



## HOCKLEY PARISH COUNCIL

**Personnel Sub Committee:** Cllrs Boxall, M Carter, T Carter, S James, S Martin, O'Shea, V Randall, L Vingoe.

### MINUTES OF THE HOCKLEY PARISH COUNCIL PERSONNEL SUB COMMITTEE MONDAY 9th OCTOBER AT 7.30 PM IN THE HOCKLEY PARISH HALL

**PER17/36 Those present and apologies for absence**

Chairman: Cllr Boxall

Cllrs James, S Martin, Cllr Randall, O'Shea, Vingoe

Also Present: Cllr R Martin (Ex Officio) and The Clerk

Apologies Cllrs M Carter & T Carter

**Resolved;** Apologies received from Cllrs M Carter & T Carter were recorded and accepted. Proposed Cllr N Boxall Seconded Cllr S Martin. Unanimously agreed.

**PER17/37 Declarations of interest.**

There were no declarations of interest.

**PER17/38 To agree the minutes of the 14th August 2017 meeting.**

**Resolved.** The minutes were accepted as a true record, proposed Cllr Boxall seconded Cllr Randall and agreed unanimously.

**PER17/39 Public participation**

There were no members of the public

**PER17/40 To note correspondence received**

None received.

**PER17/41 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 Boxall seconded Cllr O'Shea and agreed unanimously.

**PER17/42 Review of the Administration Assistant Contract Ready for Signing**

The Committee agreed the contract was now ready for signing.

**Action:** The Clerk to do a risk assessment for the office.

**PER17/43 Staff Absence Update - Caretaker, Ranger.**

The Clerk updated the committee.

A caretaker had come back to work after being off sick and is on 'light duties'. The hall manager will cover.

One of the rangers is still off sick. The Clerk is to arrange they see an occupational adviser

**Action:** The Clerk to arrange an occupational adviser.

**The Clerk was asked to leave the meeting.**

**PER17/44 Review of the Temporary Ranger Cover**

After a discussion the committee agreed the work of the rangers would benefit having a temporary ranger for 25hrs a week to cover for 6 months.

**Resolved:** The committee agreed that the employment of the casual ranger would end and The Clerk would advertise for a temporary ranger. Proposed by Cllr Boxall and seconded by Cllr Randall.

**The Clerk returned to the meeting.**

**Action:** The Clerk to advertise for a temporary ranger.

**PER17/45 Review of Hall Manager role JD Person Spec**

The committee agreed the Hall Mangers job description with minor amendments.

**PER17/46 Items for next agenda:**

**PER17/47 Date of next meeting: TBA**

Meeting closed at 9.04pm