



HOCKLEY PARISH COUNCIL

The Old Fire Station, 58 Southend Road, Hockley, Essex, SS5 4QH

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Personnel Sub Committee Members:

Cllr. N. Boxall

Cllr. M. Carter

Cllr. T. Carter

Cllr. R. Martin

Cllr. P. Meacham

Members of the Personnel Sub Committee are hereby summoned to attend the virtual Personnel Committee meeting on Monday 12th October 2020 at 7.30pm for the purpose of transacting the following business. **Members of the press and public are welcome to attend and should contact the Clerk before 3pm on the day of the meeting to request access.**

K Holland

Mrs Kelly Holland
Clerk to Hockley Parish Council

7th October 2020

Please note that under the Local Government Act 1972 Schedule 12 paragraph 10 (2) (b), the Council cannot lawfully decide any matter that is not specified on the agenda. Should you require additional information on any agenda item please advise the Clerk by 1pm on the working day preceding the meeting.

AGENDA

- 1. Election of Sub Committee Chairman**
- 2. Apologies for absence**
Please notify apologies to the Clerk or Chairman of the Committee in advance of the meeting.
- 3. Minutes**
Acceptance of the minutes from the meeting dated 8th June 2020 (previously circulated).
- 4. To receive member's declarations of interests in items on the agenda**
- 5. Public participation session**
There will be 15 minutes available for this session where members of the public may speak regarding items on the agenda. A maximum of 3 minutes per speaker will be permitted.
- 6. HR Support**
To consider the report regarding an HR support option (appendix 1).
- 7. Exclusion of press and public**
The Parish Council will resolve to 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).

8. Staff matters

- (a) To note that the interviews for the Administrative Assistant had taken place and Kathryn Hayden had commenced her employment with the Council on 1st August 2020;
- (b) To consider the report regarding temporary arrangements for hall staff and consider a way forward (to be circulated at the meeting);
- (c) To note that all informal Personal Development Reviews meetings had been completed;
- (d) The Parish Council closed during the Christmas and New Year period in 2019. Members to consider whether to close down for this period in 2020;
- (e) The Parish Council allows staff to carry 5 days of annual leave forward per year. Following the COVID-19 pandemic, the Government announced that unused leave (up to 4 weeks) can be carried forward to the next 2 leave years. Members to consider allowing any unused leave due to the pandemic to be carried forward as per The Working Time (Coronavirus) (Amendment) Regulations 2020;
- (f) To consider any updates/information on other staffing matters.

9. Items for next agenda

10. Date of future meetings

The next meeting of the Personnel Committee is scheduled for Tuesday 9th February 2021.