



# Leigh-on-Sea Town Council

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

Notice is hereby given that the next meeting of the **PERSONNEL SUB-COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Wednesday 19<sup>th</sup> October 2016** at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea commencing at **7.00 pm**, when it is hoped to transact the following business.

## AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATION OF MEMBERS' INTERESTS
3. MINUTES OF PREVIOUS MEETING 24<sup>TH</sup> AUGUST 2016
4. 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)

5. STAFF APPRAISAL – Confidential Appendix 1 (to be circulated at the meeting)
6. STAFF CODE OF CONDUCT COMPLAINT – Confidential Appendix 2 (to be circulated at the meeting)
7. OTHER STAFFING MATTERS – Confidential Appendix 3

Paul Beckerson  
Town Clerk  
13<sup>th</sup> October 2016

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