



HOCKLEY PARISH COUNCIL

Personnel Committee: Cllrs Boxall, James, S Martin, Vingoe, O'Shea, Randall, M Carter, T Carter.

MINUTES OF THE HOCKLEY PARISH COUNCIL PERSONNEL SUB COMMITTEE MONDAY 10th JULY AT 7.30 PM IN THE HOCKLEY PARISH HALL

- PER17/20 Those present and apologies for absence
Chairman: Cllr Boxall
Cllrs James, S Martin, Vingoe, Randall, T Carter.
Also Present: Cllr R Martin, Clerk and Assistant Clerk
Apologies Cllr O'Shea M Carter
- PER17/21 There were no declarations of interest.
- PER17/22 To agree the minutes of the 26th June 2017 meeting.
Resolved. The minutes were accepted as a true record, proposed Cllr Boxall seconded Cllr Randall and carried unanimously
- PER17/23 There were no members of the public present.
- PER17/24 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. Proposed Cllr Boxall seconded Cllr R Martin.
- PER17/25 To consider the job description for the Administration Assistant role.
Resolved. The post will be offered at LC1 substantive grade SCP 18 -22. Proposed Cllr Boxall seconded Cllr R Martin.
- The specification was amended to confirm the holiday entitlement is pro rata, evening meetings would not be at time and half, and a requirement for some lone working was added.
- Resolved.** With the above amendment, the job description, person specification and job advertisement are approved for publication. Proposed Cllr Boxall Cllr Vingoe and carried unanimously.
- The advertisement will be placed with a closing date of Monday 24th July. Interviews week commencing 7th August. Candidates can submit returns electronically or paper.
- PER17/26 Date of next meeting: 14th August 2017.