



HOCKLEY PARISH COUNCIL

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

MINUTES OF THE PERSONNEL COMMITTEE MONDAY FEBRUARY 9TH 2015

- PER15/1 Chairman Cllr Randall
Present. Cllrs S Martin, R Martin, James, Gleadall, O'Shea, Vingoe
Also present. Cllr R Martin attended to advise the committee on item 15/7.
- PER15/2 There were no declarations of interest.
- PER15/3 **Resolved.** The minutes of the December 8th 2014 meeting were agreed as a true record. Proposed Cllr O'Shea seconded Cllr James.
- PER15/4 There were no members of the public present.
- PER15/5 To approve the organisation chart and note the current SCP scales.

The committee noted the organisation chart and approved its publication with the inclusion of current SCP and working hours.

- PER15/6 Appraisal programme for 2015 /16
Following attendance at a training course, Cllr Randall advised the Committee that two members should undertake the Clerk's appraisal. Other appraisals should be undertaken by the line manager and the relevant committee chairman. The Clerk advised the committee that apart from the Clerk's appraisal which had to be undertaken by the Chairman of the Council, the members should not be involved in line management of staff. The committee considered that the benefit of another person at appraisal would help the council by preventing misunderstandings.

Resolved. The Committee will adopt the practice of appointing two councillors for the clerk's appraisal and one councillor and an officer for the other appraisals. Proposed Cllr S Martin seconded Cllr O'Shea.

It was agreed that staff development and appraisal should be linked to a work programme which will be developed over 2015 -2016. The appraisals would be carried-out in July and August to allow any changes or developments to be incorporated in the next year's plans and budgets.

- The Clerk will be appraised by the Chairman and Vice Chairman or the Chair of Personnel.
- The Administration Officer will be appraised by the Clerk and Chairman or Vice Chairman.

- The Accountant will be appraised by the Clerk and the Chair of Finance
- The Hall Manager will be appraised by the Clerk and Chairman or the Chair of the Hall Committee.
- The Rangers will be appraised by the Clerk and the Chair of the Environmental Committee.
- The Caretakers will be appraised by the Hall Manager and the Chair of the Hall Committee.

PER15/7 To consider future plans for office administration.

Cllr R Martin presented a summary of the Finance Committee's concerns about the production of financial data and the staffing requirements for this work. The Personnel Committee were asked to consider how this would be addressed and following discussion, the Clerk was asked to evaluate the options for delivering accountancy services and consider how the administration assistant could take-on responsibility for managing day-to-day finances.

The Committee noted the close links between the work of the Finance and Personnel Committees, noting that there should be closer co-operation. To support their work, it was considered that the Personnel Committee should be reformed as a Subcommittee of the Finance Committee while keeping its current terms of reference.

Resolved. The Personnel Committee will propose to Full Council that it is reformed as a Subcommittee of the Finance Committee keeping its current terms of reference and membership. Proposed Cllr Randall seconded Cllr James.

PER15/8 Update from the HR course
See attached report (paper only).

PER15/9 Date of next meeting: Monday April 13th 2015