



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

Personnel Committee Chairman:
Personnel Committee Members:

Cllr. N. Boxall

Cllr. P. Chelmsford

Cllr. P. Meacham

Cllr. M. Maddocks

Cllr. J. Waight

Members of the Personnel Committee are hereby summoned to attend the extraordinary Personnel Committee meeting held at The Old Fire Station, 58 Southend Road, Hockley on Wednesday 10th November 2021 at 8.00pm for the purpose of transacting the following business. Members of the press and public are welcome to attend.

N Boxall

Mr N Boxall
Chairman of the Personnel Committee

4th November 2021

PERSONNEL COMMITTEE MEETING ON WEDNESDAY 10th NOVEMBER 2021

AGENDA

- 1. Apologies for absence**
- 2. Minutes**
Acceptance of the minutes from the meeting dated 13th July 2021 (previously circulated).
- 3. To receive member's declarations of interests in items on the agenda.**
- 4. 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.
- 5. Recommendations**
To ratify all committee recommendations made at the meeting held on 14th June 2021 and 13th July 2021.
- 6. Terms of Reference**
To review the Committee Terms of Reference (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).

DECISION ITEMS

- 8. To consider options for the vacancy for Responsible Financial Officer.**
- 9. To consider how to progress the Senior Ranger role.**

10. To consider the confidential appendix from the extraordinary Council meeting held on 11th October 2021 (appendix 2).
11. **Staff matters**
 - (a) To consider the update on staff matters.
 - (b) To confirm the closure of the Parish Council between the Christmas and New Year period;
 - (c) To consider annual leave arrangements during the Christmas closure.
12. To consider any updates and welfare of members.
13. To consider proposals for wellbeing support for senior staff members and members of the Council.

FOR NOTING

14. **Items for next agenda**
15. **Date of future meetings**

The next scheduled meeting of the Personnel Committee is Monday 7th February 2022.