



Leigh-on-Sea Town Council

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



**MINUTES OF THE MEETING OF THE STAFFING COMMITTEE
HELD ON TUESDAY 14 MAY 2024 COMMENCING AT 7.30pm
AT LEIGH-ON-SEA COMMUNITY CENTRE, 71-73 ELM ROAD SS9 1SP**

Present:

Chairman: Councillor S McCurdy

Councillor B Arcscott Councillor Dr D Bowry
Councillor J Garston Councillor J Lloyd

Clerk of the meeting Mrs T Melhuish
Public: 18
Other: Councillor Hart and Councillor Mulroney

1) Apologies for Absence

Apologies for absence were received from Councillors Flewitt and Watt.
RESOLVED that the apologies be accepted

2) Declarations of Members' Interest

None

3) Public Participation

Councillor Mulroney asked questions on the following items:
Appraisal Policy, Lone Working Policy, Member/Employee Policy, Training and Development Policy

Other members of the public asked questions of the following:

Role of the Proper Officer, who is taking the Minutes, what is this person's role, current position with Town Council staff

4) Confirmation of Minutes

RESOLVED that the Minutes of the meeting held on 15 March 2024 be approved.

5) New Policies

Members considered the following new Town Council Policies:

a. Appraisal Policy

RESOLVED that following an amendment by Councillor Bowry, to include the following wording:

1.1 and to acknowledge and encourage performance above and beyond the call of duty

The Appraisal Policy be approved.

b. Lone Working Policy

RESOLVED that following an amendment by Councillor Bowry, to include the following wording:

If a situation arises that a member of staff or a contractor has a concern regarding any unforeseen situation relating to lone working they shall have the ability to raise this with the Town Clerk or the Staffing Committee for consideration and action to be taken.

The Lone Working Policy be approved.

6) Policy Reviews

Members reviewed the following current Town Council Policies:

a. Staff Handbook

Members reviewed the current Town Council Policies:

RESOLVED that a Working Party be established to review the Staff Handbook and the Recruitment Policy.

Members of the Working Party be Councillors B Arscott, Bowry, Lloyd and McCurdy.

b. Member/Employee Policy

RESOLVED that the revised Member/Employee Policy be approved.

c. Recruitment Policy

As above

d. Training and Development Policy

RESOLVED that following an amendment by Councillor Garston to include the word '*strongly*', the revised Training and Development Policy be approved.

7) Date of the next Meeting

Members noted the date of the next scheduled meeting is Tuesday 17 September 2024.

8) Exclusion of the Press & Public

RESOLVED to exclude the press and public (The Public Bodies (Admission to Meetings) Act 1960) due to the confidential nature of the business to be transacted.

At 8pm, Councillor Hart and Councillor Mulronev and the 18 members of the public left the meeting.

9) Staffing Matters

Members received a verbal report from the Chairman of the Committee, Councillor McCurdy.

a. Previous Town Clerk appeal

An appeal against the decision to terminate the Town Clerk's contract has been received and is being actioned in line with the Town Council's Disciplinary Procedure 10.10. The Right of Appeal.

Advice had also been sought from the Town Council's solicitor and HR consultants.

The membership of the Appeal Committee to hear the appeal to be 3 who had no previous involvement in the matter, assisted by an independent advisor.

In line with 10.12, the 3 members will be different members who are not on the Staffing Committee.

Due to Town Councillor limitations, it was:

RESOLVED that the Appeal Committee be:

Town Councillor Agdeve, Southend City Councillor Tony Cox and Southend City Councillor Aylen.

b. Recruitment of Town Clerk and RFO

Advice had been sought from the Town Council's solicitor and HR consultants and the Town Council can now proceed with the recruitment of a Town Clerk and RFO.

RESOLVED to advertise the vacancy from 17 May to 31 May and placed on the Town Council's website, social media page, noticeboards and forwarded to the EALC for wider circulation.

The Interview Panel to be Councillors B Arscott, Bowry and McCurdy.

Appendix A – Confidential Report for Members only

c. Sick absences of current Town Council staff

A verbal report was provided following action taken in line with the Council's Absence Management Policy.

Advice is being sought from the Council's solicitor and HR consultants.

d. Staff Review

Advice is being sought from the Town Council's solicitor and HR consultants and a business case is being prepared.

There being no further public business to be transacted, the Chairman closed the meeting at 9pm.

Signed Chairman

Date: 17 July 2024