

# Menheniot Parish Council

## Councillor responsibilities

List of voluntary positions agreed in July 2020 for the civic year 2020/21.

Office held	Current 2020/21
Allotments	Pat Cade & Nathan Pearce
Community Safety (Police and NHW)	Tony Clarke & Nathan Pearce
Poads Trust Reps	Eve Easterbrook
Parochial Church Council	Sean Smith
Parish Hall	Pat Cade
Sports Association	Jerry Tucker
Playground Maintenance	Tony Clarke
Paths & Stiles	Tony Ball
Transport	Pat Cade
Old School Trust	Eve Easterbrook
Highways	Jerry Tucker & Tony Ball
Emergency Plan	Sean Smith
Tree Warden	Pete Mulford
Menheniot Green	Vacancy
Scrutiny Committee	<i>See notes below</i>
Internal Auditor	Linda Coles

# 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 St Keyne & Trewidland.

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