



ILFRACOMBE TOWN COUNCIL

Minutes of the Staffing Committee Meeting – Monday 15th April 2024 at 10:00am
Venue – The Council Chamber, the Ilfracombe Centre,
44 High Street, Ilfracombe EX34 9QB

Committee members present Cllrs: M Fay (Chair/Deputy Mayor), B Gear (Vice Chair), G Coulter

Officers Present: Proper Officer, Project Manager

1. Welcome by Chair

Chair Cllr M Fay welcomed the new committee and opened the meeting.

2. To receive and consider for approval, apologies and reasons for absence.

Apologies: Cllrs V Gates, N Townsend, M Welling

Absent: Cllr D Turton

3. To receive and record Declarations of Interest. A book for member to record their declarations of interest will be made available:

None Noted

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

Cllr M Fay

5. To adopt the minutes of the meeting held 25th March 2024 and note matters arising

Proposed by Cllr B Gear, seconded by Cllr M Fay, 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 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 15th April 2024

7. Updates:

- **To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication:**
PO informed the committee that there is a member of staff who will be going on sick leave from the 7th June due to an operation. Cover will be found at the time for this absence.
- **To consider all training requirements or conference requirements and requests:**
No requests to consider however the PM mentioned needing to go on a training day on behalf of One Ilfracombe. This is fully funded by One Ilfracombe and has no implication on the Council.
- **Update on all staffing reviews:**
PO to do the final reviews for the Facilities Team
PM will be doing the Project Teams reviews soon

8. Project Feedback

- **Report on progress against the Programme Manager's project plan with resource management/pinch-points:**
WBT new lead has started which has given the PM more time back. A project plan for the next 12 months to be considered by the Projects team and then presented to Council for approval.

9. Proper Officer Update:

- **Approve and recommend for adoption the following policies:**
 - Carers Policy – reviewed and agreed to be adopted at next Full Council.
 - Employee Review Policy V2 – reviewed and minor changes accepted.
 - Flexible Working Policy – reviewed and agreed to be adopted at next Full Council.
 - Leave Policy V2 – reviewed and minor changes accepted.
- **To review and confirm closing of ITC offices during the festive season**
PO to communicate with staff regarding the proposed closing days.
- **To review and discuss the implications regarding our Devon Pension Fund**
The PO explained the situation as it was understood. Further clarification is required and PO will contact WorkNest to get some further assistance regarding the fund.



- **To consider the possibility of additional time required for PO to complete CiLCA qualification**

Chair to take recommendation to Full Council that 4 hours per week be allowed to PO in order to complete CiLCA qualification as done for previous officers in post. Proposed by Cllr M Fay, Seconded by Cllr B Gear with all in favour.

10. Chairs Discretion

Discussion was held in connection with a communication thread involving the Chair. Response to be sent out in due course.

The next Staffing committee meeting will be held on Monday 20th May 2024 at 10:00am in the Council Chamber.

The meeting closed at 11:20am.

Cllr Mark Fay
Chair
Ilfracombe Town Council