



# Leigh-on-Sea Town Council

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

**Town Clerk:** Clare Milligan



## Minutes of the Staffing Committee Meeting

The Committee met at 7.30pm on Tuesday 24<sup>th</sup> September 2024 in the Council Chamber (Room 8), Leigh Community Centre, 71-73 Elm Road, Leigh-On- Sea, Essex, SS9 1SP.

Councillor B Arscott was proposed to Chair the meeting. Proposed by Cllr Dr D Bowry, seconded by Cllr A Hart who was substitute for Cllr C Mulroney and agreed unanimously.

Chair: Councillor B Arscott

Present: Councillors Dr D Bowry and A Hart.

In attendance: The Town Clerk – Clare Milligan, and five members of the public.

### STA24-12 Apologies for Absence

Apologies were received and agreed from Councillors S McCurdy, C Mulroney and J Lloyd. Cllr A Hart substituted for Cllr C Mulroney. Cllr C Watts did not attend the meeting.

### STA24-13 Declarations of Members' Interests

There were no declarations of Disclosable Pecuniary Interests, Other Pecuniary Interests or Registrable Non-Pecuniary Interests.

### STA24-14 Minutes

Resolved that the minutes of the meeting dated 13<sup>th</sup> August be agreed and signed.

### STA24-15 Public Participation

There were two questions from the members of public which the Clerk answered.

1. Would the staff be looked upon unfavorably if they did not undertake overtime for the Art Exhibition and how would they be paid? The Clerk advised that all overtime was voluntary, and that no member of staff would be penalised if they declined to undertake it. How they would be paid for this would be discussed with the members of staff.
2. Are the roles in the office being looked at so that permanent staff are in place? The Clerk advised that the staff roles in the office were to be looked at during the meeting that night.

### STA24-16 Private and Confidential

**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.

### STA24-17 Staffing Matters

- 1) The Clerk had circulated the job descriptions for all the staff vacancies in the office but recommended that the committee had more time to consider them. She recommended that another meeting was set up for the staffing committee for the 8<sup>th</sup> October 2024. Resolved it was agreed to postpone the consideration of the job descriptions until the 8<sup>th</sup> October 2024.
- 2) The Clerk went through the email received from ACAS regarding past staff. It was agreed that the Clerk would forward all correspondence to the Council's solicitor,

Backhouse Solicitors, to respond on behalf of the Council. Proposed by Cllr B Arscott, seconded by Cllr Dr D Bowry and agreed unanimously.

- 3) The Clerk advised the committee of an email regarding a possible Data Breach. The Clerk is looking into this and will reply to the person who sent the email and if necessary, report a breach to the ICO (Information Commissioner's Office).
- 4) The Clerk circulated the paperwork received regarding a past member of staff and asked the committee to agree to forward to the Council's solicitors, Backhouse Solicitors, to deal with. This was agreed. Proposed by Cllr B Arscott, seconded by Cllr Dr D Bowry and agreed unanimously.

There being no further business the meeting closed at 8.12pm.

Next meeting Tuesday 8<sup>th</sup> October 2024.