



# Leigh-on-Sea Town Council

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Chairman: Cllr Valerie Morgan

Vice Chairman: Cllr Jill Healey

Town Clerk: Helen Symmons

MINUTES OF A MEETING STAFFING COMMITTEE  
TUESDAY 9<sup>TH</sup> JANUARY 2019  
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: *John Duprey, Jill Healey and Valerie Morgan*

In Attendance: Helen Symmons (Town Clerk)

***The meeting opened at 7.05pm***

25. CHAIRMAN'S OPENING REMARKS AND HOUSEKEEPING NOTICES

Cllr Duprey as Vice Chairman of the Committee chaired the meeting, welcomed all and made the appropriate housekeeping announcements.

26. APOLOGIES FOR ABSENCE

Cllrs: Patrick Fox, Carole Mulrone and Declan Mulroney

27. DECLARATION OF MEMBERS' INTERESTS

***There were none***

28. MINUTES OF PREVIOUS MEETING 29<sup>TH</sup> JANUARY 2019

The minutes of 29<sup>th</sup> January 2019 were agreed and 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. CONFIDENTIAL STAFFING MATTERS

a) Long Term Sickness Absence - The Committee **NOTED** the report and **RATIFIED** the resolution of the Attendance Hearing Panel.

b) Frequent Intermittent Absence - The Committee **NOTED** the report and **RESOLVED** that the Town Clerk may refer the staff member for an Occupational Health Assessment if necessary.

***The meeting closed at 7.13pm***