



HOCKLEY PARISH COUNCIL

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD AT 7.30PM ON MONDAY 12TH NOVEMBER 2018 AT THE PARISH HALL

PER18/14	<p>To agree the meeting should be minuted by a Councillor in the absence of the Clerk</p> <p>Resolved: It was resolved that the meeting would be minuted by Councillor Sue Martin Proposed: Cllr V Randall Seconded Cllr S James. Agreed unanimously.</p>
PER18/15	<p>Members Attending and Apologies for Absence</p> <p>Members Attending: Cllr Nick Boxall (Chairman), M Carter, T Carter, S James, S Martin, V Randall, Lesley Vingoe.</p> <p>Also Attending: Mrs M Saunders RFO</p> <p>Apologies Received: Cllr R Martin (Ill Health) and Cllr B O'Shea (unable to access the meeting room)</p> <p>Resolved: It was resolved to accept apologies from Cllrs R Martin and B' O'Shea. Proposed: Cllr L Vingoe. Seconded: Cllr T Carter. Agreed unanimously.</p>
PER18/16	<p>Declarations of interest</p> <p>None Declared</p>
PER18/17	<p>To agree the minutes and resolutions of the meeting held on 9th July 2018</p> <p>Resolved: It was resolved that the minutes and resolutions of the meeting held on the 9th July 2018 be accepted as a correct record. Proposed: Cllr V Randall. Seconded: Cllr S James. Agreed. Cllrs M and T Carter abstained.</p> <p>8.40pm Councillor N Boxall Left the Room</p> <p>8.45pm Councillor N Boxall Returned</p>
PER18/18	<p>Resolved: 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. Proposed: Cllr S James. Seconded: Cllr S Martin. Agreed unanimously.</p>

<p>PER18/19</p>	<p>(a) The Interview Panel was confirmed as the Chairman of the Council, Chairman of Personnel and the Responsible Financial Officer. The Vice Chairman of the Council would be a substitute panel member and contingency agreed if required.</p> <p>(b) Closing date for applications is 14th November 2018. Should it be necessary an extension will be considered at the Personnel Meeting on the 15th November 2018.</p> <p>(c) Job Description and Person Specification</p> <p>Resolved: that the Job Description and Person Specification be confirmed as already published. Proposed: Cllr M Carter. Seconded Cllr L Vingoe. All in favour.</p> <p>(d) Interview Questions. Revisions to the questions were confirmed and delegated to the Interview Panel</p> <p>(e) Proposed Interview date was confirmed as 20th November 2018 at the Parish Hall and applicants will be invited for interview by the Council Chairman.</p> <p>(f) The absence of the Administration Assistant was noted.</p>
<p>PER18/20</p>	<p>Date of next meeting: 7.30pm Thursday 15th November 2018 to review applications</p> <p>Monday 10th December 2018.</p> <p>Agenda Items Appraisal Strategy Medical Questionnaire</p> <p style="text-align: center;">Meeting closed at 9pm</p>