



# Leigh-on-Sea Town Council

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

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

**Town Clerk:** Helen Symmons PSLCC



Members are requested to attend a meeting of the  
**STAFFING COMMITTEE** of Leigh-on-Sea Town Council  
on **Tuesday 30<sup>th</sup> November 2021** commencing at **6.45 pm.**  
at Leigh-on-Sea Community Centre, 71-73 Elm Road, SS9 1SP

## **Committee Membership**

*Cllrs: David Bowry (Chairman), Vinice Cowell, Doug Cracknell, Keith Evans, Jill Healey, Emma Smith and Mike Wells*

*Helen Symmons PSLCC*

Town Clerk

25<sup>th</sup> November 2021

Please Note: Any member who is unable to attend the meeting should send their apologies to the Chairman of the Committee or Town Clerk.

## **AGENDA / BUSINESS TO BE TRANSACTED**

1. HOUSEKEEPING ANNOUNCEMENT
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. MINUTES OF PREVIOUS MEETING [28<sup>TH</sup> SEPTEMBER 2021](#)
5. STAFFING UPDATE

The Assistant Town Clerk is now on maternity leave and the staffing structure has been re-organised as maternity cover is in place. Additionally, a new Receptionist has been employed following the departure of one of the Administrative Assistants for a new role in London. The caretaking team is now back to full complement and this is enabling the maintenance programme to recommence after a difficult staffing period.

The organisation structure is as Appendix 1

6. 2021/22 STAFFING BUDGET UPDATE

Following the last meeting, various staff changes took place unexpectedly. The staffing budget update is as follows but does not include the National pay rise for staff which is still being negotiated (2.75% for scale 1 and 1.75% for all other scales).

	Budget	Projected*
	2021/22	
<b>Council Staffing</b>	£ 104,500.00	£ 108,500.00
<b>LCC</b>	£ 123,000.00	£ 117,000.00
<b>Skatepark</b>	£ 4,750.00	£ 4,700.00
<b>Allotments</b>	£ 11,000.00	£ 10,000.00
<b>Com Transp</b>	£ 5,250.00	£ 4,300.00
<b>Farmers Market</b>	£ 8,000.00	£ 6,000.00
<b>C&amp;C</b>	£ 15,000.00	£ 14,000.00
<b>Planning</b>	£ 12,500.00	£ 13,000.00
<b>Volunteer</b>	£ 2,000.00	£ 1,750.00
	£ 286,000.00	£ 279,250.00

At the February 2022 meeting, the Town Clerk will be making a recommendation that any underspends are added to the Earmarked Reserve for Salaries to account for the backdated wages that will need to be made in relation to the pay award.

7. NATIONAL LIVING WAGE INCREASE APRIL 2022

The National Living wage with effect from 1<sup>st</sup> April 2022 will increase to £9.50 per hour from £8.91 per hour.

The existing pay spine currently pays SCP1 at £9.27 per hour but this will increase by 2.75% with the pay award and thereafter the rate will be £9.52 per hour. This will meet the National Living Wage rise. The lowest pay spine scale that any member of staff is on is currently SCP2 and this rate will increase to £9.62 per hour when the pay rise is agreed. The pay rise will be backdated to 1<sup>st</sup> April 2021.

8. 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)

9. REPORT ON CONFIDENTIAL STAFFING MATTERS

LEIGH TOWN COUNCIL – ORGANISATION CHART

