



ILFRACOMBE TOWN COUNCIL

**Minutes of the Staffing Committee Meeting – Monday 21st August 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)

Officers Present: Proper Officer, Project Manager, Facilities 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 N Townsend & M Welling

Declarations of Interest: None Noted

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

Cllr V Gates.

4. To adopt the minutes of the meeting held 17th July 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 G Coulter 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 21st August 2023

6. Updates:

- **Annual Leave, Sick Leave, Accrued time/Agreed overtime & workload implication:**
PO updated the committee on the RFO's absence. Cllr Gates queried about having resilience plans in place for any staff absence. PO assured that this was in hand and was being dealt with regarding all positions.
- **Training – to consider submitted training requests:**
PO put in a request to sign on to training with both DALC and SLCC to work towards CiLCA qualifications and to help identify work required within the role prior to budgets being planned.
- **Staff Reviews:**
RFO's review to be delayed due to illness. Cllr Fay to organise PM's review. PO to check dates of all staff reviews and to plan those not yet done.

7. Project Feedback

- **Report on progress against the Programme Manager's project plan with resource management/pinch-points**
PM's informed committee that the Projects Plan has been updated and will be circulated. This plan will require revisiting once Strategic Plan has been put in place.
Cardiac Project – we have gained funding to set this project up alongside Barnstaple Hospital. This role can be combined within the Community Developer Role and can be extended for 1 year. Proposed project costs were explained to committee. Cllr Fay proposed that this go ahead, seconded by Cllr Gear, all in favour.

8. Proper Officer Update:

- **Remembrance Day Staffing requirements**
PO highlighted that staffing would be required for this Civic event. Agreed that all staff required to work on Sunday the 12th November will take Time off in Lieu (TOIL).
- **Issues around Ilfracombe and staff deployment**
After the condition of Ilfracombe and the lack of volunteer help was highlighted by Cllr Elliott, this was brought to staffing committee as requested. Cllr Fay agreed to bring overall discussion decisions to Cllr Elliott with the view to put a PIR (Project Initiation Report) together to present to full council. FM will get a list of roles and responsibilities that DCC & NDC should adhere to in the interim.



- **Update on WorkNest/YouManage**
 - **Employee Handbook**

This has been agreed to be put in place and made available to staff.
 - **Contracts**

All contracts have gone out to staff to be signed and returned. No issues raised besides one mistake with regards leave. This was rectified and all staff who received the incorrect information have been informed.

9. Chairs Discretion

Cllr Gates queried the relationship that ITC has with regards work done on behalf of the Vision Centre. PM suggested reviewing this relationship at the time that the precept and budget decisions are made. Records of incurred staffing costs through admin and maintenance to be estimated by then.

The next Staffing committee meeting will be held on Monday 18th September 2023 at 10:00am in the Council Chamber.

The meeting closed at 11:30am

Cllr Mark Fay
Chair
Ilfracombe Town Council