



HOCKLEY PARISH COUNCIL

The Old Fire Station, 58 Southend Road, Hockley, Essex, SS5 4QH

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Minutes from the online Personnel Committee meeting held on Monday 22nd February 2021 at 7.00pm.

Present:

Chairman: Cllr. N. Boxall

Councillors: Cllr. M. Carter Cllr. T. Carter
Cllr. S. James Cllr. R. Martin
Cllr. P. Meacham

Officers: Kelly Holland, Parish Clerk

Members of the public: None

PER20/30 **Apologies for Absence**

Apologies for absence were received from Cllr. V. Randall.

RESOLVED that the apologies be accepted.

PER20/31 **Minutes**

RESOLVED that the minutes from the Personnel Committee meeting held on 8th February 2021 be approved as a correct record and signed by the Chairman after the meeting.

PER20/32 **Declarations of Interests**

None declared.

PER20/33 **Public Participation**

None present.

PER20/34 **Exclusion of press and public**

RESOLVED that the Committee exclude the press and public from the remainder of the meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, s.1(2).

PER20/35 **Personnel Sub Committee Membership**

The Terms of Reference for the Sub Committee had been amended from five members to three, two of which were the Chairman of the Personnel Committee and the Chairman of the Parish Council. The committee discussed the appointment of a further member.

RESOLVED that Cllr. P. Meacham be appointed onto the Personnel Sub Committee.

PER20/36 **Personnel Committee Terms of Reference**

Consideration was given to the amendments to the Terms of Reference for the Committee which included alterations to the membership and the addition of the HR support company. It was proposed that the reference to the Appeals Panel be removed as this falls under the remit of the Full Council.

RESOLVED that the proposed revisions to the Personnel Committee Terms of Reference including the removal of the reference to the Appeals Panel be **RECOMMENDED** to the Annual Parish Council meeting in May 2021.

PER20/37 **Staff Matters**

The Clerk provided an update on current staff matters including COVID-19 related illness. A brief update was provided on members of the Council.

PER20/38 **Items for next agenda**

To provide clarification on apologies for absence.

PER20/39 **Date of future meeting**

The next meeting of the Personnel Committee was to be confirmed.

The meeting closed at 7.38pm

Signed: _____
Chairman

Date: _____