



MARTOCK PARISH COUNCIL

PERSONNEL COMMITTEE

Minutes of the Personnel Committee Meeting held on Wednesday 7th June 2023 in the Parish Hall, Church Street, Martock at 7:00pm.

PRESENT: Councillors Joy Bailey (Chair), Ashley Chapman, Alison Warne, Neil Williams and Sylvia Williams.

PC01/23 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr McDonald.

PC02/23 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

PC03/23 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

As items are expected to include the consideration of exempt information, the Personnel Committee **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to within the agenda, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

PC04/23 MINUTES

Committee **RESOLVED** to confirm and sign the minutes of the Personnel Committee meeting held on 12th April 2023 as a correct record.

PC05/23 LITTER PICKER VACANCY

Committee discussed the recruitment for a replacement Litter Picker.

Committee agreed to the following action plan:

- The Operations Manager would review the job description and personal specification, and update as required;
- Advertise to recruit one permanent Litter Picker and one temporary Litter Picker to provide cover during the summer months;
- To defer the dates for the interview until the job advert had been developed;
- Advertise the vacancy via the Job Club;
- Confirm that the Recruitment Panel would be made up of the Operations Manager and a Member of the BOS Committee.

PC06/23 RECRUITMENT OF NEW CARETAKER

Committee discussed this position and the requirement for flexibility due to the delay with the planning application related to the pavilion.

It was agreed:

- That the Operations Manager and Cllr Helyer would address the issues related to the planning application for the pavilion and resubmit a revised application as soon as possible;
- To revise the job description and personal specification, and update as required;
- To include regular visual inspections of the play area in the job description;
- To develop a recruitment advert and advertise for a Caretaker based on a 20 hour week and to include a six month probation period;
- To advertise the vacancy via the Job Club;
- To confirm that the Recruitment Panel would be made up of the Operations Manager and a Member of the BOS Committee.

PC07/23 STAFF SALARY INCREASES

Committee noted that the pay negotiations had not been resolved as yet.

It was agreed:

- To confirm that the Administration Assistant's hours would increase from 16 hour to 18 hours a week for the remainder of the 18 month fixed term contract;
- To review the Administration Assistant's job description and amend accordingly prior to her appraisal;
- That staff appraisals would be carried out with all employees prior to awarding incremental increases to employees.

It was noted that review meetings had been arranged with the Operations Manager and the RFO.

PC08/23 COMMUNITY TEAM UPDATE

Committee discussed the operation and roles of the members of the Community Team.

It was agreed:

- To provide training to the Community Team on the completion of the new timesheets;
- That holiday entitlement be clarified;
- That monthly meetings between the Team and their Line Manager, the Operations Manager, should be held;
- That Cllr S Williams would search the filing system for various contacts;
- That the Locum Clerk arrange a meeting with all members of staff including the community team to introduce himself and help understand the service further.

PC09/23 RECRUITMENT OF A PARISH CLERK

Committee discussed the recruitment of a Parish Clerk. It was agreed to:

- Confirm the resolution by Full Council to continue using the services of the Locum Clerk;
- To revise his hourly rate down to £24.73 per hour (Scale 41);
- To pay his salary through the Council's payroll;
- To note that the Clerk would provide a minimum of 10 hours a week but would aim for between 15 and 20 hours, subject to availability;
- To review the arrangement in September 2023 and to continue to monitor the arrangement.

PC10/23 STAFFING STRUCTURE REVIEW

Committee agreed to review the current staffing structure and to amend it as required. A revised structure would be shared with Members of the Committee once the Clerk had amended it.

PC11. DATE OF NEXT MEETING

It was agreed that a Personnel Committee meeting would be called as required.

There being no other business the Chair thanked members for their attendance and closed the meeting at 8:05pm

CHAIR:

DATE: