



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



Chairman: Cllr Jane Ward
Vice Chairman: Valerie Morgan
Town Clerk: Helen Symmons

MINUTES OF A MEETING OF PERSONNEL SUB-COMMITTEE
HELD ON THURSDAY 8TH MARCH 2018
AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Ron Owen (Chairman), Patrick Fox and Carole Mulroney

Also Present: Helen Symmons Town Clerk

The meeting commenced at 7.35pm.

17. APOLOGIES FOR ABSENCE

None

18. DECLARATION OF MEMBERS' INTERESTS

None

19. MINUTES OF PREVIOUS MEETINGS 13TH DECEMBER 2017

The minutes of the meeting of 13th December were agreed and signed by the Chairman.

20. 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)

21. STAFFING MATTER

The Sub-Committee **RESOLVED** to approve the costs of HR advice and support up to £1,000 in this matter and that the Chairman of P&R in conjunction with the Clerk (in line with Financial Regulation 4.1) authorise the expenditure from the ancillary staffing budget. This expenditure will not exceed the 2017/18 staffing budget.

22. STAFFING SALARIES AND INCREMENTS

The Sub-Committee **RESOLVED** to pay an anti-social working hours payment to staff affected after the hours 10.30 p.m. until the Community Centre is closed and that this be back dated to 1st November 2017. This expenditure will not exceed the 2017/18 staffing budget.

The Sub-Committee **RESOLVED** the annual staff incremental changes as per staff contract levels with effect from 1st April 2018. The staffing budget for 2018/19 incorporating the increments was resolved by Council 16th January 2018.

23. TOWN CLERK APPRAISAL

The Sub-Committee **RESOLVED** that the following appraisal timings be implemented in line with an Appraisal Policy and Process when formulated in due course:

Annual Review End of Council Year i.e. April annually
Goal Setting May, for the forthcoming council year
Mid-term Review November annually

24. CONFIDENTIAL MATTER PRESENTED BY THE CHAIRMAN OF PSC

The Town Clerk left the meeting, Cllr Mulronev took the minutes

The Chairman presented a confidential matter which was discussed by the Sub-Committee and is recorded at Exempt Confidential Minute 24.

The Sub-Committee **RESOLVED** to investigate the matter and a report will be submitted in due course.

The meeting ended at 8.30 pm