



## HOCKLEY PARISH COUNCIL

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**Personnel Sub Committee Chairman:**

Cllr. P. Meacham

**Personnel Sub Committee Members:**

Cllr. N. Boxall

Cllr. M. Carter

Cllr. T. Carter

Cllr. R. Martin

Minutes from the online Personnel Sub Committee meeting held on Monday 12<sup>th</sup> October 2020 at 7.30pm.

**Present:**

Chairman: Cllr. P. Meacham

Councillors: Cllr. N. Boxall Cllr. M. Carter Cllr. T. Carter  
Cllr. R. Martin Cllr. V. Randall (ex officio, voting)

Visiting members: Cllr. B. Hazlewood

Officers: Kelly Holland, Clerk

Members of the public: None

Cllr. N. Boxall was appointed as Chairman of the meeting for the first item of business. He welcomed everyone to the meeting.

### **PERSC20/1 Election of Committee Chairman**

Cllr. P. Meacham was nominated to be Chairman of the Personnel Sub Committee.

**RESOLVED** that Cllr. P. Meacham be elected as Chairman of the Personnel Sub Committee for the ensuing municipal year.

### **PERSC20/2 Apologies for absence**

None.

### **PERSC20/3 Minutes**

It was noted that the minutes included on the agenda were for approval by the Personnel Committee and not for the Sub Committee.

### **PERSC20/4 Declarations of Interests**

None declared.

### **PERSC20/5 Public Participation Session**

None present.

**PERSC20/6**     **HR Support**

The item had been added to the agenda in error, the Personnel Committee were to consider the quotations.

**PERSC20/7**     **Exclusion of press and public**

**RESOLVED** that the Committee 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).

*Cllr. B. Hazlewood left the meeting, 7.48pm*

**PERSC20/8**     **Staff matters**

It was noted that the interviews for the Administrative Assistant had taken place and Kathryn Hayden had commenced her employment with the Council on 1<sup>st</sup> August 2020.

Consideration was given to the options included in the report regarding temporary arrangements for hall staff following the retirement of a staff member. It was noted that the temporary arrangements had been in place since 8<sup>th</sup> June 2020 and that the role had evolved rapidly due to COVID-19. It was felt that the role required a review in order to fully understand the requirements going forward.

Members noted that all informal Personal Development Reviews meetings had been completed.

Consideration was given to closing during the Christmas and New Year period, this had been implemented in 2019.

The contracts of employment for Parish Council staff allowed for 5 days of annual leave to be carried forward per year. Following the COVID-19 pandemic, the Government announced that unused leave could be carried forward to the next 2 leave years. Members were supportive of all staff members taking annual leave to ensure that they were rested and achieve a healthy work/life balance.

Members received a general update on staffing matters. Office staff were working remotely following the Government guidance to work from home if possible, however the office was available should any staff member need to use it. The Clerk had arranged weekly Zoom calls with the office staff to help and support each officer and was visiting the other staff members weekly to ensure the ongoing health and safety for all Council officers. It was agreed that the Chairman should, on behalf of the sub-committee, extended grateful thanks to all staff members for the manner in which they have conducted themselves under the unusual circumstances they were currently faced with. A vote of thanks was also extended to the Clerk.

**RESOLVED** that

- (a) Cllr. P. Meacham review the role of Caretaker/Cleaner with the assistance of the Clerk in an effort to gain a greater understanding of the requirements of the role;
- (b) the Council close during the Christmas and New Year period;
- (c) staff be encouraged to take annual leave before the 31<sup>st</sup> March 2021, however 5 days could be carried forward each year as per their contract of employment.

**PERSC20/9**    **Items for the next agenda**

To consider the review of the Caretaker/Cleaner role.  
To receive a report from the Clerk on staff progress.

**PERSC20/10**    **Date of future meetings**

The next meeting of the Personnel Sub Committee was to be confirmed.

The meeting closed at 8.34pm

**Signed:** \_\_\_\_\_  
**Chairman**

**Date:** \_\_\_\_\_