



ILFRACOMBE TOWN COUNCIL

Staffing Committee Meeting – Monday 20th November 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 16th October 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

7. Project Feedback

- Report on progress against the Programme Manager's project plan with resource management/pinch-points
- Cllr Elliott's Town Lengthsman Proposal

8. Proper Officer update

- Report back on reception footfall for the last month
- To agree closing time of ITC on the 8th December
- Update of WorkNest Health and Safety to include eLearning system

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

13/11/2023