



## **ILFRACOMBE TOWN COUNCIL**

**Minutes of the Staffing Committee Meeting – Monday 18<sup>th</sup> August 2025 at 10:00am**  
**Venue – The Council Chamber, the Ilfracombe Centre, 44 High Street, Ilfracombe EX34 9QB**

**Committee members present** Cllrs: M Fay (Mayor), B Gear & J Irwin

**Officers and Members Present:** Cllr J Williams, Programme Manager & Proper Officer

**S2508-1. Welcome by Chair**

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

**S2508-2. To receive and consider for approval, apologies and reasons for absence.**

**Apologies:** Cllr G Coulter

**Absent:** Cllr P Crabb

**S2508-3. To receive and record Declarations of Interest. A book for member to record their declarations of interest will be made available:**

None Noted

**S2508-4. Chair's discretion for any matters or announcements for Information Only.**

PO had one chairs discretion

**S2508-5. To adopt the minutes of the meeting held 21<sup>st</sup> July 2025 and note matters arising**

Cllr M Fay proposed adopting the minutes from the 21<sup>st</sup> July 2025, seconded by Cllr J Irwin with all in favour.

**S2508-6. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes.**

None

**S2508-7. To determine which items, if any, of the agenda should be taken with the public excluded**

**Part B:** Items 9.1 will be discussed with the public excluded

**S2508-8. Updates:**

**S2508-8.1. To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication:**

PO informed members one absence due to a family bereavement. The PO will ensure that compassionate leave is granted. No overtime is due to any staff at this point and workload implications seem to be under control

**S2508-8.2. To consider all training requirements or conference requirements and requests:**

**S2508-8.2a) To discuss and agree to recommend to Full Council costings regarding CiLCA qualification for CSA staff member.**

Following discussion it was agreed that the CSA will be enrolled on the CiLCA qualification training.

**S2508-8.3. Update on all staffing reviews:**

PO and PM reviews are due however Cllr M Fay to send round the 360 degree emails and then schedule a time for this to be completed. Equally the PM and PO will start looking into the reviews of the Projects team shortly.

**S2508-9. Project Feedback**

**S2508-9.1. Report on progress against the Programme Manager's project plan with resource management/pinch-points**

This was taken with the public excluded

**S2508-10. Proper Officer Update**

**S2508-10.1 ITC25051 – Strategic Report on DCC Pension Fund Participation**

After discussion, Cllr Fay proposed that this be taken to Full Council and that 2 members of staff are considered to be put on the pension scheme from the beginning of the next financial year.



**S2508-10.2 To consider and approve the 2025/26 National Pay Award**

The PO highlighted that the National Pay Award for 2025/26 had been agreed at 3.2%. The committee have noted it and agreed to recommend to Full Council that this gets applied to all staff as soon as possible.

**S2508-10.3 Update on restructure and new employment within the team as a whole**

The PO updated the committee on the restructure and confirmed that a new Facilities Officer has been appointed to start in September. The CSA position has had a lot of interest. The PM and PO will sort through these and highlight those that are to be interviewed.

**S2508-11. Chairs Discretion**

The PO read out an email from another councillor in relation to the facilities team. This was noted and agreed that it will be deferred and brought to the September staffing meeting in order to be actioned.

**Part B:** Cllr Fay proposed that the meeting be moved to part B, seconded by Cllr Irwin with all in favour. Cllr Fay invited officers and Cllr Williams to stay.

**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  
18<sup>th</sup> August 2025**

**S2508-9.1. Report on progress against the Programme Manager's project plan with resource management/pinch-points**

The PM highlighted the new work plan. This will be mapped out further with the PO's town council work to give an overall view. PM mentioned some things that were taking place amongst the WBT and the changes that were being considered. The PO has sought advice from WorkNest and all processes will be addressed according to their guidance.

The meeting closed at 10:58am.

The next Staffing committee meeting will be held on Monday 15<sup>th</sup> September 2025 at approximately 10:00am in the Council Chamber.

**Cllr Mark Fay  
Chair  
Ilfracombe Town Council**