



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 Douglas Cracknell | **Vice Chairman:** Cllr Keith Evans

Town Clerk: Helen Symmons PSLCC



Members are requested to attend a meeting of the
STAFFING COMMITTEE of Leigh-on-Sea Town Council
on **Tuesday 28th September 2021** commencing at **7.30 pm.**
at Leigh-on-Sea Community Centre, 71-73 Elm Road, SS9 1SP

Committee Membership

Cllrs: David Bowry (Chairman), Vinice Cowell, Doug Cracknell, Keith Evans, Jill Healey, Emma Smith and Mike Wells

Helen Symmons PSLCC

Town Clerk

23rd September 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.

AGENDA / BUSINESS TO BE TRANSACTED

1. HOUSEKEEPING ANNOUNCEMENT
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. MINUTES OF PREVIOUS MEETING [21st September 2021](#)
5. STAFFING UPDATE

Kick Starter Programme candidate commenced 16th September 2021
Interviews are due to commence shortly for an Administrative Assistant (Maternity Cover)
One of the caretakers has reduced their hours to 24 per week from 30.

6. 2021/22 STAFFING BUDGET UPDATE

The National pay rise for staff is still being finalised but the offer is an increase of 2.75% for scale 1 (this affects one employee) and 1.75% for all other scales. This would be back dated to 1st April 2021. The Town Clerk when preparing the budget for this year predicted 2% so there is no effect on the current budget resolved by Council.

The resolved staffing cost for 2021/22 is £286,000. However, based on the staffing update, this figure is now expected to decrease to £282,750.

7. 2022/23 STAFFING BUDGET

This budget is based on the following recommendations:
Town Clerk working hours reduced to 30 per week

Senior Caretaker moves 2 incremental points based on an outstanding appraisal review
 Maternity cover provided
 Kick Starter programme candidate awarded permanent contract
 HR support contract extended
 1 additional Caretaker employed on 30 hours
 Employers National Insurance increase covered
 National pay rise of 2% forecasted

LTC Staffing 2022/23			
Allocations		Budget	Projected
		2021/22	
Council Staffing	£88,750.00	£ 104,500.00	£ 113,000.00
LCC	£148,000.00	£ 123,000.00	£ 116,000.00
Skatepark	£5,000.00	£ 4,750.00	£ 4,700.00
Allotments	£13,500.00	£ 11,000.00	£ 10,000.00
Com Transp	£4,500.00	£ 5,250.00	£ 4,300.00
Farmers Market	£7,250.00	£ 8,000.00	£ 6,000.00
C&C	£15,250.00	£ 15,000.00	£ 14,000.00
Planning	£15,000.00	£ 12,500.00	£ 13,000.00
Volunteer	£0.00	£ 2,000.00	£ 1,750.00
	£297,250.00	£ 286,000.00	£ 282,750.00

It is **RECOMMENDED** that the Staffing Committee agree the budget and associated recommendations as presented with **recommendation to Council via Finance & Governance Committee.**

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 ON CONFIDENTIAL STAFFING MATTERS