

MINUTES OF THE MANAGEMENT AND ESTABLISHMENT COMMITTEE
MEETING HELD AT 7.30PM ON TUESDAY 29th MARCH 2016 AT THE
CIVIC HALL, POYNTON.

PRESENT

Chairman: Cllr I Hollingworth

Cllrs: L A Clarke, C Gorst, H Murray and Mrs J Saunders

Attending under SO 56: Cllr G King

Part A

66. Apologies for absence

Cllr Mrs J Sewart.

67. Declarations of Disclosable Pecuniary or Other Interests

None declared.

68. Approve as an accurate record the minutes of the meeting held on 21st March 2016

RESOLVED: That the minutes of the Management and Establishment Committee meeting held on 21st March 2016 are approved as an accurate record and signed by the Vice Chairman (NC)

69. To receive and consider an update on the recruitment process for the new Deputy Clerk post

RESOLVED: That the verbal update by the Town Clerk is received; that the vacancy is advertised on the Society of Local Council Clerks web-site for one week; that the Shortlisting Panel pool will be Cllrs L Clarke, C Gorst, G King and Mrs J Saunders; that the Interview Panel pool will be Cllrs I Hollingworth, G King, H Murray and Mrs J Saunders. (NC)

Part B

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

Part A

71. To receive and consider updates on job descriptions.

Cllr H Murray gave a verbal update on the preparation of the job description and employee specification for the new Operations Manager post, including reference to the consultation from staff and research.

RESOLVED: That the Chairman and Vice-Chairman be given delegated powers to authorise the job description and employee specification for the Operations Manager post; that recruitment is started as soon as possible.

Meeting End Time: 8.30pm