

Frodsham Town Council

Minutes of a meeting of
The Policy and Process Committee
 held on Wednesday 17 February 2016 at 7.00 pm
 In Castle Park House, Frodsham



Present: Cllrs F Sutton (Chair), J Critchley, A Oulton and F Pennington.
 Mrs H Catt (Town Clerk)

In Attendance: Cllr D Critchley

Meeting 6

| No | Item | Note/Decision/ Action |
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| 71 | Apologies for Absence | Cllrs C Collins-Doyle, M Poulton and S Wakefield |
| 72 | Declarations of Interest | None |
| 73 | Minutes of Meeting 5 – 27 January | A correction was made to 61 changing 'Staffing and Accommodation Sub-committee' to 'Organisational Review Working Group'. Following amendment the minutes were accepted and signed as a true record. |
| 74 | Requests from the public to speak | No requests have been received |
| 76 | Policy Review Working Group | The Working Group had started the process by identifying priority policies. Each Committee will be asked to review those policies and procedure that are relevant to them and feedback to the Working Group. Cllr Wakefield is reviewing the Standing Orders and Code of Conduct as a priority. |
| 77 | Organisational Review Working Group | The work has been split between the Working Group members with Cllrs J Critchley and Poulton taking on the staff review and Cllrs Pennington & Pusey looking at premises. The process of reviewing job descriptions and talking to the staff has begun. Letting Agents have been approached to offer advice about the potential of the House. Cllr Jones has offered to review the CPH file. Membership of the Working Group will need to be reviewed when Cllr Pusey leaves the Council at the end of February. The decision about Chair/Mayor's Allowance breached Standing Orders (Annex A 4.2 & Annex B 10.2) and should be reviewed during the discussed at FTC on Monday about the Mayor & Chair roles. It was agreed to keep to SOs with the Allowance being held centrally and the Chair and Mayor being encouraged to draw on it more to support them in their roles. |
| 78 | Interim Internal Auditor Report | The report was noted. The Internal Auditor was satisfied that the Council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the issues reported. 1. FTC should develop a Reserves Policy – agenda next time. 2. Risk Assessment needs to be reviewed - TC will circulate the Risk Assessment paperwork to Councillors before the FTC meeting on Monday. Cllr Oulton will speak to Facilities Manager about site specific risk assessments. 3. Room hire fees need to be approved by FTC – being reviewed as part of the Organisational Review. One other issue outstanding from 2014-15 has been addressed by TC – The totals of the payment schedules are now included in the minutes. |
| 79 | Terms of Reference | The revised ToR were agreed. |

