



ILFRACOMBE TOWN COUNCIL

**Minutes of the Staffing Committee Meeting – Monday 20th May 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), N Townsend

Officers Present: Proper Officer

1. Election of New Chair and Deputy Chair for 2024-2025

Cllr M Fay agreed to continue to stand as the chair for this committee. His election to post was proposed by Cllr B Gear, seconded by Cllr N Townsend with all in favour.

Cllr B Gear agreed to continue to stand as Deputy Chair. His election to post was proposed by Cllr N Townsend, seconded by Cllr M Fay with all in favour.

2. Welcome by Chair

Following his election to post Chair Cllr M Fay welcomed the new committee and opened the meeting.

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

Apologies: Cllrs V Gates, D Turton

Absent: Cllr P Crabb, G Coulter

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

None Noted

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

Cllr M Fay and PO

6. To adopt the minutes of the meeting held 15th April 2024 and note matters arising

Proposed by Cllr B Gear, seconded by Cllr N Townsend, with all in favour.

Matter arising: Recommendation to Full Council under point 9 did not get taken to Full Council for approval. This will need to be raised at next Full Council for approval in June 2024.

7. 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 20th May 2024

8. To review and agree Staffing Committee Terms of Reference

It was discussed and agreed that the meeting dates needed further clarification due to needing to change in the winter months. Proposal to agree Terms of Reference with amendment was made by Cllr M Fay, seconded by N Townsend with all in favour. This recommendation will be taken to the next Full Council meeting in June.

9. Updates:

- **To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication:**
PO informed the committee of all current and future sick leave.
- **To consider all training requirements or conference requirements and requests:**
No requests to consider.
- **Update on all staffing reviews:**
PO to do the final reviews for the Facilities Team
PM will be doing the Project Teams reviews soon

10. Project Feedback

- **Report on progress against the Programme Manager's project plan with resource management/pinch-points:**
PM due to set up a meeting with Projects Team to clarify work roles in line with new Councillor Champions and Strategic Plan due to be finalised soon.

11. Proper Officer Update:

- **Approve and recommend for adoption the following policies:**
 - Paternity Leave Policy V2 – proposed by Cllr M Fay to be adopted, seconded by Cllr B Gear with all in favour

12. Chairs Discretion

PO informed members about the staffing implication with regards to the proposal agreed at the previous Town Council meeting.



Cllr M Fay raised a discussion had with a member of the public in connection with a previous Town/NDC asset. The situation was clarified to members based on information at the time.

The next Staffing committee meeting will be held on Monday 17th June 2024 at 10:00am in the Council Chamber.

The meeting closed at 10:40am.

Cllr Mark Fay
Chair
Ilfracombe Town Council

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