



HOCKLEY PARISH COUNCIL

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

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Personnel Committee Chairman:
Personnel Committee Members:

Cllr. N. Boxall

Cllr. M. Carter

Cllr. S. James

Cllr. P. Meacham

Cllr. V. Randall

Cllr. T. Carter

Cllr. S. Martin

Cllr. B. O'Shea

Cllr. L. Vingoe

Members of the Personnel Committee are hereby summoned to attend the Personnel Committee meeting in the Parish Hall, 58 Southend Road, Hockley on Wednesday 13th March 2019 at 7.30pm for the purpose of transacting the following business. Members of the press and public are welcome to attend.

K Holland

Mrs Kelly Holland
Clerk to Hockley Parish Council

5th March 2019

Please note that under the Local Government Act 1972 Schedule 12 paragraph 10 (2) (b), the Council cannot lawfully decide any matter that is not specified on the agenda. Should you require additional information on any agenda item please advise the Clerk by 1pm on the working day preceding the meeting.

AGENDA

1. Apologies for absence

Please notify apologies to the Clerk or Chairman of the Committee in advance of the meeting.

2. Minutes

Acceptance of the minutes from the meeting dated 12th December 2018 (previously circulated).

3. To receive member's declarations of interests in items on the agenda

4. 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).

5. Staff members

- (a) To consider the report regarding the Responsible Financial Officer Post and amendments required. (To be circulated at the meeting);

- (b) The Clerk had successfully completed the level 5 foundation degree in community governance with distinction. As per point 7 of the Clerk's contract, members need to approve an additional salary point to be added to the Clerk's salary. (To be circulated at the meeting);
- (c) To consider the update on other staffing matters and consider a way forward. (To be circulated at the meeting);
- (d) To approve the new pay scales with effect from 1st April 2019 (**Appendix 1**).

6. Policies and procedures

To note that the Clerk is reviewing all policies and procedures and is also creating a staff handbook. These will be presented to a future meeting of the committee for approval.

7. Committee Budgets

To consider the staff costs and training budgets (**Appendix 2**).

8. Medical Questionnaire

To consider the draft medical questionnaire for current staff members and any Councillor who would like to complete one (**Appendix 3**).

9. Items for next agenda

10. Date of future meetings

The date of the next meeting of the Personnel Committee will be decided at the Annual Parish Council meeting.