



## **ILFRACOMBE TOWN COUNCIL**

**Staffing Committee Meeting – Monday 15<sup>th</sup> April 2024 at 10:00am**

**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 25<sup>th</sup> March 2024 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 any training or conference requirements and requests
  - Update on any staffing reviews
- 8. Project Feedback**
  - Report on progress against the Programme Manager's project plan with resource management/pinch-points
- 9. Proper Officer update**
  - Approve and recommend for adoption the following policies:
    - Carers Policy
    - Employee Review Policy V2
    - Flexible Working Policy
    - Leave Policy V2
  - To review and confirm closing of ITC offices during the festive season
  - To review and discuss the implications regarding our Devon Pension Fund
  - To consider the possibility of additional time required for PO to complete CiLCA qualification
- 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

20/03/2024