



Management and Establishment

The Management and Establishment Committee shall be delegated to make decisions on behalf of the Council in the following matters:

This Committee is made up of the Chairmen of the Finance and General Purposes Committee, Facilities Infrastructure and Economic Development Committee, Planning and Environment Committee and Community and Public Safety Committee plus up to four other members chosen by the Council.

1. To develop and review the Town Council's Strategic Plan.
2. To ensure that the Town Council's strategic policies and procedures are undertaken in accordance with statutory and legislative requirements.
3. To monitor and regularly review the Town Council's Business Continuity Plan.
4. To be responsible for the Town Council's Annual Report.
5. To consider and approve nominations for the annual Civic Awards.
6. To ensure the induction and training of new councillors, including both external and internal training.
7. To record and monitor fund-raising from the Mayor's activities and to manage administrative support for the Mayoral activities.
8. To work with the Town Clerk to ensure that the Town Council is staffed sufficiently to provide for the effective operation of the Town Council and the Civic Hall.
9. To recruit and appoint members of staff including drafting job descriptions, person specifications and contracts of employment.
10. To monitor staff workloads, working conditions, work/life balance and wellbeing.
11. To establish a Performance Management/Appraisal policy for all members of staff.
12. To review terms and conditions of service, pension provisions, job descriptions, person specifications and contracts of employment.
13. To carry out an annual review of salaries including job re-grading.
14. To carry out staffing reviews subject to ratification by the Town Council.
15. To approve the procedures for dealing with discipline and grievances and all staffing policies.
16. To conduct the Performance Management /Appraisal of the Town Clerk.
17. The Chair and Vice Chair acts as the line manager in all matters relating to the Clerk. In the absence of one or both then another member/s of the Committee would be co-opted to act as line manager/s.
18. To review the Town Council's Standing Orders.
19. To administer the Town Council's Internal Complaints Procedures.

20. To take action with regard to any other issues concerning staffing and all management of Poynton Town Council not specified above.
21. To be responsible for all aspects of reviewing Health and Safety policy and monitoring health and safety incidents.
22. To authorise spending that the Committee is responsible for up to the individual budget line but to a maximum of £10,000.