



# 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 22<sup>ND</sup> FEBRUARY 2022  
HELD AT LEIGH COMMUNITY CENTRE

Present: Cllrs: David Bowry, Doug Cracknell, Keith Evans, Jill Healey and Emma Smith.

Absent: Cllrs Vinice Cowell and Mike Wells

In Attendance: Helen Symmons (Town Clerk)

***The meeting opened at 7.33 pm***

33. HOUSEKEEPING ANNOUNCEMENT

The Chairman thanked all for coming to the meeting and made the housekeeping announcement.

34. APOLOGIES FOR ABSENCE

***Cllr Cowell***

35. DECLARATION OF MEMBERS' INTERESTS

***There were none***

36. APPROVE MINUTES OF THE PREVIOUS MEETING

The minutes of 30<sup>th</sup> November 2021 were agreed and signed.

37. STAFFING UPDATE

The Committee **NOTED** the report.

38. 2021/22 STAFFING BUDGET UPDATE

The Committee **NOTED** the report and **RESOLVED** the recommended movements to earmarked reserves **with recommendation to Council via F&G Committee**

39. NATIONAL LIVING WAGE INCREASE APRIL 2022

The Committee **NOTED** the report

40. CIVILITY AND RESPECT PROJECT

The Committee **NOTED** the report and **RESOLVED** that a letter be sent to Southend West MP, Anna Firth requesting support to the Early Day Motion 691. It was noted that Southend Borough Council had yet to adopt the LGA Model Code of Conduct 2020. The Town Clerk was monitoring this as traditionally Leigh Town Council has adopted the same Code. It was noted, that even if adopted the Code still provided no sanctions with regard to poor behaviour of councillors.

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

The Committee **RESOLVED** 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)

42. CONFIDENTIAL REPORT ON EXIT INTERVIEW

The Committee **NOTED** the report.

43. CONFIDENTIAL STAFFING MATTER 1 – STAFF GRIEVANCE

The Committee discussed the matter and **NOTED** that the member of staff had not appealed the response to the grievance. The matter was therefore closed.

44. CONFIDENTIAL STAFFING MATTER 2 – STAFF COMPLAINT

The Committee had several concerns as to how this was being addressed by the Monitoring Officer and in particular the length of time being taken. It was recognised that under legislation the Council had no control over the handling of the complaint despite it affecting a member of Council staff.

45. CONFIDENTIAL STAFFING MATTER 3 – CLLR CORRESPONDENCE

The Staffing Committee were disappointed by the Councillor's social media interaction and disregard for the Council's policy.

46. CONFIDENTIAL REPORT ON STAFF APPRAISALS

The Committee **NOTED** the report and **RESOLVED** the recommended incremental scale point increases for two members of staff.

The Committee **RESOLVED** the recommended individual alteration to the pay scale band for the member of staff who had opted out of the pension scheme.

The Committee **RESOLVED** that Cllrs Bowry, Cracknell and Smith would be the appraisal panel for the Town Clerk's appraisal in April. Cllr Evans will be a reserve panellist.

***End of Confidential session***

***The meeting closed at 8.44 pm***