



## **ILFRACOMBE TOWN COUNCIL**

**Staffing Committee Meeting – Monday 16<sup>th</sup> October 2023 at 10am**

**Venue – The Council Chamber, the Ilfracombe Centre,  
44 High Street, Ilfracombe EX34 9QB**

***Committee members - you are hereby summoned to attend*** - Cllrs: M Fay (Chair), B Gear (Deputy Chair), D Turton (Mayor), G Coulter, V Gates, N Townsend, M Welling  
*(All Councillors are welcome to attend the meeting but only those formally appointed to the Committee may participate and vote)*

### **Agenda**

- 1. Welcome by Chair**
- 2. To receive apologies and reasons for absence and to note Declarations of Interest**
- 3. Chair's discretion for any matters or announcements for Information Only.**
- 4. To adopt the minutes of the meeting held 18<sup>th</sup> September 2023 and note matters arising**
- 5. Part B**

#### **To Propose:**

*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.*

- 6. Updates:**
  - To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication
  - To consider all training requirements and requests
  - Update on all staffing reviews and to consider and agree adopting a 360° approach and documentation for all management reviews going forward
- 7. Project Feedback**
  - Report on progress against the Programme Manager's project plan with resource management/pinch-points
- 8. Proper Officer update**
  - Report back on reception footfall for the last month
  - To agree opening times for ITC and NDC for the Christmas period
  - To review staffing budget following 6 month progress
- 9. Chairs Discretion – for information only**

*Members of the Press & Public are Welcome to Attend  
The doors will be open from 9.45am until 10:00am*

A handwritten signature in black ink, appearing to read 'Laura Donovan'.

Laura Donovan  
Proper Officer  
Ilfracombe Town Council

11/10/2023