



## HOCKLEY PARISH COUNCIL

### MINUTES OF THE PERSONNEL COMMITTEE OF HOCKLEY PARISH COUNCIL HELD AT THE OLD FIRE STATION AT 7.30PM ON WEDNESDAY 12<sup>TH</sup> DECEMBER 2018

**Present:** Vice Chairman: Cllr. V. Randall

Councillors: Cllr. M. Carter Cllr. T. Carter Cllr. S. James  
Cllr. S. Martin Cllr. B. O'Shea Cllr. L. Vingoe

Officers: Kelly Holland, Locum Clerk

Members of the public: None

**PER18/35 Apologies for Absence**

Apologies had been received from the Chairman, N. Boxall and Cllr. P. Meacham.

**RESOLVED** that the apologies be accepted.

**PER18/36 Declarations of Interests**

None declared.

**PER18/37 Minutes from Committee meetings**

**RESOLVED** that the minutes from the Personnel Committee meeting held on 22<sup>nd</sup> November 2018 be approved as a correct record and signed by the Chairman of the meeting.

**PER18/38 Exclusion of Press and Public**

**RESOLVED** that the press and public be excluded for the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960, s.1 due to the confidential nature of the business to be considered.

**PER18/39 Locum Clerk**

The Chairman of the Parish Council recommended that the locum Clerk's hours be increased up to 28 hours per week until the end of January 2019 when she would become a permanent member of staff. It was noted that the Clerk will be employed under the NALC model contract.

**RESOLVED** that the locum Clerk's hours be increased up to 28 hours per week until the end of January 2019.

**PER18/40 HR Policies**

It was noted that the Clerk would review all HR policies to include an appraisal strategy and sickness and absence policy in line with existing contracts and policies. These would be brought to a future meeting of the Personnel Committee.

It was noted that the day to day management of Council employees would now be undertaken by the Clerk with the Personnel Committee focusing on overall strategy.

**PER18/41 Medical Questionnaire**

A medical questionnaire was tabled; it was felt that the questionnaire was suitable for job applicants but would need amending for current staff and Councillors, this would be brought to a future meeting of the Personnel Committee.

**RESOLVED** that the questionnaire be approved for new job applicants.

**PER18/42 Vine HR**

The Committee considered authorising the Clerk to contact Vine HR regarding staffing matters

**RESOLVED** that the Clerk be authorised to contact Vine HR on behalf of the Parish Council for advice on current staffing matters.

**PER18/43 Date of next meeting**

The next Personnel Committee meeting is on Monday 11<sup>th</sup> March 2019.

The meeting was closed at 7.54pm

**Signed**.....  
**Chairman**

**Date**.....