



Leigh-on-Sea Town Council

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Chairman: Cllr Caroline Parker
Vice Chairman: Cllr Paul Lawrence
Town Clerk: Paul Beckerson

MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON TUESDAY 7th JANUARY 2014 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Pat Holden (Chairman), Donald Fraser, Paul Lawrence, Carole Mulroney, Caroline Parker (from Min 35) and Patsy Ryan

In attendance: Cllr Richard Herbert, Paul Beckerson (Town Clerk)

The meeting opened at 7.05pm

30. APOLOGIES FOR ABSENCE

Cllrs: Mark Bromfield, Margaret Cotgrove and Jerry Holden

31. DECLARATION OF MEMBERS' INTERESTS

None

32. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 9th October 2013 were agreed as a correct record to be signed by the Chairman.

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

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.1(c)) - (staffing)

Start of confidential business

34. REPORT ON GRIEVANCES

The Grievance procedures had been concluded and there had been no appeals lodged. Members asked if the result could be reported, the Chairman said these remained confidential between the panel members and the members of staff who had lodged the grievance.

Cllr Richard Herbert advised the Chairman that he had a number of questions regarding the process that he would put to F&GPC and that he would provide them prior to the meeting to enable considered answers to be given.

35. RECEIPT AND CONSIDERATION OF RECOMMENDATIONS CONCERNING THE COUNCIL'S POLICIES AND PROCEDURES

The Sub-Committee clarified the difference in the two reports regarding the recommendation concerning regular meetings between the Chairman and Vice Chairman of the Leigh Community Centre Committee and the Town Clerk and the Community Centre Manager.

The regular meeting would take place at least once a month.

Cllr Caroline Parker joined the meeting.

36. Recommendation 2

The Council should consider amending Standing Orders to provide the Town Clerk with clear authority to consult on and if necessary remove all items on agendas which are unlawful or improper as is currently the case with regards written motions (cf Standing Orders 4(g) and 4(h)).

It was proposed that the recommendation be accepted. Proposed Cllr Pat Holden, Seconded Cllr Carole Mulroney.

The Committee **RECOMMENDED** to F&GPC that the Standing Orders be amended accordingly.

37. Recommendations 3

At its meeting on the 31st July 2013 the Sub-Committee agreed the following:

Minute 16

The Sub-Committee would consider the Model Protocol on Member/Officer Relations – Report 2189/FGP, Draft Dignity at Work/Bullying and Harassment Policy – Report 2244/TC and if any amendments were required to the Council's Grievance and Disciplinary Procedure 2011 at the next meeting of the Sub-Committee.

This has not happened and the Sub-Committee **agreed** this should be expedited as a matter of urgency.

38. REVIEW OF COUNCIL'S GRIEVANCE PROCEDURE

The Sub-Committee **RESOLVED** that the Chairman, Vice Chairman and Grievance Panel Members should review the procedure and bring recommendations back the Sub-Committee.

The Sub-Committee wished to thank all Councillors that were involved in the process and the forbearance of staff for the delay in coming to a conclusion.

End of confidential business

The meeting closed at 7.37pm