



HOCKLEY PARISH COUNCIL

Personnel Committee: Cllrs James, S Martin, Randall, Vingoe, O'Shea, Boxall.

**YOU ARE SUMMONED TO ATTEND A MEETING OF THE
HOCKLEY PARISH COUNCIL PERSONNEL SUB COMMITTEE ON
MONDAY FEBRUARY 8TH 7.30 PM IN THE HOCKLEY PARISH HALL**

AGENDA

PER16/12 Those present and apologies for absence

PER16/13 Declarations of interest.

PER16/14 To agree the minutes of the January 11th 2016 meeting.

PER16/15 Public speaking (meeting closed for 15 minutes).

PER16/16 Exclusion of Press and Public: Resolved: that, 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.

PER16/17 To review job descriptions for the Accountant and Administrative Assistant.

- a. Accountant – to note change of hours and duties.
- b. Administrative Assistant – to review the decision taken in May 2012 minute No. 7 and reviewed in Minute PER13/54 and 13/65.

PER16/18 To consider establishing a working-time policy to replace existing custom and practice.

PER16/19 To develop the monitoring process for Rangers' work.

PER16/20 To review the appraisals and appraisal procedure

PER16/21 Date of next meeting: May 9th 2016.

A handwritten signature in black ink, appearing to read 'M Letch', with a large checkmark below it.

Michael Letch
Clerk to the Council