



# Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert  
Vice Chairman: Cllr Syrie Cox  
Town Clerk: Paul Beckerson

## MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON FRIDAY 10<sup>th</sup> OCTOBER 2014 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney (Chairman), Syrie Cox, Donald Fraser, Richard Herbert, Pat Holden, Paul Lawrence, Caroline Parker (until part way through Min 15) and Patsy Ryan (until part way through Min 15)

### ***The meeting opened at 4.00pm***

#### 11. APOLOGIES FOR ABSENCE

There were none

#### 12. DECLARATION OF MEMBERS' INTERESTS

There were none.

#### 13. MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 25<sup>th</sup> July 2014 were agreed as a correct record and signed by the Chairman.

#### 14. 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***

#### 15. TOWN CLERK'S APPRAISAL

The Sub-Committee considered in detail the outcome of the appraisal of the Town Clerk. The Sub Committee welcomed the revised format and noted the positive outcome and the objectives arising therefrom. A number of minor amendments and additions to the appraisal objectives and schedule were discussed.

### ***Cllr Caroline Parker left the meeting.***

**RESOLVED:** That the Town Clerk's Appraisal be adopted and that the amendments be discussed with him. The report, with amendments shown is contained in Confidential Appendix 1 to these minutes.

Arising from the discussion of the appraisal documentation a number of issues were discussed and the Sub-Committee requested the Chairman to meet with the Town Clerk to discuss the flow of information on staffing issues.

The Sub-Committee requested The Town Clerk to produce a report on staffing hours, as soon as practically possible, to be brought forward to a meeting of the Finance and General Purposes Committee to enable further understanding of the workload and capacity of the staff team and any implications this reveals for the achievement of his objectives.

The Sub-Committee requested that the Town Clerk consider offering additional training relating to Planning Committee administration.

### ***Cllr Patsy Ryan left the meeting.***

Matters relating to the community centre café were discussed.

**RESOLVED:** that the Chairman of the Personal Sub-Committee be authorised to seek advice from EALC in connection with matters relating to the interrelationship between the Town Council and the community centre cafe.

***End of confidential business***

***The meeting closed at 5.55pm***