



Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson

MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON TUESDAY 8TH MARCH 2016 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney (Chairman), Donald Fraser, Richard Herbert, Fr. Clive Hillman and Ron Owen

In attendance: Jim Gray (HR advisor, SBC) until Minute 37, Helen Symmons (Acting Town Clerk) from minute 37

The meeting opened at 6.00pm

32. APOLOGIES FOR ABSENCE

None

33. DECLARATION OF MEMBERS' INTERESTS

There were none.

34. MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 11th February 2016 were agreed as a correct record and signed by the Chairman.

35. 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))

Start of confidential business

36. CONFIDENTIAL STAFFING MATTERS

The Sub-Committee **NOTED** the presentation of confidential staffing matters.

37. GRIEVANCE PROCEDURE

The Sub-Committee **NOTED** the report

38. STAFF RESIGNATION

The Sub-Committee **NOTED** the staff resignation

39. STAFF OVERTIME

The Sub-Committee **RESOLVED** staff overtime as per the report

40. RECRUITMENT

The Sub-Committee **RESOLVED** Option 2 as per the report

End of confidential business

The meeting closed at 6.20 pm