



Leigh-on-Sea Town Council

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Chairman: Cllr Carole Mulroney
Vice Chairman: Cllr Helen Robertson
Town Clerk: Paul Beckerson

Notice is hereby given that the next meeting of the **PERSONNEL SUB-COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Wednesday 24th August 2016** at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea commencing at **5.30pm**, when it is hoped to transact the following business.

AGENDA

1. ELECTION OF CHAIRMAN
2. ELECTION OF VICE-CHAIRMAN
3. APOLOGIES FOR ABSENCE
4. DECLARATION OF MEMBERS' INTERESTS
5. MINUTES OF PREVIOUS MEETING 8TH MARCH 2016
6. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

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))

7. STAFF ABSENCE MANAGEMENT – Confidential Appendix 1 (to be circulated at the meeting)
8. STAFF APPRAISAL ISSUES – Confidential Appendix 2 (to be circulated at the meeting)

Helen Symmons
Acting Town Clerk
18th August 2016

Please Note: Any member who is unable to attend the meeting should send their apologies to the Clerk before the meeting.