



HOCKLEY PARISH COUNCIL

Personnel Committee: Cllrs Boxall, M Carter, T Carter, S James, S Martin, O'Shea, V Randall, L Vingoe.

MINUTES OF THE PERSONNEL COMMITTEE MEETING Held Monday 16th April 2018 at the Parish Hall

20th April 2018

AGENDA ITEM	SUBJECT
PER17/65	<p>Those present and apologies for absence: Present: Cllrs N Boxall (Chairman), M Carter, T Carter, S James, S Martin, B O'Shea, V Randall, L Vingoe.</p> <p>Apologies for Absence: Cllr R Martin</p> <p>Resolved: It was resolved to accept apologies of absence from Cllr R Martin due to illness. Proposed: Cllr V Randall; Seconded: Cllr B O'Shea. Agreed Unanimously.</p>
PER17/66	<p>Declarations of interest <i>To receive any personal or personal and prejudicial interests relating to items on the agenda.</i> None Received</p>
PER17/67	<p>To agree the minutes and resolutions of the meeting held on 29th March 2018</p> <p>Motion: To agree the minutes and resolutions of the meeting held on the 29th March 2018.</p> <p>Resolved: It was resolved that the minutes and resolutions of the meeting held on 29th March 2018 be accepted as a correct record. Proposed: Cllr N Boxall. Seconded: Cllr S Martin. Agreed Unanimously</p>
PER17/68	<p>Public Participation None present</p>
PER17/69	<p>To Note Correspondence Received</p> <p>Hall Manager's complaint re non-payment of salaries <i>It was noted that this complaint should have been addressed in the first instance to the Clerk/RFO not the Chairman of the Council.</i></p> <p>Clerk's Complaint to the Chairman of Personnel re salaries</p>

PER17/70

Resolved: Exclusion of Press and Public in accordance with s.1 of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business to be discussed, in the opinion of the Council, it was advisable in the public interest that the public and press be excluded. Proposed Cllr S Martin. Seconded: Cllr T Carter. Agreed Unanimously

8.30pm The Clerk was asked to leave the meeting having been given an opportunity to comment on each of the relevant Staff In Confidence Agenda Items.

Resolved: It was resolved that Cllr S Martin would record the Minutes of the Meeting. Proposed: Cllr N Boxall. Seconded: Cllr V Randall. Agreed Unanimously

Staff in Confidence

Members requested that the Clerk's unprofessional behaviour at the meeting be minuted and a complaint would be raised.

The Chairman reminded members of the need to conduct an orderly meeting.

(a) Late Payment of March Salaries (Appendix 1)

The complaint on the late payment of March Salaries was fully reviewed. The Personnel Committee discussed staff actions and those of the signatories to the bank account and it was considered the complaint was not justified as the wrong protocol was used. The procedure for ensuring salaries are paid on time would be passed to Resources & Procedures Committee for review.

Resolved: It was resolved that the signatories correctly followed Financial Regulations 6.6 and the complaint was not upheld. Proposed: Cllr N Boxall. Seconded: Cllr M Carter. Agreed unanimously.

(b) Appeal of Disciplinary Decision Update

It was noted that an Appeal had been submitted and a date for a hearing with the Council's Independent Appeals Panel was to be confirmed with the member of staff by the Chairman of the Council.

(c) New Appointment to Appeals Panel

Motion: It was proposed that Cllr P Meacham be appointed to the Appeals Panel

Resolved: It was resolved that Cllr P Meacham would be appointed to the Appeals Panel. Proposed: Cllr N Boxall. Seconded Cllr V Randall. Agreed Unanimously

(d) Review of Clerk's Post

Members were provided with a copy of the Job Evaluation Report which had been requested by the Chairman of the Council on the post of the Clerk. This indicated a change in the office management and financial implications would have to be discussed further. The report will be fully reviewed at the next Personnel Meeting after which the Clerk will be consulted.

Standing Orders suspended at 9.30pm

Resolved: It was resolved to suspend Standing Orders.
Proposed: Cllr N Boxall Seconded Cllr M Carter. Agreed unanimously

e) Proposal for Temporary Overtime for the Clerk (Appendix 2)

The Personnel Committee were aware of the urgent need to look at the hours allocated to the Clerk's Post. To help reduce the increasing workload, subject to agreed conditions, it was agreed to approve the temporary overtime proposal for a 4 week period from 16th April 2018 to the 11th May 2018, subject to agreed conditions.

Resolved: It was resolved that the Personnel Committee would approve the proposal for a temporary increase the Clerk's hours from 28 hours per week to 37 hours per week by way of standard overtime, subject to agreed conditions. The agreement for temporary overtime will commence on the 16th April 2018 and cease on the 11th May 2018. Proposed Cllr N Boxall Seconded Cllr L Vingoe. Agreed unanimously.

Motion: It was proposed that the overtime worked by the Clerk from 1st April to 13th April 2018 be honoured.

Resolved: It was resolved that the overtime worked by the Clerk from 1st April to 13th April will be approved, subject to the relative times and reasons being produced to the Chairman of the Council for approval. Proposed: Cllr N Boxall. Seconded Cllr.M Carter. Agreed unanimously.

9.40pm Cllr O'Shea left the meeting

	<p>f) Clerk's Untaken Holiday Entitlement</p> <p>Motion: It was proposed that the Clerk be permitted to take 5 days untaken leave into the next leave year.</p> <p>Resolved: It was resolved that the council would agree to the Clerk taking over 5 days of her unused leave into 2018/19 Proposed: Cllr N Boxall. Seconded: Cllr L Vingoe. Agreed Unanimously.</p> <p>Motion: It was proposed that any outstanding holiday not taken in 2017/18 or carried over to 2018/19 be paid to the Clerk taking into account the extenuating circumstances. Proposed by Cllr N Boxall. Seconded Cllr T Carter None in favour.</p> <p>Resolution: It was resolved that the motion failed.</p> <p>g) Admin Asst – Agenda & Minutes Training Course 9.05.2018</p> <p>The Clerk recommended that the Admin Assistant should attend the training at EALC.</p> <p>Resolved: It was resolved to approve the Agenda & Minutes Training Course on the 9th May 2018 for the Admin Asst. Proposed: Cllr N Boxall. Seconded: Cllr M Carter. Agreed unanimously</p>
<p>PER17/71</p>	<p>Date of next meeting TBA</p> <p>Items for next Agenda Job Evaluation Report RFO Job Description and Vacancy Notice</p> <p>There being no other business the meeting closed at 10.20pm.</p>