

Main agenda items: Working and Task and Finish Groups/ Town Clerk's early retirement/ Staffing update/ 2015 Civic Awards (PART B)

MINUTES OF THE MANAGEMENT AND ESTABLISHMENT COMMITTEE MEETING HELD AT 6.45PM ON MONDAY 29TH JUNE 2015 AT THE CIVIC HALL, POYNTON.

PRESENT

Chairman: Cllr Mrs J Sewart

Cllr L A Clarke, H Murray, Mrs J Saunders

PART A

1. Apologies for absence

Cllrs. C Gorst, and I Hollingworth.

2. Declarations of Disclosable Pecuniary or Other Interests

None declared.

3. Minutes of the previous meeting held on 16th December 2014

RESOLVED: That the minutes of the Management and Establishment Committee meeting held on 16th December 2014 are approved as an accurate record and signed by the Chairman (2 – 2 abs)

4. Working/Task and Finish Groups

Members reviewed the composition of the Standing Orders Working Group, and other Working Groups in general.

RESOLVED: That the members of the Standing Orders Working Group are agreed as Cllrs M Beanland, L A Clarke, G King, Mrs J Sewart and the Clerk (NC)

RESOLVED: That the Clerk circulate details of all Town Council Working/Task and Finish Groups, to ascertain if there is any interest in other Members joining them (NC)

5. The Clerk

Members received copies of the Clerk's letter of 30th April 2015 to the then Acting Head of M&E, giving his formal notice to take early retirement. Since

writing the letter the Clerk had agreed to extend his leaving date by a month to end-September 2015.

RESOLVED: That the Clerk's letter be received, with reluctance (NC)

6. Staffing Update

Members made the point that the action taken under SO51 to approve the job advertisement, job description and person specification for a new Clerk should have been on this agenda, for Members to note. It was agreed that this will feature on the agenda for the next meeting.

There followed a discussion about the recruitment process, with Members agreeing that there should be more than two Councillors involved in the selection panel, with a minimum of three and a maximum of four, and agreement too about observers.

RESOLVED: That an initial paper sift of applications be delegated to Cllrs Mrs J Sewart and I Hollingworth; that the Selection Panel pool comprise Cllrs Mrs S-J Gilmore, I Hollingworth, G King, H Murray and Mrs J Sewart; and that the Clerk, ChALC and an independent HR practitioner attend as observers (NC)

RESOLVED: That the Clerk's written staffing update be received (NC)

PART B

RESOLVED: That the meeting move to a PART B (NC)

PART B has been removed from the public record

The meeting concluded at 7.30pm