



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 Caroline Parker
Vice Chairman: Cllr Paul Lawrence
Town Clerk: Paul Beckerson



19th June 2013

Notice is hereby given that an **EXTRAORDINARY** meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Monday 24th June 2013** at the Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.00pm.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETINGS OF 4th June 2013

GENERAL PURPOSES

5. PERSONNEL SUB-COMMITTEE 13th JUNE 2013 – Appendix 1

Paul Beckerson
Town Clerk
19th June 2013

Please Note: Any member who is unable to attend the meeting should send their apologies before the meeting.



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MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON THURSDAY 13th JUNE 2013 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Pat Holden (Chairman), Mark Bromfield, Donald Fraser, Jerry Holden, Paul Lawrence, Carole Mulroney, Caroline Parker (from Min 2 until Min 9) and Patsy Ryan (from Min 8)

In attendance: Cllr Richard Herbert, Paul Beckerson (Town Clerk)

The meeting opened at 7.02pm

1. ELECTION OF CHAIRMAN

Cllr Pat Holden was elected as Chairman.

Cllr Caroline Parker joined the meeting

2. ELECTION OF VICE CHAIRMAN

Cllr Paul Lawrence was elected Vice Chairman.

3. APOLOGIES FOR ABSENCE

There were none

4. DECLARATION OF MEMBERS' INTERESTS

None

5. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 8th January 2013 were agreed as a correct record and signed by the Chairman

6. APPOINTMENT OF MEMBERS OF JOINT CONSULTATIVE WORKING PARTY (STAFFING)

Cllrs Mark Bromfield, Donald Fraser, Pat Holden, Paul Lawrence and Carole Mulroney wished to serve on the Working Party. There were 3 places available so an election was held. The votes received were as follows.

Cllrs. Mark Bromfield 3, Donald Fraser 3, Pat Holden 3, Paul Lawrence 6, Carole Mulroney 6.

Cllrs Paul Lawrence and Carole Mulroney were therefore elected. Cllr Mark Bromfield withdrew leaving a second ballot to determine the final place.

Cllrs Donald Fraser 3, Pat Holden 5, therefore Cllr Pat Holden was elected.

The three appointments then were Cllrs Pat Holden, Paul Lawrence and Carole Mulroney.

7. 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 (SO.1(c)) - (staffing)

Start of confidential business

8. STAFFING REPORT (Confidential Report 2183A/CM)

Cllr Patsy Ryan joined the meeting.

The Sub-Committee considered the report. The issue of time recording was raised and the amount of detail.

After a prolonged discussion it was **RESOLVED** to refer the matter to the Joint Consultative Working Party. Additionally it was felt that a resume of all the staff appraisals should be presented to the Sub-Committee

The Sub-Committee **RESOLVED** to agree the four recommendations contained within the confidential report.

9. ADDITIONAL JANITORIAL HOURS. (Confidential Report 2221/PSC)

Members discussed the necessity of the proposals and the Town Clerk clarified detail contained within the report.

Cllr Caroline Parker left the meeting.

The recommendation was put to the vote. A recorded vote was requested by Cllr Paul Lawrence.

For the recommendation: Cllrs Donald Fraser, Jerry Holden, Pat Holden, Carole Mulroney and Patsy Ryan.

Against the recommendation: Cllrs Mark Bromfield and Paul Lawrence.

The Sub-Committee **RECOMMENDED** the proposal to F&GPC.

10. TO NOTE COMPLETIONS OF STAFF PROBATIONARY PERIODS

The Sub-committee **noted** the completion of the LCC Manager's and Junior Administrator's probationary periods.

11. STAFFING SALARY REVIEWS

The Sub-Committee **RECOMMENDED** the proposed revised scales to F&GPC.

End of confidential business

The meeting closed at 9.13pm