

MARTOCK PARISH COUNCIL

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



Minutes of the Personnel Committee Meeting held on **Wednesday 5th April 2023** in the Parish Hall, Church Street, Martock at **6:00pm**

Present: Councillors Joy Bailey (Chair), John Hole – MPC Chairman (ex officio Committee Member), Graham McDonald, Alison Warne, Ash Warne, Neil Williams, and Sylvia Williams

In attendance – Tracy Lamb, RFO

Public participation

There were no members of the public present.

1. Apologies for absence

To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1))

Cllr Bloomfield in London

Resolution – the absence and the reason given was noted.

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)

None

3. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

As items are expected to include the consideration of exempt information, the Personnel Committee is recommended to resolve "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 in agenda item 14, 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"

Resolved – to exclude members of the press and public item 14.

4. Confirmation of minutes of previous meeting

To confirm and sign the minutes of the Personnel Committee meeting held on 03rd January and 02nd February 2023 (LGA1972 sch12).

The minutes of the previous meeting were not available.

5. Vice Chair

To appoint a vice chair of the Personnel Committee

Resolved – to appoint Cllr Warne as Vice chair of the Personnel Committee

6. Overtime procedure

To receive and approve the Policy and Clear instructions, from the General manager, of how/when staff should claim overtime (as per Personnel Committee meeting minute 404)

Resolved – to delegate to the general manager and for the procedure to be used with a requirement to refer back to the committee if any changes are to be recommended.

7. Holiday procedure

To consider and approve

- a) Annual Holiday entitlement forms
- b) Holiday Request Forms and that Leave needs to be requested in advance and approved by the Line Manager.

Resolved – SLCC holiday form to be introduced by the RFO with leave needed to be requested in advance and approved by the line manager.

8. Timesheets

To consider and approve monthly timesheets, to be signed by the employee and their line manager.

Resolution – for the general manager to implement timesheets, to be signed by line managers.

9. Appraisals

To consider and approve dates and processes for staff appraisals.

Resolved – to approve annual dates of April for annual appraisals and mid-term appraisals in October and that any line manager carrying out an appraisal must undertake appropriate training. Monthly probation meetings are to be completed for all new staff.

10. Summer Litter picker

- a. To receive and approve the advert for the summer litter picker vacancy.
- b. To appoint an interview panel for the summer litter picker post

Resolved –

- a) for officers to consider the days and hours required for the role and to bring a recommendation to the committee at the May meeting.
- b) The interview panel to be the operations manager and one other officer of their choosing if they wish to have a second person in attendance.

11. Term of Reference

To review the terms of reference of the Personnel Committee

Resolved - To change the terms of reference to state that there should be three members of the personnel committee responsible for the appraisal of the clerk.

12. Community team

To consider a report from the Deputy Clerk/General manager requesting that a recommendation be made to Full Council to agree the appointment of someone with a Mental Health and Social background for 4 hours per month for Clinical supervisions.

Resolved – due to this being in the teams existing contracts that the provision is arranged.

13. Date of next meeting

To confirm the date of the next Personnel committee meeting

12th April 6pm

14. Staff in confidence

In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (agenda Item 3 above refers)

It was resolved to take item b first.

- b. To consider the extension of a fixed term contract and job description

Resolved – to extend the contract to 20 months from the start date with a review to take place prior to the end of the period to consider the potential for a permanent contract.

- a. To consider the probationary period review and approve next steps.

Resolved – to proceed with the agreed action, subject to advice as per confidential minutes.

There being no further business, the meeting finished at 8:59pm