



**RAYLEIGH TOWN COUNCIL**  
**The Pavilion, King George V Playing Field, Bull Lane,**  
**Rayleigh, Essex, SS6 8JD**  
**Tel: 01268 741880**  
**Email: [clerk@rayleightowncouncil.gov.uk](mailto:clerk@rayleightowncouncil.gov.uk)**  
**[www.rayleightowncouncil.gov.uk](http://www.rayleightowncouncil.gov.uk)**  
**VAT number: 830 7558 23**

Cllrs D Belton, R Dray, J Lumley, J Newport, C Roe, B Smart.  
Cllrs R Milne, D Mercer.

Dear Committee Member,

You are hereby summoned to a meeting of the Personnel Committee meeting to be held on Wednesday 9<sup>th</sup> March at 10 a.m. via Zoom.

<https://us06web.zoom.us/j/81955053065?pwd=Y0FrZnNUSW85Nno3V244dFFXNzY3dz09>

Meeting ID: 819 5505 3065  
Passcode: 382616

The public and press are welcome to attend and the meeting, but please note that most of the agenda is in closed session. As this meeting is via Zoom, any decisions or recommendations will be endorsed at the next full council meeting.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'M Letch', written over a white rectangular background.

Mr M Letch  
Locum Clerk.  
2<sup>nd</sup> March 2022

---

## **AGENDA**

**PER 12/22** Those present and apologies for absence.

**Motion.** The council to record and accept apologies for absence

**PER 13/22 Declaration of members' interests**

Members of the Council are subject to paragraphs 6 (DPIs), 7 (Other pecuniary interests) and 8 (non-pecuniary interests) of that Code. Members are also subject to paragraphs 9-11 of that Code as regards declaration of interests and participation in the meeting insofar as any item of business involves such an interest.

**PER 14/22 PUBLIC FORUM**

The meeting shall be adjourned for 15 minutes for members of the public to speak on matters relating to this agenda. A maximum of 2 minutes will be allowed per speaker.

**PER 15/22 Minutes of the previous meeting**

**Motion.** The minutes of the previous meeting are approved as a true record.

**PER 16/22 Closure of meeting to press and public.**

**Motion.** In accordance with s.1 of the Public Bodies (Admission to meetings) Act 1960 to resolve that, in view of the nature of the business to be discussed, it is in the opinion of the Sub-Committee advisable that the public and press be excluded, and they are instructed to withdraw. Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is not permitted during the closed session.

**PER 17/22 To consider a establishing a benchmark salary scale for the permanent clerk.**

**Motion.** The Committee recommends that Rayleigh Town Council is a LC4 council.

**PER 18/22 To consider adopting Hay job evaluation procedure for benchmarking proposed jobs.**

**Motion.** The Committee recommends that the locum clerk develops benchmarked job descriptions for two new office posts of communities committee clerk and environment committee clerk.

**PER 19/22 To note a recruitment proposal from the Local Government Resource Centre**

**PER 20/22 To consider adoption a Member-Officer protocol**

**Motion.** The committee recommends adopting the Member – Officer protocol as published.

**PER 21/22 To consider carry-over arrangements for untaken leave.**

**PER 22/22 Open the meeting to press and public.**

**PER 23/22 Items for next agenda.**