



Leigh-on-Sea Town Council

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Chairman: Cllr Carole Mulroney
Vice Chairman: Cllr Helen Robertson
Town Clerk: Paul Beckerson (Helen Symmons – acting)

MINUTES OF A MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON FRIDAY 13TH JANUARY 2017 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Ron Owen (Chairman), Karen Bowden, Richard Herbert, Carole Mulroney, Caroline Parker, Helen Robertson and Jane Ward.

Also Present: Helen Symmons (Town Clerk – acting)

The meeting commenced at 1.37pm.

26. APOLOGIES FOR ABSENCE

Cllr Fr Clive Hillman

27. DECLARATION OF MEMBERS' INTERESTS

None

28. MINUTES OF PREVIOUS MEETING 8TH DECEMBER 2016

The minutes of the meeting of 8th December were signed by the Chairman

29. 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)

30. STAFF RECRUITMENT

Item 1 – The Committee **RESOLVED** that an Administrative/Bookings Assistant role be created on a six month fixed term contract to assist with maternity cover and pending a staffing restructure of Community Centre administration roles.

Item 2 – The Committee **RESOLVED** that an Events and Projects Officer role be created with a 6 month probation period and a review of the role at any staff restructuring.

Item 3 – The Committee **NOTED** the recruitment time frame and **RESOLVED** that Cllr Owen, Mulroney and Ward take on the organisation of the recruitment process and that they seek EALC guidance.

The meeting ended at 2.10pm