



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP | Tel: 01702 716288

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

Town Clerk: Helen Symmons PSLCC



Members are requested to attend a meeting of the
STAFFING COMMITTEE of Leigh-on-Sea Town Council
on **Tuesday 20th June 2023** commencing at **6.30 pm.**
at Leigh-on-Sea Community Centre, 71-73 Elm Road, SS9 1SP

Committee Membership

Cllrs: Bernard Arscott, David Bowry, Mark Flewitt, Jonathan Garston, John Lloyd, Sandra McCurdy and Craig Watt

Helen Symmons PSLCC

Town Clerk
15th June 2023

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

AGENDA / BUSINESS TO BE TRANSACTED

1. HOUSEKEEPING ANNOUNCEMENTS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. MINUTES OF PREVIOUS MEETING [18TH APRIL 2023](#)
5. STAFF UPDATE

Since the last Staffing Committee Meeting, a member of staff on maternity leave advised that she would not be returning at the end of her leave. In accordance with the Staff Handbook, the additional twelve weeks' half pay made by the Council during maternity leave has been refunded.

At the present time, there are no plans to replace the staff member as existing staff and the Town Clerk have absorbed the role. However, this will be monitored as it may result in further additional workload pressures. The Town Clerk and existing staff have already absorbed the work of another member of staff who did not return from maternity leave earlier in the year.

6. 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)

7. CONFIDENTIAL UPDATE ON STAFF MATTER **DECISION ITEM**

A confidential appendix will be presented to those members present at the meeting.