



## **ILFRACOMBE TOWN COUNCIL**

**Staffing Committee Meeting – Monday 18<sup>th</sup> September 2023 at 9am**  
**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 21<sup>st</sup> August 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
  - To agree which staff reviews are required and to set dates and times accordingly
  - To address staff resignations and to review potential replacement candidates to interview
- 7. Project Feedback**
  - Report on progress against the Programme Manager's project plan with resource management/pinch-points
  - Update committee on discussions with Cllr Elliott regarding creating a PIR in connection with condition of Ilfracombe and staff deployment
- 8. Proper Officer update**
  - Report back on reception footfall for the last month
  - Update on training done
  - To review access/purchase of certain resources
- 9. Chairs Discretion – for information only**

*Members of the Press & Public are Welcome to Attend*  
*The doors will be open from 8.45am until 9:00am*

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

Laura Donovan  
Proper Officer  
Ilfracombe Town Council

13/09/2023