

MINUTES OF THE MANAGEMENT AND ESTABLISHMENT COMMITTEE MEETING  
HELD AT 7.30PM ON WEDNESDAY AT 4<sup>th</sup> APRIL 2018 AT THE CIVIC HALL,  
POYNTON.

PRESENT

Chair: Cllr I Hollingworth

Cllrs: L A Clarke, C Gorst, Mrs J Saunders, Cllr Mrs N Wylie

41. 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

There were no declarations.

42. Questions from members of the public

There were no members of the public present.

43. Apologies for absence

Cllr H Murray.

44. Declarations of disclosable pecuniary or other interests

None were declared.

45. Approve as an accurate record the minutes of the previous meeting of the Management and Establishment (M&E) Committee meeting held on 29<sup>th</sup> January 2018

**RESOLVED: That the minutes of the previous meeting of the Management and Establishment (M&E) Committee meeting held on 29<sup>th</sup> January 2018 are approved as an accurate record (NC).**

46. To receive and consider a report from the Vice Chair on a revised structure of the Town Council staff team

Cllr Wylie reported on the interviews for the posts of Council Community Support Officer and Supervisor posts and the decisions made at the Community, Order and Public Safety Committee on 26<sup>th</sup> March 2018. The candidate offered the Supervisor post should be available to start in mid May following the required checks and will lead on setting up the new service. There were two candidates suitable for the Council Community Support Officer posts who are available to start at later dates once processes are established.

Members expressed concern that the Police Community Support Officer funded by the Town Council from Cheshire Constabulary will also cover the rural part of the ward out of

Poynton and may not have the experience the Town Council requires. At the meeting with Chief Inspector Marler to be held on 9<sup>th</sup> April 2018, Cllrs King, Saunders and Wylie will ensure that the notice period for the service level agreement is included within it.

Cllr Gorst referred to the projected pay roll costs for 2018-19 and 2019-20, including the reserves built up last year of £50,000 for policing. There is sufficient in the proposed budget for 2019-20 and funding may be required from the reserves for the following two years, along with an increase in the budget.

**RESOLVED: That the verbal report from Cllr Wylie is received. That the Town Council establishes two Council Community Support Officer posts and one Supervisor post. That the Town Council pays Cheshire Constabulary for a Police Community Support Officer for one year to 31<sup>st</sup> March 2019. That this decision is ratified by full Town Council. That Cllr Wylie is authorised to contact the applicants to offer them the posts (NC).**

The Clerk spoke to the draft policy on the recruitment of ex-offenders.

The Clerk will research training opportunities in the recruitment process for councillors through the Cheshire Association of Local Councils, electronic training or other sources.

**RESOLVED: That the policy on the recruitment of ex-offenders is agreed with the amendment that the recruitment panel lead member is suitably trained to identify and assess the relevance and circumstances of offences (NC).**

The implications of the draft new national pay spine points for 2019-20 were considered in respect of the Building Supervisors.

#### 47. To consider and agree any communication messages arising from this meeting

The following communication messages arising from this meeting were agreed:

- Once the appointments are complete, that the Town Council has appointed to three Council Community Support Officer posts,
- The Civic Award nominations are publicised through the PUN, web-site, Facebook, posters etc. That the Communities Co-ordinator publicises the Civic Award scheme.

**RESOLVED: That the communication messages are approved.**

Meeting end time: 8.20pm