



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 TUESDAY 7th FEBRUARY 2012 AT 67, ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney (Chairman), Donald Fraser, Jerry Holden, Pat Holden and Caroline Parker (from Min. 47).

In attendance: Cllrs Paul Lawrence, Paul Beckerson (Town Clerk)

The meeting opened at 1.00pm

45. APOLOGIES FOR ABSENCE

None

46. DECLARATION OF MEMBERS' INTERESTS

None

47. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 10th January 2012 were agreed and signed by the Chairman

48. ARRANGEMENTS FOR INTERVIEWS – OFFICE ADMINISTRATOR

The Sub-Committee would aim for a maximum of 10 interviewees. The short list would be determined at a meeting to be held on Monday 13th February. The interviews will take place over two days, the 22nd and 23rd February starting at 10am, candidates to arrive 15mins before interview.

- PB to do introductions and explain that notes will be taken during the interview.
- CM to ask candidate about their experience and ascertain what they think the job involves.
- PB Office work experience, minutes and other parts of the role.
- JH IT and job role issues such as lone working.
- PB any questions and the next part of the process.

49. WORK EXPERIENCE PERSON

Cllr Caroline Parker informed the Sub-Committee that a relative of hers was seeking intern work and asked if the Sub-Committee would consider this as a possibility.

Cllr Caroline Parker left the meeting (Prejudicial Interest)

Members considered the request and **AGREED** to meet with the relative for discussions.

Cllr Caroline Parker re-joined the meeting

50. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

RESOLVED: 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)

51. RESIGNATION OF MEMBER OF STAFF AND RELATED ISSUES

The Sub-Committee **agreed** to pay the balance of the final salary and to amend future contracts.

Confidential Appendix 1

52. ALLOTMENTS MAINTENANCE OFFICER – EVENTS PARTICIPATION

Members discussed the options.

Confidential Appendix 1

The meeting closed at 2.28pm