



**MINUTES OF THE HUMAN RESOURCES SUB-COMMITTEE HELD ON FRIDAY
16TH NOVEMBER 2018 IN THE PARISH OFFICE MEETING ROOM, GOUDHURST
ROAD, MARDEN COMMENCING AT 2PM**

30/18 PRESENT

Cllrs Boswell, Jones, Mannington and Tippen (in the Chair) were in attendance.

31/18 APOLOGIES

The Clerk had given her apologies.

In the Clerk's absence Cllr Tippen took notes of the meeting

32/18 DECLARATIONS OF INTEREST

There were no declarations of interest

33/18 GRANTING OF DISPENSATION

There were no requests for dispensation

34/18 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

No members of the public in attendance

35/18 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 15th October 2018 were deferred until the next meeting.

36/18 COUNCIL ISSUES

Office Expenditure

At this point in time no expenditure for the office was envisaged for 2019/20.

Pay Policy

Cllrs agreed that the Pay Policy should be amended as follows:

Office Staff: second paragraph to read "The HR Sub-Committee will determine if an inflationary only increase (based on the percentage increase applied to the NALC scale) should apply"

Non Office Staff: Add title "Caretaker/Grounds Staff" and after first paragraph add ", set by the Resolution Foundation"

Add new heading "Play Scheme Staff" and paragraph to read "Play Scheme staff are employed for two weeks each year for the Summer Play Scheme and will have an hourly rate in line with the National Living Wage set by the UK Government. Increases would be based on the percentage increase that NALC agree for office based staff.

Office Cleaning

the office cleaner had resigned from the post as of 31st October and currently the Clerk is undertaking the weekly cleaning. Cllrs agreed that it is not ideal the Clerk doing this however she was thanked for doing this in the short term. Cllrs suggested that if no one is known to want to undertake the role the Hall Cleaner would be approached and failing that it is advertised on the Parish Council Facebook page and in the next newsletter.

The HR Sub-Committee meeting closed at 2.20pm

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

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Cllrs Boswell, Jones, Mannington and Tippen (in the Chair) were in attendance.

38/18 APOLOGIES

The Clerk had given her apologies.

In the Clerk’s absence Cllr Tippen took notes of the meeting

39/18 DECLARATIONS OF INTEREST

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40/18 GRANTING OF DISPENSATION

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41/18 MINUTES OF PREVIOUS MEETING

The Minutes of the confidential meeting held on 15th October 2018 were agreed and signed as a true record.

42/18 STAFFING ISSUES

Appraisal updates:

The Chairman provided reports on the four appraisals undertaken.

Future staffing

The following items were discussed confidentially:

Retirement of Assistant Clerk

Reduction of hours by Cemetery Caretaker

Employment of Deputy Clerk

Employment Additional Grounds Maintenance Staff

Salary Proposals for 2019/20

Proposals were discussed and agreed for the members of staff which would be put before the Finance/Budget meeting on 20th November.

43/18 OTHER HR ISSUES

No other outstanding staffing issues were raised

There being no further business the meeting closed at 3.30pm

Date:

Signed:

Cllr Kate Tippen

Chairman, HR Sub-Committee

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