



Leigh-on-Sea Town Council

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

MINUTES OF A MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON WEDNESDAY
19TH OCTOBER 2016 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Ron Owen (Chairman), Helen Robertson, Richard Herbert and Carole Mulroney.

Also Present: Joanna Ruffle, Head of HR, Southend Borough Council

The meeting commenced at 7pm.

9. APOLOGIES FOR ABSENCE

Cllrs Karen Bowden, Father Clive Hillman and Caroline Parker

10. DECLARATION OF MEMBERS' INTERESTS - A member declared a non-pecuniary interest in relation to the staff member's appraisal which was under consideration.

11. MINUTES OF PREVIOUS MEETING 24TH AUGUST 2016

Subject to the inclusion of the following in Minute 4 (which was inadvertently omitted) the minutes of the meeting of 24 August were signed by the Chairman

'A member declared a non-pecuniary interest in relation to the staff member's appraisal which was under consideration.'

12. 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 (SOs. 3(d) and 24(a) - (staffing)

13. STAFF APPRAISALS

RESOLVED: That HR SBC be requested to continue with the appraisal procedure and advise further.

14. STAFF CODE OF CONDUCT COMPLAINT

RESOLVED: That further assistance be sought as detailed in the Confidential Appendix to these minutes.

15. OTHER STAFF MATTERS

RECOMMENDED to Policy and Resources

1. That extensions to temporary contracts and related gradings as contained in Confidential Appendix 3 to the agenda be agreed.
2. That increases related to the Living Wage as contained in Confidential Appendix 3 to the agenda be agreed
3. That the further salary adjustment as contained in the Confidential Appendix to these minutes be agreed.

The meeting ended at 8.10pm