

**MINUTES OF THE PROCEEDINGS AT THE EXTRAORDINARY MEETING OF THE
CANVEY ISLAND TOWN COUNCIL
HELD AT THE PADDOCKS, LONG ROAD, CANVEY ISLAND ON
MONDAY 16th MARCH 2009 AT 6.30PM**

PRESENT:

Councillors: N. Harvey (Chairman)
D. Anderson J. Anderson R. Bishop D. Blackwell P. Davies (from
6.45pm) B. Dixie J. Liddiard (Vice –Chairman) N. Pontius

Also present: Borough Councillors Peter May and Neville Watson, one member of the
public

Mrs J. Abel – Town Clerk Mrs E. De Can- Assistant to the Clerk

150. APOLOGIES FOR ABSENCE

No apologies for absence were received.

151. DECLARATIONS OF INTEREST

There were no declarations of interest in items on the agenda.

152. PUBLIC FORUM

There were no representations from members of the public.

153. COMMITTEE TERMS OF REFERENCE

The Clerk had circulated revised terms of reference for the Council's five committees. The terms of reference for the Policy and Finance Committee had been amended to take account of the recent formation of the Personnel Committee.

A query was raised in respect of the membership of the Personnel Committee. The Clerk advised the Council that advice received from the EALC had been that the personnel committee should comprise a small number of councillor to enable a further panel of councillors to be drawn from the Council in the event of any future staff grievance/disciplinary issue. The interpretation of the resolution passed under *minute 110. Personnel Committee* at the Council meeting of 5th January 2009 was debated at length.

The Chairman of the Council proposed that a vote be taken and the motion was put that

‘the Council minute of 5th January 2009 intended that the chairmen of the Council's four committees should each be given the opportunity to join the personnel committee together with the Chairman of the Council and that named members had been appointed in line with the positions they held within the Council and not by name’.

The motion was lost three votes to five.

Cllr. Anderson proposed that the Personnel Committee should meet at least twice per year and then on an ad hoc basis thereafter as required. It was also proposed that the Committee should carry out six monthly reviews of the Clerk's performance and an annual appraisal. It was proposed that all members of the Committee should be present for:

- reviews and appraisals of the Clerk's performance
- grievance/disciplinary hearing.

The Clerk advised that the Council should seek HR advice on these proposals.

RESOLVED that:

- the Clerk seeks advice on the above proposal and reports the outcome to the next meeting of the Council in order that the Personnel Committee's terms of reference may be resolved;
- the terms of reference of the Community Relations Committee, Environment and Open Spaces Committee, Policy and Finance Committee and Planning Committee are adopted as appended to these minutes in appendix a.

154. PERSONNEL COMMITTEE – ELECTION OF CHAIRMAN

The Council **RESOLVED** to appoint Cllr. D. Blackwell as Chairman of the Personnel Committee.

The meeting closed at 7.00pm.

CHAIRMAN