



AGENDA FOR THE MEETING OF THE MARDEN PARISH COUNCIL HUMAN RESOURCES COMMITTEE ON MONDAY 20TH AUGUST 2018 TO BE HELD IN THE PARISH MEETING ROOM, PARISH OFFICE, GOUDHURST ROAD, MARDEN COMMENCING AT 2.30PM

- | Agenda No | Min No | |
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| 1. | 01/18 | ELECTION OF CHAIRMAN AND VICE-CHAIRMAN: |
| 2. | 02/18 | PRESENT: |
| 3. | 03/18 | APOLOGIES: |
| 4. | 04/18 | DECLARATIONS OF INTEREST: |
| 5. | 05/18 | GRANTING OF DISPENSATION – Request for dispensation of any item on this agenda |
| 6. | 06/18 | IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING: |
| 7. | 07/18 | MINUTES OF PREVIOUS MEETINGS HELD ON 2ND JANUARY 2018 – to be agreed and signed as a true record |
| 8. | 08/18 | COUNCIL/OFFICE ISSUES: |
| | (a) | MPC HR Policies, Procedures and Advice Notes: |
| | | (i) Advice Note for Hearings on Disciplinary and Grievance |
| | | (ii) Dignity at Work |
| | | (iii) Disciplinary Procedures |
| | | (iv) Employing Staff and Interviewing Procedure |
| | | (v) Grievance Procedures |
| | | (vi) Hours of Working |
| | | (vii) Human Resources |
| | | (viii) Pay |
| | | (ix) Performance Management and Staff Development |
| | | (x) Personal Safety and Loan Worker |
| | | (xi) Staff Attendance |
| | | (xii) Travel and Subsistence |

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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| 9. | 09/18 | PRESENT: |
| 10. | 10/18 | APOLOGIES: |
| 11. | 11/18 | DECLARATIONS OF INTEREST: |
| 12. | 12/18 | GRANTING OF DISPENSATION – Request for dispensation of any item on this agenda |
| 13. | 13/18 | MINUTES OF THE MEETINGS HELD ON 2ND JANUARY 2018 – to be agreed and signed as a true record |
| 14. | 14/18 | STAFFING ISSUES |
| | (a) | Appraisal updates |
| | (b) | Village Caretaker Issues: |
| | (c) | Cemetery Caretaker Issues: |
| | (d) | Clerk Issues: |
| | (e) | Assistant Clerk Issues: |
| | (f) | Other Staffing Issues: |
| 15. | 15/18 | OTHER HR ISSUES |

Alison Hooker

Alison Hooker
Clerk to Marden Parish Council

Date of Notice: 14th August 2018

Office Opening Times:
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