



Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson

10th September 2015

Notice is hereby given that the next meeting of the **PERSONNEL SUB-COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 15th September 2015** at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea commencing at **7.00pm**, when it is hoped to transact the following business.

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATION OF MEMBERS' INTERESTS
3. MINUTES OF PREVIOUS MEETING 14th July 2015
4. CREATION OF THREE PENSIONABLE POSTS LGA 1972

The following three existing posts Community Centre Administrator, Community Facilities Manager and Assistant Town Clerk are to be designated pensionable posts under the Local Government Pension Scheme Regulations. The requests to join the scheme have come about because of the recent staff reorganisation within the LCC.

The Sub-Committee is **requested** to confirm the pensionable posts. The cost for (2015/16) 6 months is £2,789.87 which can be accommodated from the present Salaries Budget.

5. 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)

6. CHANGE TO TWO STAFF MEMBERS' CONTRACTED HOURS - Report 2546/PB (Confidential Appendix 1 Part 1)
7. PAYMENT OF EXTRA HOURS AND AN INCREASE IN CONTRACTED HOURS – Report 2546/PB (Confidential Appendix 1 Part 2)
8. REQUEST BY A STAFF MEMBER TO TAKE UNPAID LEAVE – Report 2546/PB (Confidential Appendix 1 Part 3)

Paul Beckerson
Town Clerk
10th September 2015

Please Note: Any member who is unable to attend the meeting should send their apologies to the Clerk before the meeting.