

Main Issues covered: Review of Standing Orders/ Workload Matrices

MINUTES OF THE MEETING OF THE MANAGEMENT AND ESTABLISHMENT COMMITTEE HELD AT 8PM ON TUESDAY 5TH NOVEMBER 2013 AT THE CIVIC HALL, POYNTON

PRESENT

Chairman: Cllr P Hoyland

Cllrs. C Gorst, Mrs J Saunders, A Smith and G Smith,

Also attending under SO 54: Cllr H Murray substituting for Cllr L A Clarke

58. Apologies for absence

Cllr L A Clarke

59. Declarations of Disclosable Pecuniary or Other Interests

None

60. Record of the previous meeting held on 24th September 2013

RESOLVED: That the minutes of the Management and Establishment Committee meeting held on 24th September 2013 are approved as an accurate record and signed by the Chairman (4 – 2 abs)

61. Standing Orders

Members considered the draft amendments to the Town Council's Standing Orders as suggested by the Standing Orders Working Group.

SO 5

It was proposed to include a new SO 5.1 quoting the interpretation of Extraordinary Meetings as received from ChALC.

SO 7 – Omit 'statutory'

SO 8.1 – Members agreed that this detail was worth including.

New SO 19b) Replace the wording 'as a matter of course' with "...shall automatically be included....."

SO 19d) and e) do allow for urgent items as 'Other Business' as do paragraphs 19 and 20 at Appendix A.

The Clerk explained that there have been examples whereby reports have been promised after agenda packs have been sent out, and for usually valid reasons have not been sent, and therefore have not been available to members until the meeting itself. Members agreed that there will be exceptions, and following discussion it was agreed that the wording of SO 19f) be amended, replacing 'must be' with "should be".

Appendix A Paragraph 20

In discussing verbal reports members considered various scenarios and agreed that there are exceptions where, due to time constraints, workload or other circumstances a verbal report can be provided. In such cases it is better to have a verbal update than no report at all, if it adds value.

Cllr Mrs Saunders agreed, and felt that the principle of verbal reports should be allowed otherwise the Town Council will be constrained and be less agile to make decisions.

Members agreed to revise the wording of paragraph 20: "Subject to a resolution passed at Town Council or Committee meetings verbal reports may be permitted. In all such cases the minutes of the meeting shall include a summary of the verbal report in sufficient detail to make clear the basis on which the decision was taken."

SO 37 – Amend the second sentence to read: "If they continue the interruption, the Town Mayor may adjourn the meeting to restore order"

RESOLVED: That the recommended amendments/additions to the Town Council's Standing Orders be recommended for consideration/ratification at the next ordinary meeting of the Town Council (NC)

62. Standing Committee Main Workload Streams

The Clerk will update and circulate the matrices to all members once he has received feedback.

COPS – No. 11. Amend to read "policing team".

COPS – No. 12 should be called 'Communications', with a No.12(a) 'How to promote the Mayor/PR'.

Members considered the item on communications for the Mayor. The Chairman recognised the importance of this issue but also highlighted the additional workload that would be created by Mayoral promotional work. Cllr A

Smith suggested that the Mayor should speak at Town Council meetings for around five minutes to report on his recent engagements. The PUN should always include a brief summary of the Mayor's work. A Mayoral diary on the website could also be included. In general the media should be encouraged to cover the Mayor's activities. This can be considered through the COPS Committee.

Members agreed that providing copy to the media needs to be investigated, but this is constrained by Town Council resources. Having considered the workload of the Civic Hall staff and the issue of promotional publicity for the Mayor, which was considered in detail, the following actions were agreed:

- The Mayor's engagements to be announced at Town Council meetings and recorded in the minutes;
- Mayoral coverage in the PUN
- Town Council website to feature Mayor's engagements/diary
- That copy for press coverage is considered formally by the next COPS Committee as part of the Town Council's communications policy.
- Ahead of this copy will be provided to the Poynton Post and Macclesfield Express relating to the Mayor's Ball.

RESOLVED: That the actions listed above be agreed (NC)

Cllr A Smith raised his concern of the Civic Centre staff workload and said that this matrix probably represents a part of the workload, although so much more of staff time is spent in operational fire fighting which is not represented in any form. Members agreed that the matrix is an informative document and shows the planned projects but also agreed that much of the staff time in reality does not feature in it. Cllr A Smith added that the impact of the increasing workload as a result of Cheshire East cutbacks should be measured and understood in reality. Managing the changing relationship with Cheshire East is a key strategy area for consideration. Following discussion it was agreed that an informative document considering these aspects should be considered at a future meeting of the M&E Committee. Aspects for consideration include:

The matrix as a static document
Time and Motion Study
Push PR
Impact of CE cutbacks/increasing workload

RESOLVED: That the Workload Matrix update is received, and that the changing relationship with Cheshire East and the resultant increasing workload of the Civic Hall staff is considered at a future meeting of the M&E Committee (NC)

The meeting concluded at 9.30 pm