



# MARTOCK PARISH COUNCIL

Martock Parish Council  
The Market House  
Church Street  
Martock Somerset  
TA12 6JL

28<sup>th</sup> December 2022

To: All Members of the Personnel Committee

**YOU ARE HEREBY SUMMONED TO ATTEND** a Meeting of the **Personnel Committee** (also known as the **HR Committee**) of the **MARTOCK PARISH COUNCIL** to be held on **3<sup>rd</sup> January 2023** in the Parish Hall, Church Street, Martock at **9:30am** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend. The meeting may be recorded.

*S Scattergood*

Sally Scattergood  
Parish Clerk and Proper Officer

***Please contact the Parish Office (01935 822891) if you need further information on this agenda.***

Members of Personnel Committee:

Councillor Joy Bailey – Personnel Committee Chair  
Councillor Neil Bloomfield  
Councillor Graham McDonald  
Councillor Alison Warne  
Councillor Ash Warne  
Councillor Neil Williams  
Councillor Sylvia Williams  
Councillor John Hole – MPC Chairman (ex officio Committee Member)



# MARTOCK PARISH COUNCIL

Personnel Committee

## AGENDA

3 January 2023 at 9:30 pm

### 1. Apologies for absence

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

### 2. Declarations of interest

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34)

### 3. Public participation time

An opportunity for members of the public to raise issues of concern or interest, ask a question or make a statement or present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's Standing Orders which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each. (LGA1972 s100)

### 4. Confirmation of minutes of previous meeting

To confirm the minutes of the Personnel Committee meeting held on 23<sup>rd</sup> November 2022 as a correct record (LGA1972 sch12).

### 5. Recommendations regarding Officer Roles and Organisation

- a) To receive and consider email suggestions from David McKnight of LGRC concerning the roles and organisation.
- b) To consider a revision of the staffing structure for recommendation to full Council.
- c) To consider withdrawing and revising the recommendation to full council agreed at the Personnel Committee on 23<sup>rd</sup> November 22 in the light of the advice received from NALC via SALC and other advice received.
- d) To discuss seeking statements from the Clerk & Proper Officer and from the RFO & Clerk regarding their future roles.

### 6. Scheme of Delegation and Personnel Committee Terms of Reference

- a) To consider changes that would be necessary to the Scheme of Delegation provisionally agreed at the Full Council Meeting on 23<sup>rd</sup> November 2022 to reflect the recommended revision for the staffing structure.

- b) To consider changes to the Personnel Committee Terms of Reference agreed at the Full Council Meeting on 23<sup>rd</sup> November 2022 to reflect the recommended revision for the staffing structure.

## **7. Confidential Session**

At the conclusion of this part of the Agenda, the Chairman will move the following resolution: That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted.

## **8. Staffing Issue**

To discuss staffing issue raised by Council Chairman

To: Members of Personnel Committee, Parish Councillors, Unitary Councillors, District Councillors, Parish notice boards, [martock-pc.gov.uk](http://martock-pc.gov.uk) website, Martock Parish Facebook page.