



HOCKLEY PARISH COUNCIL

Personnel Sub Committee: Cllrs Boxall, James, S Martin, Vingoe, O'Shea, Randall, M Carter, T Carter.

MINUTES OF THE HOCKLEY PARISH COUNCIL PERSONNEL SUB COMMITTEE MONDAY JUNE 26th AT 7.30 PM.

PER17/11 Those present and apologies for absence.

Chairman Cllr Boxall

Cllrs James, S Martin, Vingoe, O'Shea, Randall, M Carter, T Carter.

Also Present: Cllr R Martin, Clerk and Assistant Clerk

PER17/12 There were no declarations of interest.

PER17/13 To agree the minutes of the April 10th 2017 meeting.

Resolved. The minutes of the meeting were accepted as a true record. Proposed Cllr Randall seconded Cllr Vingoe and carried unanimously.

PER17/14 There were no members of the public present.

PER17/15 Exclusion of Press and Public:

Resolved: 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 Boxall seconded Cllr O'Shea and carried unanimously.

PER17/16 To sign-off staff contract.

The Contract was noted and will be signed by both parties.

PER17/17 To consider arrangements for ill-health cover.

- a. Hall staff.
- b. Grounds maintenance staff.

The Hall Manager reported that cover would be continued, but the hirers would have to set-out the rooms themselves. The practice of allowing the caretakers to set-out tables was always an informal agreement, so there is no loss of amenity.

Grounds management cover will be maintained by appointing casual staff over the summer holidays. A casual staffing contract would be offered.

PER17/18 To consider development of Assistant Clerk's role.

Cllr R Martin, Council Chairman, confirmed that he had received a letter of resignation from Mr Michael Letch the Clerk, and it was noted that two months' notice would be required giving a leaving date of 31st August 2017. As agreed in the succession plan approved in minute 12 of the May 2012 Personnel Committee meeting, the Assistant Clerk would be considered as the Clerk elect, subject to qualification and progress.

The Clerk and Assistant Clerk left the meeting

The committee agreed to appoint a Staffing Panel of Cllrs Boxall, Randall, R Martin and liaise with the current Clerk to oversee the formalities and interviews and prepare a job specification to recruit a replacement for the now vacant administration post. An applicant with local government experience would be strongly preferred. Once specified, the vacancy will be advertised on the website, noticeboards and through the EALC channels. The recommendations will be presented to the Personnel Sub Committee for approval.

The Clerk and Assistant Clerk returned to the meeting

Resolved. The Committee notes the resignation of the Clerk and will recommend to Full Council that Kate Smiles, currently the Assistant Clerk will be appointed Clerk, Proper Officer and Responsible Financial Officer from 1st September 2017.

PER17/19 Date of next meeting: 10th July 2017.

There being no other business the meeting closed at 8.45pm