



HOCKLEY PARISH COUNCIL

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

MINUTES OF HOCKLEY PARISH COUNCIL PERSONNEL SUB COMMITTEE HELD MONDAY JANUARY 11TH 7.30 PM IN THE HOCKLEY PARISH HALL

PER16/1 Those present and apologies for absence.

Members Present: Cllrs Veronica Randall (Chairman), Nick Boxall, Shirley James, Sue Martin, Brian O'Shea, Lesley Vingoe;

Also Present: Cllr Roy Martin as Ex-officio Member

In the absence of the Clerk the Chair asked Cllr Sue Martin to minute the meeting.

PER16/2 Declarations of interest.

There were no declarations of interest.

PER16/3 To agree the minutes of September 14th 2015.

Resolution: The minutes of the meeting held on September 14th 2015 were agreed as a correct record. Proposed: Cllr Brian O'Shea. Seconded: Cllr Roy Martin. Carried with 1 abstention.

PER16/4 Public speaking (meeting closed for 15 minutes).

There were two members of the public present. Daniel Ainscough was invited to speak to members regarding his request for support towards the Duke of Edinburgh's Award Scheme.

Daniel was thanked for his presentation and the matter was discussed further under Agenda Item PER16/6.

PER16/5 To review contracts for the Accountant and Administrative Assistant.

Draft letters of employment and Job Descriptions had been prepared by the Clerk and circulated prior to the meeting. The Admin Assistant's hours will be increased by 4 hours a week to enable the inclusion of bookkeeping duties in addition to present duties, subject to 6 months probation from 1st February 2016. However, members had concerns on some aspects of the contract content and staff employment requirements. Both items will be referred back to the Clerk for clarification so the changes can be implemented before the end of January 2016. It was noted that the Accountant will have completed 30 years of service to the Parish by the end of his contract in December 2016.

Action: Cllr V Randall to speak with the Clerk regarding amendments to the Admin Assistant Contract and re-wording of the letters of appointment to the Admin Assistant and Accountant. Cllr Boxall to provide guide notes on employment requirements.

Resolution: The change to the Administrative Assistant's Job Description was agreed subject to the proposed amendments. Proposed: Cllr Veronica Randall. Seconded: Cllr Nick Boxall. Carried unanimously.

PER16/6 To approve the appointment of a volunteer to undertake community work in support of a Duke of Edinburgh's Award.

Following an approach by Daniel Ainscough members discussed possible areas in which he could usefully participate. Daniel has already helped the council at the Christmas Lights Event and it was agreed we would like to assist him further if possible. All members to be briefed at February's Full Council Meeting, on initial ideas to enable potential development in other areas. The Clerk will be asked to advise Daniel accordingly.

Action: Clerk to advise Daniel Ainscough of our initial thoughts and ask for his input on these and other ideas which could be developed to assist him with the DoE's Award.

Resolution: To support a volunteer for community voluntary work as part of the Duke of Edinburgh's Award Scheme. Proposed: Cllr Veronica Randall. Seconded: Cllr B O'Shea. Agreed unanimously.

PER16/7 To confirm the current office hours of 9.30 to 12.00 Monday – Friday.

After discussion members agreed council required the office hours to be covered during the core times of Monday to Friday 9.00am to 12 noon.

Resolution: Council requires the office to be manned Monday to Friday from 9am to 12 noon with advertised opening hours as 9.30am to 12 noon. In the event of any change in hours, apart from unexpected personal time, prior agreement should be obtained from the Clerk or Chairman of the Council and suitable alternative cover arranged. Any additional hours worked, above those agreed in staff contracts, requiring time off in lieu, must be taken in accordance with our standing orders.

Proposed: Cllr Shirley James. Seconded: Cllr Lesley Vingoe. Agreed unanimously.

PER16/8 To establish a monitoring process for Rangers' work.

A case for re-introducing the T-Card Board system for the Parish Rangers work had been prepared by the Clerk and it was agreed this should be implemented with immediate effect as an aid to work flow. It was requested that a regular report be produced by the Clerk for noting at each Full Council so members are aware of progress and understand reasons for any delays.

Action: Clerk to implement a T-Card System with immediate effect to monitor the Parish Rangers' workflow and produce a regular monthly report for noting at Full Council as a permanent Agenda Item.

PER16/9 To approve the Administration Assistant's attendance at the SLCC conference.

As there was no information to hand to make a decision, this matter it will be deferred to the next meeting on March 14th. Cllr Roy Martin reminded members that attendance for all courses should be agreed by the Chairman or Vice Chairman of the Council before any bookings are confirmed in accordance with our standing orders.

PER16/10 Staff appraisals.

No information was available for this meeting and the matter will be deferred to next meeting on March 14th to enable the Clerk to provide an up to date report

Action: Clerk to provide an up to date report for the Personnel Subcommittee meeting on 14th March 2016.

PER16/11 Date of next meeting: March 14th 2016.

Meeting closed 8.55pm

Cllr Sue Martin