



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



Chairman: Cllr Jill Healey  
Vice-Chairman: Vivien Rosier  
Town Clerk: Helen Symmons PSLCC

MINUTES OF A MEETING STAFFING COMMITTEE  
TUESDAY 29<sup>th</sup> OCTOBER 2019  
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Mark Bromfield (Chairman), Doug Cracknell, Keith Evans, Jill Healey and Carole Mulroney

In Attendance: Abbie Cotterell (Assistant Proper Officer)

***The meeting opened at 6.00pm***

1. HOUSEKEEPING NOTICES

The Chairman welcomed all to the meeting and made the appropriate housekeeping announcements.

2. APOLOGIES FOR ABSENCE

Cllr Vivien Rosier and Mike Wells

3. DECLARATION OF MEMBERS' INTERESTS

*There were none*

4. APPROVE MINUTES OF THE PREVIOUS MEETING

The minutes of 29<sup>th</sup> July 2019 were agreed and signed by the Chairman

5. DISCUSSION ITEM – ANNOUNCEMENTS

The Chairman requested to defer this item to the next meeting when the Town Clerk is in attendance.

6. TOWN CLERK APPRAISAL – MID TERM REVIEW

It was **RESOLVED** that Cllrs; Keith Evans, Jill Healey & Carole Mulroney be appointed to the appraisal panel.

7. STAFF CHANGES

The Committee **NOTED** the report

8. 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)

9. REPORT OF CONFIDENTIAL STAFFING MATTER FROM 29<sup>th</sup> JULY 2019

The Committee **NOTED** the report.

10. CONFIDENTIAL STAFFING MATTER

The Committee **NOTED** the report.

11. CONFIDENTIAL STAFF ITEM

A confidential appendix was presented to those at the meeting. Recommendation request 1 and 2 in the confidential appendix were **RESOLVED**.

12. STAFFING BUDGET 2020/21

The budget was **RESOLVED WITH RECOMMENDATION** to Council via F&G

13. STAFF HANDBOOK REVIEW

Cllr Jill Healey asked that it be minuted that she abstained from any voting.

It was **RESOLVED** that the Town Clerk would implement the changes as recommended by the HR Consultant. The Staff Handbook will be presented to the Staffing Committee before going to Council for resolution.

***The meeting closed at 8.56 pm***