



# 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 22<sup>nd</sup> February 2022** commencing at **7.30 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

17<sup>th</sup> February 2022

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 [30<sup>TH</sup> NOVEMBER 2021](#)
5. STAFFING UPDATE

The Events & Projects Officer's last working day was 15<sup>th</sup> February. The job role will not be replaced at this time.

The Marketing & Profile Officer has expressed a wish to begin her maternity leave at the end of June 2022.

The Assistant Town Clerk who is on maternity leave will be offered Keeping in Touch days.

The Kickstarter programme finishes 16<sup>th</sup> March. Our placement has been exceptional and a permanent contract is being offered. We were also able to offer another of those we interviewed at the time casual labour and this has and will continue.

6. 2021/22 STAFFING BUDGET UPDATE

The staffing budget update is as follows but is forecasted as if the National pay rise for staff took place 1<sup>st</sup> April 2021. Pay rise negotiations are still on-going though (2.75% for scale 1 and 1.75% for all other scales) and therefore it is **RECOMMENDED** that appropriate virements are made to prepare for backdated increases relating to the current financial year as follows:

Salaries £7,000

LCC Salaries £6,000 (recommended by C&C Committee)

Allocations	Budget	Projected	Projected
	2021/22	with payrise	without
<b>Council Staffing</b>	£ 104,500.00	£ 108,500.00	£ 106,000.00
<b>LCC</b>	£ 123,000.00	£ 117,000.00	£ 114,500.00
<b>Skatepark</b>	£ 4,750.00	£ 4,700.00	£ 4,500.00
<b>Allotments</b>	£ 11,000.00	£ 10,000.00	£ 9,800.00
<b>Com Transp</b>	£ 5,250.00	£ 4,300.00	£ 4,250.00
<b>Farmers Market</b>	£ 8,000.00	£ 6,000.00	£ 5,900.00
<b>C&amp;C</b>	£ 15,000.00	£ 13,000.00	£ 12,600.00
<b>Planning</b>	£ 12,500.00	£ 13,000.00	£ 12,500.00
<b>Volunteer</b>	£ 2,000.00	£ 1,600.00	£ 1,600.00
	£ 286,000.00	£ 278,100.00	£ 271,650.00

#### 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. Whilst the national pay award has still not been resolved, we have received instruction from the National Joint Council for local government services to pay SCP 1 & 2 at £9.50 from 1<sup>st</sup> April until this is resolved. Once the pay award is finalised and back dated, both spine points will meet or exceed the national living wage increase.

#### 8. CIVILITY AND RESPECT PROJECT

An update was recently sent to Councillors on the Civility and Respect Project, which is a national joint project between many professional bodies representing Town and Parish Councils. In addition, the Local Government Association have published their new recommended model Code of Conduct for local authorities to adopt.

The Chairman of the Staffing Committee would like the Staffing Committee to endorse the LGA 'Model Councillor Code of Conduct 2020' and consider making a recommendation to Council via F&G Committee that it should be adopted for Leigh Town Council.

The Chairman of the Staffing Committee would also like the Staffing Committee to consider sending a letter to the Southend West MP, Anna Firth drawing her attention to the Early Day Motion 691 tabled 25<sup>th</sup> November 2021 in Parliament and asking for her support.

#### 9. 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)

#### 10. CONFIDENTIAL REPORT ON EXIT INTERVIEW

#### 11. CONFIDENTIAL STAFFING MATTER 1 – STAFF GRIEVANCE

#### 12. CONFIDENTIAL STAFFING MATTER 2 – STAFF COMPLAINT

#### 13. CONFIDENTIAL STAFFING MATTER 3 – CLLR CORRESPONDENCE

#### 14. CONFIDENTIAL REPORT ON STAFF APPRAISALS