



## HOCKLEY PARISH COUNCIL

**Personnel Committee:** Cllrs N Boxall Chairman, M Carter, T Carter, S James, S Martin, B O'Shea, V Randall, L Vingoe.

**YOU ARE SUMMONED TO ATTEND A MEETING OF THE HOCKLEY PARISH COUNCIL PERSONNEL COMMITTEE ON MONDAY 11<sup>th</sup> JUNE 2018 AT 7.30PM IN THE PARISH HALL**

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

Please advise the Chairman prior to the meeting if you require additional information on any Agenda Item and note that under the Local Government Act 1972 Schedule 12p10(2) a Council cannot lawfully decide any matter that is not specified on the Agenda.

### AGENDA

AGENDA ITEM	SUBJECT
PER18/1	To agree the meeting should be minuted by a Councillor in the absence of the Clerk
PER18/2	<b>Those present and Apologies for Absence</b>
PER18/3	<b>To Elect a Vice Chairman of the Personnel Committee</b>
PER18/4	<b>Declarations of interest</b> <i>To receive any personal or personal and prejudicial interests relating to items on the agenda.</i>
PER18/5	<b>To agree the minutes and resolutions of the meeting held on 30th April 2018</b> Motion: <b>To agree the minutes and resolutions of the meeting held on the 30th April 2018.</b>
PER18/6	<b>Resolved:</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>Staff in Confidence Matters</b>  <b>(a) To Receive a Confidential Report from the Personnel Sub Committee</b>  <b>(b) To Receive a Staff Sick Leave Report</b>

	<p><b>(c) To note Staff Training Requests</b></p> <p><b>(d) To Review Staff Appraisal System and completeness of Staff Files</b></p> <p><b>(e) To Note Responsible Finance Officer Vacancy Notice Responses and proposed Interview Date(s)</b></p> <p><b>(f) To Approve the ongoing use of temporary staff and member support in the Parish Office.</b></p> <p><b>(g) To approve engaging a Locum Clerk as required to be paid by way of pre-agreed invoice for the service provided.</b></p> <p><b>(h) To note the statutory NALC 2018/19 pay scales increases for all staff with effect from 1<sup>st</sup> April 2018.</b></p>
<p><b>PER18/7</b></p>	<p><b>Date of next meeting: Monday 10<sup>th</sup> September 2018</b></p> <p><b>Agenda Items for next Meeting</b></p>