



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 Wednesday 13th March 2019 at 7.30pm at the Old Fire Station, 58 Southend Road, Hockley.

Present: Vice Chairman: Cllr. V. Randall

Councillors: Cllr. M. Carter Cllr. T. Carter Cllr. S. James
Cllr. S. Martin Cllr. P. Meacham Cllr. B. O'Shea

Officers: Kelly Holland, Parish Clerk

Members of the public: None

PER18/44 Apologies for Absence

Apologies had been received from Cllrs. N. Boxall and L. Vingoe.

RESOLVED that the apologies be accepted.

PER18/45 Minutes

RESOLVED that the minutes from the Personnel Committee meeting held on 12th December 2018 be approved as a correct record and signed by the Chairman.

Cllr. P. Meacham arrived at the meeting, 7.32pm.

PER18/46 Declarations of Interests

None.

PER18/47 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.

PER18/48 Staff members

Consideration was given to the report regarding the Responsible Financial Officer (RFO) post, along with a report regarding the Clerks' completion of the Foundation Degree in Community Governance. Members also considered a report regarding other current staffing matters and the need to amend the salary point for a Council Ranger. Consideration was also given to the new pay scales for 2019-20.

RESOLVED that the following be recommended to the Parish Council for approval:

- (a) following the Parish Council's decision to move the profile of Council to LC3 Below Substantive (see minute FC18/139), the grade of the RFO post be increased to SCP39 to be backdated to 15th October 2018;
- (b) the hours for the RFO post be increased to 10 hours per week with immediate effect for a 6 month temporary period;
- (c) the RFO post is awarded a salary increase in line with SCP39 to be backdated to 15th October 2019;
- (d) the following additional clause be appended to the RFO contract:
The length of notice which you are obliged to give the Council is three months
- (e) an additional salary point be awarded to the Clerk following completion of the Foundation Degree in Community Governance;
- (f) two additional salary points be awarded to the Ranger following successful completion of the probation period;
- (g) the new pay scales for 2019-20 be approved.

PER18/49 **Policies and Procedures**

It was noted that the Clerk was continuing to review all policies and procedures and was also creating a staff handbook.

PER18/50 **Committee Budgets**

The Committee received the current year budgetary information as at 5th March 2019. The budget for 2019/20 was also received.

PER18/51 **Medical Questionnaire**

A medical questionnaire for current members of staff and was tabled, it was noted that the questionnaire could also be completed by any member who wished to do so.

RESOLVED that, subject to an amendment, the medical questionnaire be approved.

PER18/52 **Date of next meeting**

The date of the next meeting would be decided at the Annual Parish Council meeting.

The meeting closed at 7.59pm

Signed:
Chairman

Date:
