



## 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 Thursday 7<sup>th</sup> November 2019 at 7.40pm at the Old Fire Station, 58 Southend Road, Hockley.

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

**PER19/13**      **Apologies for absence**

None.

**PER19/14**      **Minutes**

**RESOLVED** that the minutes from the Personnel Committee meeting held on 8<sup>th</sup> July 2019 be approved as a correct record and signed by the Chairman.

**PER19/15**      **Declarations of Interests**

None.

**PER19/16**      **Policies**

Consideration was given to the draft employee personal development review process which included a personal review by the employee incorporating goal setting and objectives for reaching the goals. It was suggested that a formal review take place 6 months after the development review meeting had taken place to review the objectives set.

**RESOLVED** that

- (a) the Committee RECOMMEND to the Resources and Procedures Committee that the draft employee personal development review process be approved;
- (b) following approval, the reviews take place in February 2020;
- (c) a 6 month formal review take place 6 months after the original review.

**PER19/17**      **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.

**PER19/18**      **Committee Budgets**

The Committee received the current year budgetary information as at 31<sup>st</sup> October 2019. It was noted that Member Allowances should be included in the budget documentation and that the budget was on track.

Members noted that overtime was included within the salary budget, a discussion ensued regarding overtime for the new financial year.

**RESOLVED** that the Committee RECOMMEND to the Resources and Procedures Committee a 10% increase to the salary budgets in 2020/21 to cover overtime.

**PER19/19**      **Staff matters**

Cllrs. R. Martin and P. Meacham had carried out the analysis of the RFO role and found that the role would require an increase of contractual hours from 6 hours per week to 10 hours per week. The recommendation from the working group included the flexibility to increase the role to 15 hours per week when required with budget provision for the additional 5 hours following the overtime process.

Following the review of the RFO role, members considered carrying out a review of the roles and structure of all Council employees.

Cllr. R. Martin had carried out a 6 month review with the RFO following appointment however, no further review had taken place as a review policy had not been in place. Consideration was given to delegated responsibility for the review process.

*Cllr. T. Carter left the meeting, 9.02pm*

Members considered the report regarding additional staffing required in the office and amendments required to support the proposals included.

*Cllr. T. Carter returned to the meeting, 9.03pm*

The Clerk provided members with an update on current staffing matters and answered questions that arose.

It was noted that the Parish Council would close during the Christmas and New Year period; consideration was given to arrangements for the hall staff.

**RESOLVED** that

- (a) the Committee RECOMMEND to the Resources and Procedures Committee that the contractual hours for the RFO role be increased to 10 hours per week on a permanent basis with immediate effect;
- (b) the Committee RECOMMEND to the Resources and Procedures Committee for the budget provision for the RFO role be 15 hours per week;
- (c) Cllrs. R. Martin and P. Meacham review the structure and roles of all Council employees;
- (d) the Clerk carry out the personal development review of the RFO;
- (e) the Council's Standing Orders be amended to include the changes to the RFO's appraisal process;
- (f) that the Committee RECOMMEND to the Resources and Procedures Committee amendments to the staffing in the office and the proposals for an Assistant Clerk and an Administrative Assistant;
- (g) the Parish Council would close during the Christmas and New Year with all staff taking annual leave during that period.

**PER19/20**      **Training**

Members were advised of training undertaken by staff members:

- The Clerk had completed two webinars relating to the website accessibility regulations along with allotments training.
- The Administrative Assistant had started the CiLCA qualification and had undertaken allotments training.
- The Hall Manager had completed the Level 2 Fire Marshals Course.

**PER19/21**      **Items for the next agenda**

To consider the report from the working group regarding the review of the structure and roles of Council staff.

**PER19/22**      **Date of future meetings**

The next scheduled meeting of the Personnel Committee will be on Tuesday 11<sup>th</sup> February 2020.

The meeting closed at 9.31pm

**Signed:**  
**Chairman**

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**Date:**

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