



## 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 Thursday 29<sup>th</sup> March 2018 at the Parish Hall

3<sup>rd</sup> April 2018

AGENDA ITEM	SUBJECT
PER17/59	<p><b>Meeting commenced 7.40pm to enable distribution of paperwork</b></p> <p><b>Resolved:</b> It was resolved that Cllr S Martin would record the Minutes of the Meeting. Proposed: Cllr N Boxall. Seconded: Cllr M Carter. All in favour</p> <p>Those present and apologies for absence:  <b>Present:</b> Cllrs N Boxall (Chairman), M Carter, T Carter, S James, R Martin, S Martin, V Randall, L Vingoe.  <b>Apologies for Absence:</b> Cllr B O'Shea  <b>Resolved:</b> It was resolved to accept apologies of absence from Cllr B O'Shea due to illness. Proposed: Cllr N Boxall; Seconded: Cllr V Randall. All in favour</p>
PER17/60	<p><b>Declarations of interest</b> <i>To receive any personal or personal and prejudicial interests relating to items on the agenda.</i></p> <p>None Received</p>
PER17/61	<p><b>To agree the minutes and resolutions of the meeting held on 7<sup>th</sup> March 2018</b>  <b>Motion:</b> To agree the minutes and resolutions of the meeting held on the 7<sup>th</sup> March 2018.</p> <p><b>Resolved:</b> It was resolved that the minutes and resolutions of the meeting held on 7<sup>th</sup> March 2018 be accepted as a correct record. Proposed: Cllr N Boxall. Seconded: Cllr S James. All in favour.</p>
PER17/62	<p><b>Resolved:</b> 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 N Boxall. Seconded: Cllr R Martin. All in favour</p> <p><b>PER17/62.1 To Receive a report from the Personnel Sub Committee on the Disciplinary Hearing held Friday 23<sup>rd</sup> March 2018.</b>  The reports and recommendations of the Personnel Sub Committee and the recommendations from Vine HR following the Disciplinary Hearing were fully discussed and considered by the Personnel Committee.</p>

	<p><b>PER17/62.2 To make a Resolution on the outcome of the Disciplinary Hearing, the result of which will be reported to Full Council.</b></p> <p><b>Resolved:</b> It was resolved that the council would issue a Final Written Warning for a period of 12 months. Proposed Cllr N Boxall Seconded: Cllr L Vingoe. Approved with 6 for; 2 against.</p> <p>The Personnel Sub Committee members were thanked for conducting the investigation. The Personnel Committee will now work on the staffing matters and the Resources &amp; Procedures Committee will pursue the outstanding bank issues.</p> <p><b>Standing Orders suspended</b></p> <p><b>Resolved:</b> It was resolved to suspend Standing Orders at 9.40pm Proposed: Cllr N Boxall Seconded Cllr M Carter. All in favour</p>
<p><b>PER17/63</b></p>	<p><b>To note the Comments and Objectives of the Clerk's 6 Months Probation Review</b></p> <ul style="list-style-type: none"> <li>• The Chairman and Chairman of Personnel had conducted a 6 months probation review in March and their report was noted.</li> <li>• Targets and Objectives have been set for the next 6 months.</li> </ul>
<p><b>PER17/64</b></p>	<p><b>Date of next meeting</b> Monday 16th April 2018</p> <p>Items for next Agenda:  Job Evaluation Report  Responsible Financial Officer Duties</p> <p>There being no other business the meeting closed at 9.50pm.</p>