



HOCKLEY PARISH COUNCIL

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

MINUTES OF THE HOCKLEY PARISH COUNCIL PERSONNEL SUB COMMITTEE ON MONDAY JULY 11TH 2016 AT 7.30 PM IN THE HOCKLEY PARISH HALL

PER16/22 Election of Chairman

There was one nomination for the Office of Chairman; Cllr Randall proposed by Cllr O'Shea seconded Cllr James. Cllr Randall was elected unopposed.

PER16/23 Election of Vice Chairman

There was one nomination for the Office of Vice Chairman; Cllr Boxall proposed by Cllr S Martin seconded Cllr Randall Cllr Boxall was elected unopposed.

PER16/24 Those present and apologies for absence

Chairman	Cllr Randall
Present	Cllrs James, S Martin, Vingoe, O'Shea, Boxall
Also present	The Clerk, the Administration Assistant Cllr R Martin (ex officio), Cllr Maddocks

PER16/25 Declarations of interest.

There were no declarations of interest

PER16/26 To agree the minutes of the February 8th 2016 meeting.

The minutes of the meeting were accepted as a true record.

PER16/27 Public speaking (meeting closed for 15 minutes).

There were no members of public present

PER16/28 Exclusion of Press and Public: Resolved: that, in accordance with s.1 of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business to be discussed, in the opinion of the Council, it was advisable in the public interest that the public and press be excluded.

PER16/29 To note the NALC /SLCC pay award for staff.

The Clerk reported that the decision of the NALC SLCC national salary awards was for a 1% increase backdated to 1st April 2016. The award has been passed to the payroll company for implementation from June 1st. There will be another 1% increase in April 2017 as part of the same agreement.

PER16/30 To consider annual increments for eligible staff.

In minute PER 15/16 it was agreed to place the Rangers at SCP19 with one incremental point remaining to the top of scale. This was reaffirmed in minute PER15/25.

Before the matter was considered, the committee reviewed the strategic management requirements that the council would need before an adequate performance appraisal system could be introduced. It was noted that the committee needed more baseline information before any decisions could be made about merit increases. The Committee requested the Clerk organise a training session to introduce the ideas of forward planning and its relationship with performance management.

Resolved. The committee approves the annual increment to SCP 20 being the top of scale three. Proposed Cllr O'Shea seconded Cllr R Martin and carried unanimously.

PER16/31 To review job descriptions in consultation with staff.

It was agreed that the Ranger, Caretaker and Hall Manager did not need review but there is opportunity to develop the Administration Assistant post. The committee considered the options of Assistant Clerk and Deputy Clerk, agreeing that a proposal to develop the post would require a new job description combining the administration and accountancy. The clerk would prepare a job description and job evaluation for a Deputy Clerk and that of an Assistant Clerk.

PER16/32 Date of next meeting: To be arranged.