



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 Bernard Arscott | **Vice Chairman:** Cllr Sandra McCurdy



Members are hereby summoned to attend a meeting of the
Staffing Committee
to be held on
Tuesday 14 May 2024 at 7.30pm
at Leigh-on-Sea Community Centre, 71-73 Elm Road, SS9 1SP
for the purpose of transacting the following business

Councillor B Arscott
Proper Officer
8 May 2024

Chairman: Councillor S McCurdy
Vice Chairman: Councillor C Watt

Councillor B Arscott
Councillor J Garston

Councillor Dr D Bowry
Councillor J Lloyd

Councillor M Flewitt

STAFFING COMMITTEE AGENDA

- 1) Apologies for Absence**
To receive and approve apologies and reasons for absence.
- 2) Declaration Of Members' Interests**
Declaration of any disclosable pecuniary interests, other registerable and non-registerable interests relating to items on the Agenda in accordance with the Code of Conduct.
Members must not participate in any discussion on the matter in which they have declared a disclosable pecuniary interest or other registerable interest or participate in any vote, or further vote, taken on the matter at the meeting and must withdraw from the room unless the Member has received a dispensation in relation to the matter
- 3) Public Participation**
In accordance with Standing Order 3.e. to allow up to 15 minutes for members of the public to make representations, ask questions and give evidence in respect of any item on the agenda. At the close of this item members of the public will no longer be permitted to address the Council.
- 4) Confirmation of Minutes**
To agree the minutes of the meeting held on 15 March 2024 as a true and accurate account of the proceedings of the meeting.
- 5) New Policies**
To consider the following new Town Council Policies:
 - a. Appraisal Policy
 - b. Lone Working Policy
- 6) Policy Reviews**
To review the following current Town Council Policies:

- a. Staff Handbook
- b. Member/Employee Policy
- c. Recruitment Policy
- d. Training and Development Policy

7) Date of the next Meeting

The date of the next scheduled meeting is Tuesday 17th September 2024, additional meetings may be called in between if and when required.

8) Exclusion of the Press & Public

To resolve to exclude the Press and Public from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meeting) Act 1960 as the following item contains confidential information.

9) Staffing Matters

To consider a confidential report from the Chairman of the Committee, Councillor McCurdy.