



**DRAFT MINUTES OF THE MEETING OF MARDEN PARISH COUNCIL HUMAN RESOURCES SUB-COMMITTEE MEETING ON 4<sup>TH</sup> MARCH 2021 HELD VIRTUALLY AT 10.00AM**

**009/21 PRESENT:**

Cllrs Boswell, Jones (arrived late), Mannington and Tippen (in the chair). The Clerk was also in attendance.

**010/21 APOLOGIES:**

There were no apologies

**011/21 CLLR INFORMATION**

**Declarations of Interest**

There were no declarations of interest

**Changes to Cllrs Register of Interest**

There were no changes to Cllrs Registers of Interest

**Granting of Dispensation**

There were no requests for dispensation on any item on this agenda

**012/21 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

There were no members of the public in attendance.

**013/21 MINUTES OF PREVIOUS HR SUB-COMMITTEE**

Agreement of the minutes of previous meetings would be deferred until a future date.

**014/21 STAFFING/OFFICE ISSUES**

**Office Working**

Following the Government announcement of the end of lockdown roadmap the Clerks would look to return to office working at Stage 4 (ie not before 21<sup>st</sup> June 2021). The Clerk would speak to the Deputy Clerk in regard to the best solution and whether separate offices would work. Items to consider/implement prior to return are:

- A reception style screen to be installed between the current office and lobby area – one quote had been received and two more were being obtained. Quotes to be put before April Full Council meeting to ensure work has been completed prior to return.
- If looking to work in same office a Perspex screen to be installed between the desks – quotes to be obtained once Clerks had discussed.
- The Clerk to speak with Cllr Newton regarding WiFi facilities for desktop computers
- Office would only be open to the public between 10am and 12noon on Mondays, Tuesdays and Fridays. Closed at all other times other than by appointment.
- Door to meeting room to be kept locked – consider a bolt as easier to unlock in an emergency. Toilet also to be locked when main door is open.
- The Clerk and Deputy Clerk are due to meet in the office in April/May to review layout and prepare office for return.

### **Self-Assessment for Home Working**

Both the Clerk and Deputy Clerk had completed a risk assessment for home working. The Clerk. Items raised:

Clerk: keyboard keys were wearing – replaced in November

Deputy Clerk: chair did not move up or down – Deputy Clerk was happy with the position but was told to take the office chair home if any problems.

No other issues were raised.

## **015/21 OTHER**

### **HR Policies**

The Clerk had reviewed and amended all policies and circulated to Cllrs prior to the meeting. These included:

- Advice Note for Hearings on Disciplinary and Grievance
- Dignity at Work Policy
- Disciplinary Procedure
- Employing Staff and Interviewing Procedure
- Grievance Procedure
- Hours of Working Policy
- Human Resources Policy
- Pay Policy
- Performance Management and Staff Development Policy
- Personal Safety and Lone Worker Policy
- Staff Attendance Policy

Cllrs agreed all the above and asked that a piece be added to the Vehicle Policy (Council) for new caretaker staff to show a competency of driving a van and trailer.

### **HR Risk Assessments**

The Clerk had reviewed and updated risk assessments where relevant and these were circulated to Cllrs prior to the meeting.

These included:

- Office Alarm
- Office Fire
- Office
- Use of Ride on Mower (Draft)
- Use of Strimmer (Draft)
- Use of Rotary Mower (Draft)

Cllrs agreed all the above including the three draft risk assessments.

All Policies and Risk Assessments would be put before April Full Council for ratification.

## **016/21 ADMINISTRATIVE ASSISTANT POST**

The new position of an administrative assistant had been raised at the Finance Committee meeting on 3<sup>rd</sup> November 2020 where it was agreed to add into the budget for 2021/22. A draft job description had been put together by the Clerk and Deputy Clerk. This included all aspects of the role which the Clerk and Deputy Clerk felt could be undertaken by an assistant. Although it was detailed Cllrs agreed to review this draft and condense some of the duties and roles. It was agreed that the Admin Assistant would not clerk any of the Council/Committee meetings – this would remain for the Clerk and Deputy Clerk to undertake. It was proposed that the job would be advertised in the Summer Newsletter for the role to commence in September. This would be placed on the May Full Council agenda for ratification.

**Part I of the Meeting was closed and the Chairman moved to Part II Confidential. As there were no members of the public in attendance the meeting continued.**

**017/21 MINUTES OF PREVIOUS HR CONFIDENTIAL SUB-COMMITTEE MEETING**

Agreement of minutes would be deferred until a future date.

**018/21 STAFF ISSUES**

The staff performance reviews were due this month. Cllr Mannington would undertake the Clerk and Deputy Clerk's and Cllr Tippen both caretakers. Dates would be agreed with all parties following the meeting.

No other confidential staffing issues were raised.

There being no further business the meeting closed at 11.10am

Signed

Date

Cllr Kate Tippen

Chairman, MPC HR Sub-Committee

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