

**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 6th JULY 2009 AT 7.30PM**

PRESENT:

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

Also present: Mrs L. Lodge – Acting Clerk
Mrs E. De Can – Assistant to the Clerk

1. APOLOGIES FOR ABSENCE

All members of the committee were present.

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. PERSONNEL MATTERS

The Assistant to the Clerk left the meeting during this discussion.

Assistant to the Clerk

Members were asked to consider the additional responsibilities carried out by the Assistant to the Clerk since the departure of the previous Clerk.

RESOLVED that;

- The Assistant to the Clerk be paid an additional £100 per week until the position of Clerk has been filled and this increase should be backdated to the 9th April 2009.
- The Acting Clerk liaise with the Assistant to discuss any additional training deemed necessary.

The Assistant to the Clerk rejoined the meeting.

Events & Publicity Officer

Members were asked to consider the Contract of Employment, the additional 22 hours worked since 12th May 2009, the current work load, adequacy of hours and training needs.

RESOLVED to;

- Confirm the Contract of Employment for the Events & Publicity Officer.
- Hold a meeting of the Personnel Committee on 10th August 2009 at 7pm to discuss the completion of the probation period and review the schedule of work and hours worked. To be monitored by the Acting Clerk.
- Reimburse the Events & Publicity Officer for the extra 22 hours worked to date.

- The Acting Clerk liaising with the Events & Publicity Officer to discuss any additional training deemed necessary.

Members requested a copy of the previous Clerk's job description for discussion at the meeting on the 10th August 2009.

Due to the current workload in the office members recommended that all Councillors refrain from visiting the office. If an urgent visit is required, Councillors should refer to the Chairman of the committee until a permanent Clerk has been appointed in order to limiting the volume of visitors.

The meeting closed at 8.50pm.

CHAIRMAN

DATE