



## HOCKLEY PARISH COUNCIL

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Dear Councillor

**YOU ARE SUMMONED TO ATTEND A MEETING OF THE PERSONNEL COMMITTEE OF HOCKLEY PARISH COUNCIL TO BE HELD AT 7.30PM ON WEDNESDAY 12th DECEMBER 2018 AT THE PARISH HALL FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA**

Clerk to the Council  
5<sup>th</sup> December 2018

*Please note that under the Local Government Act 1972 Schedule 12 p10(2) a 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 prior to the meeting.*

### AGENDA

ITEM	SUBJECT
PER18/35	<b>Members Attending and to receive Apologies for Absence.</b> <i>Please notify apologies to the Clerk or Chairman of the Committee in advance of the meeting.</i>
PER18/36	<b>Declarations of Interest.</b> <i>To receive any personal or personal and prejudicial interests relating to items on the agenda. All members are reminded that they must disclose any pecuniary or non-pecuniary interests 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>
PER18/37	<b>To agree the minutes and resolutions of the meeting held on the 22<sup>nd</sup> November 2018.</b>
PER18/38	<b>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.</b>
PER18/39	<b>To receive a recommendation from the Council Chairman to increase the hours of the Locum Clerk to up to 28 hours per week until the end of January 2019 when she joins the permanent staff and note the Clerk will be employed under the NALC Model Contract to be agreed and signed with the Chairman of the Council</b>
PER18/40	<b>To note that the Clerk will review all HR policies to include an Appraisal Strategy and Sickness and Absence Strategy in line with existing contracts and policies.</b>

<b>PER18/41</b>	<b>To approve a Medical Questionnaire</b>
<b>PER18/42</b>	<b>To approve the Clerk contacting Vine HR through EALC for guidance on staffing matters</b>
<b>PER18/43</b>	<b>Date of next Meeting: TBA</b>  <b>Agenda Items</b>