



# Leigh-on-Sea Town Council

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

MINUTES OF A MEETING OF PERSONNEL SUB-COMMITTEE  
HELD ON THURSDAY 27<sup>TH</sup> 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 7.30pm.***

25. APOLOGIES FOR ABSENCE

None

26. DECLARATION OF MEMBERS' INTERESTS

***None***

27. MINUTES OF PREVIOUS MEETINGS 8<sup>TH</sup> MARCH 2018

The minutes of the meeting of 8<sup>th</sup> March were agreed and signed by the Chairman.

28. 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)

29. STAFFING MATTER

The Sub-Committee **RESOLVED** to appoint an external investigating officer to meet with the parties within 10 working days and submit a written response having fully investigated the matter to PSC within 10 working days of meeting both individuals.

***The Town Clerk left the meeting***

30. REPORT REGARDING THE CONFIDENTIAL MATTER PRESENTED BY CHAIRMAN OF PSC AT MEETING 8<sup>TH</sup> MARCH 2018

**RESOLVED** that this Sub-Committee consider that before a formal investigation is undertaken a mediation session be convened between PSC and all parties within 10 working days.

***The meeting ended at 8.25 pm***