



Leigh-on-Sea Town Council

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Chairman: Cllr Jane Ward
Vice Chairman: Valerie Morgan
Town Clerk: Helen Symmons

MINUTES OF A MEETING OF PERSONNEL SUB-COMMITTEE
HELD ON MONDAY 25TH SEPTEMBER 2017
AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Ron Owen (Chairman), Patrick Fox, Carole Mulrone and Jane Ward.

Also Present: Helen Symmons Town Clerk

The meeting commenced at 7.05pm.

1. APOLOGIES FOR ABSENCE

Cllr Richard Herbert

2. DECLARATION OF MEMBERS' INTERESTS

None

3. MINUTES OF PREVIOUS MEETING 10TH MARCH 2017

The minutes of the meeting of 10th March were agreed and signed by the Chairman

4. LONE WORK POLICY

The Committee **RESOLVED** the policy with recommendation to P&R to adopt.

5. 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)

6. STAFFING STRUCTURE

The Town Clerk presented a confidential report to the Sub-Committee. Members' comments were invited and questions raised which were answered in full.

Following a staff resignation, the Committee **RESOLVED** to offer a permanent contract as recommended by the Town Clerk and apply an administrative procedure.

The Committee **RESOLVED** to amend the Receptionist structure as recommended by the Town Clerk **which will be RECOMMENDED to the P&R Committee.**

The Committee **RESOLVED** to the staff re-grade as recommended by the Town Clerk **which will be RECOMMENDED to the P&R Committee.**

The meeting ended at 7.28 pm