

MINUTES OF THE **MEETING** OF THE **STAFFING COMMITTEE** HELD ON **WEDNESDAY 1<sup>ST</sup> OCTOBER 2025** AT 7:00 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

207. **APOLOGIES FOR ABSENCE**

Principal Administrator, Linda McGuirk. Councillor P Parker did not attend.

208. **INTERESTS**

None declared.

209. **MINUTES**

The Minutes of the Meeting of the Staffing Committee held on 25<sup>th</sup> June 2025 were received and signed as a correct record.

210. **POLICIES**

The Committee gave consideration to the adoption and review the following policies (previously circulated):

- a) Home Working Policy (review)
- b) Leave Policy (review)
- c) Paternity Leave & Pay Policy (review)
- d) Recruitment & Retention Policy (review substantially amended version)
- e) Appraisal Policy (new)
- f) Grievance Policy (review substantially amended version)
- g) Disciplinary Policy (review substantially amended version)

Arising from consideration of the policies, it was

**RESOLVED**

a) that the following policies be approved and adopted:-

- i. Home Working Policy (as amended)
- ii. Leave Policy (as amended)
- iii. Paternity Leave & Pay Policy (as amended)

- iv. Recruitment & Retention Policy (as amended)
- v. Grievance Policy (as amended)
- vi. Disciplinary Policy (as amended)

b) that the Council be **RECOMMENDED** to adopt the Appraisal Policy (as amendment submitted at the meeting).

The Committee expressed thanks to the staff and in particular the Principal Administrator for their efforts in presenting and reviewing the Council extensive policies.

211. **DATE OF THE NEXT MEETING**

To be confirmed.

212. **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.

213. **STAFFING ESTABLISHMENT**

Consideration was given to a detailed report by the Town Clerk (previously circulated) which dealt with various areas of the Council's staff establishment, with the following outcomes:-

**A. Establishment** – the establishment as previously approved under minute 103/06/25 was received from which it was noted that the fourth Facilities Maintenance Officer had been appointed to the role. It was also noted that arrangements for the maternity cover for the Museum Curator and Curatorial Assistant had been successfully recruited. In accordance with minute 104/06/25 Bright HR and Bright Safe had been commissioned to provide personnel and health and safety services to the Council.

Reference was made to potential changes to the establishment in the future the consequences of the Council's managers were contemplating following which a further report would be submitted to the Committee.

Accordingly, it was

**RESOLVED** that the report of the Town Clerk on the Council's staffing establishment be received and noted.

**B. Town Clerk** – Following the Committee's approval of the flexible retirement of the current holder of the post of Town Clerk, consideration was given to a draft recruitment pack containing a job description and person specification. Members

were requested to consider whether it wished to employ a recruitment company to support the recruitment process. Members were reminded that the Council's Recruitment and Retention Policy stated that in relation to the recruitment of the Town Clerk, an interview panel will be appointed by the Staffing Committee. Arising from a detailed discussion, it was

**RESOLVED**

- a) that the recruitment panel be selected from the Staffing Committee;
- b) that the draft recruitment pack be hereby approved subject to the amendments agreed by the Committee;
- c) that officers prepare a specification to issue to recruitment consultants to provide support to the recruitment panel in the recruitment process.

**C. Town Clerk Title** – arising from the discussion in B. above it was

**RECOMMENDED** that to better position the Council's Proper Officer in the perception of the public, the title of Town Clerk be changed to Chief Executive Officer (CEO), to be implemented upon the recruitment to the post.

**D. Digital Media Services** – Consideration was given to a request to engage services to provide support to the Council in relation to digital and social media. Consequently, it was

**RESOLVED** that digital and social media services be sought on a freelance, temporary basis for two days per week for twelve months to be funded from existing budgets, to reviewed after the initial twelve-month period.

Meeting closed at 08:00 p.m.

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