



HOCKLEY PARISH COUNCIL

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

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON MONDAY 30TH APRIL 2018 AT 7.30PM IN THE PARISH HALL

3rd May 2018

AGENDA ITEM	SUBJECT
	The Committee Chairman agreed that the minutes of this meeting should be minuted by Cllr S Martin in the absence of the Clerk.
PER17/72	<p>Those present and Apologies for Absence</p> <p>Present: Cllrs N Boxall, M Carter, T Carter, S James, S Martin, V Randall, L Vingoe</p> <p>Also Present: Cllr R Martin</p> <p>Apologies for Absence: Cllr B O'Shea</p> <p>RESOLVED: It was resolved to accept apologies for absence from Cllr B O'Shea. Proposed: Cllr N Boxall. Seconded: Cllr L Vingoe. Agreed unanimously</p>
PER17/73	<p>Declarations of interest <i>To receive any personal or personal and prejudicial interests relating to items on the agenda.</i></p> <p>None received</p>
PER17/74	<p>To agree the minutes and resolutions of the meeting held on 16th April 2018 NB/VR AiF</p> <p>Motion: To agree the minutes and resolutions of the meeting held on the 16th April 2018.</p> <p>RESOLVED: The minutes of the meeting held on the 16th April 2018 were agreed as a correct record of the meeting. Proposed: Cllr N Boxall. Seconded Cllr T Carter. Agreed unanimously</p>

<p>PER/75</p>	<p>Corrs Received – The Committee Chairman allowed this item as it was omitted from the published Agenda.</p> <p>Vine HR Professional Services</p> <ul style="list-style-type: none"> • It was agreed that the council would continue to use their services <p>Grievance Hearing Request</p> <ul style="list-style-type: none"> • The Clerk had been offered a Hearing Date <p>Email from SLCC Representative re Grievance and future communications</p> <ul style="list-style-type: none"> • The Council Chairman has acknowledged receipt.
<p>PER17/76</p>	<p>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.</p> <p>Staff in Confidence Members requested that all Confidential Reports be printed on coloured paper for ease of reference.</p> <p>(a) Report from Personnel Sub Committee The Committee considered the report from the Personnel Subcommittee and agreed that the council had done all it reasonably could to support the Clerk. The case would now be referred to Vine HR.</p> <p>Resolved: It was resolved to instruct Vine HR to continue to act on behalf of the Council in all future dealings between the Clerk and/or her appointed representative to bring the matter to a conclusion. Proposed: Cllr N Boxall. Seconded Cllr T Carter. Agreed unanimously</p> <p>The Clerk’s Representative confirmed the Grievance concerned a matter of fact and could be dealt with by the council in her absence.</p> <p>Resolved: It was resolved that as the Grievance concerned a matter of fact the decision not to uphold the complaint would stand as minuted under PER17/70(a). The Grievance is therefore now closed. Agreed unanimously</p> <p>(b) To note staff sickness: Noted.</p> <p>(c) To Note Probation Completion The Personnel Committee were pleased to note that the Admin Assistant has successfully completed her probation.</p>

	<p>(d) Job Evaluation Report The members considered the Job Evaluation Report and noted there were several aspects to this:</p> <ul style="list-style-type: none"> • An RFO to be appointed as a matter of urgency • Clerk's Post and Job Description to be reviewed • Standard Office opening hours and a mutually acceptable flexible working policy to be agreed. • Administration Budgets to be revised. <p>(e) Responsible Finance Officer Job Description and Vacancy Notice</p> <p>It was recognised that a recommendation of the Job Evaluation Report was to review the management of the office and appoint a part time RFO. This had been discussed with the Clerk. It was agreed an RFO Post would be approved and a Vacancy Notice issued for a qualified candidate working 6 hours a week within SCP Grade 35-39 depending on experience. A draft Job Description was considered and will be published with some minor amendments.</p> <p>Resolved: It was resolved that the council would advertise for a Part Time Responsible Finance Officer through the EALC. Proposed: Cllr V Randall. Seconded: Cllr L Vingoe. Agreed unanimously.</p>
<p>PER17/77</p>	<p>Date of next meeting TBA</p> <p>Agenda Items for next Meeting Appraisal System Holiday Records</p> <p style="text-align: right;">There being no other business the Meeting closed at 9.30pm</p>