



## HOCKLEY PARISH COUNCIL

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

### **MINUTES OF THE HOCKLEY PARISH COUNCIL PERSONNEL SUB COMMITTEE MONDAY APRIL 10<sup>th</sup> AT 7.30 PM IN THE HOCKLEY PARISH OFFICE**

**PER17/1 Those present and apologies for absence**

Chairman Cllr Randall  
Present Cllrs S Martin, O'Shea, Vingoe.  
Also present The Clerk, Assistant Clerk  
Cllr R Martin (ex officio).

Apologies were received from Cllrs James and Boxall. Proposed Cllr Randall seconded Cllr R Martin.

**PER17/2 Declarations of interest.**

There were no declarations of interest

**PER17/3 To agree the minutes of the October 31<sup>st</sup> 2016 meeting.**

**Resolved.** The minutes of the meeting were accepted as a true record proposed Cllr Randall seconded Cllr R Martin.

**PER17/4 There were no members of the public present.**

**PER17/5 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 Randall seconded Cllr S Martin and carried unanimously.

**PER17/6 To note the staff NALC SLCC annual increment 1% pay increase.**

The committee notes the award of a 1% pay increase as the second award of the 2016-18 pay settlement for Local Government as agreed in minute PER16/29.

**PER17/7 To note changes to the Clerk's pay and conditions.**

- a. To consider the award of one incremental point awarded for the successful completion of the CiLCA training course.

It was noted that the merit increase for successfully completing the CiLCA should be awarded in addition to any annual increments. This means that the increment due in 2016 to SCP 38 should have been awarded from April 2016.

- b. To consider an increase from 21 to 25 days leave pro rata following 5 years continuous service.

**Resolved.** The increase in leave allowance specified in clause 15.3 of the Clerk's contract and the incremental point specified in clause 9.2 were approved. The Incremental point for 2016 would be awarded and backdated. Proposed Cllr Randall seconded Cllr O'Shea and carried unanimously.

**PER17/8 To consider amendments to Rangers working schedules.**

It was noted that Friday was an important working day, particularly in the summer when pre-weekend watering is needed. The Committee agreed in principle but could not be seen to set a precedent.

**Motion.** The committee approves the request for flexible working. Proposed Cllr R Martin with no seconder. The motion failed four to one.

The Committee requested that the Rangers timesheets be analysed and a summary is prepared for full council.

**PER17/9 To consider development of Assistant Clerk's role.**

The committee noted a verbal report from Cllrs Randall and R Martin on a meeting with the Assistant Clerk. It was agreed that progress had been very good and a successful completion of the probationary period. Training and development will continue and more duties will be undertaken.

**PER17/10** Date of next meeting: To be arranged.

Meeting closed 8.16 p.m.