



Leigh-on-Sea Town Council

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QUALITY
TOWN
COUNCIL

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

MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON THURSDAY 24th MAY 2012 AT 67, ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney, Syrie Cox, Jerry Holden, Pat Holden, Paul Lawrence and Caroline Parker

In attendance: Cllrs Donald Fraser and Richard Herbert, Paul Beckerson (Town Clerk)

The meeting opened at 7.02pm

1. ELECTION OF CHAIRMAN

Cllr Carole Mulroney was elected as Chairman

2. ELECTION OF VICE CHAIRMAN

Cllr Pat Holden was elected as Vice Chairman

3. APOLOGIES FOR ABSENCE

None

4. DECLARATION OF MEMBERS' INTERESTS

Cllr Caroline Parker declared a pecuniary interest in Min 10 because of her relationship with the employee

5. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 21st March 2012 were agreed as a correct record and signed by the Chairman

6. TOWN CLERK ANNUAL APPRAISAL (Standing Order 27c)

The Committee **RESOLVED** to suspend Standing Order 27c to include the former Chairman Cllr Pat Holden in the appraisal panel.

7. PAYMENT OF TRAVEL EXPENSES

The Committee **RESOLVED** that expenses should be claimed at the time of disbursement and not allowed to accumulate.

8. 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)

9. REQUEST FOR AN INCREASE IN ALLOTMENT OFFICER'S HOURS (Recommendation from Allotments Committee)

The Sub-Committee **RESOLVED** to accept the recommendation of the Allotments Committee not to increase hours, with the proviso that the workload be monitored, especially during the spring period.

The Sub-committee **RESOLVED** to accept the recommendation of the Allotments Committee to increase the van allowance in line with the Retail Price Index in the financial year 2012/13.

Cllr Caroline Parker left the meeting

10. BANK HOLIDAY WORKING SKATE PARK OFFICER

A request had been received to consider the pay arrangements for bank holiday periods. The Sub-Committee were informed that the current rate of pay reflected the fact that the role involved weekend and bank holiday working.

RESOLVED: That the employee be advised that the current rate of pay reflects the fact that the role involves weekend and bank holiday working. That the employee's interest in any position arising from the Community Centre operation be noted and the employee be advised that the Council is grateful for the kind offer of assistance with the move to the Community Centre.

Cllr Caroline Parker re-joined the meeting

11. REVIEW OF STAFFING ARRANGEMENTS SUBSEQUENT UPON MANAGING THE LEIGH COMMUNITY CENTRE Report 'Towards a New Council Structure' – Cllr Jerry Holden (with input from Cllrs Mulrone, Pat Holden, Lawrence and Herbert)

On the motion of Cllr Syrie Cox the Sub-Committee agreed a vote of thanks to Cllr Jerry Holden (and the other members involved) for their work on the report.

Members welcomed the report as a way forward accepting that certain outsourcing figures needed to be tested, for which written quotations would be supplied. Members agreed that the report should be summarised in a form suitable for consultation with members of staff and that the consultation should last for 7 days ending on 6th June. A further meeting of the Sub-Committee would be held on Monday, 11th June to consider the results of the consultation. If the results were positive a recommendation would be put to Council on 13th June for adoption.

RESOLVED: To accept the 'Integrated Approach' Option 1 outlined in the report as a basis for consultation with staff within the timetable discussed.

The meeting closed at 9.06pm