



Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson

MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON TUESDAY 15TH SEPTEMBER 2015 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney (Chairman), Donald Fraser, Ron Owen and Jane Ward
In attendance: Paul Beckerson (Town Clerk)

The meeting opened at 7.03pm

9. APOLOGIES FOR ABSENCE

Cllrs: Richard Herbert and Fr. Clive Hillman

10. DECLARATION OF MEMBERS' INTERESTS

There were none.

11. MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 14th July 2015 were agreed as a correct record and signed by the Chairman.

12. CREATION OF THREE PENSIONABLE POSTS LGA 1972

The Sub-Committee **RECOMMENDED** to Policy & Resources Committee that Community Centre Administrator, Community Facilities Manager and Assistant Town Clerk are designated pensionable posts under the Local Government Pension Scheme Regulations.

13. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960 **RESOLVED;** That in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SOs. 3(d) and 24(a) - (staffing)

Start of confidential business

The following items were considered in accordance with SO 13(c)

14. CHANGE TO TWO STAFF MEMBERS' CONTRACTED HOURS - Report 2546/PB (Confidential Appendix 1 Part 1)

The Sub-Committee **RECOMMENDED** to P&RC that the revised contracted hours are agreed and that apart from holidays or sickness that there should be a member of the finance staff present during the working week.

15. PAYMENT OF EXTRA HOURS AND AN INCREASE IN CONTRACTED HOURS – Report 2546/PB (Confidential Appendix 1 Part 2)

The Sub-Committee **RECOMMENDED** that P&RC agree the payment of the additional hours and that the contractual hours be increased to 26 per week.

16. REQUEST BY A STAFF MEMBER TO TAKE UNPAID LEAVE – Report 2546/PB (Confidential Appendix 1 Part 3)

The Sub-Committee **RECOMMENDED** that P&RC approve a week of unpaid leave.

End of confidential business

The meeting closed at 7.17pm