



# Leigh-on-Sea Town Council

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

Notice is hereby given that the next meeting of the **PERSONNEL SUB-COMMITTEE** of the Leigh-on-Sea Town Council will take place on **8<sup>th</sup> March 2018** at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea commencing at **7.30 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 13<sup>th</sup> December 2017
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. STAFFING MATTER (Confidential Appendix 1)
6. STAFFING SALARIES AND INCREMENTS (Confidential Appendix 2)
7. TOWN CLERK APPRAISAL

It is **RECOMMENDED** that the Sub-Committee approve the following appraisal timings henceforth:

Annual Review	End of Council Year i.e. in April
Goal Setting	May, for the forthcoming council year
Mid-term review	November

8. CONFIDENTIAL MATTER PRESENTED BY THE CHAIRMAN OF PSC

Helen Symmons  
Town Clerk  
5<sup>th</sup> March 2018

Please Note: Any member who is unable to attend the meeting should send their apologies to the Chairman of the Sub-Committee or Town Clerk.

This meeting may only be attended by members of the Sub-Committee