



# Leigh-on-Sea Town Council

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

## MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON WEDNESDAY 11<sup>th</sup> SEPTEMBER 2013 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Pat Holden (Chairman), Donald Fraser, Jerry Holden, Paul Lawrence, Carole Mulroney and Patsy Ryan

In attendance: None

### ***The meeting opened at 8.00pm***

#### 18. APOLOGIES FOR ABSENCE

Cllrs Mark Bromfield and Caroline Parker

#### 19. DECLARATION OF MEMBERS' INTERESTS

None

#### 20. MINUTES OF PREVIOUS MEETING

It was agreed that Minute 16 be amended to include the word "he" before "would" to read: "*As it was the Town Clerk who had called the meeting, the Chairman invited him to speak to his report. The Town Clerk withdrew the report and requested deferral of the issues contained in the report and he would re-present them in separate reports for consideration under the relevant Procedure.*"

The amended Minutes of the meeting of 31<sup>st</sup> July 2013 were agreed as a correct record and signed by the Chairman.

#### 21. 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***

#### 22. TO AGREE PROCESS FOR CONDUCTING GRIEVANCE PROCEDURES.

The Council's Grievance Procedure was discussed with regards the grievances under consideration.

The Council's response to the grievance statements received is that the grievances will be considered in accordance with its Grievance & Disciplinary Procedure 2011 - Grievance Procedure (Report 1963a/PSC).

It was **RESOLVED** that the grievance hearings will take place on the afternoon of Monday 16<sup>th</sup> September 2013.

It was **RESOLVED** that both hearings would be conducted by members of the Personnel Sub Committee. Cllrs Donald Fraser, Jerry Holden, Carole Mulroney and Patsy Ryan were nominated as the panel members.

In accordance with ACAS guidelines, it was agreed that Southend Borough Council be contacted to provide a note-taker/witness for the hearings.

***End of confidential business***

***The meeting closed at 9.58pm***