

Menheniot Parish Council

Councillor responsibilities 2022/23

List of voluntary positions agreed on 15 July 2021 for the civic year 2021/22.

Office held	Vacant 2022/23
Allotments	TBA
Community Safety (Police and NHW)	TBA
Playground Maintenance	TBA

MPC Scrutiny Committee

Established July 2021

Scope of committee

The Committee's main function is to receive complaints from residents and councillors about service provision, staffing and other matters that relate to the council's work and is part of the decision-making process to improve outcomes for the residents of Menheniot.

Complaints and criticism will be examined against published standards to agree an outcome. Key policy documents are:

- Complaints Policy
- GDPR Breaches Policy
- Employee Grievance Policy
- Employee Disciplinary Policy
- Code of Conduct

The Committee will also be responsible for carrying out an annual appraisal of the Parish Clerk (under section 6.2 of the Clerk's Contract of Employment).

Membership will include the council's Chair, Vice Chair and one other councillor.

Management of the group will be the responsibility of the council chair, who will deliver progress reports to the parish council as required. Meetings of the group will take place on an 'as required' basis without formal notice.

The group will be administered by the parish clerk.

6 July 2021