



MINUTES OF THE HUMAN RESOURCES SUB-COMMITTEE HELD ON TUESDAY 31ST OCTOBER 2017 IN THE PARISH COUNCIL MEETING ROOM, GOUDHURST ROAD, MARDEN COMMENCING AT 6.30PM

**Min
No**

- 16/17 **PRESENT:** Cllrs Brown, Mannington and Tippen. The Clerk was also in attendance.
- 17/17 **APOLOGIES:** Cllr Boswell gave her apologies.
- 18/17 **DECLARATIONS OF INTEREST:** There were no declarations of interest
- 19/17 **GRANTING OF DISPENSATION** – No request for dispensation was requested.
- 20/17 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** No members of the public were in attendance.
- 21/17 **MINUTES OF PREVIOUS MEETING**– Minutes of the meetings held on 16th May 2017 were agreed and signed as a true records
- 22/17 **COUNCIL ISSUES:**
- (a) **Review of MPC HR Policies:** The Chairman and Clerk were due to meet on 9th November to review all the policies and procedures. The proposals would then be submitted to the next HR Sub-Committee meeting on 5th December.
- (b) **Data Protection:** Cllrs were aware of the changes to the General Data Protection Regulations which were due to come into force in March 2018. KALC were due to undertake training events in December/January and the Clerk would be attending. It is hoped that the Parish Council can link in with the local authority in regards to a Data Protection Officer.
- (c) **Storage Facilities:** Due to the changes in the GDPR more lockable storage may be required for the Parish Office. The Clerk therefore asked if costings could be obtained to present to the budget meeting for 2018/19 – this was agreed.

The meeting was then 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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- 23/17 **PRESENT:** Cllrs Brown, Mannington and Tippen. The Clerk was also in attendance.
- 24/17 **APOLOGIES:** Cllr Boswell had given her apologies.
- 25/17 **DECLARATIONS OF INTEREST:** There were no declarations of interest.
- 26/17 **GRANTING OF DISPENSATION** – There were no requests for dispensation of any item on this agenda
- 27/17 **MINUTES OF THE MEETING HELD ON 16TH MAY** – deferred to the next HR Sub-Committee meeting.

28/17 **STAFFING ISSUES**

- (a) Caretakers Issues: Report given on any issues raised from the caretaking staff
- (b) Office Staff Issues: Report given on any issues raised from the office staff
- (c) Staff Appraisals: Staff appraisals have been undertaken by the Chairman and reports would be presented to the HR Sub-Committee Confidential meeting on 5th December when preparing the salary budget.

29/17 **OTHER HR ISSUES:**

The Clerk was due to attend Jury Service week commencing 11th December and discussion took place regarding office cover.

There being no further business the meeting closed at 8pm.

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