



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP | Tel: 01702 716288

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**Chair:** Councillor Bernard Arscott | **Vice Chair:** Councillor Sandra McCurdy  
**Town Clerk:** Mrs Clare Milligan



## Staffing Committee Meeting

You are hereby summoned to the Staffing Committee Meeting to be held in the Council Chamber, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea, Essex, SS9 1SP on **Tuesday 8<sup>th</sup> October 2024 at 10.30am.**

*C Milligan*

Mrs Clare Milligan  
Town Clerk  
1<sup>st</sup> October 2024

Chair: Councillor S McCurdy  
Councillor Membership: B Arscott, Dr D Bowry, J Lloyd, C Mulroney and C Watt.

The press and the public are cordially invited to join the meeting.

## AGENDA

### 1. Apologies for Absence

To receive and approve apologies for absence.

### 2. Declarations of Members' Interests

Declaration of any disclosable pecuniary interests, other registerable and non-registerable interests relating to items on the Agenda in accordance with the Code of Conduct. Members must not participate in any discussion on the matter in which they have declared a disclosable pecuniary interest or other registerable interest or participate in any vote, or further vote, taken on the matter at the meeting and must withdraw from the room unless the Member has received a dispensation in relation to the matter.

### 3. Minutes

To receive and agree the minutes of the Staffing Committee meeting held on 24<sup>th</sup> September 2024.

### 4. Public Participation

In accordance with Standing Order 3.e. to allow up to 15 minutes for members of the public to make representations, ask questions and give evidence in respect of any item on the agenda. In accordance with Standing Order 3.f. no one person shall speak for longer than 3 minutes. At the close of this item members of the public will no longer be permitted to address the Council.

### 5. Job Descriptions and Person Specification for Office Staff Roles

To receive the job descriptions and person specification for the office staff vacancies along with adverts for the roles for discussion and agreement including salaries for the posts.

To receive a request for employing two new part-time Caretakers instead of one, for discussion and decision.

**6. Private and Confidential**

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are excluded from the following items of business due to their confidential nature and they are instructed to withdraw.

**7. Staffing Matters**

To receive confidential papers, discuss and decide on staffing matters.