



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



Chairman: Cllr Jill Healey  
Vice-Chairman: Vivien Rosier  
Town Clerk: Helen Symmons *PSLCC*

MINUTES OF A MEETING STAFFING COMMITTEE  
TUESDAY 4<sup>TH</sup> FEBRUARY 2020  
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Mark Bromfield (Chairman), Keith Evans, Jill Healey, Carole Mulroney, Vivien Rosier and Mike Wells

In Attendance: Helen Symmons (Town Clerk)

***The meeting opened at 6.00pm***

1. HOUSEKEEPING NOTICES

The Chairman welcomed all to the meeting and the Town Clerk made the appropriate housekeeping announcements.

2. APOLOGIES FOR ABSENCE

Cllr Doug Cracknell

3. DECLARATION OF MEMBERS' INTERESTS

***There were none***

4. APPROVE MINUTES OF THE PREVIOUS MEETING

The minutes of 29<sup>th</sup> October 2019 were agreed and signed by the Chairman

5. DISCUSSION ITEM – ANNOUNCEMENTS

Cllr Bromfield made several points regarding the removal of Chairman's Remarks/Announcements as an Agenda item on the Staffing Committee. The Town Clerk explained to the Committee her reasons for making the change to the Staffing Committee Agenda which is the same for Planning Agendas. No motion was put forward regarding standardising the item on all agendas.

6. STAFF HANDBOOK REVIEW

The Committee **NOTED** the report and the fact that the document is a living one and still in use.

7. SALARY EARMARKED RESERVE

The Committee **RESOLVED** to **recommend to Finance & Governance Committee** that £17,000 be vired to the Salaries Earmarked Reserve at the financial year end.

8. MOTION TO EXCLUDE THE 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))

9. STAFF APPRAISALS

The Committee **RESOLVED** the incremental pay awards as appropriate.

10. CONFIDENTIAL STAFFING MATTER

The Committee **NOTED** the report

***The Town Clerk left the meeting***

11. TOWN CLERK APPRAISAL – MID TERM REVIEW

The Committee **RESOLVED** to **recommend to Finance & Governance Committee** that the pay scale of the Town Clerk be Scale Point 44 with effect from 1<sup>st</sup> April 2020 and that the budget difference in 2020/21 be vired from the Salaries Earmarked Reserve.

***The Town Clerk returned to the meeting***

***The meeting closed at 8.23 pm***