



# Leigh-on-Sea Town Council

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**Chair:** Councillor Bernard Arscott | **Vice Chair:** Councillor Sandra McCurdy



Members are hereby summoned to attend a meeting of the  
Staffing Committee  
to be held on  
**Wednesday 17 July 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  
11 July 2024

Chair: Councillor S McCurdy  
Vice Chair: Councillor C Watt

Councillor B Arscott  
Councillor Lloyd

Councillor Dr Bowry  
Councillor Mulroney

## 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 14 May 2024 as a true and accurate account of the proceedings of the meeting.

### 5. Policy Reviews

To review the following current Town Council Policies:

#### a. Staff Handbook

To consider a date for a meeting of the Staffing Working Party to meet and review the Staff Handbook (Membership is: Councillors B Arscott, Bowry, Lloyd and McCurdy)

#### b. Recruitment Policy

**6. 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.

**7. Staffing Matters**

a. Recruitment of Town Clerk and RFO

To receive a report from the Chair, Councillor McCurdy following the interviews that took place w/c 8 July 2024.

A recommendation to be made to Council.

b. Staff Structure Review

To consider the prepared Business Case for the staff structure review.

c. Grievances

In line with the Staff Handbook, Grievance Procedure, to consider submitted Grievances.

d. Employment Solicitor

To consider engaging the services of an employment solicitor to handle a number of staffing issues.

A recommendation to be made to Council.

The next Meeting is on:  
Tuesday 10 September 2024  
at 7.30pm  
at Leigh Community Centre