



HOCKLEY PARISH COUNCIL

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

MINUTES OF THE HOCKLEY PARISH COUNCIL PERSONNEL SUB COMMITTEE FEBRUARY 8TH 7.30 PM

PER16/12 Those present and apologies for absence

Chairman. Cllr Randall

Cllrs O'Shea S Martin, Boxall, James

Ex Officio Cllr R Martin

Also present Cllr Gleadall, the Clerk and the Administration Assistant

Apologies received and accepted from Cllr Vingoe

PER16/13 Declarations of interest.

There were no declarations of interest.

PER16/14 To agree the minutes of the January 11th 2016 meeting.

Minute 16/9 refers to attendance at courses to be agreed in accordance with standing orders. This should read 'in accordance with the training policy'.

Minute 16/7 the resolution refers to time-off in lieu being taken in accordance with standing orders. This should read 'in accordance with the contract of employment and the sickness absence policy'.

Resolved. With the two corrections, the minutes of the meeting were accepted as a true record proposed Cllr Randall seconded Cllr S Martin.

PER16/15 Public speaking.

There were no members of the public present.

PER16/16 Exclusion of Press and Public:

Resolved. 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 James.

PER16/17 To review job descriptions for the Accountant and Administrative Assistant.

- a. Accountant – to note change of hours and duties.

Following the Committee's concerns about employing staff on a consultancy basis, the Clerk reported that the current jobholder has been employed under those terms since 1999. The Clerk presented a job description for the Accountant that could be adopted if required. However, the Clerk also reported that the Accountant would be willing to leave at the end of the financial year if the Council preferred.

Resolved. The Accountant's offer to leave at the end of March 2016 would be accepted. Proposed by Cllr Randall and seconded by Cllr O'Shea.

The Committee thanked Jon Harrison for his long service and the support he has given to the council over the years. The Chairman would write to thank him for his work.

- b. Administrative Assistant – to review the decision taken in May 2012 minute No. 7 and reviewed in Minute PER13/54 and 13/65.

The Administration Assistant gave a brief presentation on her contribution to the office administration. After which the committee considered the decisions in the light of the Council's current requirements. The committee expressed concern about the career progression decisions made in the past.

Resolved. The committee approves the Admin Assistants job description version 2 January 2016 for immediate effect. Proposed Cllr O'Shea seconded Cllr James and carried with one against.

Resolved. The Clerk will establish a development plan for the Admin Assistant with formal reviews at two month intervals and final review and evaluation by the personnel committee at six months. Proposed Cllr Randall seconded Cllr O'Shea.

PER16/18 To consider establishing a working-time policy to replace existing custom and practice.

The committee noted the decision on minute 16/7 but considered that no action needed to be taken as the current guidance was adequate.

PER16/19 To develop the monitoring process for Rangers' work.

The Clerk noted that the report requested in Minute 16/8 was already covered by the Environmental Committee Action Report, so no additional report would be prepared.

PER16/20 To review the appraisals and appraisal procedure.

The committee noted the report and agreed that there was no immediate requirement for a strategic plan upon which the appraisal process could be based.

PER16/21 Date of next meeting: To be arranged.