



# 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 THURSDAY 12<sup>th</sup> JULY 2012 AT 67, ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney, Syrie Cox (from Min 21), Donald Fraser, Jerry Holden, Pat Holden, Paul Lawrence and Caroline Parker

In attendance: Cllr Richard Herbert (to Min 22), Paul Beckerson (Town Clerk)

### ***The meeting opened at 6.30pm***

#### 17. APOLOGIES FOR ABSENCE

There were none

#### 18. DECLARATION OF MEMBERS' INTERESTS

***Cllr Caroline Parker declared a pecuniary interest in relation to the Skate Park Cleaner (relationship)***

#### 19. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 14<sup>th</sup> June 2012 were agreed as a correct record and signed by the Chairman

#### 20. 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***

#### 21. STAFF SALARY REVIEW REPORT 2075/PSC – Attached as Appendix 1 to the agenda – Part 1

***Cllr Caroline Parker left the meeting during discussion of the Skate Park Cleaner's salary  
The Town Clerk left the meeting during this item***

It was **RESOLVED** that the incremental point rises set out in the report be approved.

### ***Cllr Caroline Parker and the Town Clerk returned to the meeting***

#### 22. CONSULTATION WITH STAFF MEMBERS – COMMUNITY CENTRE MANAGER

Members discussed the further response from the member of staff regarding the Centre Manager post.

The following were **RESOLVED**:

The Skate Park Cleaner would be line managed by the Senior Administrator

The initial pay scale points were to be as set out in the Report 'Towards a New Council Structure' for the Community Centre Manager and the Senior Administrator.

The new post of Receptionist / Junior Administrator would initially be line managed by the Town Clerk; this would be reviewed at a latter date when the work pattern was established.

The scale range and salary of the Community Centre Manager would be reviewed in April 2013 against the aims and objectives of the post.

It was agreed to approach the present work experience person to see if they would be interested in a work placement during the August school holidays. If this was not possible, to enquire if any other school students would be interested.

That Vanda Moyse be appointed to the post of Community Centre Manager from August 2012. The Town Clerk would prepare a revised contract, in consultation with the Chairman and Vice Chairman of Council.

23. LEGAL ADVICE ON CONTRACTUAL VARIATIONS

The Council's solicitors had advised the Council on options and the procedure to be followed. Members noted the advice and that there was a meeting fixed for Tuesday next week at 4.30pm.

***End of confidential business***

24. APPOINTMENT OF INTERVIEW PANEL

Receptionist / Administrator – Cllr Carole Mulronee and Pat Holden plus the Town Clerk  
Janitors – Cllrs Carole Mulronee, Vanda Moyse and the Town Clerk

It was agreed that both the Job Centre and Southend BC be advised of the vacancies.

***The meeting closed at 8.40pm***