



# Leigh-on-Sea Town Council

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

council@leighonseatowncouncil.gov.uk | www.leighonseatowncouncil.gov.uk

**Chairman:** Cllr Paul Gilson | **Vice Chairman:** Cllr Andrew Wilkins

**Town Clerk:** Helen Symmons PSLCC



Members are requested to attend an online meeting of the  
**STAFFING COMMITTEE** of Leigh-on-Sea Town Council  
on **Tuesday 23<sup>rd</sup> February 2021** commencing at **7.30 pm**.

This meeting is being held in accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

All participants are requested to enter the waiting room between 7.15 and 7.25 pm, ready for the meeting to commence at 7.00 pm. Members of the public are requested to email Council in advance of the meeting to give notice that they would like to attend.

To join the meeting:

Either click on this link

<https://us02web.zoom.us/j/2840165282?pwd=MVhpYnVNODBzSXk5U1hqUjFkZkZkZDZzOj09>

or use the Zoom App on your device and input:

Meeting ID: 284 016 5282

Password: 1996

Or you can phone dial into the meeting audio using one of the phone numbers:

One tap mobile

+442034815237,,2840165282#,,,,0#,,1996# United Kingdom

+442034815240,,2840165282#,,,,0#,,1996# United Kingdom

Dial by your location

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

Meeting ID: 284 016 5282

Password: 1996

Members of Council and members of the public are reminded that the meeting may be recorded by the Town Clerk in both audio and video to assist with the recording of Council minutes.

## **Committee Membership**

*Cllrs: David Bowry, Paul Gilson, Keith Evans, Jill Healey, Mike Wells and Andy Wilkins*

<b>AGENDA / BUSINESS TO BE TRANSACTED</b>
-------------------------------------------

1. APPOINTMENT OF COMMITTEE CHAIRMAN
2. CHAIRMAN'S ONLINE MEETING PROTOCOL ANNOUNCEMENT
3. APOLOGIES FOR ABSENCE
4. DECLARATION OF MEMBERS' INTERESTS
5. MINUTES OF PREVIOUS MEETING [15<sup>TH</sup> FEBRUARY 2020](#)
6. STAFF APPRAISALS

Staff Appraisals were conducted remotely. This was a positive process with good performance reviews.

For staff that are not at the top of their pay scale and have had satisfactory appraisals, it is **RECOMMENDED** that incremental pay awards be given in line with their contracts. This would be from 1<sup>st</sup> April 2021 and has already been accounted for in the 2021/22 salary budget relating to six members of staff.

It has yet to be announced if there will be a national percentage increase in salaries.

7. TOWN CLERK'S APPRAISAL

This is due to be undertaken in April and it is **RECOMMENDED** that in accordance with the Committee's Terms of Reference, three members be appointed to form an appraisal panel for the Town Clerk's appraisal process as defined.

*Helen Symmons*  
Town Clerk  
18<sup>th</sup> February 2021

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