



# Leigh-on-Sea Town Council

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Chairman: Cllr Valerie Morgan  
Vice Chairman: Cllr Jill Healey  
Town Clerk: Helen Symmons

Members are requested to attend a meeting of the  
**STAFFING COMMITTEE** of the Leigh-on-Sea Town Council on  
**Tuesday 29<sup>th</sup> January 2019** at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea  
commencing at **6.30 pm**.

## **Committee Membership**

*Cllrs: John Duprey, Patrick Fox (Chairman), Jill Healey, Valerie Morgan, Carole Mulrone, Declan Mulrone and Ron Owen*

## **AGENDA**

1. CHAIRMAN'S OPENING REMARKS AND HOUSEKEEPING NOTICES
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. MINUTES OF PREVIOUS MEETING 23<sup>RD</sup> OCTOBER 2018
5. NEW PAY SCALES

Following the introduction of the National Living Wage, the National Joint Council for local government, which agrees on pay and conditions for employers applying national terms, has introduced a new pay scale effective from 1<sup>st</sup> April 2019

The Government's National Living Wage (NLW) came in to force in 2016 and replaced the National Minimum Wage (NMW) for all workers aged 25 and over.

The Town Clerk has converted all staff wages to the new scales with effect from April 2019. There is a slight effect on the budget (£1,238) as a couple of the categories of new scale have been formed to combine two scale points under the old system. However overall, the Town Clerk's predicted the salary budget within 0.5% following implantation of the new scales.

6. MATERNITY LEAVE

A member of staff will be commencing maternity leave within the next 3 months. Her role will be covered with team working within the office as the appointment of a new apprentice will enable staffing adjustments to be made.

7. STAFF APPRAISALS

Annual appraisals have been undertaken by the Town Clerk for all staff. An interim appraisal system will be implemented to continue with staff personal development throughout the year.

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. CONFIDENTIAL STAFFING MATTERS (Confidential Appendix 1)

*Helen Symmons*

Helen Symmons  
Town Clerk  
24<sup>th</sup> January 2019

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