



**MINUTES OF THE HUMAN RESOURCES SUB-COMMITTEE HELD ON  
TUESDAY 20<sup>TH</sup> AUGUST 2018 IN THE PARISH COUNCIL OFFICE,  
GOUDHURST ROAD, MARDEN COMMENCING AT 2.30PM**

**Min  
No**

- 01/18 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN:**  
All Cllrs proposed that Cllr Tippen take the role of Chairman for the forthcoming year and that a Vice-Chairman would not be appointed.
- 02/18 PRESENT:** Cllrs Boswell, Jones, Mannington and Tippen were present. The Clerk was also in attendance.
- 03/18 APOLOGIES:** There were no apologies.
- 04/18 DECLARATIONS OF INTEREST:** There were no declarations of interest
- 05/18 GRANTING OF DISPENSATION** – No request for dispensation was requested.
- 06/18 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** No members of the public were in attendance.
- 07/18 MINUTES OF PREVIOUS MEETING**– Minutes of the meeting held on 2<sup>nd</sup> January 2018 were agreed as a true record.
- 08/18 COUNCIL ISSUES:**  
(a) Review of MPC HR Policies:  
Advice Note for Hearings  
Dignity at Work  
Disciplinary Procedures  
Employing Staff and Interviewing Procedure – *amend to read that all employees would have a DBS check undertaken*  
Grievance Procedures  
Hours of Working  
Human Resources  
Pay  
Performance Management and Staff Development – *amend the word appraisal to Performance Review throughout the document.*  
Personal Safety and Lone Worker  
Staff Attendance  
Travel and Subsistence  
Other than the amendments listed above all Policies, Procedures and Advice Note relevant to the HR Sub-Committee were agreed and adopted for the forthcoming year.

The HR Sub-Committee meeting closed at 2.54pm

The meeting was closed for the following items and the Chairman read out the following statement: **"I PROPOSE THAT PURSUANT TO PUBLIC BODIES (ADMISSION TO**

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**MEETINGS) ACT 1960, THE PUBLIC BE EXCLUDED FROM THE MEETING BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED”.**

**Min**  
**No**

- 09/18 **PRESENT:** Cllrs Boswell, Jones, Mannington and Tippen (in the Chair). The Clerk was also in attendance.
- 10/18 **APOLOGIES:** There were no apologies.
- 11/18 **DECLARATIONS OF INTEREST:** There were no declarations of interest.
- 12/18 **GRANTING OF DISPENSATION** – There were no requests for dispensation of any item on this agenda
- 13/28 **MINUTES OF THE PREVIOUS MEETING-** The minutes of the meeting held on 2<sup>nd</sup> January 2018 were agreed as a true record.
- 14/18 **STAFFING ISSUES**
- (a) Appraisal updates:  
The Chairman had undertaken the appraisals on all members of staff and provided a brief report to Cllrs in attendance.  
The Chairman proposed to draft a new appraisal form – to be known as Performance Reviews from now on. Reviews would take place in January, June/July and October/November.
- (b) Village Caretaker:  
No issues had been raised
- (c) Cemetery Caretaker:  
No issues had been raised
- (d) Clerk:  
No issues had been raised
- (e) Assistant Clerk:  
No issues had been raised
- 15/18 **STAFFING ISSUES**
- (a) No other outstanding staffing issues were raised.

There being no further business the meeting closed at 3.15pm

Signed: ..... Date:  
Cllr Kate Tippen  
Chairman, HR Sub-Committee