on Monday 21st August 2023 at 10:00am in the Council Chamber.

The meeting closed at 10:50am

Cllr Mark Fay
Chair
Ilfracombe Town Council