



Leigh-on-Sea Town Council

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Chairman: Cllr Pat Holden
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson



MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON FRIDAY 24th JUNE 2011 AT 67, ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney (Chairman), Donald Fraser, Jerry Holden, Pat Holden and Caroline Parker.

In attendance: Cllr Alex Coulson and Paul Beckerson (Town Clerk)

The meeting opened at 2.09pm

1. ELECTION OF CHAIRMAN

Cllr Carole Mulroney was elected Chairman

2. ELECTION OF VICE CHAIRMAN

Cllr Pat Holden was elected Vice Chairman

3. APOLOGIES FOR ABSENCE

None

4. DECLARATION OF MEMBERS INTERESTS

Cllr Caroline Parker ***declared a prejudicial interest in an employee who was her daughter***

5. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 13th October 2011 were agreed and signed by the Chairman

6. STAFF REVIEW REPORT 1909/TC (Confidential)

RECOMMENDED:

- That staff salary scales and contractual incremental rises be **AGREED** as detailed in the Confidential Appendix 1 to the Personnel Sub-Committee Minutes.
- That the backlog of TOIL and hours accrued as detailed in the Confidential Appendix 1 to the Personnel Sub-Committee Minutes be paid.
- That in future only 7 hours of accrued time may be carried forward and only for a period of one month.

The Town Clerk left the meeting during discussion of his salary

Cllr Caroline Parker left the meeting during the discussion of the Skate Park Cleaner

- That all incremental rises commence from the 1st April each year
- That staff be paid mileage expenses at the NJC mid rate for casual users (applicable from January 2011) of 52.2p per mile.

7. CONSIDERATION OF APPOINTMENT OF A WORK EXPERIENCE PERSON

The Sub-Committee discussed possible options that would be available to them. A suggestion was made that the Council should make any position available to young people who would not normally get the opportunity. It could be possible to do this recruitment through Connexions and that consideration be given to an on-going scheme of apprenticeships.

It was **RECOMMENDED** that a report is prepared to go to F&GPC, outlining hours and duration that would be possible within the budget available.

8. REVIEW OF VAN ALLOWANCE

RECOMMENDED that the present arrangement agreed in 2008 be continued

9. WORK ALLOCATION AND PROGRAMMING (Allotments)

RECOMMENDED that the Town Clerk in consultation with the Chairman of the Allotments Committee be authorised to determine and allocate workload.

10. TIMESHEETS & RECORDING ALLOCATION OF HOURS

A discussion took place on the best way to analyse staff time, it was agreed that any system should be low maintenance in terms of time expended by staff. The possibility of using some sort of software to implement this was worth investigating.

RECOMMENDED that time recording Software be evaluated and costed to provide a solution.

11. STAFF TRAINING AND COUNCILLOR / STAFF PROTOCOL

The issue of staff training and the budget provision was discussed. It was clarified that there would be a need to monitor likely demand and consider this when setting the 2012/13 budget.

RECOMMENDED that a Staff-Councillor Protocol be produced

12. CUSTOMER CARE CHARTER

RECOMMENDED that the draft is put forward to F&GPC for consideration

The meeting closed at 4.30pm