



HOCKLEY PARISH COUNCIL

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

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Minutes from the online Personnel Committee meeting held on Monday 8th February 2021 at 7.00pm.

Present:	<u>Chairman:</u>	Cllr. N. Boxall	
	<u>Councillors:</u>	Cllr. M. Carter	Cllr. T. Carter
		Cllr. S. James	Cllr. R. Martin
		Cllr. P. Meacham	Cllr. V. Randall
	<u>Officers:</u>	Kelly Holland, Parish Clerk	
	<u>Members of the public:</u>	None	

PER20/20 **Apologies for Absence**

None.

PER20/21 **Minutes**

RESOLVED that the minutes from the Personnel Committee meeting held on 17th November 2020 be approved as a correct record and signed by the Chairman after the meeting.

PER20/22 **Declarations of Interests**

None declared.

PER20/23 **Presentation from David Bostock from Ellis Whittam**

The Council had contracted Ellis Whittam for HR support for 5 years. The following information about the company was provided:

- Provide employment law and health and safety support to various sectors, currently serving over 100 local councils.
- The Council is provided with a dedicated employment law solicitor for the duration of the contract and a second named lawyer with access 24 hours a day.
- The Council's documentation will be reviewed by the solicitor and his team, bespoke documentation can be written if/where required.
- Dedicated HR system with intranet which allows employees to access the system via mobile phone which includes access to all HR documentation, annual leave requests, time sheets.
- Access to an employment law and coronavirus knowledge hub.
- Full indemnity provided.
- Employment law updates via newsletter; the team update documentation to reflect the changes in legislation.

Mr Bostock left the meeting. Further to Standing Order 1(a), the order of business was changed.

PER20/24 **HR Support**

Following the presentation and visual demonstration, there was a general discussion regarding the services provided by the company. Members were impressed and felt that the system was very thorough and accessible. It was noted that a presentation could be given to Full Council if required.

PER20/25 **Personnel Sub Committee Terms of Reference**

Consideration was given to the amendments to the Terms of Reference for the Sub Committee proposed by the Chairman of the Personnel Committee and the Chairman of the Personnel Sub Committee. The proposals included amendments to membership, clarification on the requirement of substitute members and more specific delegation to the Sub Committee. It was noted that the purpose of the Committee was to have a strategic, overarching, long term view whilst the Sub Committee would have operational, day to day responsibilities.

RESOLVED that the amended Terms of Reference for the Personnel Sub Committee be approved.

PER20/26 **Staff matters**

The Clerk provided an update on staffing matters, consideration was given to the proposals for unused annual leave and sick pay.

RESOLVED that

- (a) any excess annual leave be carried forward for use within the next 2 leave years;
- (b) full sick pay be paid to any staff member who was absent from work with COVID-19 related sickness.

PER20/27 **Personnel Sub Committee**

The minutes from the Sub Committee meeting held on 19th January 2021 were received and noted.

PER20/28 **Items for next agenda**

To consider amendments to the Committee Terms of Reference.

PER20/29 **Date of future meeting**

The next meeting of the Personnel Committee will be held on 22nd February 2021.

The meeting closed at 8.23pm

Signed:
Chairman

Date:
