

**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 5th OCTOBER 2009 AT 7.00PM**

PRESENT:

Councillors: D. Blackwell (Chairman)
J. Anderson (Vice Chairman) J. Liddiard B. Dixie
P. Greig

Also present: Cllrs D Anderson and R Bishop
Mrs L. Lodge – Acting Clerk
J Rickards – Events & Publicity Officer

1. APOLOGIES FOR ABSENCE

Cllr N Harvey – holiday

2. DECLARATIONS OF INTEREST

No declarations of interest were received.

*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*

3. TO CONSIDER AND AGREE APPLICATION FORMS RECEIVED FOR POSITION OF TOWN CLERK AND TO MAKE THE NECESSARY ARRANGEMENTS FOR INTERVIEWS

The Committee considered the seven applications received. Whilst it was noted that other Town Councils had recently had similarly disappointing response levels, it was agreed that in order to obtain good quality staff for the Council, it would be necessary to re-advertise the position at an enhanced salary level.

RESOLVED that the Clerk re-advertise the position at the higher salary range – SCP 48 – 51 and the advertisement to be placed as soon as practicable to ensure best coverage in the sector publications.

Clerk to advise the current applicants of the situation.

4. TO REVIEW THE ROLE OF THE ASSISTANT TO THE CLERK AND TO CONSIDER A NEW JOB TITLE AND APPROPRIATE REMUNERATION

Members referred to the attached report and received further information from the Clerk, noting that Mrs De Can would be commencing the CiLCA training course during October.

RESOLVED that the Assistant to the Clerk, Mrs E De Can be appointed as the Deputy Clerk with immediate effect. Salary to remain at the enhanced level during the period of the CiLCA training and to be reviewed on completion of the CiLCA qualification.

The meeting closed at 7.28pm.

CHAIRMAN

16th November 2009