



## HOCKLEY PARISH COUNCIL

**Personnel Committee:** Cllrs James, S Martin, Randall, Vingoe, O'Shea, Boxall.

### **MINUTES OF THE HOCKLEY PARISH COUNCIL PERSONNEL SUB COMMITTEE MONDAY OCTOBER 31<sup>ST</sup> AT 7.30 PM IN THE HOCKLEY PARISH HALL**

#### **PER16/33 Those present and apologies for absence**

Chairman Cllr Randall

Present Cllrs S Martin, Vingoe, Boxall, O'Shea

Also present The Clerk, the Administration Assistant / Assistant Clerk

Cllr R Martin (ex officio).

Apologies were received from Cllrs James. Proposed Cllr r Martin seconded Cllr Boxall

#### **PER16/34 Declarations of interest.**

There were no declarations of interest.

#### **PER16/35 To agree the minutes of the July 11<sup>th</sup> 2016 meeting.**

**Resolved.** The minutes of the meeting were accepted as a true record proposed Cllr Randall seconded Cllr R Martin.

#### **PER16/36 There were no members of the public present.**

#### **PER16/37 To consider training the grounds staff for street works.**

The committee noted the ambitious scope of the training required and considered that it might be too detailed for the requirements of the council. As a general consideration, the Committee preferred to investigate the wider training implications of health and safety in preference to specific courses. However, it was agreed that the Unit 2 Signing lighting and guiding will be undertaken by the Rangers.

**Resolved.** One Ranger would undertake Unit 2 Signing lighting and guiding training course. Proposed Cllr Martin seconded Cllr O'Shea and carried unanimously.

#### **PER16/38 To receive an update on appraisals.**

The Clerk and the Administration assistant noted that continuous appraisal was in action and regular reviews are undertaken. Two-monthly reviews were specified, but in practice they are more frequent and undertaken as needed by the development plan.

The committee noted that an appraisal process must be linked to a set of agreed and measurable objectives. It was agreed that the Clerk and Chairman would review the matter, and the Clerk would circulate previous proposals on the matter.

**PER16/39 To receive an update on work scheduling.**

The clerk reported that the Rangers were now using a whiteboard for tracking outstanding work and the T-board was not currently in use. Both will be superseded by an online calendar that will synchronise with any PC or mobile devices that have the correct permissions.

**PER16/40 Exclusion of Press and Public:**

**Resolved:** that, 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 O'Shea seconded Cllr R Martin.

**PER16/41 To review job descriptions in consultation with staff.**

**Resolved.** The committee approved the Job Descript for the post of Assistant Clerk as published. Proposed Cllr Vingoe seconded Cllr O'Shea and carried unanimously.

**Resolved.** The Committee approved the job evaluation of the Assistant Clerk's post at SCP 29 and confirmed the current post would be offered on a 17 hour working week. Proposed Cllr O'Shea seconded Cllr Vingoe and carried unanimously

**Resolved.** The post of Administration Assistant will be replaced by the post of Assistant Clerk. The current holder of the Administration Assistant post would transfer to the new post from 1<sup>st</sup> November 2016. The post would be reviewed for effectiveness after six months. Proposed R Martin seconded O'Shea and carried unanimously.

**PER16/42 Date of next meeting: To be arranged.**

Items for next agenda  
Health and safety training for staff.