



HOCKLEY PARISH COUNCIL

Personnel Committee: Cllrs Gleadall, James, S Martin, Randall, Vingoe, O'Shea.

MINUTES OF THE PERSONNEL SUB COMMITTEE 7.30pm MONDAY APRIL 13TH 2015 IN THE HOCKLEY PARISH HALL

PER15/10 Those present and apologies for absence.

Chairman, Cllr Randall
Present, Cllrs S Martin, James, Gleadall, O'Shea, Vingoe
Also present the clerk, Cllr R Martin

PER15/11 There were no declarations of interest.

PER15/12 To agree the minutes of the 9th February 2015

Resolved. The minutes of the February 9th 2015 meeting were agreed as a true record. Proposed Cllr Randall seconded Cllr O'Shea.

PER15/13 Public Speaking:

There were no members of the public present.

PER15/14 To note the clerks appraisal.

The clerk and Cllr R Martin left the room for this item. The notes were taken by Cllr Randall. **The Clerk's Appraisal was discussed and noted**

Resolved: To recommend to Full Council that the Clerk's appraisal be accepted. Proposed Cllr T Gleadall seconded: Cllr V Randall. Carried unanimously

It was agreed that the clerk receive his annual increment from 1st April 2015.

Resolved. To recommend to Full Council that the increase in the Clerk's salary to SCP37 be awarded with effect from 1st April 2015. Proposed: Cllr B O'Shea Seconded: Cllr T Gleadall and carried by majority.

As a result of the Clerk's appraisal, one target is to give the Administration Assistant projects. We propose that the increase for the Administration Assistant agreed last year is implemented with effect from 1st April 2015.

Resolved. To recommend to Full Council payment of the second part of the salary increment agreed in 2014 be implemented for the Administration assistant with effect from 1st April 2015. Proposed Cllr V Randall seconded Cllr S Martin

PER15/15 To consider a proposal for a new organisational structure.

The clerk and Cllr Gleadall have been reviewing the committee system and have produced an alternative structure which will make the best use of councillors' and the clerk's time. It was noted that there were many views within the council and it would be difficult to meet all expectations. At one end, there was view that the committee structure was distancing the councillors from the decision-making and a flatter structure would be preferred. This would reduce the number of committees and re-establish working groups that reported directly to full council. At the other end was the view that the existing committee structure was working well by devolving decision-making into smaller and more focussed groups.

Although there were arguments for continuing with sub-committees, it was noted that the committees could manage most of the decision making with sub-committees only being formed where needed. The current committee structure was working well in some areas and needed rethinking in others. It was considered that the working groups that dealt with the specifics of newsletter, summer event, farmers market, special events, and remembrance parade were fit for purpose and should report to a communities committee, with the festive lights and personnel continuing as sub-committees to take advantage of the delegated powers and budgets.

The personnel sub-committee will propose a Council structure of four committees and two sub-committees, with the other functions being absorbed into the committees who can form working groups when required.

Decision: The revised structure to be considered at the Annual General Meeting.

Resources & Procedures Committee,

Personnel Sub-committee
Policies Working Group
Grants and Award Working Group
Complaints, Grievances & Appeals Panel.

Planning and Local Development Committee

Environment & Open Spaces Committee

Allotments Sub Committee (if required)

Community Committee

Festive Lighting Sub Committee
Hall & Premises Working Group
Newsletter & Website Working Group
Community Resilience Working Group.
Special Events Working Group.

PER15/16 Date of next meeting: TBA.

Meeting closed 9.15pm