

MINUTES OF THE MANAGEMENT AND ESTABLISHMENT COMMITTEE  
MEETING HELD AT 8.00PM ON MONDAY 1<sup>ST</sup> OCTOBER 2018 AT THE  
CIVIC HALL, POYNTON.

PRESENT

Chairman: Cllr I Hollingworth

Cllrs: L Berry, L A Clarke, C Gorst, Mrs J Saunders, Mrs J Sewart and Mrs N Wylie

Also attending under SO 56: Cllr H Murray

Officers in attendance: T Juss (Minute Taker)

Urgent business SO19 (d)

Members considered a request for an item of urgent business under SO19a; to consider the managerial responsibilities in the absence of the Clerk and Deputy Clerk including a) managerial control of the Civic Hall and b) custody of the safe key.

**RESOLVED: That the request for an item of urgent business under SO19a with further discussion to review the situation is approved (NC)**

11. Anyone attending or present at the Committee meeting declares that they are making, or intend to make, an audio recording and/or film the meeting

The shorthand assistant confirmed that the meeting is recorded for the purpose of minute taking and the recording is deleted within a week when the draft minutes are produced.

There were no other declarations.

12. Questions from members of the public

There were no members of the public in attendance.

13. Apologies for absence

All members of the committee were in attendance.

14. Declarations of disclosable pecuniary or other interests

None.

15. Approve as an accurate record the minutes of the previous meeting of the Management and Establishment (M&E) Committee meeting held on 9<sup>th</sup> July 2018

**RESOLVED: That the minutes of the previous meeting of the Management and Establishment (M&E) Committee meeting held on 9<sup>th</sup> July 2018 are approved (NC)**

16. Note the decision made under Standing Order 51 about the recruitment of a second Building Supervisor (casual).

**RESOLVED: That the decision made under Standing Order 51 about the recruitment of a second Building Supervisor (casual) is noted (NC)**

17. Receive and consider a report from the Town Clerk on staffing issues

Members reviewed the written report from the Town Clerk on staffing issues. Carl Buchanan, the Council Community Support Supervisor has resigned and is due to leave the post this Thursday. Gary Thurgoland has been appointed the new Supervisor and will be in post week commencing 5<sup>th</sup> November 2018. The Community Support Team service will be fully live and launched week commencing 19<sup>th</sup> November.

Members considered the E-Learning resource and how best to deploy the resource to ensure it is effective for staff.

**RESOLVED: That the Chair and Vice Chair are granted delegated powers on behalf of the Management and Establishment committee to approve the purchase of the E-Learning resource after further discussion with the Clerk to satisfy that this is suitable use of council tax payers' money (NC)**

**RESOLVED: That email addresses for staff at a cost of £260 per year are approved (NC)**

**RESOLVED: That the written report from the Town Clerk on staffing issues is received (NC)**

18. Receive and consider the report about Health and Safety from Wirehouse Employer Services

The Chair explained that the Clerk is due to address inaccuracies and omissions from the Health and Safety report received from Wirehouse Employer Services and request another audit. This will be an agenda item at the next Management and Establishment committee meeting.

**RESOLVED: That the report about Health and Safety from Wirehouse Employer Services is deferred until the next meeting (NC)**

19. Receive and consider draft lone working procedures (to follow)

**RESOLVED: That the draft lone working procedures is circulated to all Management and Establishment committee members for comment and finalised under SO51. That the draft lone working procedures is then formally ratified by the Management and Establishment committee (NC)**

20. Review the Town Council's Civic Sunday and Civic Awards process

Members reviewed the Town Council's Civic Sunday and Civic Awards process.

**RESOLVED: That a sub-group to review the Town Council's Civic Sunday and Civic Awards process is approved. That the sub-group is agreed as Cllr Mrs Saunders, Mrs Sewart and Mrs Wylie. That the sub-group report back to the first meeting of the Management and Establishment committee in 2019 (NC)**

21. Consider and agree any communication messages arising from this meeting.

**RESOLVED: That the communication message to highlight the launch of the CCSO team including the CCSO provision and the relationship of the CCSO team with Poynton Town Council and the police are outlined. That the new builder supervisor details are publicised (NC)**

22. Managerial responsibilities in the absence of the Clerk and Deputy Clerk

Members considered arrangements for the custody of the safe key in the absence of the Clerk and Deputy Clerk including access during out of hours. Members agreed that while there needs to be further consideration by the Standing Orders committee, in the interim provisional arrangements need to be implemented.

**RESOLVED: That another safe key is cut. That this committee delegate Cllr Gorst as the key holder with responsibility. That the delegated head of service is to be nominated by the Clerk. That the committee delegate powers to the Chair and Vice Chair to approve provisional arrangements for managerial authority, particularly in the absence of the Deputy Clerk until the Standing Orders committee can make a final decision. That the Clerk produce a report setting out the appropriate management arrangements to be received at the next Management and Establishment committee meeting (NC)**

23. Receive and consider an update from the Town Clerk on staffing issue

Members received and considered the written update from the Town Clerk on staffing issues. Members wished the Deputy Clerk well.

**RESOLVED: That the written update from the Town Clerk on staffing issues is received. That the recommendations in the staffing report are approved (NC)**

Meeting end time: 8.45pm

Chair.....

Dated.....