

**Main matters arising: Staff Disciplinary-Dismissal Procedure/ Handbook for Town Council employees/ Workload streams matrix/ Action taken under SO 51 with regard to a complaint brought by the Mayor/ Revised employment contracts**

MINUTES OF THE MANAGEMENT AND ESTABLISHMENT MEETING HELD AT 8.00PM ON TUESDAY 21<sup>ST</sup> JANUARY 2014 IN THE COUNCIL CHAMBER, CIVIC HALL, POYNTON

PRESENT

Chairman: Cllr P Hoyland

Cllrs. L A Clarke, C Gorst, Mrs J Saunders and G Smith

Attending under SO 54: Cllr M Beanland substituting for Cllr A Smith

**PART A**

70. Apologies for absence

Cllr A Smith

71. Declarations of Disclosable Pecuniary or Other Interests

Cllr Beanland disclosed a pecuniary interest in Item 73, which had already been registered when the new Code of Conduct was introduced in 2012.

72. Minutes of the previous M&E meeting of 17<sup>th</sup> December 2013

**RESOLVED: That the minutes of the M&E meeting held on 17<sup>th</sup> December 2013 are approved as an accurate record and signed by the Chairman (NC)**

73. Staff Disciplinary/ Dismissal Procedure

Members considered the amended Disciplinary/ Dismissal Procedure for Civic Hall staff, as previously presented to M&E for consideration on 17<sup>th</sup> December 2013. Members discussed and suggested a further few minor amendments.

Page 4 – para 5 - amend “companions” to “companion”

Page 5 – para 6 - amend “being” to read, “one could be”

Page 5 - amend “explanation” to read “explanation (defence)”

Page 7 - replace - "by members of our M&E Committee" with "elected members". Replace "person" with "Appeals Panel"

**RESOLVED: That the document as amended be approved (NC)**

74. Handbook for Town Council Employees

Members considered the draft of a new Handbook for Town Council employees.

Cllr Clarke raised the issue of IT facilities. The Clerk confirmed that the Town Council have a separate IT and Communications Policy which will be presented to M&E in due course. This should be cross referenced under Data Protection on p.22.

Insert at start of document – "The Clerk reports to M&E/Chairman of M&E".

Page 6 - Telephone Use

Replace "a reasonable level of personal calls" with "may need to make essential personal calls"

Page 6 – Camera Telephones/Equipment

Amend to read ".....you may not use, whether on our premises or elsewhere, on Council business, and of the following:"

Page 11 – Annual Leave. The Clerk should refer any of his/her carrying forward of leave, or leave requests to the Chairman of M&E

Page 16 – The Clerk to revise this listing as one paragraph, with a reference to "rights in accordance with the statutory regulations".

Cllr Hoyland asked how an individual would find out about for example paternity rights. The Clerk explained that in such instances he would be in touch with Wirehouse, who would provide advice and guidance, and/or come and talk to the individual concerned. Following discussion it was agreed that this is clarified and mentioned in the introduction. The Clerk will insert suitable wording.

Page 20 - Training Costs

Amend "our" to "a"

Page 21 – 5<sup>th</sup> bullet – amend to read ".....any bids and tenders...."

Page 24 – Redundancy – replace "our market" with "local government".

Each member of staff will be provided with the full suite of policies when approved. Cllr Mrs Saunders suggested that a full list and overview of the policies are provided once they have all been considered.

**RESOLVED: That the Clerk updates the Employee Handbook as agreed and submits it to the next M&E Committee meeting (NC)**

#### 75. Main Workload Streams Matrix

Members considered the updated version of the Main Workload Streams matrix as sorted by Committee.

#### COPS

On the issue of CCTV, Cllr Mrs Saunders confirmed that she is meeting with Cheshire East on Tuesday 28<sup>th</sup> January 2014. With regard to Policing/PCSOs, the smart phone is now in use and there is more Tweeting. Moving the police station to the new location has increased the profile of the PCSOs. On community transport three Expressions of Interest were submitted to Cheshire East for consideration. Regarding the Disley/Poynton bike trail, Chris Williams of Cheshire East has suggested that we should defer this and await the outcome of a CE funding bid to central government for such schemes.

Cllr Hoyland requested that the main workload demand/priorities be highlighted. Cllr Mrs Saunders explained that the community transport bids were time consuming. Potentially the area of CCTV could also be very time consuming. There are also the community events throughout the summer.

Cllr Hoyland suggested highlighting a priority status in terms of workload against each area of the matrix ahead of the M&E meeting. Members agreed that this should be decided between the Committee Chairman and the Clerk. The skills matrix is a live document and helps to identify the operational pressures, although there will be times when workload and rapid action is required.

#### FIED

Cllr Clarke asked if the Committee was aware when the Leader of CE will return to meet with Members of the Town Council. Cllr Hoyland said he is in almost daily correspondence with the Leader's secretary. There is a provisional date and this will be confirmed.

#### Planning

Cllr Clarke said that should the SEMMMS road go ahead the Town Council need to be involved in the implementation to ensure that only one route into Poynton is closed at any time. Cllr Hoyland added that he is part of a group that includes the Deputy Leader Cllr David Brown and he will bear that in mind.

**RESOLVED: That the updated version of the Main Workload Streams Matrix is received, and that in future it identifies priorities, as agreed between Chairmen and the Clerk (NC)**

**PART B**

**The public and media were not admitted to PART B of this meeting –  
Town Council Standing Order 71(b) (i) refers**

The meeting concluded at 8.55pm