



HOCKLEY PARISH COUNCIL

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Personnel Committee: Cllrs N Boxall Chairman, M Carter, T Carter, S James,
S Martin, B O'Shea, V Randall, L Vingoe.

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD MONDAY 9TH JULY 2018 AT 7.30PM AT THE PARISH HALL

11th July 2018

AGENDA ITEM	SUBJECT
PER18/8	<p>To agree the meeting should be minuted by a Councillor in the absence of the Clerk Resolved: It was resolved that the meeting would be minuted by a councillor. Proposed: Cllr N Boxall Seconded Cllr S James. Agreed unanimously.</p>
PER18/9	<p>Members Attending and Apologies for Absence</p> <p>Members Attending: Cllr Nick Boxall, Veronica Randall, Lesley Vingoe, Sue Martin and Shirley James. Also Attending: Cllr Roy Martin Apologies Received: Cllr B O'Shea Non Attending Cllrs Mike and Toni Carter.</p> <p>Resolved: It was resolved to accept apologies from Cllr B' O'Shea. Proposed: Cllr N Boxall. Seconded: Cllr V Randall. Agreed unanimously.</p>
PER18/10	<p>Declarations of interest</p> <p>None Received</p>
PER18/11	<p>To agree the minutes and resolutions of the meeting held on 11th June 2018</p> <p>Resolved: It was resolved that the minutes and resolutions of the meeting held on the 11th June 2018 be accepted as a correct record. Proposed: Cllr N Boxall. Seconded: Cllr V Randall. Agreed unanimously.</p>
PER18/12	<p>Resolved: Exclusion of Press and Public 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. Proposed: Cllr N Boxall. Seconded: Cllr V Randall. Agreed unanimously.</p>

PER18/13

Staff in Confidence Matters

PER18/13(a) To Receive a Confidential Verbal Report from the Personnel Sub Committee and agree actions.

The Chairman of Personnel presented a confidential verbal report from the Personnel Sub Committee. Vine HR has been consulted and members discussed options as presented by the meeting Chairman.

Resolved: It was resolved to approve the recommendation of the Personnel Sub Committee that the Council should be in possession of a full medical assessment before a return to work interview was considered. Proposed: Cllr N Boxall. Seconded: Cllr L Vingoe. Agreed unanimously.

Resolved: It was resolved to approve the recommendation of the Personnel Sub Committee that, due to the responsibilities of this key role, a phased return was not feasible and the Clerk should be fully recovered before returning to full time duties. Proposed: Cllr N Boxall. Seconded: Cllr S Martin. Agreed unanimously.

Resolved: It was resolved to continue to investigate all options open to the council to settle the matter of the Clerk's long term absence. Proposed: Cllr S Martin. Seconded Cllr L Vingoe. Agreed unanimously.

Resolved: It was resolved to approach EALC for casual temporary cover for the Clerk's post for 6 months at 20 hours a week at level SCP35 until all matters had been resolved. Proposed: Cllr V Randall. Seconded: Cllr S James. Agreed unanimously.

PER 18/13(b) To Receive a Confidential Staff Report on Parish Rangers and Responsible Finance Officer and agree actions. (Appendix 1)

Resolved: It was resolved to accept the resignation of the Parish Ranger with immediate effect. Proposed: Cllr N Boxall. Seconded: Cllr S Martin. Agreed unanimously.

The Chairman to write on behalf of the council accepting his resignation. The committee wished to acknowledge the Ranger's good service to the council and wished him all the best for the future.

Resolved: It was resolved to offer a permanent placement to the temporary Parish Ranger with effect from the 12th August 2018 for 25 hours per week at SCP18 to be re-evaluated with an annual training review in February 2019, which will be 12 months since the initial date of employment. Proposed: Cllr N Boxall. Seconded: Cllr V Randall. Agreed unanimously.

	<p>Resolved: It was resolved to employ a Locum RFO commencing 4th July 2018 for a period of 6 weeks for an average of 6 hours a week at the equivalent rate of SCP38, with invoices being submitted for the hours worked. Proposed: Cllr N Boxall. Seconded: Cllr V Randall. Agreed unanimously</p> <p>The Committee members asked that their thanks were passed on to the Admin Assistant for her additional support during the Clerk's absence.</p>
<p>PER18/14</p>	<p>Date of next meeting: Monday 10th September 2018</p> <p>Agenda Items for next Meeting</p>

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