



Leigh-on-Sea Town Council

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Chairman: Cllr Jill Healey
Vice Chairman: Cllr Vivien Rosier
Town Clerk: Helen Symmons *PSLCC*

Members are requested to attend a meeting of the
STAFFING COMMITTEE of the Leigh-on-Sea Town Council on
Tuesday 4th February 2020 at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea
commencing at **7.30 pm**.

Committee Membership

Cllrs: Mark Bromfield (Chairman), Doug Cracknell, Keith Evans, Jill Healey, Carole Mulroney, Vivien Rosier and Mike Wells

AGENDA

1. HOUSEKEEPING NOTICES
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. MINUTES OF PREVIOUS MEETING 29TH OCTOBER 2019
5. DISCUSSION ITEM – ANNOUNCEMENTS

This item was deferred from the last meeting at the request of the Chairman.

6. STAFF HANDBOOK REVIEW

Following the review, the amendments to the Staff Handbook are still ongoing.

7. SALARY EARMARKED RESERVE

The resolved staffing budget for 2019/20 was £285,237. Due to staff changes during the year, underspends are expected in the following areas:

Council staffing	£5,000
Community Centre Staffing	£10,000
Events Staffing	£2,000

It is **RECOMMENDED** that the Committee **recommend to Finance & Governance Committee** that £17,000 be vired to the Salaries Earmarked Reserve at the financial year end.

8. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

That in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SOs 3(d) and 24 (a) – staffing)

9. STAFF APPRAISALS

This process is complete and is reported in the Confidential Appendix which will be presented to those members of the Committee present at the meeting.

10. CONFIDENTIAL STAFFING MATTER

Reported in the Confidential Appendix which will be presented to those members of the Committee present at the meeting.

11. TOWN CLERK APPRAISAL – MID TERM REVIEW

The mid-term review took place in accordance with the current appraisal process for the Town Clerk. A job evaluation took place and is reported in the Confidential Appendix which will be presented to those members of the Committee present at the meeting.

Helen Symmons
Town Clerk
30th January 2020

Please Note: Any member who is unable to attend the meeting should send their apologies to the Chairman of the Committee or Town Clerk.