



# Leigh-on-Sea Town Council

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Chairman: Cllr Carole Mulroney  
Vice Chairman: Cllr Caroline Parker  
Town Clerk: Paul Beckerson

## MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON TUESDAY 30<sup>th</sup> OCTOBER 2012 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney, Syrie Cox, Donald Fraser, Pat Holden, Paul Lawrence and Caroline Parker (from Min. 38)

In attendance: Cllr Mark Bromfield, Paul Beckerson (Town Clerk)

### ***The meeting opened at 7.34pm***

#### 35. APOLOGIES FOR ABSENCE

There were none

#### 36. DECLARATION OF MEMBERS' INTERESTS

None

#### 37. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 5<sup>th</sup> September 2012 were agreed as a correct record and signed by the Chairman

### ***Cllr Caroline Parker joined the meeting***

#### 38. 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 excluded and instructed to withdraw (SO.1(c)) - (staffing)

### ***Start of confidential business***

#### 39. CONSIDERATION OF BALANCE OF INTEGRATED WORKFORCE HOURS (IWF)

The Sub-Committee considered Confidential Report 2116/PSC relating to the 200 hours of Janitorial time allocated for other LTC duties.

The Sub-Committee **RECOMMENDED** that the hours be allocated to a Budget Head under F&GPC to which individual Committees could bid for hours relating to specific requirements

#### 40. ACCRUAL OF HOURS BY LCC MANAGER. (Confidential Report 2116/PSC)

The Sub-Committee **RESOLVED** that the additional hours be remunerated as set out in the report.

### ***End of confidential business***

### ***The meeting closed at 8.28pm***