



MINUTES OF THE HUMAN RESOURCES SUB-COMMITTEE HELD ON TUESDAY 17TH JANUARY 2017 IN THE PARISH COUNCIL MEETING ROOM, GOUDHURST ROAD, MARDEN COMMENCING AT 6.30PM

- 43/17 **PRESENT:** Cllrs Boswell, Childs, Mannington and Tippen. The Clerk was also in attendance.
- 44/17 **APOLOGIES FOR ABSENCE:** Apologies were received from Cllr Brown.
- 45/17 **(a) DECLARATION OF INTEREST:** There were no declarations of interest
(b) COUNCILLORS REGISTER OF INTEREST There were no amendments to the Register of Interests.
- 46/17 **GRANTING OF DISPENSATION:** There were no requests for dispensation
- 47/17 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** No member of the public was in attendance.
- 48/17 **MINUTES OF PREVIOUS MEETING**
The minutes of the HR Sub-Committee meeting held on 29th November 2016 were agreed and signed as a true record.
- 49/17 **COUNCIL ISSUES:**
- (a) **Pay Policy** – Cllr Tippen had drafted two versions of a Pay Policy which had been circulated to members of the HR Sub-Committee. Both these versions were discussed in detail and it was felt that version 2 was the most appropriate as it listed the criteria to look at when deciding if a pay increment was valid.
- (b) **Disciplinary & Grievance Policies/Procedures** – Cllr Tippen and the Clerk were looking at the SLCC template for these and had started to draft documents relevant to Marden PC. Once these were done they would be circulated and discussed at the next HR Sub-Committee meeting.
- (c) **MPC Human Resources Policy** – The Clerk had drafted a policy with information provided from staff contracts. It details items which were felt relevant including salaries, annual leave, sickness etc. Cllr Childs raised a question over appraisals as to whether more than one Cllr should conduct the appraisal and why other Cllrs and members of staff were not asked their thoughts regarding the individual prior to the appraisal being undertaken. Also raised was the question of continual / returning from sick leave/pay. *Note after meeting: MPC has an Appraisal Policy but the clerk would look into SLCC/NALC advice on both appraisals and sick leave/pay.*
- (d) Other – The Clerk had put together an HR folder which contained policies, salaries, job descriptions and other staff related documents which would be available at all HR Sub-Committee meetings and for members of the HR Sub-Committee to view.

There being no further business the meeting closed at 7pm.

Signed: Date:
Chairman, Marden Parish Council

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:

50/17 **PRESENT:**

51/17 **APOLOGIES:**

52/17 **DECLARATIONS OF INTEREST:**

53/17 **GRANTING OF DISPENSATION**

54/17 **MINUTES OF THE MEETING HELD ON 29TH NOVEMBER 2016 TO BE AGREED AND SIGNED**

55/17 **STAFFING ISSUES**

(a) Salaries to be discussed and agreed for Clerk and Assistant Clerk. Report to be taken to Finance Committee (*Caretaking staff salaries had been discussed at previous HR Sub-Committee meeting on 29th November 2016*)

(b) Caretaker Issues:

(c) Office Staff Issues:

56/17 **OTHER HR ISSUES:**