



Leigh-on-Sea Town Council

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Chairman: Cllr Douglas Cracknell | **Vice Chairman:** Cllr Keith Evans

Town Clerk: Helen Symmons PSLCC



MINUTES OF A MEETING STAFFING COMMITTEE
TUESDAY 20TH JULY 2021
HELD AT LEIGH COMMUNITY CENTRE

Present: Cllrs: David Bowry, Doug Cracknell, Keith Evans, Jill Healey and Mike Wells (from Minute 5)

Absent: Cllrs Vinice Cowell and Emma Smith

In Attendance: Helen Symmons (Town Clerk)

The meeting opened at 6.31pm

1. HOUSEKEEPING ANNOUNCEMENT

The Chairman thanked all for coming to this additional Staffing meeting to the calendar. Housekeeping announcements were made.

2. APOLOGIES FOR ABSENCE

There were none

3. DECLARATION OF MEMBERS' INTERESTS

There were none

4. APPROVE MINUTES OF THE PREVIOUS MEETING

The minutes of 23rd February 2021 were agreed and signed.

Cllr Wells joined the meeting

5. KICKSTART EMPLOYMENT PROGRAMME

The Committee noted the report, liking the idea and additional information provided by the Town Clerk.

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

The Committee **RESOLVED** to that in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SO 3d and 24a – staffing)

7. REPORT ON THE TOWN CLERK'S APPRAISAL BY THE APPRAISAL PANEL

Cllr Bowry provided a verbal report on the appraisal undertaken in line with the appraisal process for the Town Clerk. The Panel and Staffing Committee extended thanks to the Clerk for her work in 2020/21. Cllr Bowry also informed the Committee of the staffing meeting held remotely with office staff and himself and Cllr Evans. The engagement had all been very positive and staff appreciative.

8. CONFIDENTIAL STAFFING MATTERS

The Committee asked that congratulations be passed on to the Assistant Proper Officer and the Town Clerk spoke of the maternity cover plans which were **AGREED**

The Committee **NOTED** the request with regard to the Town Clerk's working hours and the review of salary grade for the Senior Caretaker and that these will be dependent on other factors. No objections were raised.

The Committee **NOTED** the report on caretaking staffing and requested two reserve/ad hoc caretakers be sought in the first instance as the Centre starts to increase business.

The Committee **AGREED** the action the Town Clerk outlined with regard to seeking professional advice.

Cllr Evans requested that other Councillors be encouraged to pop in and visit with staff occasionally.

End of Confidential session

The meeting closed at 7.17 pm