



# 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 8<sup>th</sup> JANUARY 2013 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney, Syrie Cox (from Min 45), Donald Fraser, Pat Holden, Paul Lawrence, Caroline Parker and Patsy Ryan (from Min 45)

In attendance: Cllr Richard Herbert, Paul Beckerson (Town Clerk)

### ***The meeting opened at 7.30pm***

#### 41. APOLOGIES FOR ABSENCE

There were none

#### 42. DECLARATION OF MEMBERS' INTERESTS

None

#### 43. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 30<sup>th</sup> October 2012 were agreed as a correct record and signed by the Chairman

#### 44. 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***

#### 45. CONSIDERATION OF APPOINTMENT OF PART-TIME JUNIOR ADMINISTRATOR (Confidential Report 2143/CM)

The Sub-Committee considered Confidential Report 2143/CM containing background information and a draft job description. The Chairman introduced the report and highlighted the additional workload incurred to both Town Council and Community since the move to the Leigh Community Centre.

### ***Cllrs Syrie Cox and Patsy Ryan joined the meeting.***

The Sub-Committee amended the recommendation in the report to delegate authority to appoint the favoured candidate to the Chairman and Senior Administrator.

It was suggested that the use of volunteers may alleviate the situation. While this was appropriate for some tasks it was generally not thought that the requirements of the post would be suitable for a volunteer. Several other suggestions for dealing with the situation were discussed in detail but rejected.

Members also considered the job description and made some amendments, this is attached as Appendix 1.

The Sub-Committee **RESOLVED** the revised recommendations:

1. That authority be delegated to the Chairman and Senior Administrative Officer to select suitable candidates for interview, conduct the interviews and the appointment of the favoured candidate.
2. To realise the salary in this and next year from the budget heads referred to in the report.

The Sub-Committee **RESOLVED** to appoint a part-time Junior Assistant on a fixed 1 year contract.

46. CONSIDERATION OF ADDITIONAL JANITORIAL HOURS. (Confidential Report 2142/PSC)

The Sub-Committee **RESOLVED** to approve the additional 260 hours to cover holiday and sickness.

***End of confidential business***

***The meeting closed at 8.42pm***

## **Part Time Assistant Administrative Officer**

### **Job Description**

<b>Post title:</b>	<b>Part Time Administrative Officer (Fixed 1 Year Contract)</b>
<b>Employed by:</b>	<b>Leigh-on-Sea Town Council</b>
<b>Accountable to:</b>	<b>Centre Manager and Senior Administrator as line managers</b>
<b>Responsible for:</b>	<b>General Administrative functions as directed</b>
<b>Hours:</b>	<b>16 hrs a week</b>
<b>Location:</b>	<b>Leigh-on-Sea Community Centre, Elm Road, Leigh-on-Sea</b>
<b>Starting Salary:</b>	<b>£13,874 SCP10 pa pro rata</b>

#### **Job Purpose:**

The post holder will play a vital role in supporting the Town Clerk's office and will work closely with other Town Council staff and volunteers (as appropriate) to assist in the management and smooth running of the Town Council's functions.

The main tasks for the post holder will be to assist the Planning Administrator in preparing for the Town Council's Planning Committee meetings and assist the Senior Administrator in matters relating to allotment administration.

The post holder will also perform such other administrative tasks in relation to the Town Council's functions as directed.

#### **Main duties and responsibilities will be:**

##### **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 the post holder to access the Borough Council's website to download planning documents. The post holder will also be required to assist members of the public in viewing applications on the public computer.

##### **Allotments Administration**

- Maintaining manual and computer records relating to the Allotments Register, waiting lists and Tenancy Agreement.
- Preparing and issuing annual rent invoices, dealing with rents received and chasing non payers.
- First point of contact with site representatives about uncultivated plots, issuing unmaintained plot and tenancy termination letters.

##### **General Office administration**

The post holder will be involved in a number of routine office administrative tasks such as collating and despatching committee papers, filing, photocopying and responding to phone calls.

**The post holder will provide cover for the reception desk, directing queries to relevant members of staff and will handle payments made by the public in relation to allotment rents, community transport trips, ticket sales and any other ad hoc payments made at the front desk.**

**The post holder will also be expected to undertake such other duties as directed by the Town Clerk, Centre Manager and Senior and Junior Administrators.**

### **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. It also manages Leigh Community Centre which provides a focal point for the community of Leigh and offers a wide range of facilities for use by the community.**

**The Town Council alone receives about 3,500 telephone calls a year and in the region of 6,500 individual visits. The Community Centre also receives a large number of calls and visiting members of the public requiring information about the facilities.**

**All visitors and callers 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 or relevant to the Council or the Centre. The Town Council operates a policy of helpfulness to the public and community involvement.**

### **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. The post holder may be expected to work, under the direction of senior officers, with Councillors in various capacities.**

### **Skills**

**Good IT skills and familiarity with using the internet and a high standard of literacy and communication skills, both written and verbal, are required.**

**Typing skills are essential.**

**Using initiative, flexibility, paying attention to detail and retaining a helpful demeanour are essential. Patience, a good sense of humour and sound common-sense help as well.**

**The post holder will need to be methodical, well organised and responsive and deal with all those involved in an assertive, yet courteous, manner.**

**This position is very much focussed on helping the community 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 £13,874 SCP10 pa Pro Rata 16 hour's £6,000 pa**

**There is 21 days pro rata annual leave plus two statutory days taken at Christmas together with membership of the Local Government Pension Scheme.**

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

**Relevant training will be provided and the successful applicant will be expected to attend both internal and external training, as required.**