



ILFRACOMBE TOWN COUNCIL

**Minutes of the Staffing Committee Meeting – Monday 14th October 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), P Crabb

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 D Turton, G Coulter

Absent: Cllr N Townsend

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 16th September 2024 and note matters arising

Proposed by Cllr B Gear, Seconded by Cllr M Fay

Matters arising: None

6. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes.

No public present

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 14th October 2024

8. Updates:

- **To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication:**
 - No significant annual, sick leave or accrued time to be considered.
 - PO brought to the members attention a situation with regards a staff member and their conduct. Also a formal request has been received for Flexible Working. This was discussed and a decision reached on how to proceed.
- **To consider all training requirements or conference requirements and requests:**
 - No training requests raised.
- **Update on all staffing reviews:**
 - One review will be had shortly to discuss upcoming work required in relation to the public conveniences.

9. Project Feedback

- **Report on progress against the Programme Manager's project plan with resource management/pinch-points:**
 - Following the increases in workload regarding upcoming projects the PM notified members that some changes have been made to move some work around for the projects team.
 - Key areas of work during the next quarter is the negotiation of the PCN contract, application for delivery of the Cultural Plan Project and the rejuvenated One Ilfracombe Task Force team.

10. Proper Officer Update:

- **To discuss current situation regarding upcoming disciplinary hearings**
 - The PO informed members of the situation and how it was being dealt with.

11. Chairs Discretion

None to discuss

The next Staffing committee meeting will be held on Monday 25th November 2024 at 18:30am in the Council Chamber.

The meeting closed at 10:55am.

**ClIr Mark Fay
Chair
Ilfracombe Town Council**