



## **ILFRACOMBE TOWN COUNCIL**

**Minutes of the Staffing Committee Meeting – Monday 25<sup>th</sup> March 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), B Gear (Vice Chair), N Townsend, G Coulter, D Turton

**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,

**Absent:** Cllrs M Welling,

**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. -**  
none

**5. To adopt the minutes of the meeting held 26<sup>th</sup> February 2024 and note matters arising**

Proposed by Cllr D Turton, seconded by Cllr G Coulter, 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 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.*



## Disclosable Information for Part B Staffing Meeting Minutes 25<sup>th</sup> March 2024

### 7. 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. PM highlighted that there may be cause to address our current Occupational Health provision. PM to investigate and report back.
- **To consider all training requirements or conference requirements and requests:**  
No requests to consider
- **Update on all staffing reviews:**  
PO & Staffing Chair did the 6 month probational review of the Facilities Manager  
Staffing Chair completed PO's probational review  
PO completed two CSA's reviews  
PM will be looking into doing the Project Teams reviews shortly with view to clarify roles to help with work load.

### 8. Project Feedback

- **Report on progress against the Programme Manager's project plan with resource management/pinch-points:**  
WBT new lead to start 25<sup>th</sup> March 2024. Handover to take place on the 27<sup>th</sup> March.

### 9. Proper Officer Update:

- **CILCA Expression of interest form to be reviewed and signed**  
Reviewed and signed by Staffing Chair
- **To review and discuss the Report It system and staffing implications**  
Following an explanation of the Report It system, it was decided that all overall communication in connection with the reporting system will come in via the ITC email address. CSA's can administer this and report all items following a clear hand over from the original Project Officer.
- **To consider the option for outdoor group working of staff once a month for a few hours**  
The PO explained how our recent helping out with the Spring Clean had had a positive effect on the team and would like to consider doing this on a more regular basis. Committee asked PO to ensure that all Health and Safety and employment implications are considered and checked prior to approval. PO will report back.



#### **10. Chairs Discretion**

Discussion was held in connection with job descriptions to ensure new duties were considered and to ensure staff were clear on role requirements.

The next Staffing committee meeting will be held on Monday 15<sup>th</sup> April 2024 at 10:00am in the Council Chamber.

The meeting closed at 19:05pm

**Cllr Mark Fay**  
**Chair**  
**Ilfracombe Town Council**