

MINUTES OF THE **MEETING** OF THE **STAFFING COMMITTEE** HELD ON **WEDNESDAY 25th JUNE 2025** AT 6:00 P.M. AT NEWTON'S PLACE, WOLBOROUGH STREET, NEWTON ABBOT

PRESENT: Councillor R Buscombe (Chairperson) Presiding
M Joyce (Vice Chairperson)

Councillors D Corney-Walker
A Gibbs
L Wood

In attendance: Phil Rowe – Town Clerk
Sam Scott – Deputy Town Clerk & RFO
Linda McGuirk – Principal Administrator
Nigel Canham – Communications Advisor

95. **ELECTION OF CHAIRPERSON OF THE STAFFING COMMITTEE 2025/26**

Nominations were received for the election of the Chairperson of the Staffing Committee for the year 2025/2026.

Accordingly, it was:

RESOLVED that Councillor Richard Buscombe be elected Chairperson of the Staffing Committee for the year 2025/2026.

96. **APOLOGIES FOR ABSENCE**

A valid reason for absence was received from Councillor P Parker.

97. **APPOINTMENT OF VICE CHAIRPERSON OF THE STAFFING COMMITTEE 2025/26**

Nominations were received for the appointment of the Vice Chairperson of the Staffing Committee for the year 2025/2026.

Accordingly, it was:

RESOLVED that Councillor Mike Joyce be appointed Vice Chairperson of the Staffing Committee for the year 2025/2026.

98. **INTERESTS**

None declared.

99. **MINUTES**

The Minutes of the Meeting of the Staffing Committee held on 12th March 2025 were received and signed as a correct record.

Chair initials.....

100. **COMMITTEE TERMS OF REFERENCE**

The Committee gave due consideration to the Terms of Reference for the Staffing Committee, circulated prior to the meeting.

Accordingly, it was:

RESOLVED that the Terms of Reference for the Staffing Committee be hereby, approved and adopted.

101. **DATE OF THE NEXT MEETING**

Wednesday 1st October 2025.

102. **EXCLUSION OF THE PUBLIC AND PRESS**

Due to the sensitive nature of the business to be transacted, it was:

RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

103. **STAFFING ESTABLISHMENT**

The Town Clerk gave an update on the recent appointment to the role of Facilities Maintenance Team Leader and requested the Staffing Committee considers requests to increase the Facilities Maintenance Team Leader scale point range and appoints an additional Facilities Maintenance Officer, as outlined in the Staffing Establishment report circulated prior to the meeting.

Councillors expressed their thanks to Officers for their continued efforts in supporting the Facilities Maintenance Team.

Arising from the discussion, it was:

RESOLVED that:

- a) the salary of the Facilities Maintenance Team Leader be increased in the scale point range 23 to 27.
- b) the Staffing Committee hereby recommends to the Full Council that an additional Full time Facilities Maintenance Officer post be added to the Council's establishment.

104. **SERVICE PROPOSAL**

The Town Clerk requested the Staffing Committee consider a request to agree a service proposal for the provision of Health & Safety and Human Resources support services, as outlined in the report circulated prior to the meeting.

Chair initials.....

Arising from the discussion, it was:

RESOLVED that delegated authority be hereby granted to the Town Clerk and Deputy Town Clerk/RFO to proceed with a service level agreement for combined Health & Safety and Human Resources Support.

Meeting closed at 18:34 pm

Chairperson.....Date.....

Chair initials.....