



## HOCKLEY PARISH COUNCIL

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

### MINUTES OF THE HOCKLEY PARISH COUNCIL PERSONNEL SUB COMMITTEE Wednesday 7th March 2018 AT 7.30 PM IN THE HOCKLEY PARISH HALL

**PER17/51 Those present and apologies for absence**

Chairman: Cllr Boxall

Cllrs James, S Martin, Cllr Randall, Vingoe, M Carter & T Carter

Also Present: Cllr R Martin (Ex Officio) and The Clerk

Apologies Cllrs O'Shea

**Resolved;** It was resolved the apologies received from Cllrs O'Shea be accepted. Proposed by Cllr N Boxall, seconded by Cllr James and all in favour.

**PER17/52 Declarations of interest.**

There were no declarations of interest.

**PER17/53 To agree the minutes of the meeting held on 17th January 2018**

**Resolved.** It was resolved the minutes and resolutions of the meeting on 17th January 2018 were accepted as a true record. Proposed by Cllr Boxall, seconded by Cllr S Martin and carried unanimously.

**PER17/54 Public participation.**

There were no members of the public present.

**PER17/55 To note correspondence received**

The council received a letter from a staff member which will be dealt with under PER17/57 Staff in Confidence.

**PER17/56 To review and approve amendments to Terms of Reference**

The Terms of Reference approved at Full Council were noted.

**PER17/57 Exclusion of Press and Public:**

**Resolved:** that, 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 James and agreed unanimously.

- **Staff in Confidence**

- a) **Long term sickness update**

**Resolved:** It was resolved that no further action will be taken until the Council Chairman contacts the member of staff to ascertain future plans. Proposed: Cllr N Boxall. Seconded Cllr M Carter. All in favour

- b) **To approve new staff contract**

**Resolved:** It was resolved that the staff contract be approved at a salary level of SCP16 subject to receipt of satisfactory references. Proposed: Cllr N Boxall. Seconded Cllr M Carter. All in favour.

- c) **To review Staff Overtime**

It was noted staff overtime recorded by the Clerk would be referred to the Resources & Procedures Committee for approval.

- d) **Report from Personnel Sub-Committee.**

A full internal investigation has been undertaken by the Personnel Sub Committee into the circumstances of the bank fraud and a summary of recommendations was presented to the Personnel Committee.

**Resolved:** It was resolved that as there are still some staff and banking issues to resolve the Personnel Sub Committee will continue to work on the internal investigation until completion and report back to the Personnel Committee. Proposed: Cllr T Carter Seconded: Cllr S James. All in favour

**Standing Orders were suspended at 9.30pm**

Proposed Cllr R Martin Seconded Cllr S James. All in favour

**Employment Issues**

- The council was advised to seek professional external advice to deal with employment issues connected with the fraud. It was however confirmed that steps had been taken to minimise risk now and for the future.

**Resolved:** It was resolved that the council would use the services of HR Vine to deal with the employment issues as they relate to the fraud. Proposed: Cllr S Martin. Seconded Cllr V Randall.

- Internal staff issues will be dealt with by the Clerk in consultation with the Chairman of Personnel.
- It was noted that the Administration Assistant's 6 month Probation Appraisal would be conducted by the Clerk and a report submitted to the Personnel Committee for consideration.

### **Clerk's Post Evaluation**

A new evaluation of the Clerk's Post has been undertaken the results of which will be discussed with the Clerk and recommendations reported to the Personnel Committee.

**Resolved:** It was resolved that the Chair of the Council and Chair of Personnel will conduct a second probation review with the Clerk. Proposed: Cllr S Martin. Seconded Cllr V Randall. All in favour

### **Banking**

- It was noted that a robust challenge had been made to Metro Bank on their decision not to refund the monies taken from the council's account as a result of fraudulent activity. Further efforts are being made to overturn this decision.
- The ActionFraud Crime Unit has also been given full details of the fraudulent transactions which have been acknowledged.
- **The council will follow up every avenue open to it to recover the monies.**

### **Accounts Audit**

- An internal audit of the council's accounts has been undertaken which confirms that, other than the already identified fraudulent transactions; the Council does not appear to have been the victim of further fraud.

**Meeting closed at 10pm**