



# Leigh-on-Sea Town Council

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

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**Chairman:** Cllr Keith Evans | **Vice Chairman:** Cllr Dr. David Bowry

**Town Clerk:** Helen Symmons PSLCC



Members are requested to attend a meeting of the  
**STAFFING COMMITTEE** of Leigh-on-Sea Town Council  
on **Tuesday 18<sup>th</sup> April 2023** commencing at **6.00 pm.**  
at Leigh-on-Sea Community Centre, 71-73 Elm Road, SS9 1SP

## **Committee Membership**

*Cllrs: David Bowry, Vinice Cowell, Keith Evans, Anita Forde, Jill Healey, Carole Mulrone and Andy Wilkins*

*Helen Symmons PSLCC*

Town Clerk  
13<sup>th</sup> April 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 [7<sup>TH</sup> MARCH 2023](#)
5. GRIEVANCE OUTCOME

The Grievance Panel met 28<sup>th</sup> February 2023 to formally hear and discuss the grievance submitted 24<sup>th</sup> January 2023. The Grievance Panel felt it was not necessary to investigate further as it was evident that the member of staff had been subjected to cyber bullying and most likely targeted because of the position they held within the Council. The Grievance Panel upheld the grievance.

At an extra ordinary Staffing meeting held 7<sup>th</sup> March 2023 the Committee considered how the Council may be able to deter or prevent such conduct in the future. Following consultation with the Monitoring Officer at Southend City Council, Leigh Town Council at its meeting 28<sup>th</sup> March 2023 resolved amendments to the Staff Handbook along with a public statement that will be displayed on the Council website.

6. TOWN CLERK APPRAISAL

The Appraisal Panel met 4<sup>th</sup> April and conducted the appraisal review with the Town Clerk.

7. 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)

8. FLEXIBLE WORKING REQUEST APPEAL

9. CONFIDENTIAL UPDATE ON STAFF MATTER