



**ILFRACOMBE TOWN COUNCIL
Staffing Committee Meeting**

Monday 19th May 2025 at 10:00am
Venue – Council Chamber – The Ilfracombe Centre, High Street, Ilfracombe

Council Members are requested to arrive by 10.00am – **apologies must be received by 9.00am**

Committee members, you are hereby summoned to attend - Cllrs: M Fay (Mayor), B Gear, G Coulter, J Irwin, P Crabb

(All Councillors are welcome to attend the meeting but only those formally appointed to the Committee may participate and vote)

AGENDA

- 1. Election of New Chair and Deputy Chair for 2025-2026**
- 2. Welcome by Chair**
- 3. To receive and consider for approval, apologies and reasons for absence.**
- 4. To receive and record Declarations of Interest. A book for members to record their declarations of interest will be made available.**
- 5. Chair’s discretion for any matters or announcements for Information Only.**
- 6. To adopt the minutes of the meeting held 28th April 2025 and note matters arising**
- 7. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes**
- 8. To determine which items, if any, of the agenda should be taken with the public excluded “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.
- 9. Updates:**
 - 8.1 To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication
 - 8.2 To consider and agree any training or conference requirements and requests
 - 8.3 Update on any staffing reviews

10. Project Feedback

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

11. Proper Officer update

- 10.1 Update on staffing structure discussions
10.2 To review and agree for recommendation to Full Council Draft Preventing Sexual Harassment Risk Assessment and Action Plan

12. Chairs Discretion – for information only

*Members of the Press & Public are welcome to attend
The reception doors will be open from 9:45am until 10:00am*



**Laura Donovan
Proper Officer
Ilfracombe Town Council**

14/05/2025