



Minutes of the Personnel Committee Meeting held at 9.30 am on Thursday 2nd February 2023 at Martock Parish Hall

Present: Councillor Joy Bailey (Chair)
Councillor John Hole – MPC Chairman (ex officio Committee Member)
Councillor Graham McDonald
Councillor Alison Warne
Councillor Ash Warne
Sally Scattergood – General Manager and Deputy Clerk
In attendance Councillor Paul Helyer

397. Public participation time

There were no members of the public present.

398. Apologies for absence

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

399. Declarations of interest

Sally Scattergood declared an interest in Item 10b on the Agenda.

400. Confirmation of minutes of previous meetings

Members considered the minutes of the Personnel Committee Meetings held on 4th October 2022, 11th October 2022 and 23rd November 2022.

Resolved that the minutes of the meetings held on 4th October 2022, 11th October 2022 and 23rd November 2022 be approved as a correct record and signed by the Chair.

401. Interview Panel and Date

To appoint an interview panel and agree to set a date to interview the successful applicants for the Operations Manager.

Resolved that the interview panel will consist of Cllr John Hole (Chair of Panel), Cllr Graham MacDonald, Cllr Sylvia Williams and Sally Scattergood observing. The date for interviews will be Friday 10th February 2023. The Panel will meet prior to the interviews to finalise the interview questions.

402. Contract Revision

To consider the revision of the Parish Caretakers contract to include additional hours due to extra responsibilities.

Resolved that this item is deferred until the Operations Manager has commenced employment.

403. Motion from Cllr Helyer received on 22nd January 2023 - Proposal to Provide Administrative Assistance to MPC (as per attached report)

To receive and consider the proposal from Cllr Helyer that he provide administrative assistance with the SharePoint filing system

Resolved that the committee will take the advice received from the RFO/Clerk and contact our current IT provider to commence training already paid for in February 2022.

The Personnel Committee thanked Cllr Paul Helyer for all his work on this matter and Cllr Helyer confirmed that the offer of help will remain in place should it be needed.

404. Overtime Procedure

To consider and approve a procedure for agreeing any necessary overtime working arrangements

Resolved that the General Manager/Deputy Clerk will produce a policy with clear instructions of how/when staff should claim overtime

405. Date of Next Meeting

The date of the next Personnel Meeting will be Wednesday 5th April 7 pm

406. 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.

406a) Operations Manager : To make the final decision on successful applicants to invite for interview

Resolved that four applicants will be invited for interview and two others as reserve applicants.

406b) To consider the revision of the litter pickers contract with regard to salary uplift due to City and Guilds Qualifications

Resolved that this item is deferred until the Operations Manager has commenced employment

406c) Staffing Issue : To receive an update regarding a staffing issue and consider and approve any next actions

Resolved that the MPC Chairman will call on extraordinary Full Council Meeting on Thursday 9th February 2023 at 7 pm at the Recreation Ground Pavilion.

Meeting finished 10.50 am

Approved (date):

Signed by the Chair: _____