

Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
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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 21ST NOVEMBER 2014 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney (Chairman), Syrie Cox, Donald Fraser, Richard Herbert and Pat Holden

In attendance: Paul Beckerson (Town Clerk) (until Min 24)

The meeting opened at 3.00pm

16. APOLOGIES FOR ABSENCE

Cllrs Paul Lawrence, Caroline Parker and Patsy Ryan

17. DECLARATION OF MEMBERS' INTERESTS

There were none.

18. MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 10th October 2014 were agreed as a correct record and signed by the Chairman.

19. STAFF HANDBOOK – Report 2441/PB (Appendix 1 to the agenda)

The Sub-Committee **approved** the Staff Handbook subject to vetting by Vine HR regarding any changes in the law, followed by regular review by Vine HR. The Sub-Committee therefore **RECOMMENDED** the Staff Handbook for adoption by F&GPC and Council with the aforementioned provisos.

20. CODE OF CONDUCT COMPLAINTS PROCEDURE – Report 2439/PB – (Appendix 2 to the agenda)

The Sub-Committee considered the proposed procedure and made some amendments. The Sub-Committee **RECOMMENDED** the amended procedure to F&GPC and Council (Appendix 1)

21. 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 (SOs. 3(d) and 24(a) - (staffing)

The following items were considered in accordance with SO 13(c)

Start of confidential business

22. SENIOR ADMINISTRATOR'S INTENTION TO TAKE UNPAID LEAVE (Confidential Report 2442/PSC 2)

The Sub-Committee noted the intended absence and **RESOLVED** to advertise for a temporary cover person to undertake the role during the absence.

23. APPROVAL OF TEMPORARY VARIATION TO CARETAKERS' CONTRACTS to enable additional hours from 1st September 2014 to be paid as outlined in LCC Managers Report 2430/RC – Item 2. Staffing

The Sub-Committee **noted** that the LCC Staffing Budget had been adjusted to accommodate the employment of a further 20 hours per week Caretaker. The Sub-Committee **RESOLVED** to approve the temporary variation of the existing Caretakers contracts to allow payment of these extra hours prior to the appointment being realised.

24. LCC MANAGER'S APPRAISAL – REPORT ON OBJECTIVES SET (Confidential Report 1 attached to the agenda)

The Sub-Committee **RESOLVED** to note the objectives and **agreed** option two from the report.

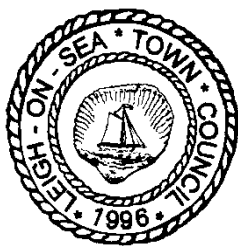
The Town Clerk left the meeting

25. REPORT BACK ON ADVICE RECEIVED FROM EALC in connection with matters relating to the interrelationship between the Town Council and the Community Centre Café. – Report by Chairman of Personnel Sub-Committee

The Sub-Committee **RESOLVED** unanimously to note the response from NALC and that no further action was required.

End of confidential business

The meeting closed at 4.35pm



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Report 2439A/PB

CODE OF CONDUCT COMPLAINTS PROCEDURE

Following on from the training session on Thursday 6th November 2014 by the Deputy Monitoring Officer from Epping District Council it became obvious that certain actions by members could put the Council at risk both from a reputational and financial standpoint. The proposals below will go some way towards addressing this issue.

This procedure is designed to be used when a member of staff has a complaint about the action of an individual Councillor or Councillors. In the past the Grievance Procedure has been used but as there can be no sanctions from such a process this is neither effective nor appropriate. The rationale behind the proposal is to outline a set of steps and options to be taken when such issues arise.

This procedure follows a similar pattern to the Council Complaints Procedure set out in Standing Order 30. On a complaint being made formal under the Code of Conduct with the matter being referred to the Monitoring Officer the process outlined in Standing Order 16 will be followed.

It may be appropriate to amend the terms of reference of the Personnel Sub-Committee to ensure training of members in Employment Law and Human Resources is carried out as soon as possible after their appointment.

In view of the fact that some of the current membership has not had training and the need for additional Councillors to sit on appeal panels etc. the Sub-Committee is requested to approve a training session available for all Councillors at the LCC.

A flow chart outlining the process is set out in Appendix 1 of the report.

The Sub-Committee is **RECOMMENDED** to agree the process outlined in Appendix 1 of the report and to add an additional Term of Reference 4 to TR9.

4. That membership of the Sub-Committee will require the member to undertake training in Employment Law and Human Resources as soon as possible after their appointment as a member of the Sub-Committee, or in an election year within two months of joining the Council. A commitment will also be required to undertake refresher training as appropriate.

The Sub-Committee is **RECOMMENDED** to ask the Town Clerk to arrange an Employment Training session for all members to be held at the LCC and funded from the Councillor Training Budget to ensure all members are cognoscente of their responsibilities as employers.

