



**MINUTES OF THE MEETING OF MARDEN PARISH COUNCIL HUMAN RESOURCES SUB-COMMITTEE MEETING ON 31<sup>ST</sup> OCTOBER 2022 HELD IN THE PARISH OFFICE MEETING ROOM, MARDEN MEMORIAL HALL, GOUDHURST ROAD, MARDEN COMMENCING AT 3.30PM**

**17/22 PRESENT**

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

**18/22 APOLOGIES**

There were no apologies

**19/22 COUNCILLOR INFORMATION**

**Declaration of Interest**

There were no declarations of interest

**Granting of Dispensation**

There were no requests for dispensation

**20/22 MINUTES OF PREVIOUS HR SUB-COMMITTEE MEETING HELD ON 15<sup>TH</sup> AUGUST 2022**

The minutes of the meeting held on 15<sup>th</sup> August were agreed and signed as a true record.

**21/22 STAFFING/OFFICE ISSUES**

**Office Issues**

The Clerk reported that the storage area had been completed and the office had been rearranged to accommodate the Admin Assistant. A desk had also been purchased and Cllr Burton had donated an office chair.

**Staffing Issues**

NALC Dignity at Work Policy

Cllr Tippen had viewed both the NALC and MPC Policies and Cllrs agreed for amendments to be made to MPC's document incorporating information. This would be done by tracked changes and circulated to Cllrs for agreement at the next meeting.

NALC Civility and Respect Pledge

Cllrs agreed to hold off from reporting to Full Council until the above policy had been finalised. It was therefore proposed that this would be put before the Annual Parish Council meeting to be adopted for the next Council year.

HR Support

The Clerk had obtained a quote for HR support from an external company. Due to the amount quoted the Clerk would contact two other companies and put before Full Council next week. Cllr Burton advised that whichever company was proposed that MPC pay for associated insurance cover. This was agreed.

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 was closed and the following was discussed under Part II Confidential meeting.**

**22/22 STAFFING ISSUES**

**Other Staffing Issues**

Staff Performance Reviews

Unfortunately, the Chairman had been unable to conduct the Performance Reviews prior to this meeting. They would now be undertaken next week.

Staff Sickness

The Clerk updated the Cllrs on staff sickness

Staff Salaries 2023/24

This would be discussed from the Performance Reviews report

Any Other Staffing Issues

The Clerk was requested to draft an Annual Leave policy.

The Clerk reported that NALC had published an Officer/Employee Protocol. MPC already had one in place but the Clerk was asked to update MPC's with any new information and report to the next meeting.

It was agreed that a further HR Sub-Committee would be held following the Performance Reviews and prior to the Finance Committee meeting on 29<sup>th</sup> November 2022.

There being no further business the meeting closed at 4.45pm.

Signed

Date

Cllr Kate Tippen

Chairman, MPC HR Sub-Committee

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