



Leigh-on-Sea Town Council

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Chairman: Cllr Carole Mulroney
Vice Chairman: Cllr Helen Robertson
Town Clerk: Paul Beckerson

MINUTES OF A MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON WEDNESDAY 24TH AUGUST 2016 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Richard Herbert, Fr Clive Hillman, Carole Mulroney, Ron Owen, Caroline Parker and Helen Robertson.

The meeting commenced at 5.30pm.

1. ELECTION OF CHAIRMAN

Councillor Owen was elected Chairman of the Sub-Committee

2. ELECTION OF VICE-CHAIRMAN

Cllr Father Hillman was elected Vice Chairman of the Sub-Committee

3. APOLOGIES FOR ABSENCE

Cllr Jane Ward

4. DECLARATION OF MEMBERS' INTERESTS - A member declared a non-pecuniary interest in relation to the staff member's appraisal which was under consideration.

5. MINUTES OF PREVIOUS MEETING 8TH MARCH 2016

The minutes of the meeting of 8 March were 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 (SOs. 3(d) and 24(a) - (staffing)

7. STAFF ABSENCE MANAGEMENT

RESOLVED: That the Absence Management Regime as described in Confidential Appendix 1 be adopted and that the Chairman of the Council and Cllr Herbert be authorised to continue with the supervision of the regime.

8. STAFF APPRAISAL ISSUES

Confidential Appendix 2 was considered

RESOLVED: That authority be given to the Chairman of the Council and Cllr Herbert to undertake the Town Clerk's appraisal and report back to the Sub-Committee.

The meeting ended at 7.10pm