

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
PERSONNEL COMMITTEE OF THE CANVEY ISLAND TOWN COUNCIL
HELD AT THE PADDOCKS COMMUNITY CENTRE, LONG ROAD,
CANVEY ISLAND ON MONDAY 24th AUGUST 2009 AT 7.00PM**

PRESENT:

Councillors: D. Blackwell (Chairman)
J. Anderson (Vice Chairman) J. Liddiard B. Dixie
P. Greig (part of meeting) N. Harvey

Also present: Cllr D Anderson, Cllr R Bishop, Cllr N Pontius, Cllr R Howard (part of meeting)
Mrs L. Lodge – Acting Clerk

1. APOLOGIES FOR ABSENCE

Cllr P Greig for late arrival.

2. DECLARATIONS OF INTEREST

No declarations of interest were received.

3. PUBLIC FORUM

No members of the public were present.

*In accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act, 1960, the Council **RESOLVED** that the public and press be excluded from the remainder of this meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted*

4. TO DISCUSS AND AGREE THE JOB DESCRIPTION AND HOURS FOR THE ROLE OF TOWN CLERK

Discussion took place regarding the job description and hours for the role of Town Clerk. Noted that the NALC generic job description and contract, as adapted for this Council would be acceptable.

AGREED that the Council would appoint a full time Town Clerk (37 hours) and that the position be advertised via all suitable local government publications. **Clerk** to arrange the advertisement after email consultation with Committee members with a cut off date for reply before the end of September.

5. TO RECEIVE A REPORT FROM THE GRIEVANCE PANEL

Mr Dixie and Mr Blackwell declared a personal interest in the item.

Mr J Anderson reported on the grievance panel meetings held in June, following a grievance raised by the Clerk at the time. The panel examined all statements, invited all relevant parties to an interview and discussed the matter at a further meeting. The Grievance panel found no substance in the claim made against both Mr Dixie and Mr Blackwell and wrote accordingly to each party. The Councils' solicitor had been passed copies of all relevant correspondence and reports. Noted that all relevant correspondence and reports are filed in the personnel file.

Mr Blackwell thanked the panel for their thorough investigation.

The meeting closed at 7.28pm.

CHAIRMAN

DATE