



ILFRACOMBE TOWN COUNCIL

Staffing Committee Meeting – Monday 26th February 2024 at 18:30pm

**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 and consider for approval, apologies and reasons for absence.**
- 3. To receive and record Declarations of Interest. A book for members to record their declarations of interest will be made available.**
- 4. Chair's discretion for any matters or announcements for Information Only.**
- 5. To adopt the minutes of the meeting held 20th November 2023 and note matters arising**
- 6. 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.
- 7. Updates:**
 - To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication
 - To consider all training or conference requirements and requests
 - Update on all staffing reviews
- 8. Project Feedback**
 - Report on progress against the Programme Manager's project plan with resource management/pinch-points
 - To discuss Public Conveniences Project and recruitment requirements
- 9. Proper Officer update**
 - Staffing Structure Review
 - To review and discuss the role/job description of a potential Lengthsperson and impact on current staffing levels alongside possible change of roles
 - Report back on reception footfall for the last few months and discuss implications since reduction of reception opening hours
 - To agree staff increases to take place in April in line with NMW increase
 - To discuss and agree staff involvement in 2024 Spring Clean
- 10. Chairs Discretion – for information only**

*Members of the Press & Public are Welcome to Attend
The doors will be open from 18:15pm until 18:30pm*

Laura Donovan
Proper Officer
Ilfracombe Town Council

21/02/2024