



Leigh-on-Sea Town Council

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Chairman: Cllr Valerie Morgan
Vice-Chairman: Jill Healey
Town Clerk: Helen Symmons

MINUTES OF A MEETING STAFFING COMMITTEE
TUESDAY 29TH JANUARY 2019
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: *John Duprey, Jill Healey, Declan Mulronev and Ron Owen*

In Attendance: Helen Symmons (Town Clerk) until minute 24 c, Abbie Cotterell (Assistant Proper Officer)

The meeting opened at 6.30pm

16. CHAIRMAN'S OPENING REMARKS AND HOUSEKEEPING NOTICES

Cllr Duprey as Vice Chairman of the Committee chaired the meeting, welcomed all and made the appropriate housekeeping announcements.

17. APOLOGIES FOR ABSENCE

Cllrs: Patrick Fox, Valerie Morgan and Carole Mulronev

18. DECLARATION OF MEMBERS' INTERESTS

There were none

19. MINUTES OF PREVIOUS MEETING 23RD OCTOBER 2018

The minutes of 23rd October 2018 were agreed and signed by the Chairman

20. NEW PAY SCALES

The Committee **NOTED** the report

21. MATERNITY LEAVE

The Committee **NOTED** the report

22. STAFF APPRAISALS

The Committee **NOTED** the report and please to see interim appraisals being introduced.

23. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

RESOLVED: 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)

24. CONFIDENTIAL STAFFING MATTERS

a) The Committee **NOTED** the report

- b) The Committee **RESOLVED** that the Town Clerk invoke the next stage of the Long-term Absence Policy with a Final Sickness Review meeting taking place, followed by an Attendance Hearing if necessary.

The Town Clerk left the meeting

- c) The Committee considered the formal complaint and **RESOLVED** that there was no case to answer and that no further investigation need be actioned. The Chairman will write to the complainant and suggest an informal discussion over a number of related areas.
- d) The Committee **RESOLVED** that there would be no interim appraisal for the Town Clerk but would hold a full appraisal in April setting 4 or 5 key objectives. The Appraisal Panel will be the Chairman of Council, Vice Chairman of Council and Chairman of the Staffing Committee.

The meeting closed at 7.22 pm