



**MINUTES OF THE MEETING OF MARDEN PARISH COUNCIL HUMAN RESOURCES SUB-COMMITTEE MEETING ON 12<sup>TH</sup> OCTOBER 2023 HELD IN THE PARISH OFFICE MEETING ROOM, MARDEN MEMORIAL HALL, GOUDHURST ROAD, MARDEN COMMENCING AT 12NOON.**

**01/23 ELECTION OF CHAIRMAN**

Cllr Boswell proposed and Cllr Gibson seconded that Cllr Tippen be elected as Chairman of the HR Sub-Committee for the following Council term. All in attendance agreed.

**02/23 ELECTION OF VICE-CHAIRMAN**

Cllr Tippen proposed and Cllr Boswell seconded that Cllr Gibson be elected as Vice-Chairman of the HR Sub-Committee for the following Council term.

**03/23 PRESENT**

Cllrs Boswell, Gibson, Newton and Tippen were in attendance. The Clerk was also present.

**04/23 APOLOGIES**

There were no apologies.

**05/23 COUNCILLOR INFORMATION**

**Declaration of Interest**

There were no declarations of interest.

**Granting of Dispensation**

There were no requests for dispensation.

**06/23 MINUTES OF PREVIOUS HR SUB-COMMITTEE MEETING HELD ON 2<sup>ND</sup> MAY 2023**

The Minutes of the meeting held on 2<sup>nd</sup> May 2023 were agreed and signed as a true record.

**07/23 STAFFING/OFFICE ISSUES**

**Office Issues**

The new Microsoft 365 office system was working well between the members of staff and had full support from Cloudy IT. There are still a few things to learn but no problems have arisen.

The Clerk had contacted Cloudy IT for a quote for Cllr emails/365 for the next financial year.

**Staffing Issues**

The Chairman gave a brief history of the HR support from Peninsula to Cllr Gibson as this was her first meeting following her appointment to the Sub-Committee.

Employees Meeting

An employees meeting had been held prior to this meeting when all five members and the Chairman were present. The main point of the meeting was to provide employees with the new contract, employees and health & safety handbook along with new policies and risk assessments. All members of staff were provided with a folder containing all of the documents.

No other issues were raised.

Job Descriptions

Review of Clerk and Deputy Clerk job descriptions

The Clerk's job description along with that for RFO was reviewed and proposals for amendments were made and agreed.

There was one small edition to the Deputy Clerk's job description regarding editing of the newsletter.

**08/23 LOCAL COUNCIL AWARD SCHEME****Quality Gold Level**

Cllrs considered one of the criteria for the above level as follows:

Prepare a statement outlining how MPC manages the performance of each individual staff member to achieve its business plan.

The Chairman agreed to draft a statement and report back to HR Sub-Committee before the next meeting.

The Chairman read out the following statement:

**I PROPOSE THAT PURSUANT TO PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, THE PUBLIC BE EXCLUDED FROM THE MEETING BECAUSE OF THE CONFIDENTIAL NATURE OF THE FOLLOWING BUSINESS TO BE TRANSACTED: Part I of the meeting will be closed and all the following to be discussed under Part II Confidential meeting.**

**09/23 STAFFING ISSUES**Admin Assistant Probation Period

The Administrative Assistant's probation period was due to end on 16<sup>th</sup> November. The Chairman would arrange a convenient meeting with the Admin Assistant to discuss the role.

2024/25 Employee salaries/increments

Salary increases for 2023/24 had not been received from NALC at the time of this meeting.

*The Clerk left the meeting whilst her salary was discussed.*

Cllrs made recommendations of salaries for the five members of staff which would be proposed to Finance Committee.

*The Clerk returned to the meeting.*

Outcome of appraisals

The Chairman had undertaken appraisals for the Clerk, Deputy Clerk and Cemetery Caretaker and reported that there were no issues raised. The Village Caretaker appraisal was still required to be undertaken.

**Other Staffing Issues**

The Cllrs discussed a staffing issue which the Clerk was asked to obtain further details on.

There being no further business the meeting closed at 1.00pm

Signed

Date

Cllr Kate Tippen

Chairman, MPC HR Sub-Committee

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