



HOCKLEY PARISH COUNCIL

The Old Fire Station, 58 Southend Road, Hockley, Essex, SS5 4QH

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Minutes from the Personnel Committee meeting held on Tuesday 11th February 2020 at 7.35pm at the Old Fire Station, 58 Southend Road, Hockley.

The meeting was not open to the members of the press and public due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, s.1(2)

Present: Chairman: Cllr. N. Boxall

Councillors: Cllr. T. Carter Cllr. S. James Cllr. R. Martin
 Cllr. P. Meacham Cllr. V. Randall

Officers: Kelly Holland, Parish Clerk

PER19/23 Apologies for Absence

Apologies had been received from Cllr. M. Carter.

RESOLVED that the apologies be accepted.

PER19/24 Minutes

RESOLVED the minutes from the Personnel Committee meeting held on 7th November 2019 be approved as a correct record and signed by the Chairman.

PER19/25 Declarations of Interests

None.

PER19/26 Staff matters

Further to minute 19/19(c), the working group had reviewed the structure of the Parish Council following analysis of time sheets and work schedules for staff members. It was noted that this had already taken place for the Responsible Financial Officer and that role was not included in the review. There was a lengthy discussion regarding the roles within the structure and the best way to move the Council forward.

As the new structure included the creation of the Assistant Clerk post, members considered the draft job description and person specification for the post and discussed the recommendation from the Clerk to fill this post in house by moving the current Administrative Assistant into the new Assistant Clerk post to ensure the smooth running of the Council. This would result in a vacancy for an Administrative Assistant. Therefore, members reviewed the job description and person specification for this role.

The working group suggested a change of role title for the Hall Manager to Facilities Manager along with the inclusion of overseeing the public conveniences contractor within the job description.

Alternative ways of working for the Cleaner/Caretakers were discussed, the Clerk would investigate the suggestions and bring the findings to the next Committee meeting.

Following the resignation of one Parish Ranger, members reviewed the job description and person specification for the role.

Members were advised that the Clerk had carried out four personal development reviews and that the Hall Manager carry out the remaining 2 reviews for her staff members.

The Clerk advised that she would be investigating more in-depth personnel training as the restructure would result in eight members of staff that would need to be directly and indirectly managed. It was noted that an exit interview policy would be included in the Staff Handbook that the Clerk was in the process of creating.

RESOLVED that

- (a) the proposed structure of the Council be approved;
- (b) the job description and person specification for the Assistant Clerk be approved;
- (c) the Administrative Assistant move into the Assistant Clerk post as recommended by the Clerk;
- (d) subject to two minor amendments, the job description and person specification for the Administrative Assistant post be approved;
- (e) the Hall Manager title be amended to Facilities Manager;
- (f) the Facilities Manager's job description include overseeing the public conveniences contractor;
- (g) the job description and person specification for the Parish Ranger be approved;
- (h) the vacant posts of Administrative Assistant and Parish Ranger be advertised;
- (i) the Clerk, the Administrative Assistant/Ranger and one member of the Personnel Committee carry out the interviews for the vacant posts.

PER19/27 Items for the next agenda

To consider the information regarding alternative ways of working for the Cleaner/Caretakers.

PER19/28 Date of next meeting

The next meeting of the Personnel Committee was to be confirmed.

The meeting closed at 9.32pm

Signed:
Chairman

Date:
