



ILFRACOMBE TOWN COUNCIL

**Staffing Committee Meeting – Monday 20th February 2023 at 10am
Venue – The Council Chamber, the Ilfracombe Centre,
44 High Street, Ilfracombe EX34 9QB**

Committee members - you are hereby summoned - Cllrs: M Fay (Chair), D Turton (Mayor), L Aston, B Gear, R Donovan, V Gates

Agenda

- 1. To receive apologies and reasons for absence and to note Declarations of Interest**
- 2. Notification of Chairs Discretion**
- 3. To adopt the minutes of the meeting held 5th December 2022 and note matters arising**
- 4. 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.

5. Updates:

- a) Annual Leave, Sick absence, Accrued time / Agreed overtime & Workload Implication
- b) Training – to consider submitted training requests
- c) Staff Reviews
- d) Staff requests – TMO

6. Ilfracombe Town Council Admin

7. Consideration for New Work Requests to include:

- a) Project initiation requests
- b) Primary Care Network update
- c) Community Developer Project update

8. Project Feedback

- a) Report on progress against the Programme Manager's project plan with resource management/pinch-points

9. Full Systems audit – request from Cllr Pearson

10. Town Clerk update

11. Staffing structure review

12. Chairs Discretion

A handwritten signature in black ink, appearing to be 'D Turton', with a long horizontal line extending to the right.

Cllr D Turton

Mayor

15th February 2023