



ILFRACOMBE TOWN COUNCIL

Staffing Committee Meeting – Monday 25th November 2024 at 6:30pm

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, N Townsend, P Crabb

(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 14th October 2024 and note matters arising**
6. **Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes**
7. **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.

8. Updates:

- To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication
- To consider and agree any training or conference requirements and requests
 - PO request to attend the SLCC Practitioners Conference
 - PO request to consider further training – Community Governance Level 4
- Update on any staffing reviews

9. Project Feedback

- Report on progress against the Programme Manager's project plan with resource management/pinch-points
- Update on PCN contract

10. Proper Officer update

- To consider and approve the 2024/25 National Pay Award
- To discuss and agree increase in National Minimum Wage and NIC contributions implications due from April 2025 onwards
- To review and approve update in 2025/26 Staffing Precept Budget
- Review and recommend for adoption the Menopause Policy
- To discuss and agree closing time of ITC on the 6th December for staff Christmas Party

11. Chairs Discretion – for information only

*Members of the Press & Public are Welcome to Attend
The doors will be open from 09:45am until 10:00am*



Laura Donovan
Proper Officer
Ilfracombe Town Council

20/11/2024