



ILFRACOMBE TOWN COUNCIL

Minutes of the Staffing Committee Meeting – Monday 15th July 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 & Programme Manager

1. Welcome by Chair

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

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

Apologies: Cllrs V Gates, N Townsend

Absent: Cllr P Crabb, 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. -

None

5. To adopt the minutes of the meeting held 20th May 2024 and note matters arising

Proposed by Cllr M Fay, seconded by Cllr B Gear, with all in favour.

Matter arising: None

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 July 2024

7. Updates:

- **To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication:**
 - PO informed the committee of one member of the CSA team who after an operation is working from both home and in the office. Due to mobility issues they are only working upstairs and not on reception and a PEP form has been done. The remaining CSA's are covering reception until such time as the member in question is able to return to reception safely.
 - Workload implications have been discussed and are being monitored across all teams.
- **To consider all training requirements or conference requirements and requests:**
 - PM reported back that his Companies Secretary training has taken place and has led to more work needing to be done.
 - Community Engagement Officer is putting on training for volunteers this month. Cllr M Fay proposed that this came out of the volunteering budget, seconded by G Coulter with all in favour.
- **Update on all staffing reviews:**
 - PO to do the final reviews for the Facilities Team.
 - PM will be doing the Project Teams reviews soon.
 - PM confirmed that all WBT reviews had been completed.

8. Project Feedback

- **Report on progress against the Programme Manager's project plan with resource management/pinch-points:**
 - PM informed committee that discussions with the PCN had taken place ahead of the review which may have an effect on the TC hosting fee.
 - Community Developer funding through NDVS & TTVS has come through. This means there will be a drop in TC hours but they will be split so half is covered by NDVS.
 - Team Project Plan is being updated.
 - Task Force meeting on Wednesday may have an effect on team workload.

9. Proper Officer Update:

- No update outside of what has already been discussed.



10. Chairs Discretion

None.

The next Staffing committee meeting will be held on Monday 19th August 2024 at 10:00am in the Council Chamber.

The meeting closed at 10:50am.

ClIr Mark Fay
Chair
Ilfracombe Town Council

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