



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



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 29<sup>th</sup> October 2019** 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 29<sup>TH</sup> JULY 2019
5. DISCUSSION ITEM – ANNOUNCEMENTS

Cllr Bromfield has requested that this item be added to the agenda for debate.

6. TOWN CLERK APPRAISAL – MID TERM REVIEW

Following the adoption of the Council's Strategic Plan, the first annual appraisal was undertaken 9<sup>th</sup> April 2019. Agreed objectives were set arising from the Plan. The mid-term review will be due shortly and it is **RECOMMENDED** that an appraisal panel of 3 members from the Staffing Committee be appointed

7. STAFF CHANGES

In February 2019, an Administrative Apprentice was hired to cover the maternity period for the Events & Projects Officer. The Apprentice has excelled in terms of learning roles and progression with studies. With the recent staff changes, the following has been effected:

1. Community Centre hire is now allocated to a Bookings Team working closely to ensure continued excellent service and a rise in hire income. This ensures good business continuity.
2. The Administrative Apprentice is now part of the Bookings Team.
3. The current Administrative Apprentice will become a permanent member of staff with effect from 1<sup>st</sup> April 2020 as Administrative Assistant on SCP 1-5
4. A replacement Administrative Apprentice has been taken on as maternity cover.

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. REPORT OF CONFIDENTIAL STAFFING MATTER FROM 29<sup>TH</sup> JULY 2019
10. CONFIDENTIAL STAFFING MATTER

11. CONFIDENTIAL STAFF ITEM

12. STAFFING BUDGET 2020/21

The budget will be for **RECOMMENDATION** to Council via F&G and is only confidential at this stage due to items at Agenda item 12

13. STAFF HANDBOOK REVIEW

In September 2017, the Policy & Resources Committee resolved to have the Staff handbook reviewed and requested that an external consultant be used on a limited fixed budget. The Town Clerk kept in regular contact with the consultant who also provided additional guidance in the meantime, hence further policies were rewritten or introduced e.g. Safe guarding, recruitment policy. Due to the length of time taken for the review, the fee has been waived.

Since the resolution, there has been a committee restructure with a Staffing Committee formed as a standing committee replacing the Personnel Sub-Committee. Under the Staffing Committee's Terms of Reference the review of the Handbook is now delegated to this committee.

The Consultants review is now presented for the Committee to consider. It includes a few comments by the Town Clerk to clarify procedures where necessary. All references within the Handbook which state Personnel Sub-Committee will also require changing to Staffing Committee to reflect the new Council structure.

*Helen Symmons*

Helen Symmons  
Town Clerk  
23<sup>rd</sup> October 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.