



HOCKLEY PARISH COUNCIL

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

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Minutes from the Personnel Committee meeting held on Monday 8th July 2019 at 7.00pm at the Old Fire Station, 58 Southend Road, Hockley.

Present:	<u>Chairman:</u>	Cllr. N. Boxall	<u>Vice Chairman:</u>	Cllr. V. Randall
	<u>Councillors:</u>	Cllr. M. Carter Cllr. P. Meacham	Cllr. T. Carter	Cllr. R. Martin
	<u>Visiting members:</u>		Cllr. S. Martin	
	<u>Officers:</u>		Kelly Holland, Parish Clerk	
	<u>Members of the public:</u>		None	

PER19/1 **Election of Committee Chairman**

Cllr. N. Boxall was nominated as Chairman of the Committee.

RESOLVED that Cllr. N. Boxall be elected as Chairman of the Personnel Committee for the ensuing municipal year.

PER19/2 **Election of Committee Vice Chairman**

Cllr. V. Randall was nominated as Vice Chairman of the Committee.

RESOLVED that Cllr. V. Randall be elected as Vice Chairman of the Personnel Committee for the ensuing municipal year.

PER19/3 **Apologies for absence**

Apologies were received from Cllr. S. James. Cllr. P. Meacham had advised that he had been delayed and would be arriving late to the meeting.

RESOLVED that the apologies be accepted.

PER19/4 **Minutes**

RESOLVED that the minutes from the Personnel Committee meeting held on 13th March 2019 be approved as a correct record and signed by the Chairman.
Cllrs. N. Boxall and R. Martin abstained from the decision.

PER19/5 **Declarations of Interests**

None.

PER19/6 **Appointment of sub committee**

There was a variance in the terms of reference for the membership of the sub committee which would be resolved at the Full Council meeting on 22nd July 2019. There was a discussion in relation to the terms of reference and the requirement of an appeals panel.

Cllr. P. Meacham arrived at the meeting, 7.17pm.

PER19/7 **Exclusion of Press and Public**

RESOLVED that the press and public be excluded for the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960, s.1 due to the confidential nature of the business to be considered.

PER19/8 **Committee Budgets**

The Committee received the current year budgetary information as at 30th June 2019. A discussion ensued, queries would be addressed at the Resources and Procedures meeting on 15th July 2019.

PER19/9 **Staff members**

Consideration was given to the report regarding the Responsible Financial Officer's (RFO) working hours, members also received an update on other staff members and staffing suggestions for the office.

Consideration was given to closing the Parish Council between the Christmas and New Year period with effect from 2019.

RESOLVED that

- (a) a working group be formed to evaluate the post of RFO and to report back to the next meeting of the Committee;
- (b) Cllrs. R. Martin and P. Meacham be appointed onto the working group;
- (c) a Personnel Committee meeting be scheduled for September 2019 to consider the report from the working group;
- (d) the contractual hours for the RFO post be increased to 10 hours per week with immediate effect until December 2019;
- (e) the annual leave entitlement for the RFO be adjusted to reflect the temporary amendment of hours from March 2019 until December 2019;
- (f) the Clerk produce proposals for the future staffing of the Council office;

- (g) the Parish Council would close for the Christmas/New Year period from 24th December 2019 – 1 January 2020 inclusive. This would be reviewed annually;
- (h) in recognition of the loyalty and hard work of the staff, each staff member be given 1 extra day holiday to be taken on 24th December 2019. This allowance would be reviewed annually.

PER19/10 Training

The following training had taken place:

- The Clerk, the Rangers and one caretaker had completed fire safety training.
- One Ranger had completed the routine play inspection course and had received the qualification to carry out inspections of Council owned play equipment.
- The Clerk, RFO and Admin Assistant had attended the annual training day provided by the Society of Local Council Clerks.
- The Clerk had received refresher training on planning.

The following training would be completed shortly by the Clerk:

- Compliance with the Website Accessibility Regulations
- Food Safety
- Allotments

PER19/11 Items for the next agenda

To consider the report from the working group regarding the evaluation of the post of RFO.

To create a sub committee and appoint members onto it.

PER19/12 Date of next meeting

The next meeting would be held in September 2019, date to be confirmed.

The meeting closed at 8.06pm

Signed: _____
Chairman

Date: _____