



Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk

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



MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON THURSDAY 10th JANUARY 2012 AT 67, ELM ROAD, LEIGH-ON-SEA

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

In attendance: Cllrs Alex Coulson and Richard Herbert, Paul Beckerson (Town Clerk)

The meeting opened at 2.39pm

33. APOLOGIES FOR ABSENCE

None

34. DECLARATION OF MEMBERS' INTERESTS

None

35. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 8th December 2011 were agreed and signed by the Chairman

36. STAFF HOLIDAYS AND MOVEMENTS CALENDAR

It was **agreed** that a planner should be put on the wall in the office notating when staff are away. It was also **agreed** that Councillors, if they so wished, should indicate when they are away so that apologies can be notified.

37. ALLOCATION OF STAFF TIME

The Town Clerk confirmed that all staff time is now allocated on a committee basis, but due to capacity issues would be reviewed every three months and averaged out over the year and not entered on a real time basis.

38. ROBUST FOLLOW UP SYSTEM

It was **agreed** that if no response was received from a second email it would be escalated to a phone call and if that failed to an official letter.

39. DAY BOOK

The introduction of a Day Book was discussed (it contains copies of letters sent in chronological order). It was felt the most effective way of dealing with this would be to add a file location to the mail sent log database.

40. WORK EXPERIENCE PERSON

Cllr Jerry Holden reported that the avenue with the Salvation Army had led nowhere. He would now contact David Elcock (Leigh Road Baptist Church) to see if he knew of any possibilities. Cllr Donald Fraser would also pursue contacts that he knew. It was **agreed** that the student who had approached the Council would be given two weeks work experience in July.

41. 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 temporarily excluded and they are instructed to withdraw (SO.1(c)) - (staffing)

Resolved

42. RESIGNATION OF MEMBER OF STAFF AND RELATED ISSUES

The Sub-Committee **agreed** to send a reference as requested.

43. JOB DESCRIPTION

The Job Description was amended and **agreed**. (Appendix 1)

44. ADVERTISING AND JOB ADVERT

The final format of the Job Advert was **agreed** (Appendix 2). The advert would be placed in the Echo, Leigh Times, EALC and an approach would be made to SBC's HR department to request that it be advertised there. A maximum budget of £1000 was **agreed**. The closing date would be the 10th February 2012.

The interview panel would consist of Cllrs Carole Mulroney and Jerry Holden, plus the Town Clerk. The interview would consist of the formal interview, two comprehension and written tests as well as spending half a day in the office. It was **agreed** to hold another meeting on the 7th February at 2.30pm.

The meeting closed at 4.37pm



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Office Administrator

Reporting to: The Town Clerk, who will allocate work as appropriate, and in consultation with Councillors.

Outline job description

Working with Councillors

The Town Council is made up of 16 councillors representing the wards within the Town Council's area. Councillors take a hands-on approach to the work of the Town Council and are very much involved in all aspects, especially event planning.

You will need to make yourself aware of decisions taken by the Council which require action and assist relevant Councillors and other staff with a variety of tasks.

Dealing with the public

Leigh-on-Sea Town Council provides a range of services for the local community and assists the community in respect of services carried out by Southend-on-Sea Borough Council.

The office receives about 3,500 telephone calls a year and in the region of 6,500 individual visits. All of these need to be dealt with courteously, diplomatically, efficiently, effectively and expeditiously, no matter what the query or whether or not it is within the Council's remit. We operate a policy of helpfulness to the public and community involvement.

Working with Southend-on-Sea Borough Council and other outside bodies

The Town Council has close liaison with the Borough Council and several other outside official bodies on a number of issues. You will need to form good working relationships (over the telephone, in person and at meetings) with these organisations and assist them with local information from time to time. Particularly, good relationships are required with the planning, highways and licensing teams at the Borough Council and when planning events.

You will be required to attend the standing committees of the Council as, and when, directed by the Town Clerk. These meetings take place in the evenings. Each Committee meets once a month, except Planning which meets twice (see below). Time off in lieu is given for evening attendances.

Looking after the premises

You will be take responsibility for ensuring the standard of cleaning of the Town Council's offices and other premises and equipment and liaise with the cleaning contractor in the event of problems. This will involve the Council's staff and external contractors.

You will ensure that information leaflets etc. for the public are maintained and easily accessible.

Skills

Good IT skills (including Microsoft Word and Excel and familiarity with using the internet) and a good standard of literacy and communication skills, both written and verbal, are required.

Using your initiative, flexibility, paying attention to detail and retaining a helpful demeanour are essential. A good sense of humour and sound commonsense help as well.

Events Co-ordination

To assist Councillors and staff in the organisation of events run by the Council, currently these are:

Easter Event
Fishing Festival
May Day Event
Leigh Lights Switch-on
Carols on Strand Wharf

(Please note that these events take place at weekends and Bank Holidays.)

Annual Town Meeting (Friday night)

You will be involved in undertaking the administration of all aspects of events, working closely with Councillors, including –

- Bookings
- Invitations
- Legal requirements
- Equipment requirements
- Co-ordination with emergency services, bus companies etc
- Dealing with traders and the public

A cool head and a calm disposition are required for the intensive periods of activity leading up to and during an event.

You will need to be methodical, well organised, responsive to the Town Clerk and Councillors instructions and deal with all those involved in an assertive, yet courteous, manner.

The preparation for an event will require attendance at meetings with outside agencies, such as the Borough Council and there are likely to be evening meetings which you will be required to attend, take notes from and progress any necessary action arising.

Planning Administration

The Town Council is a consultee on all planning applications in its area and is required to respond to the Borough Council within a set timetable. The Planning administration aspect of the post requires you to access the Borough Council's website to download planning documents, prepare agenda for meetings, attend Planning Committee meetings to take a note of decisions, prepare minutes of the meetings and write to the Borough Council with the Committee's decisions.

You will be expected to be familiar with the planning system and the relevant documentation, take accurate notes and prepare formal letters of response. There is usually a tight deadline for these letters and you will need to organise your routine to complete this task in a timely fashion.

General

In addition to the Planning Committee, attendance at other committee meetings and working parties will be required. This will involve evening working.

You will also be expected to undertake such other duties as directed by the Town Clerk.

This position is very much focussed on helping the community through its elected Councillors and requires a person who has a genuine desire to help the community of Leigh and work within a dedicated, but small, team of Councillors and officers in what is a very busy organisation.

We need a team player.

Salary etc

The salary starts at Point 13 - (£15,444), rising incrementally to Point 17 (£16,830). Holiday entitlement is 21 days, plus bank holidays and 2 statutory days to be taken at Christmas. This is a pensionable post.

There will be a six month probationary period, extendable at the Council's discretion.

Relevant training will be provided and you will be expected to attend both internal and external training, as required.



LEIGH-ON-SEA TOWN COUNCIL

OFFICE ADMINISTRATOR

Leigh-on-Sea Town Council has a vacancy for someone to join the small team working in our busy office in Elm Road, Leigh-on-Sea.

In addition to general administrative duties, the post includes working with Councillors in the organisation of the Council's annual events and looking after the administration of the Council's planning function. Good IT and literacy skills are required.

You will need good inter-personnel skills and be able to deal with the public in person, in writing and over the telephone - a courteous, helpful and welcoming manner is essential.

You will be organised and conscientious, flexible and able to work on your own initiative and prepared to 'get stuck in' since the job will include periods of high activity leading up to events.

The job will require some evening, weekend and Bank Holiday work.

The starting salary is £15,444pa with guaranteed increments for 5 years, subject to satisfactory performance. The job benefits from 21 days holiday and two statutory days to be taken at Christmas.

For further information and an application form please contact the Council on 01702 716288. Application forms (which can be accompanied by a CV) should be sent to the Town Clerk, Leigh-on-Sea Town Council, 67 Elm Road, Leigh-on-Sea SS9 1SP or by e-mail to council@leighonseatowncouncil.gov.uk Closing date for applications is 10 February 2012

Leigh-on-Sea Town Council is an equal opportunities employer.