



# 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 28<sup>th</sup> February 2023** commencing at **7.30 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  
16<sup>th</sup> February 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 [31<sup>st</sup> January 2023](#)
5. CHANGES TO OFFICE ORGANISATION – [Appendix 1](#)

Following the resignation of the Assistant Town Clerk, there has been a reorganisation of some staffing roles as follows:

All Office staff are Administrative Assistants with area responsibilities as follows:

Office & Facilities Team Leader – remains full time

Council Admin Support – remains full time

Bookings – now full time

Bookings and Finance – remains part time

Reception and Events – fixed term part time maternity cover contract extended to permanent part time

Community Engagement – remains part time

The Committee may recall that the Events Officer resigned in January 2022 and was not replaced at that time pending the return of the Assistant Town Clerk from maternity leave. The reorganisation now includes this role again.

Office staff numbers remain the same since November 2021 with no change in the ratio of full time to part time hours.

## 6. APPRAISAL PROCESS

This process has been completed for all Office and caretaking staff.

It is **RECOMMENDED** that an appraisal panel of 3 members of the Staffing Committee be formed to undertake the Town Clerk's appraisal in April.

## 7. OTHER STAFF MATTERS

A flexible working request has been received and is being processed following the Staff Handbook protocol.

Staff incremental pay awards as per contracted pay scales, identified quantitative measures for the Council and commensurate of roles and responsibilities will be made from 1<sup>st</sup> April in line with previous reporting and the resolved staffing budget for 2023/24.

## 8. 2022/23 STAFFING BUDGET UPDATE

With the various staff changes that have taken place this year, the year end forecast shows a total underspend in salaries of £14,115.

LTC Staffing 2022/23		
Allocations		
		yr end forecast
Council Staffing	£97,000.00	£94,610.00
LCC	£148,000.00	£140,951.00
Skatepark	£5,000.00	£4,934.00
Allotments	£13,500.00	£13,680.00
Com Transp	£4,500.00	£6,371.00
Farmers Market	£7,250.00	£8,208.00
C&C	£15,250.00	£8,951.00
Planning	£15,000.00	£13,680.00
Volunteer	£0.00	£0.00
	<b>£305,500.00</b>	<b>£291,385.00</b>

## 9. TO CONSIDER ANY UNDERSPENDS IN 2022/23 BUDGET TO EARMARK AS A RESERVE

Community & Culture Committee have **recommended to Council via Finance & Governance Committee** that £5,000 from the LCC staff budget underspend be set aside as a new earmarked reserve for LCC staff salaries. LCC staff salaries are part funded by income from the community centre.

It is **RECOMMENDED** that the Staffing Committee **recommend to Council via Finance & Governance Committee** that £5,000 of salary underspend is moved to the Staffing earmarked reserve:

Purpose of Reserve	Opening Balance	Movement	Closing Balance
LCC salaries	NEW	£5000.00	£5000.00
Staffing	£24958.00	£5000.00	£29958.00

10. 2023/24 STAFFING BUDGET UPDATE

The reorganisation of staff and the incremental point rises that apply are all accommodated within the resolved staffing budget for 2023/24. This budget also allows for a national pay rise of 3% (national negotiations have not yet commenced) and the confirmed increase of employers' pension contributions of 1.5%.

<b>LTC Staffing 2023/24</b>		
<b>Allocations</b>		
		<b>Yr end forecast</b>
<b>Council Staffing</b>	£122,500.00	£119,087.00
<b>LCC</b>	£146,750.00	£153,335.00
<b>Skatepark</b>	£6,500.00	£6,013.00
<b>Allotments</b>	£15,750.00	£15,033.00
<b>Com Transp</b>	£4,750.00	£4,370.00
<b>Farmers Market</b>	£6,250.00	£0.00
<b>C&amp;C</b>	£25,500.00	£17,542.00
<b>Planning</b>	£15,750.00	£15,033.00
	<b>£343,750.00</b>	<b>£330,413.00</b>

Staffing costs relating to the café within the community centre are kept separate as these costs are funded from café sales alone.

11. 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)

12. CONFIDENTIAL UPDATE ON STAFF MATTERS

**LEIGH TOWN COUNCIL – ORGANISATION CHART MARCH 2023**

