



If you have any questions etc that you wish to ask regarding this meeting please contact the Clerk on 01622 832305 or email [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk).

## TO ALL MEMBERS OF HR SUB-COMMITTEE

Dear Councillor

YOU ARE HEREBY SUMMONED TO ATTEND the meeting of Marden Parish Council HR Sub-Committee to be held on Monday 6<sup>th</sup> January 2025 at 1.30pm in the Parish Office Meeting Room, Goudhurst Road, Marden.

Alison Hooker (Mrs)  
Clerk to Marden Parish Council

### AGENDA

#### 15/24 PRESENT

#### 16/24 APOLOGIES

Please inform the Clerk of any apologies by 9am on 6<sup>th</sup> January 2025.

#### 17/24 COUNCILLOR INFORMATION

**Declaration of Interest**  
**Granting of Dispensation**

#### 18/24 MINUTES OF PREVIOUS HR SUB-COMMITTEE MEETING HELD ON 29<sup>TH</sup> OCTOBER 2024

Cllrs to receive, and agree, the minutes of the HR Sub-Committee meeting held on 29<sup>th</sup> October 2024.

#### 19/24 STAFFING/OFFICE ISSUES

##### **Office Issues:**

To be raised at the meeting if required.

##### **Non-Confidential Staffing Issues:**

To be raised at the meeting if required.

##### **Other:**

##### Update from HR Training

Slides had been circulated to Cllrs. Cllrs to discuss any changes required in HR support by MPC.

##### Sexual Harassment Policy

Cllrs to consider draft of Sexual Harassment Policy

##### Sexual Harassment and Other Training

The Clerk to provide any additional training available.

##### Delegated Powers

Cllrs to consider proposals of any changes to the Scheme of Delegations required for HR Sub-Committee.

##### MPC Appraisal Form

Cllrs to consider updated staff appraisal form and to view any changes required from the HR training session.

##### HR Policies and Risk Assessments

Cllrs to review policies and risk assessments relevant to HR

##### Future Meeting Dates

Cllrs to consider diarising future HR Sub-Committee meeting dates for the forthcoming Council year.

Parish Office, Marden Memorial Hall, Goudhurst Road, Marden, TN12 9JX

T: 01622 832305 / E: [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk) / W: [www.mardenkent-pc.gov.uk](http://www.mardenkent-pc.gov.uk)

Office opening: Mondays, Tuesdays and Fridays 10am to 12noon

The Chairman will 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 discussed under Part II Confidential meeting.**

**20/24 CONFIDENTIAL STAFFING ISSUES**

Details of the following to be raised at the meeting:

**Appraisals**

Dates for new financial year appraisals to be considered.

**Other Staffing Issues**

Staffing Positions

Other Confidential Staffing Issues