



Leigh-on-Sea Town Council

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Chairman: Cllr Valerie Morgan
Vice-Chairman: Jill Healey
Town Clerk: Helen Symmons

MINUTES OF A MEETING STAFFING COMMITTEE
TUESDAY 23rd OCTOBER 2018
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Patrick Fox (Chairman), *John Duprey, Jill Healey, Carole Mulroney, Ron Owen and Valerie Morgan*

In Attendance: Abbie Cotterell (Assistant Proper Officer)

The meeting opened at 7.00pm

8. APOLOGIES FOR ABSENCE

There were none

9. DECLARATION OF MEMBERS' INTERESTS

Cllr D Mulroney

10. APPROVE MINUTES OF THE PREVIOUS MEETING

The minutes of 5th July 2018 were agreed and signed by the Chairman.

11. TOWN CLERK APPRAISAL POLICY AND PROCESS

It was **RESOLVED** that the interim appraisal will commence with completion by end of November 2018. The Chairman will request feedback from all Councillors and Senior staff by Friday 16th November.

The appraisal form will be refined and the policy wording amended accordingly ready for April 2019. The appraisal panel will be made up of the Chairman and Vice-Chairman of the Council and the Chairman of the Staffing Committee.

12. ADMINISTRATIVE APPRENTICE

The Committee **RESOLVED** the recruit of a full-time administrative apprentice for a year with **RECOMMENDATION** to Council via P&R re budgeting.

13. STAFFING BUDGET 2019/2020

In accordance with Financial Regulations, the budget was submitted for signing and **RESOLVED** with **RECOMMENDATION** to P&R Committee

14. 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)

15. CONFIDENTIAL STAFFING REPORT

The Committee **NOTED** the report and **RESOLVED** to ratify the occupational health assessments. In addition the Committee **RESOLVED** that the Town Clerk in consultation with the Chairman and Vice-Chairman be authorised to engage temporary caretaking staff should the need arise.

The meeting closed at 7.35 pm