



# Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert  
Vice Chairman: Cllr Syrie Cox  
Town Clerk: Paul Beckerson

## MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON FRIDAY 25<sup>th</sup> JULY 2014 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney (Chairman), Syrie Cox, Donald Fraser (Until Min 10), Richard Herbert, Pat Holden, Paul Lawrence (until Min 9) and Caroline Parker (until Min 10)

In attendance: Paul Beckerson (Town Clerk)

### ***The meeting opened at 3.42pm***

#### 1. ELECTION OF CHAIRMAN

Cllr Carole Mulroney was Proposed Cllr Caroline Parker; Seconded Cllr Donald Fraser  
Cllr Pat Holden was Proposed Cllr Paul Lawrence; Seconded Cllr Syrie Cox

Cllr Carole Mulroney was elected Chairman

#### 2. ELECTION OF VICE CHAIRMAN

Cllr Syrie Cox was elected Vice Chairman Proposed Cllr Richard Herbert; Seconded Cllr Pat Holden

#### 3. APOLOGIES FOR ABSENCE

Cllr Patsy Ryan

#### 4. DECLARATION OF MEMBERS' INTERESTS

There were none.

#### 5. MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 6<sup>th</sup> February 2014 were agreed as a correct record and signed by the Chairman.

6. 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***

#### 7. STAFF SALARY REVIEW

The Sub-Committee **RESOLVED** to approve the incremental pay rises as outlined in Report 2374/PSC and confirmed in Confidential Appendix 1.

#### 8. STAFF APPRAISAL AND CONFIRMATION OF HOURS

The Sub-Committee **noted** the appraisal and **RECOMMENDED** that the increased hours of the Junior Part-Time Administrator be confirmed as in Confidential Appendix 1.

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

9. EMPLOYMENT OF AN APPRENTICE TO MAN RECEPTION AND UNDERTAKE GENERAL OFFICE DUTIES – Report 2387/PSC

Members discussed the merits of the proposal including alternatives such as the use of volunteers. The cost to the Council was identified as between £4,180 and £6,000; there was in addition the possibility of a £1,500 grant if continued employment followed the apprenticeship. Academic training of the apprentice would be funded by external sources.

The Sub-Committee **RESOLVED** to get advice as to the process of advertising, particularly regarding the inclusion of age ranges. The Sub-Committee **DELEGATED** the format of the advert to the Town Clerk in consultation with the Chairman and Vice Chairman of the Sub-Committee.

***Cllr Paul Lawrence left the meeting***

The Sub-Committee **RECOMMENDED** to F&GPC that an apprentice be employed for 30 hours per week for 1 year starting in September 2014 at a maximum cost of £6,000 to be taken from the staffing budget surplus and reserves. The interview process to be delegated to the Town Clerk.

10. INTERNSHIP

***Cllr Caroline Parker left the meeting***

***Cllr Donald Fraser left the meeting***

The Sub-Committee **DEFERRED** a decision on this subject until after the meeting arranged with the University of Essex on the 13<sup>th</sup> August 2014.

***The meeting closed at 4.46pm***