



**MINUTES OF THE HUMAN RESOURCES SUB-COMMITTEE  
HELD ON MONDAY 15<sup>TH</sup> OCTOBER 2018 IN THE JOHN  
BANKS HALL, GOUDHURST ROAD, MARDEN  
COMMENCING AT 2PM**

**16/18 PRESENT**

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

**17/18 APOLOGIES**

There were no apologies

**18/18 DECLARATIONS OF INTEREST**

There were no declarations of interest

**19/18 GRANTING OF DISPENSATION**

There were no requests for dispensation

**20/18 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

No members of the public were in attendance

**21/18 MINUTES OF PREVIOUS MEETING**

The Minutes of the previous meeting held on 20<sup>th</sup> August 2018 were agreed and signed as a true record

**22/18 COUNCIL ISSUES**

**The Clerk's Year:**

The Clerk had produced a document outlining all the regular duties undertaken during the course of each year. This did not include cemetery work, projects, any correspondence or one off duties. A succession plan was already in place which gave more in depth explanations of duties including finance, cemetery, play scheme etc.

**Other**

The Chairman had drafted a new appraisal form, to be called "Performance Review forms". This had been viewed by all Cllrs in attendance and proposed to be used from January 2019. Performance reviews would take place in January, June/July and October/November each year.

The HR Sub-Committee meeting closed at 2.12pm

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"**.

**23/18 PRESENT:**

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

**24/18 APOLOGIES**

There were no apologies

**25/18 DECLARATIONS OF INTEREST**

There were no declarations of interest

**26/18 GRANTING OF DISPENSATION**

There were no requests for dispensation

**27/18 MINUTES OF PREVIOUS MEETING**

The Minutes of the previous confidential meeting held on 20<sup>th</sup> August 2018 were agreed and signed as a true record

**28/18 STAFFING ISSUES****Appraisal Updates**

The Chairman was due to undertake the appraisals of both admin and caretaking staff in the next couple of weeks. A report would then be presented to the next HR Sub-Committee Confidential meeting.

**Future staffing:**

Cllrs looked at staffing issues for the next financial year.

**Employee Issues:**

Cllrs discussed any raised employee issues.

**29/18 OTHER HR ISSUES**

No other outstanding staffing issues were raised.

There being no further business the meeting closed at 3pm

Date:

Signed:

Cllr Kate Tippen

Chairman, HR Sub-Committee

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