

BARNSTAPLE TOWN COUNCIL

Minutes of Staffing Committee

Monday 12th June 2023 at 6.00 pm

The Guildhall, Butchers Row, Barnstaple

Present: Councillors:

V Elkins, J Hunt, J Phillips, L York, J Orange and I Williams

Also in attendance:

R Ward, Town Clerk

Members of the Public:0

**1 Election of Staffing Committee Chairperson**

Councillor J Hunt was nominated by Cllr J Phillips and seconded by Cllr J Orange, elected unanimously.

**2 Election of Staffing Committee Vice-Chairperson**

Councillor J Phillips was nominated by Cllr L York and seconded by Cllr J Orange, elected unanimously.

**3 To receive and approve apologies for absence.**

No Apologies were received for this meeting.

**4 To receive any dispensations and disclosable pecuniary or other interests.**

Cllrs J Hunt, L York and J Orange as members of North Devon District Council, have a dispensation under SO66 to discuss and vote on any item on the agenda unless the item refers to a financial or legal agreement or dispute between the two authorities.

**5 Minutes of the last meeting**

RESOLVED: That the minutes of the meeting held on 17<sup>th</sup> October 2022, are approved as a correct record and signed by the Chairperson. (NC)

**6 To consider dates of the future Staffing Committee Meetings for 2023-24 year.**

It was agreed that the next meeting should take place on 11<sup>th</sup> September 2023, future dates to be agreed at this meeting.

**7 Budget monitoring report.**

The Budget Monitoring Report will be reviewed at the next meeting.

**8 Matters to be taken in the absence of Press and Public (Public Bodies (Admissions to Meetings) Act 1960) as the items contain exempt information as defined by Standing Order 81(a) (NC).**

**9 Staff Hours Report - to receive and note the Staff Hours Report.**

The Staff Hours Report was received and noted (NC).

**10 Town Clerk's Report on Staffing Matters.**

The Town Clerk provided an update on the following:

- The current staffing structure.
- Vacant posts and absences.
- The number of permanent and fixed-term posts.
- The impact of gaps and current pressure points within the staffing structure.
- Training needs to ensure health & safety and service delivery requirements are met.

The following decision was approved:

- To commission a salary and staffing structure review, particularly of the senior management team (NC).

**11 Town Council Vision and Strategy**

The requirement to address the Town Council vision and strategy was noted and will be addressed at a future meeting (NC).

Meeting closed at 7.25 pm.

Chairman.

Signed: .....

Dated: .....