



HOCKLEY PARISH COUNCIL

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

Telephone: 01702 207707 e-mail: enquiries@hockley-essex.gov.uk

Website: hockley-essex.gov.uk

Minutes from the Personnel Sub Committee meeting held at The Old Fire Station, 58 Southend Road, Hockley on Tuesday 5th of October 2021 at 7.08pm.

This meeting was closed to members of the press and public under the Public Bodies (Admissions to Meetings) Act 1960, s.1(2) due to confidential business.

Present:

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

PERSC21/13 Apologies for absence

None.

PERSC21/14 Minutes

RESOLVED that the minutes from the Personnel Sub Committee meeting held on 14th September 2021 be approved as a correct record and signed by the Chairman after the meeting.

PERSC21/15 Declarations of Interests

None declared.

PERSC21/16 Staff matters

Members were advised of a resignation from a member of staff, the notice period and final working day were confirmed. Members requested a risk assessment be carried out to ensure all identified eventualities were mitigated against.

There was a suggestion in relation to changes to the staffing structure following the resignation and it was noted that this would need to be considered by the Personnel Committee as it was outside the remit of the Sub Committee.

The Senior Ranger post was still vacant, the office were approaching employment agencies to assist with the process as there had been a lack of interest in the post.

It was noted that this item would also be discussed further at a later point in the meeting.

PERSC21/17 **Member Conduct**

It was noted that following the request from the Chairman of the Council, members had complied with the request to contact the office during the agreed times to allow the office to work more efficiently. This approach was working.

There was a discussion regarding member conduct over recent months and it was agreed that some behaviours could not be left unchecked. It was felt that the Council could insert a mediation pathway which could assist with disagreements before they escalate. The pathway would consist of the following steps:

1. Item/issue highlighted
2. The Sub Committee investigate and discuss
3. A meeting of the Sub Committee is called with all parties in order to mediate
4. The outcome of the discussion recorded
5. Situation monitored

RESOLVED that

- (a) an informal mediation pathway be created to assist members and staff in the early stages of conflict to enable the Council to collectively provide unbiased support to alleviate conflict at an early stage.
- (b) the mediation pathway follow the steps set out.
- (c) the mediation pathway be the responsibility of the Personnel Sub Committee.
- (d) the Chairman of the Parish Council agreed to advise the Full Council at the Extraordinary meeting on Monday 11th October 2021 of the new mediation pathway under Chairman's Announcements.

PERSC21/18 **Briefing for extraordinary Full Council meeting**

There was a general discussion regarding the extraordinary Full Council meeting that was taking place on 11th October 2021.

At this point in the meeting (8.54pm), Cllr. M. Carter left the meeting as it was felt that he had an interest in the remainder of the discussion. Cllr. P. Chelmsford joined the meeting (9.01pm) as a substitute member to ensure there was a quorum.

At this point and further to Standing Order 10(a)(xvi), the Chairman proposed that Standing Order 3(y) limiting the meeting to 2 hours be suspended to allow the meeting to continue.

The item relating to staff matters was discussed.

PERSC21/19 Staff matters

All sub committee members were updated on the current situation in relation to a member of staff. Ways in which the sub committee could assist were considered.

PERSC21/20 Items for the next agenda

None.

PERSC21/21 Date of future meetings

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

The meeting closed at 10.05pm

Signed: _____
Chairman

Date: _____