



HOCKLEY PARISH COUNCIL

The Old Fire Station, 58 Southend Road, Hockley, Essex, SS5 4QH

Telephone: 01702 207707 e-mail: enquiries@hockley-essex.gov.uk

Website: hockley-essex.gov.uk

Personnel Committee Chairman:
Personnel Committee Members:

Cllr. N. Boxall

Cllr. M. Carter

Cllr. S. James

Cllr. P. Meacham

Cllr. T. Carter

Cllr. R. Martin

Cllr. V. Randall

Members of the Personnel Committee are hereby summoned to attend the Personnel Committee meeting in the Parish Hall, 58 Southend Road, Hockley on Thursday 7th November 2019 at 7.30pm for the purpose of transacting the following business. Members of the press and public are welcome to attend.

K Holland

Mrs Kelly Holland
Clerk to Hockley Parish Council

30th October 2019

Please note that under the Local Government Act 1972 Schedule 12 paragraph 10 (2) (b), the Council cannot lawfully decide any matter that is not specified on the agenda. Should you require additional information on any agenda item please advise the Clerk by 1pm on the working day preceding the meeting.

AGENDA

1. Apologies for absence

Please notify apologies to the Clerk or Chairman of the Committee in advance of the meeting.

2. Minutes

Acceptance of the minutes from the meeting dated 8th July 2019 (previously circulated).

3. To receive member's declarations of interests in items on the agenda

4. Policies

To consider the draft staff appraisal policy (appendix 1).

5. Exclusion of press and public

The Parish Council will resolve to exclude the press and public from the remainder of the meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, s.1(2).

6. Committee Budgets

To consider the staff costs and training budgets (to be circulated at the meeting).

7. Staff members

- (a) To consider the report from the working party regarding the RFO job analysis (to be circulated at the meeting);
- (b) To agree to review all posts and appoint two members to carry out the review;
- (c) To receive a report on the RFO appraisal;
- (d) To consider the proposals from the Clerk regarding staffing in the office (to be circulated at the meeting);
- (e) To consider any updates on members of staff;
- (f) To consider arrangements for all staff during the Christmas period.

8. Training

To note any training that had taken place and agree any new training required.

9. Items for next agenda

10. Date of future meetings

The next scheduled meeting of the Personnel Committee will be on Tuesday 11th February 2020.