



ILFRACOMBE TOWN COUNCIL

**Minutes of the Staffing Committee Meeting – Monday 19th June 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

Officers Present: Proper Officer, Programme Manager, 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.

None noted.

4. To adopt the minutes of the meeting held 22nd May 2023 and note matters arising

Proposed by Cllr V Gates, seconded by Cllr M Fay, 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 B Gear 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. CSA/Financial Support Officer requested to return to work on 2 days per week. Acceptance proposed by Cllr B Gear, seconded by Cllr V Gates and all in favour. Noted that Proper Officer to do a FTE review of all staffing.

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

Proper Officer confirmed update of councillor training. All requested training booked. Reminder email to be sent out to new councillors to take up the opportunity to go on Good Councillor training.

Proper Officer request for Planning Training from SLCC – more information required.

Programme Manager highlighted the Marine Seminar due 22nd June.

Following discussion he will arrange someone to attend this.

Chapter 8 training is in hand for the facilities team.

c) **Staff Reviews:**

Format to be reviewed then rolled out. Cllr Fay and Coulter will receive the template from the Programme Manager and arrange to do the RFO's before the next full council.

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

Programme Manager went through all current projects and noted that there are no new requests through this month however this is subject to the possible new DCC project being proposed by Cllr Crabb

7. Project Feedback

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

As per point 6 d).

b) **Proposal for alterations to staffing office**

Programme Manager put forward a quote. This was considered and further quotes requested. All councillors agreed that the operational benefits of doing this are considerable.

8. Town Clerk Update:

a) **Update on WorkNest/YouManage**

Proper Officer has had a meeting with WorkNest to sort out contracts and employee handbook. Employee Handbook is a work in progress as existing policies may be able to be absorbed within it. New contract reviewed and agreed to be acceptable with one change to holiday notice for management staff. This is to be adapted and sent out to all staff with a two week notice for everyone to query and agree. Results to be taken back to next Staffing meeting.



b) Update on volunteer staff

Update given on situation with Town Crier and volunteer Hygiene Operative. Mayors Cadet to be reinstated. Paperwork in place and interview applications to be sent out to all local groups.

c) Terms of Reference & Confidentiality

Due to further clarification from DALC regarding public participation and non committee members being present during Part B of any meeting, the staffing terms of reference have been adjusted at points 2 & 7 and will be presented at next Full Council meeting. This adjustment also refers to our confidentiality agreement which will be reviewed for acceptance at the next meeting of the Full Council.

9. Chairs Discretion

Nothing to note.

The next Staffing committee meeting will be held on Monday 17th July 2023 at 10:00am in the Council Chamber.

The meeting closed at 11:15am

Cllr Mark Fay
Chair
Ilfracombe Town Council