



# HOCKLEY PARISH COUNCIL

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

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**Personnel Sub Committee Chairman:**

Cllr. P. Meacham

**Personnel Sub Committee Members:**

Cllr. N. Boxall

Cllr. M. Carter

Cllr. T. Carter

Cllr. R. Martin

Minutes from the online Personnel Sub Committee meeting held on Tuesday 19<sup>th</sup> January 2021 at 7.00pm.

**Present:**

Chairman: Cllr. P. Meacham

Councillors: Cllr. N. Boxall Cllr. M. Carter Cllr. T. Carter  
Cllr. V. Randall (ex officio, voting)

Substitute members: Cllr. S. James (for Cllr. R. Martin)

Officers: Kelly Holland, Clerk

Members of the public: None

**PERSC20/11 Apologies for absence**

Apologies for absence were received from Cllr. R. Martin.

**RESOLVED** that the apologies be accepted.

**PERSC20/12 Minutes**

**RESOLVED** that the minutes from the Personnel Sub Committee meeting held on 12<sup>th</sup> October 2020 be approved as a correct record and signed by the Chairman after the meeting.

*Cllr. S. James abstained from the decision*

**PERSC20/13 Declarations of Interests**

None declared.

**PERSC20/14 Staff matters**

Consideration was given to the report from the Chairman following the review of the caretaker/cleaner role. Members discussed the content and considered the suggestions included.

A report was received from the Clerk regarding staff progress and wellbeing, members agreed that the mental health of everyone within the Council was of utmost importance. The Clerk had attended a webinar

entitled '10 Ways to Employee Wellbeing' and was pleased to report that many of the tools suggested were already in place, other ideas would be considered. This led on to members discussing the feasibility of a staff wellbeing survey and support mechanisms for both staff and members.

**RESOLVED** that

- (a) the report relating to the review of the caretaker/cleaner role be noted and would be reviewed by the end of March 2021;
- (b) the report relating to staff wellbeing and progress be noted, monthly reviews to be provided to the Chairman of the Sub Committee who would convene a Sub Committee meeting if required;
- (c) the proposals for wellbeing support for senior staff members and members of the Council be **RECOMMENDED** to Full Council.

**PERSC20/15**      **Items for the next agenda**

To consider the update on staff wellbeing and consider creating a staff wellbeing survey.

**PERSC20/16**      **Date of future meetings**

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

The meeting closed at 8.18pm

**Signed:** \_\_\_\_\_  
**Chairman**

**Date:** \_\_\_\_\_