



HOCKLEY PARISH COUNCIL

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

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Personnel Committee Chairman:

Cllr. N. Boxall

Personnel Committee Members:

Cllr. P. Chelmsford

Cllr. M. Maddocks

Cllr. P. Meacham

Cllr. J. Waight

Minutes from the Personnel Committee meeting held at The Old Fire Station, 58 Southend Road, Hockley on Wednesday 10th November 2021 at 8.25pm.

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

The Chairman welcomed everyone to the meeting and reminded members of the meeting procedures.

PER21/23 Apologies for Absence

None received.

PER21/24 Minutes

RESOLVED that the minutes from the Personnel Committee meeting held on 13th July 2021 be approved as a correct record and signed by the Chairman after the meeting.

PER21/25 Declarations of Interests

None declared.

PER21/26 Public Participation

None present.

Further to Standing Order 1(a), the order of business was changed to exclude the press and public due to confidential matters.

PER21/27 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).

PER21/28 **Recommendations**

RESOLVED that the committee recommendations made at the meetings held on 14th June 2021 and 13th July 2021 be ratified.

PER21/29 **Terms of Reference**

Members reviewed the Committee Terms of Reference and suggested an amendment. There was a general discussion on the role of the HR company. It was suggested that some areas of the Terms of Reference could be passed to Ellis Whittam to report on.

RESOLVED that the Committee **RECOMMEND** the following amendment to the Terms of Reference under membership:

Five appointed members of the Parish Council, which **should** include the Chairman and Vice Chairman of the Parish Council

PER21/30 **Vacancy for Responsible Financial Officer**

Consideration was given to the role in its current form and evolving the role into Deputy Clerk/RFO. Members discussed the impact on the office staff once the position as vacant; it was noted that the Clerk would cover the role within her contracted hours on a temporary basis. Other options were considered for the short term such as agency help and apprenticeships.

RESOLVED that

- (a) the Clerk would cover the RFO role with other members of the office team covering parts of the Clerk's work on a temporary 3 month basis to be reviewed in 3 months or until the position is filled.
- (b) the Committee **RECOMMEND** to Full Council the creation of a Deputy Clerk/RFO role to replace the existing RFO role within the existing budget.
- (c) delegated authority be given to the Personnel Sub Committee to create a job description for the Deputy Clerk/RFO role in conjunction with the HR providers. The job description would be presented to the Full Council for approval.
- (d) the Clerk discuss covering the RFO hours within the existing team. Subject to this, the Committee **RECOMMEND** to the Resources and Procedures that the Committee can arrange for an agency worker to cover any additional administration work as a result of the RFO vacancy within the existing budget.
- (e) the Committee **RECOMMEND** to the Resources and Procedures Committee that the RFO budget remain for 2022/23 to cover the Deputy Clerk/RFO role.

PER21/31 **Senior Ranger Role**

The vacancy for the role had been open since May 2021 and the position had not yet been filled. Members discussed options.

RESOLVED that

- (a) the vacancy for the Senior Ranger role be withdrawn for the interim to be reviewed for the new financial year.
- (b) the Clerk consult with the Chairman of the Environment Committee as to the work requirements for the upcoming winter months and instruct contractors accordingly.

PER21/32 **Confidential appendix from the extraordinary Council meeting**

Members discussed the appendix 1 from the extraordinary Full Council meeting held on 11th October 2021.

RESOLVED that the Committee do not accept the validity of the confidential appendix received from the Extraordinary Full Council meeting on 11th October 2021, and therefore the appendix is rejected from the Personnel Committee agenda dated 10th November 2021.

At this point, members agreed that the following agenda items be deferred to a future meeting of the Committee:

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.

To consider any updates and welfare of members.

To consider proposals for wellbeing support for senior staff members and members of the Council.

PER21/33 **Date of future meetings**

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

The meeting closed at 10.25pm

Signed: _____
Chairman

Date: _____