



# Leigh-on-Sea Town Council

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Chairman: Cllr Paul Gilson  
Vice-Chairman: Cllr Andy Wilkins  
Town Clerk: Helen Symmons *PSLCC*

MINUTES OF A MEETING STAFFING COMMITTEE  
TUESDAY 8<sup>TH</sup> SEPTEMBER 2020  
HELD ONLINE

Present: Cllrs: David Bowry, Mark Bromfield (Chairman), Paul Gilson, Keith Evans, Jill Healey and Andy Wilkins

In Attendance: Cllr Mulroney (until minute 9) and Helen Symmons (Town Clerk)

***The meeting opened at 7.30pm***

1. CHAIRMAN'S ONLINE MEETING PROTOCOL ANNOUNCEMENT

The Chairman welcomed all to the meeting and read the protocol.

2. APOLOGIES FOR ABSENCE

Cllr Mike Wells

3. DECLARATION OF MEMBERS' INTERESTS

***There were none***

4. APPROVE MINUTES OF THE PREVIOUS MEETING

The minutes of 4<sup>th</sup> February 2020 were agreed following an amendment to the word 'movement' being replaced by 'motion'. These will be signed at the next possible meeting when physical attendance is permitted.

5. STAFF HANDBOOK REVIEW **Agenda item 5**

The Committee undertook the review and **RESOLVED** to recommend the amendments with some further additions to Finance & Governance Committee (F&G). It was noted that this will be a living document and any future changes will be marked when amendments are to be made. Staff will have the opportunity to see and comment on the document before submission to F&G.

6. 2020/21 NJC PAY AWARD

The Committee **NOTED** the national pay award.

7. 2021/22 STAFFING BUDGET **Agenda item 7**

The Committee **RESOLVED** to recommend the budget to **F&G Committee**.

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)

***Cllr Mulroney left the meeting***

9. CONFIDENTIAL STAFFING MATTER 1

The Committee **NOTED** the confidential report and the fact that the needs of employees have been met but not to the detriment of Council operations.

10. CONFIDENTIAL STAFFING MATTER 2

The Committee **NOTED** the report which was discussed in detail. The Town Clerk was asked to make contact with an HR consultant.

The Committee **RESOLVED** to hold a further meeting on Tuesday 13<sup>th</sup> October at 7 pm.

***End of Confidential session***

***The meeting closed at 8.46 pm***