

**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 1ST JUNE 2009 AT 7.00PM**

PRESENT:

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

Also present: Cllr D Anderson and Cllr N Watson
Mrs E. De Can – Assistant to the Clerk

1. APOLOGIES FOR ABSENCE

Cllr Liddiard and Cllr Harvey were absent during the meeting as there was confusion over the time of the meeting. They arrived at 7.25pm.

2. DECLARATIONS OF INTEREST

No declarations of interest were received.

3. TERMS OF REFERENCE

Members met to agree the Terms of Reference for the Personnel Committee as detailed in the proposed document on Appendix A.

RESOLVED that the following changes be made:

- Membership of the Committee shall not exceed five councillor's
- To appoint three committee members to undertake an annual appraisal of the Town Clerk

4. TRAINING

The Assistant to the Clerk reported that the EALC have advised that a 2 – 2 ½ condensed Employment Issues course can be provided at a cost of approximately £350.

RECOMMENDED that the full Council attend this course and Cllr J Anderson and Cllr J Liddiard attend the full day training course on the 10th June 2009. Assistant to the Clerk requested to make these arrangements.

*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*

5. PERSONNEL MATTERS

Members were provided with the NALC Model Grievance policy.

RECOMMENDED that the policy be adopted.

Cllr Blackwell recommended that the Personnel Committee should have a vice chairman. Cllr J Anderson was nominated. There were no other nominations therefore Cllr J Anderson was elected as Vice Chairman of the Personnel Committee.

The meeting closed at 7.20pm.

CHAIRMAN

DATE