



HOCKLEY PARISH COUNCIL

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

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Minutes from the online Personnel Committee meeting held on Thursday 18th March 2021 at 7.00pm.

Present:

Chairman: Cllr. N. Boxall

Councillors: Cllr. M. Carter Cllr. T. Carter
Cllr. R. Martin Cllr. P. Meacham
Cllr. V. Randall

Officers: Kelly Holland, Parish Clerk

Members of the public: None

PER20/40 Apologies for Absence

Apologies for absence were received from Cllr. S. James.

RESOLVED that the apologies be accepted.

PER20/41 Minutes

RESOLVED that the minutes from the Personnel Committee meeting held on 22nd February 2021 be approved as a correct record and signed by the Chairman after the meeting.

PER20/42 Declarations of Interests

None declared.

PER20/43 Public Participation

None present.

PER20/44 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).

PER20/45 Return to Office

Following the release of the roadmap out of lockdown which sets out times for the lockdown restrictions to be eased, members considered allowing office staff to return to the building in a COVID-19 secure manner. It was noted that the COVID-19 risk assessment was in place and was being followed. Members agreed that the health and wellbeing of all members of staff was of paramount importance. Flexible working was also discussed.

RESOLVED that the Clerk be authorised to manage the return to work for office staff.

PER20/46 **Recruitment of Parish Ranger**

Following the passing of Dave Neave, the Committee considered the recruitment for the vacancy which included revisions to the role to incorporate managerial duties. There was also a discussion regarding the timing of the recruitment process including advertising.

Members also considered existing support that could be required during the interim period.

RESOLVED that

- (a) the Personnel Committee delegate authority to the Personnel Sub Committee to produce a job description for a Senior Ranger and to recommend an appropriate salary to the Resources and Procedures Committee;
- (b) recruitment for the amended post commence during the week commencing 26th April 2021;
- (c) the vacancy be advertised via the Parish Council website, social media and notice boards, the Essex Association of Local Councils. Rochford District Council and the Job Centre;
- (d) the Clerk be authorised to provide additional Ranger support as required in line with current budget provision for the Ranger functions. Should any additional funding be required, the item should be referred to the Resources and Procedures Committee.

PER20/47 **Staff matters**

The Committee received an update on staffing matters from the Clerk.

PER20/48 **Member welfare**

There was a discussion regarding the welfare of Council members.

PER20/49 **Procedures for apologies for absence**

Clarification on the process and legalities for apologies for absence.

Cllr. T. Carter left the meeting, 8.31pm

PER20/50 **Items for the next agenda**

To review the progress of the Senior Ranger role.

PER20/51 **Date of future meetings**

The next meeting of the Personnel Committee is to be confirmed.

The meeting closed at 8.34pm

Signed:
Chairman

Date:
