



## **ILFRACOMBE TOWN COUNCIL**

**Minutes of the Staffing Committee Meeting – Monday 26<sup>th</sup> February 2024 at  
18:30pm**

**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, D Turton

**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)

**Absent:** Cllrs M Welling,

**Declarations of Interest:** None Noted

**3. Chair's discretion for any matters or announcements for Information Only. - none**

**4. To adopt the minutes of the meeting held 20<sup>th</sup> November 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 D Turton 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 26<sup>th</sup> February 2024

### 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.
- **To consider all training requirements or conference requirements and requests:**  
PO to attend a meeting of Larger Councils on 7<sup>th</sup> March  
PO & PM to attend Resilience Training on 22<sup>nd</sup> March  
PO has obtained CiLCA training dates for 2024
- **Update on all staffing reviews:**  
PO review to take place soon.  
PO has done review of Cleaner/Caretaker with the assistance of the FM as he has reached the end of his 6 month probation period.

### 7. Project Feedback

- **Report on progress against the Programme Manager's project plan with resource management/pinch-points:**  
WBT new lead to start at the end of March 2024. WBT at full capacity and their reviews have all been done
- **To discuss Public Conveniences Project and recruitment requirements**  
PM gave an overview of the project. After some discussion it was decided that we would advertise to employ one member of staff as another Hygiene Operative on 30 hours a week. This role will be predominantly for cleaning of the toilets however will have the flexibility to help the Maintenance team in other areas as and when required. The Cleaner/Caretaker role will also be increased by 7.5 hours a week to help with cover as of the 1<sup>st</sup> March.

### 8. Proper Officer Update:

- **Staffing Structure Review**  
PO presented the current staffing structure which was changed slightly in November 2023 due to the role change of the RFO. All are happy with it as it stands.



- **To review and discuss the role/job description of a potential Lengthsperson and impact on current staffing levels alongside possible change of roles**

It was agreed that as we did not have the budget available there is no scope to employ someone to fulfill this role. The current staffing team have been deployed in other areas to assist and help the Maintenance Team. Now that reception is closed on a Monday one CSA will continue to assist the maintenance team on that day. It was also agreed that this CSA will be able to go out with the maintenance team one further day a week provided there is sufficient office cover. With the increase in hours of the Caretaker/Cleaner this will also go towards doing more around the town and tackling areas that need the most attention.

- **Report back on reception footfall for the last few months and discuss implications since reduction of reception opening hours:**

There has been no significant change to the footfall since we closed reception on Mondays

- **To agree staff increases to take place in April in line with NMW increase:**

It was agreed that all staff below NMW will have the required increase due in April.

- **To discuss and agree staff involvement in 2024 Spring Clean:**

PO requested that the staff all take the morning of the 13<sup>th</sup> March (weather dependent) and go out to take part in the Big Ilfracombe Spring Clean. It was agreed that this can happen.

## 9. Chairs Discretion

None

The next Staffing committee meeting will be held on Monday 25<sup>th</sup> March 2024 at 18:30pm in the Council Chamber.

The meeting closed at 19:10pm

**Cllr Mark Fay**

**Chair**

**Ilfracombe Town Council**