



## HOCKLEY PARISH COUNCIL

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Minutes from the online Personnel Committee meeting held on Monday 8<sup>th</sup> June 2020 at 7.30pm.

**Present:** Chairman: Cllr. N. Boxall  
Councillors: Cllr. M. Carter Cllr. T. Carter Cllr. S. James  
Cllr. R. Martin Cllr. P. Meacham  
Officers: Kelly Holland, Parish Clerk

**PER20/1 Apologies for Absence**

Apologies had been received from Cllr. V. Randall.

**RESOLVED** that the apologies be accepted.

**PER20/2 Minutes**

**RESOLVED** the minutes from the Personnel Committee meeting held on 11<sup>th</sup> February 2020 be approved as a correct record and would be signed by the Chairman after the meeting.

**PER20/3 Declarations of Interests**

None.

**PER20/4 Public participation session**

None present

*Further to standing order 10a. (vii), the order of business was changed.*

**PER20/5 Exclusion of press and public**

**RESOLVED** that the Committee 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).

**PER20/6 HR Support**

The Parish Council receives 1 hour of free HR support from Vine HR with the EALC affiliation fees should it be required. Any assistance over the hour is billed to the Parish Council on an hourly rate.

The Clerk had been made aware of an alternative service provided by Avensure, that was billed monthly and covered all areas of HR including creating/critiquing

documents, access to training and full HR support to assist the Clerk in her staffing duties and requirements. The service would be available at any time at no extra cost as part of the monthly service.

Members discussed the service provided by Vine HR and the services offered by Avensure along with the budget provision for this type of service. It was noted that the professional fees budget could be used along with any excess being vired from general reserves. It was felt that the service could be viewed as an insurance for the Council.

**RESOLVED** that

- (a) the quotation of £135.00 per month from Avensure, a professional HR company to assist the Clerk, be approved for a 36 month contract;
- (b) the budget provision for the service be referred to the Resources and Procedures Committee.

*There was one objection the decision*

**PER20/7**      **Staff matters**

The interviews for the Parish Ranger had taken place, Andrew MacPherson had commenced his employment with the Council on 1<sup>st</sup> June 2020, members discussed requirements during the probationary period.

The interviews for Administrative Assistant had taken place however no appointment had been made. The Committee considered a work placement as an alternative to recruitment. There were concerns that the type of placement proposed may not provide the office with sufficient provision to support the office staff as required. Members felt that the Council could not commit to the proposal at present but could look into work placements in the future when the office is fully staffed and time would permit.

A report was considered regarding temporary working arrangements for hall staff following the retirement of one member of staff. The Committee stressed the importance of a Forward Plan to guide the staff and the Council as a whole and were keen to see it progress.

The Personnel Committee had delegated authority to carry out the recruitment process and appoint staff members, with the exception of the Clerk and Responsible Financial Officer. The Committee considered delegating this authority to the Clerk.

It was noted that the Personal Development Reviews for all staff had taken place in February and March 2020. The Chairman of the Committee would review the Clerk's objectives to ensure they were in line with the Council's objectives. There was a brief discussion regarding SMART objectives, members were advised that the objectives set would be reviewed in August 2020.

Consideration was given to suggested new internal systems to ensure any risks identified were mitigated against. The Resources and Procedures Committee had approved the purchase of a bookings system as recommended by the internal auditor, the system would be office based. Members agreed that the system would reduce risks to the Council and agreed that the implementation of the system should be discussed with the staff affected.

**RESOLVED** that

- (a) the proposal for a work placement be considered in the future when the Council office has more time to dedicate to it and the recruitment of an Administrative Assistant be recommenced;
- (b) the temporary measures that had been put in place for the hall staff continue until the next meeting of the Personnel Committee on 13<sup>th</sup> October 2020;
- (c) the Clerk have delegated authority to carry out the recruitment process and appoint staff members with the exception of the Clerk and Responsible Financial Officer posts;
- (d) the Clerk consult with the staff affected from the new bookings system and agree new ways of working.

**PER20/8**      **Date of future meetings**

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

The meeting closed at 9.21pm

**Signed:**  
**Chairman**

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**Date:**

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