



HOCKLEY PARISH COUNCIL

The Old Fire Station, 58 Southend Road, Hockley, Essex SS5 4QH
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Personnel Committee: Cllrs N Boxall Chairman, M Carter, T Carter, S James,
S Martin, B O'Shea, V Randall, L Vingoe.

Dear Members

YOU ARE SUMMONED TO ATTEND A MEETING OF THE HOCKLEY PARISH COUNCIL PERSONNEL COMMITTEE ON MONDAY 12TH NOVEMBER, 2018 AT 7.30PM IN THE PARISH HALL

Clerk to the Council
7TH November, 2018

Please advise the Chairman or Clerk prior to the meeting if you require additional information on any Agenda Item and note that under the Local Government Act 1972 Schedule 12p10(2) a Council cannot lawfully decide any matter that is not specified on the Agenda.

AGENDA

AGENDA ITEM	SUBJECT
PER18/14	To agree the meeting should be minuted by a Councillor in the absence of the Clerk
PER18/15	Members Attending and Apologies for Absence
PER18/16	<i>Declarations of interest To receive any personal or personal and prejudicial interests relating to items on the agenda. All members are reminded that they must disclose pecuniary or none-pecuniary interested they know they may have in the items on the meeting's agenda and that they must do so at this point, or as soon as they become aware of the interest. They are reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a pecuniary one. They are also obliged to notify the Monitoring Officer about it Unforeseen interests must be declared similarly at the appropriate time.</i>
PER18/17	To agree the minutes and resolutions of the meeting held on 11 th July, 2018
PER18/18	Exclusion of Press and Public in accordance with s.1 of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business to be discussed, in the opinion of the Council, it was advisable in the public interest that the public and press be excluded.
PER18/19	a) To confirm interview panel (should be 3 people) b) Closing date at present Wednesday 14 th November, 2018 depending on response may have to be extended

	<ul style="list-style-type: none"> c) Job Description and Person specification (already published) d) Scoring system for interviews (should be against person specification) e) Interview Questions - delegate to interview panel - date for interview panel to meet prior to interviews f) To confirm interview date as the evening of Tuesday 20th November at the Old Fire Station in the upper room. Date for second interview will come from this if appropriate. g) To note Administrative Assistant's absence.
PER18/20	<p>Date of next meeting: Thursday 15th November, 2018 as already discussed but not agreed.</p> <p>Agenda Items for next Meeting Meeting of Thursday 15th November, 2018 to go through applications.</p>