



Leigh-on-Sea Town Council

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



DRAFT MINUTES of the Meeting of the Staffing Committee
held on Wednesday 17 July 2024 commencing at 7.30pm
at Leigh-on-Sea Community Centre, 71-73 Elm Road SS9 1SP

Present:

Chair: Councillor S McCurdy

Councillor B Arscott
Councillor Mulroney

Councillor Dr D Bowry
Councillor Watt

Councillor Lloyd

Clerk of the meeting
Public:

Mrs T Melhuish
1

STA24-01 **Apologies for Absence**

All Members were present.

STA24-02 **Declarations of Members' Interest**

None.

STA24-03 **Public Participation**

There were no questions from the member of the public.

STA24-04 **Confirmation of Minutes**

Following a correction the wording of Minute ref 5b. to read 'unforeseen', it was **RESOLVED** that the Minutes of the meeting held on 14 May 2024 be approved.

STA24-05 **Policy Reviews**

Members reviewed the following Town Council Policies:

a. Staff Handbook

RESOLVED that a meeting of the Staffing sub-committee be held on Friday 26 July at 11am to review the Staff Handbook. A copy of the current handbook has been sent to the Town Council's HR consultant for review.

b. Recruitment Policy

RESOLVED that the new Recruitment Policy be approved on a temporary basis and subject to a review following the appointment of the new Town Clerk.

STA24-06 **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 7.50pm, the member of the public left the meeting.

STA24-07 **Staffing Matters**

Members received a verbal report from the Chair of the Committee, Councillor McCurdy on the following:

a. Recruitment of Town Clerk and RFO

Following the recent advertisement of the vacancy a number of applications were received the Interview Panel of Councillor McCurdy, Councillor Arscott and Councillor Dr Bowry met and a shortlist of candidates was drawn up in line with a scoring matrix.

Interviews were held w/c 8 July and 3 candidates were given appointments, however, 1 candidate did not attend.

The 2 applicants provided a power point presentation on Leigh-on-Sea.

Following the interviews a candidate was selected and a verbal offer of employment was made subject to Council approval.

Appendix A – Confidential Report for Members only

RESOLVED that a recommendation is made to Council at the meeting being held on 23 July 2024, for the formal offer of the full-time role of Town Clerk and RFO to Leigh-on-Sea Town Council from Monday 5 August 2024.

b. Staff Structure Review

Members were provided with the proposed Business Case for the staff structure review. Some revisions to be made to the document.

RESOLVED that a recommendation is made to Council at the meeting being held on 23 July 2024, for the Business Case to be approved. Following approval there will be a period of consultation for all staff.

c. Grievances

Appendix A – Confidential Report for Members only

d. Employment Solicitor

Costs for work from the legal section of the Town Council's current HR consultant were sought to handle the above grievances, however, they were very high.

A local solicitor was contacted and recommendations sought from other Parish and Town Councils.

RESOLVED that a recommendation is made to Council at the meeting being held on 23 July 2024, to engage the services of Backhouse Solicitors Ltd on an ad hoc basis to assist the Town Council with the required legal advice on staffing matters.

There being no further public business to be transacted, the Chairman closed the meeting at 9.25pm.

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

Signed Chairman

Date: 10 September 2024