



MINUTES OF THE MEETING OF MARDEN PARISH COUNCIL HUMAN RESOURCES SUB-COMMITTEE MEETING ON 21ST NOVEMBER 2022 HELD IN THE PARISH OFFICE MEETING ROOM, MARDEN MEMORIAL HALL, GOUDHURST ROAD, MARDEN COMMENCING AT 3.30PM

23/22 PRESENT

Cllrs Boswell, Burton, Newton and Tippen (in the chair) were in attendance. The Clerk was also present.

24/22 APOLOGIES

There were no apologies

25/22 COUNCILLOR INFORMATION

Declaration of Interest

Cllr Burton declared that his business used the same HR Company as Marden Parish Council but did not have a pecuniary interest.

Granting of Dispensation

There were no requests for dispensation.

26/22 MINUTES OF PREVIOUS HR SUB-COMMITTEE MEETING HELD ON 31ST OCTOBER 2022

Minutes of the meeting held on 31st October were agreed and signed as a true record.

27/22 STAFFING/OFFICE ISSUES

Office Issues

The Clerk asked that Cllr Newton provide details of IT equipment costs so that a report could be sent to Finance Committee for next week's meeting.

Staffing Issues

NALC Dignity at Work Policy

Cllrs proposed to look at adopting the NALC version following any amendments required relevant to Marden Parish Council. This would be put forward to the March Full Council meeting. The item on libel/slander contained in the current MPC Policy would be added to the Communication Policy.

Officer / Councillor Protocol

Cllrs proposed to look at adopting the NALC version following any amendments required relevant to Marden Parish Council. This would be put forward to the March Full Council meeting.

NALC Civility and Respect Pledge

Cllrs proposed that this would be put before the Annual Parish Council Meeting in May following a report to Cllrs.

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.**

No members of the public were in attendance.

28/22 STAFFING ISSUES

Other Staffing Issues

Staff Sickness

The Clerk updated the Cllrs on the current situation

The Clerk left the meeting for the following three items:

Staff Performance Reviews

The Chairman had undertaken the staff performance reviews on four members of staff and provided an update to the meeting.

Salary increases 2022/23

Cllrs reviewed the information received from NALC regarding salary increases for 2022 and proposed back pay to 1st April 2022 for groundstaff.

Staff Salaries 2023/24

Proposals were agreed to put before next week's Finance Committee meeting.

The Clerk returned to the meeting

Any Other Staffing Issues

Future staffing was discussed and a report would be provided to the Finance Committee meeting in regard to budgeting for 2023/24

There being no further business the meeting closed at 4.30pm.

Signed

Date

Cllr Kate Tippen

Chairman, MPC HR Sub-Committee

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