

MINUTES OF THE MANAGEMENT AND ESTABLISHMENT COMMITTEE
MEETING HELD AT 8.00PM ON MONDAY 16TH APRIL 2018 AT THE CIVIC
HALL, POYNTON.

PRESENT

Chairman: Cllr N Wylie

Cllrs: L A Clarke and C Gorst

Attending under SO54: Cllr Mrs J Sewart (substituting for Cllr Mrs J Saunders)

48. 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 purposes of minute taking and the recording is deleted within a week when the draft minutes are produced.

There were no other declarations.

49. Questions from members of the public

There were no members of the public in attendance.

50. Apologies for absence

Apologies of absence were received from Cllrs Hollingworth, H Murray and Mrs J Saunders.

51. Declarations of disclosable pecuniary or other interests

None.

52. Approve as an accurate record the minutes of the previous meeting of the Management and Establishment (M & E) Committee meeting held on 4th April 2018

RESOLVED: That the minutes of the previous meeting of the Management and Establishment (M & E) Committee meeting held on 4th April 2018 are approved (3 for, 1 abstention)

53. Receive a verbal update from the Personnel task and finish group

The following verbal update was received from the Personnel task and finish group:

The Council Community Support Officer (CCSO) supervisor post has been offered and accepted. The employment start date is 14th May 2018. The Clerk will continue to clarify the requirement for a Disclosure and Barring Service check for the post.

Following interviews, the two CCSO posts have been offered and accepted by the applicants. The Clerk is in the process of obtaining their references.

The Clerk clarified that the CCSOs will be located in the Vernon office in the Civic Hall. Also the Town Council will need to purchase a computer for the CCSOs.

RESOLVED: That the verbal update from the Personnel task and finish group is received (NC)

54. Receive a verbal update from the Standing Orders working group

Cllr Mrs Sewart provided the following update from the Standing Orders working group:

- The working group have compared the model National Association of Local Council (NALC) standing orders with the Town Council Standing Orders
- It has been agreed that Cllr Mrs Sewart will check to ensure that the Town Council Standing Orders are aligned with the legal standards as reiterated in the NALC revised model standing orders (April 2018)
- The proposal is that Poynton Town Council retain their own Standing Orders because these have been developed over time and are the working document of the Town Council and reflect the working of the Town Council and the committees
- It was confirmed that the Standing Orders working group annually review the Standing Orders to ensure they are up to date.

RESOLVED: That the verbal update from the Standing Orders working group is received (NC)

55. Consider the proposed amendment to the Town Council's Standing Order 43 about membership of the Management and Establishment Committee, with a view to recommending it to the annual meeting of the Town Council on 14th May 2018

The committee reviewed the proposed amendment to the Town Council's Standing Order 43 about membership of the Management and Establishment (M & E) Committee, with a view to recommending it to the annual meeting of the Town Council on 14th May 2018.

The committee agreed to propose that SO43 is amended to state "up to four other members chosen by the Council".

This amendment will ensure that the membership of the M & E committee is healthy and this will be better to ensure quorum at meetings.

RESOLVED: That there is a proposed amendment to the Town Council's Standing Order 43 on membership of the Management and Establishment Committee to state "up to four other members chosen by the Council". The

amendment will be recommended to the annual meeting of the Town Council on 14th May 2018 (NC)

56. Consider a draft performance management policy

RESOLVED: That this agenda item is deferred to the next M & E meeting (NC)

57. Consider a draft lone working policy

The Clerk spoke on the draft lone working policy. The committee reviewed the policy and agreed the following amendments:

- Point 5.6; to amend the wording with regard to first aid training.
- Point 5.4; to amend the wording to note that on a first home visit a risk assessment should be completed and that there are two members of staff who attend the visit. To insert the wording, “a risk assessment must be carried out before all visits...” and in situations an informed decision will be made on the number of staff required for a visit.

RESOLVED: That the lone working policy is subject to the amendments to 5.4 and 5.6 approved (NC)

58. Consider the Town Council calendar of meetings for 2018/19 with a view to recommending it to the annual meeting of the Town Council on 14th May 2018

The committee reviewed the Town Council calendar of meetings for 2018/19 with a view to recommending it to the annual meeting of the Town Council on 14th May 2018. The committee suggested a number of changes to improve the calendar ensuring full Planning and Environment committee meetings and to ensure the timing of the Finance and General Purposes committee enables timely recommendations to the full Town Council. The committee agreed that the Clerk will redraft the calendar and refer the amended calendar to the M & E committee for review under SO51 with a recommendation to the full Town Council.

RESOLVED: That the Clerk will redraft the Town Council calendar of meetings for 2018/19 and will refer the amended calendar to the Management and Establishment committee for review under SO51 with a recommendation to the full Town Council on 14th May 2018 (NC)

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

RESOLVED: That the CCSO posts are publicised once the post holders are confirmed (NC)

Meeting end time: 8.50pm