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MINUTES – 26 – 09

THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, DEVON EX34 9QB

Minutes of the Staffing Committee Meeting held at 10:00am on Monday 21st September 2026

Members Present:

Councillors: J Irwin (Deputy Chair), B Gear, J Williams (Deputy Mayor)

Officers Present:

L Donovan (Proper Officer)

Others present: N/A.

S2609 - 1. Welcome by Chair

Cllr Irwin welcomed the assembled.

S2609 - 2. To receive and consider for approval, apologies and reasons for absence.

Apologies: M Fay (Mayor/Chair)

Absent: Cllrs Crabb & Coulter

S2609 - 3. To receive and record Declarations of Interest. A book for members to record their declarations of interest will be made available.

None received.

S2609 - 4. Chair's discretion for any matters or announcements for Information Only.

None to note.

S2609 - 5. Public participation

None

S2609 - 6. To adopt the minutes of the meeting held 17th August 2026 and note matters arising

Motion to adopt the minutes was proposed by Cllr Irwin, seconded by Cllr Williams with all in favour.

S2609 - 7. To determine which items, if any, of the agenda should be taken with the public excluded "Part B":

Item 10.3 to be taken with the public excluded

S2609 - 8. Updates:

S2609 – 8.1. To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication:

The PO updated members on one current staff absence and that the planned phased return to work had been completed. Another member of staff was on a potential two week sickness absence due to a medical issue.

The PO reminded members that due to the ongoing workload around the Town of Culture project there is the possibility that there will be an amount of unclaimed leave.

S2609 – 8.2. To consider and agree any training or conference requirements and requests

a) ITC 26082 - Town Clerk Training - Level 5 Community Governance Foundation Degree

The PO presented the report. Members resolved to agree to the recommendation. Proposed by Cllr Irwin, seconded by Cllr Gear with all in favour

S2609 – 8.3. Update on any staffing reviews:

PO informed members that all PM staff had had their reviews. The PO & PM still to confirm theirs with the Chair of Staffing.

S2609 - 9. Project Feedback

S2609 – 9.1. Report on progress against the Programme Manager's programme overview with resource management/pinch-points:

In the PM's absence the PO gave a brief overview of projects and staffing.

S2609 - 10. Proper Officer Update

S2609 – 10.1. To consider and approve the 2026/27 National Pay Award

PO updated members that the pay award was agreed at 3.3%. Cllr Gear proposed that this was accepted and paid to staff, seconded by Cllr Williams with all in favour. As this was already a budgeted item it is not requiring Full Council approval.

S2609 – 10.2. To review and adopt Employee Handbook and Contract revisions as set by WorkNest

Cllr Irwin proposed acceptance of all policies and contracts as an up-to-date document following legislative changes. Seconded by Cllr Gear with all in favour.

S2609 – 10.3. ITC 26083 – Review of Staff Pay and Grading Arrangements and Alignment with NJC Green Book Principles – To review and agree recommendations

This item was taken with the public excluded.

S2609 - 11. Correspondence

None to note

S2609 - 12. Chairs Discretion – for information only

None to note

“Part B” (Closed Session)

Resolved: that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for this item of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted – namely matter relating to current legal proceedings.
Proposed by Cllr Gear, seconded by Cllr Irwin with all in favour.

At this point, the meeting continued with the press and public excluded. The PO was invited to stay.

S2609 – 10.3. ITC 26083 – Review of Staff Pay and Grading Arrangements and Alignment with NJC Green Book Principles – To review and agree recommendations

Following discussion, Cllr Gear proposed that this item be referred to the F&GP Committee agenda, with a view to establishing a joint working group to undertake the review. The group would include the Chairs and Deputy Chairs of both committees, the Mayor and Deputy Mayor. This was seconded by Cllr Irwin, with all in favour.

The meeting closed at 10:46am. The next Staffing committee meeting will be held on Monday 19th October 2026 at 10:00am in the Council Chamber.

**Cllr John Irwin
Deputy Chair
Ilfracombe Town Council**

21/09/26