



HOCKLEY PARISH COUNCIL

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

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Minutes from the Personnel Sub Committee meeting held at The Old Fire Station, 58 Southend Road, Hockley on Monday 22nd November 2021 at 6.30pm.

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

PERSC21/22 Apologies for absence

None.

PERSC21/23 Minutes

RESOLVED that the minutes from the Personnel Sub Committee meeting held on 5th October 2021 be approved as a correct record and signed by the Chairman after the meeting.

PERSC21/24 Declarations of Interests

None declared.

PERSC21/25 Public Participation Session

None present.

At this point, the Chairman proposed that the press and public be excluded from the remainder of the meeting in accordance with Standing Order 10(a)(xii).

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).

PERSC21/26 Deputy Clerk/RFO role

The Sub Committee discussed the proposed job description and person specification for the Deputy Clerk/RFO role. It was suggested that experience managing the Council's tender processes be included as a desirable skill as part of the person specification.

There was a discussion regarding rates of pay and hours required for the post which needed to conform to the existing budget for the RFO role.

RESOLVED that

- (a) the Deputy Clerk/RFO post be advertised at SCP19 for 16 hours per week.
- (b) the job description and person specification with the addition of experience with the tender process as a desired quality be **RECOMMENDED** to Full Council for approval along with the agreement to advertise the vacancy within the current budget for the current RFO role.

PERSC21/27 **Items for the next agenda**

None.

PERSC21/28 **Date of future meetings**

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

The meeting closed at 7.10pm

Signed:
Chairman

Date:
