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## Minutes of the Personnel Committee held at 9.30 am on Tuesday 3<sup>rd</sup> January 2023 at Martock Parish Hall

Present:

Councillor Joy Bailey (Chair)  
Councillor John Hole  
Councillor Neil Bloomfield  
Councillor Alison Warne  
Councillor Ash Warne  
Sally Scattergood (Parish Clerk) Minutes

Councillors Paul Helyer and Louise Clarke were in attendance.

### **397. Apologies for absence**

Apologies for absence received from Cllr. Graham MacDonald, Cllr Sylvia Williams and Cllr. Neil Williams

### **398. 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)

### **399. Public participation time**

There were no members of the public present.

### **400. 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).

**Resolved** to accept the minutes as amended to record the resolution at paragraph 284 to state:

“Resolved to take to full Council with the provision we go to SALC to take to NALC. If they agree it is lawful, we will go ahead with Option E”

### **401. Recommendations regarding Officer Roles and Organisation**

- a) To receive and consider email suggestions from David McKnight of LGRC concerning the roles and organisation.

**Resolved** that the email suggestions from David McKnight of LGRC concerning the roles and organisation be received.

- b) To consider a revision of the staffing structure for recommendation to full Council.

**Resolved** that the revised staffing structure draft 1 be recommended 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.

**Resolved** to withdraw the recommendation to full council agreed at the Personnel Committee on 23<sup>rd</sup> November 22.

**Resolved** to recommend to full council that the 'Clerk & Proper Officer' role be changed to 'General Manager & Deputy Clerk' and that both the 'Clerk & Proper Officer' and the 'Clerk & RFO' should be line managed by the Personnel Committee.

- d) To discuss seeking statements from the Clerk & Proper Officer and from the RFO & Clerk regarding their future roles.

**Resolved** to seek statements from the Clerk & Proper Officer and from the RFO & Clerk that would be retained within staff records

#### **402. 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.

**Resolved** to recommend to Full Council that the working group on the Scheme of Delegation be reconvened to make changes necessary to reflect the revised 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.

**Resolved** to recommend to Full Council that the proposed revisions to the Personnel Committee Terms of Reference be adopted.

#### **403. Confidential Session**

The Chairman moved 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.

It was **resolved** to exclude non-committee members, the press and public from the remainder of the meeting to discuss confidential Employment Matters.

#### 404. Staffing Issue

To discuss staffing issue raised by Council Chairman  
**Resolved** to consider action at the next full council meeting

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.

Meeting finished: 10.15 am

Approved (date):

Signed by the Chair: \_\_\_\_\_