MARDEN PARISH COUNCIL: Quality Gold Criteria 7:

How Marden Parish Council manages the performance of each individual staff member to achieve its business plan

The Parish Clerk is responsible for day-to-day HR matters. Overall management of HR is delegated to the HR Sub-Committee, which reports to the Finance Committee. The Finance Committee is responsible for setting a budget to cover all staff costs, including training costs and for monitoring those costs. HR Sub Committee members all have current or previous experience of staff management.

Marden Parish Council (MPC) has contracted with an HR company to provide expert HR advice, which is invaluable when any potentially difficult HR situations arise. In collaboration with them an Employee Handbook [Microsoft Word - Employees Handbook March 2024 (mardenkent-pc.gov.uk)](#) has been produced by Cllrs which is issued to all staff members on joining the organisation and is updated whenever the HR consultants advise of HR legal/regulatory change which is then communicated to staff. The Employee Handbook covers all aspects of employment including the policy and procedures around grievance, capability and disciplinary issues. The external HR consultants are available to advise on HR issues that are not routinely covered in the HR handbook.

The Handbook contains MPC's commitment to training. Identification of training needs and SMART objectives, which take into account the business needs of the council, are set for the forthcoming year, and agreed through regular appraisal meetings with staff members. All staff members have an appraisal meeting at least twice a year with a nominated member of the HR Sub-Committee where performance is discussed. These meetings are confidential, but training requirements are reported to the HR Sub-Committee and any budget required to fulfil that training requirement is referred to the Finance Committee for approval. A record is kept in each staff member's personal file of the appraisal meeting and agreed training requirements.