



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 WEDNESDAY 21st MARCH 2012 AT 67, ELM ROAD, LEIGH-ON-SEA

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

In attendance: Cllr Patsy Ryan (From minute 69), Paul Beckerson (Town Clerk)

The meeting opened at 7.10pm

65. APOLOGIES FOR ABSENCE

None

66. DECLARATION OF MEMBERS' INTERESTS

None

67. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 24th February 2012 were agreed and signed by the Chairman

68. 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 they are instructed to withdraw (SO.1(c)) - (staffing)

69. EX GRATIA PAYMENTS

The Town Clerk left the meeting

The Sub-Committee **RESOLVED** to award the Community Transport Officer an ex-gratia payment for the additional workload occasioned by staff shortages. (Confidential Appendix 1)

The Town Clerk returned to the meeting

70. ACCUMULATION OF STAFF HOURS

Members raised some concern over the build up of additional hours. It was **RESOLVED** to remind staff in writing about the maximum of 7 hours that can be carried forward in any one month.

The Town Clerk was owed some 96 hours in lieu and 15 days holiday. The Sub-Committee **RESOLVED** to allow the 15 days holiday to be carried forward into the following year and taken at a time mutually convenient and that did not disrupt the business of the Council.

The meeting closed at 7.40pm