



HOCKLEY PARISH COUNCIL

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

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Personnel Committee Chairman:
Personnel Committee Members:

Cllr. N. Boxall

Cllr. M. Carter

Cllr. S. James

Cllr. P. Meacham

Cllr. T. Carter

Cllr. R. Martin

Cllr. V. Randall

Members of the Personnel Committee are hereby summoned to attend the virtual Personnel Committee meeting on Monday 8th June 2020 at 7.30pm for the purpose of transacting the following business.

K Holland

Mrs Kelly Holland
Clerk to Hockley Parish Council

3rd June 2020

Please note that under the Local Government Act 1972 Schedule 12 paragraph 10 (2) (b), the Council cannot lawfully decide any matter that is not specified on the agenda. Should you require additional information on any agenda item please advise the Clerk by 1pm on the working day preceding the meeting.

AGENDA

1. Apologies for absence

Please notify apologies to the Clerk or Chairman of the Committee in advance of the meeting.

2. Minutes

Acceptance of the minutes from the meeting dated 11th February 2020 (previously circulated).

3. To receive member's declarations of interests in items on the agenda

4. Public participation session

Members of the public to contact the Clerk before 3pm on the day of the meeting to request access to the online meeting.

5. HR Support

To consider the report regarding an HR support option (appendix 1).

6. Exclusion of press and public

The Parish Council will resolve to exclude the press and public from the remainder of the meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, s.1(2).

7. Staff matters

- (a) To note that the interviews for the Parish Ranger had taken place and Andrew MacPherson had commenced his employment with the Council on 1st June 2020;
- (b) The interviews for Administrative Assistant had taken place however no appointment had been made. Members to consider the report regarding an work placement as an alternative (appendix 2);
- (c) To consider the report regarding temporary arrangements for hall staff and consider a way forward (to be circulated at the meeting);
- (d) To consider the recruitment process for members of staff including delegated authority to appoint employees and necessary employment checks;
- (e) To note that all Personal Development Reviews had been completed;
- (f) To consider any updates/information on other staffing matters.

8. Items for next agenda

9. Date of future meetings

The next meeting of the Personnel Committee was scheduled for Tuesday 13th October 2020.