



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 10th June 2021 at 7.00pm.

Present:	<u>Chairman:</u>	Cllr. N. Boxall	
	<u>Councillors:</u>	Cllr. M. Carter	Cllr. P. Chelmsford
		Cllr. M. Maddocks	Cllr. P. Meacham
	<u>Officers:</u>	Kelly Holland, Parish Clerk	
	<u>Members of the public:</u>	None	

PER21/1 Election of Vice Chairman

Cllr. P. Meacham was nominated as Vice Chairman of the Personnel Committee.

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

PER21/2 Apologies for Absence

None received.

PER21/3 Minutes

RESOLVED that the minutes from the Personnel Committee meeting held on 18th March 2021 be **RECOMMENDED** for approval as a correct record and signed by the Chairman after the meeting.

PER21/4 Declarations of Interests

None declared.

PER21/5 Public Participation

None present.

PER21/6 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).

PER21/7 Senior Ranger role

An update on the recruitment process was received, interviews would take place on Thursday 17th June 2021.

PER21/8 **Line Management Processes**

The current arrangements for line management of the Clerk were discussed, improvements to the process including day to day management, coaching and mentoring were considered by the Committee.

RESOLVED that the following amendment to the reporting line for the be **RECOMMENDED** to the Resources and Procedures Committee:

The reporting line be changed from Chairman of the Council to the Chairman of the Personnel Sub Committee. This change would be amended in all Council processes, policies/procedures and documentation.

PER21/9 **Staff matters**

The Clerk provided an update on staff matters, all office staff were back on site but the office remained closed to members of the public.

PER21/10 **Welfare of members**

There was a discussion regarding the retiring members of the Council and DBS checks for all members. Previously, a welfare matrix had been presented to Full Council for both members and staff. It was noted that the Personnel Sub Committee had been tasked with refining the matrix, this would be added to the next meeting of the sub committee.

PER21/11 **Items for the next agenda**

To confirm the responsibilities of the Personnel Committee.

PER21/12 **Date of future meetings**

The next scheduled meeting of the Personnel Committee is Monday 11th October 2021.

The meeting closed at 8.08pm

Signed: _____
Chairman

Date: _____