

# Frodsham Town Council

The Policy and Process Committee  
 be held on Monday 28<sup>th</sup> October 2019 at 7pm in  
 Castle Park House, Frodsham

## MINUTES

### Meeting 4

<b>Attended by:</b> Committee Members: Cllrs J Critchley, D Critchley, Poulton, Lord Pennington, Mostyn-Jones, Stockton and J O'Donoghue (Town Clerk)	
<b>Also attended by:</b> Cllrs Griffiths & Sumner	
No	Item
49	<b>Apologies for absence</b> - To note <i>Noted:</i> There were no apologies for absence
50	<b>Declarations of interest</b> - To note <i>Noted:</i> There were no declarations of interest
51	<b>Minutes of Meeting 3 held 2/10/19</b> To agree as true and accurate record <b>RESOLVED:</b> It was proposed by Cllr Poulton, seconded by Cllr Lord Pennington and unanimously agreed to approve and sign the minutes.
52	<b>Requests from the public to speak</b> <i>Noted:</i> No member of the public attended the meeting.
53	<b>Finance</b> To approve September finance report
53.1	To approve September bank reconciliations
	<b>RESOLVED:</b> It was proposed by Cllr Poulton, seconded by Cllr Lord Pennington and unanimously agreed to approve and sign the finance report and September bank reconciliations.
54	<b>Website</b> To note the communications report for September 2019 <i>Noted:</i> The report was noted and Cllrs were encouraged to provide information regarding activity undertaken to L Kenny for inclusion in the Councillor's Corner section of the website
55	<b>Review of committees</b>
55.5	To review the Terms of Reference for the Staffing Sub-Committee of P&P Committee <b>RESOLVED:</b> It was proposed by Cllr Poulton, seconded by Cllr Lord Pennington and unanimously agreed to recommend revised ToR to full Council (APPENDIX A).
55.6	To consider merging Cemetery Committee into P&P Committee <b>RESOLVED:</b> It was proposed by Cllr J Critchley, seconded by Cllr Poulton and agreed to recommend to full Council that the Cemetery Committee be merged into P&P to form a Policy, Process and Revenue Committee.
56	<b>Sale of Council van</b> To consider sale of Council van following the appointment of Northwich Town Council for grounds maintenance services <b>RESOLVED:</b> It was proposed by Cllr Lord Pennington, seconded by Cllr D Critchley and unanimously agreed to sell the van to Wharton's Lake Garage for a sum of £6,200.
57	<b>Frodsham Community Association and Frodsham Youth Association</b> To receive an update <i>Noted:</i> It was noted that there has been no update and that this will be requested from Cllr Dawson.
58	<b>Over 70's vouchers</b> To agree process and method of delivery <b>RESOLVED:</b> It was agreed that: Cllr Lord Pennington will deliver all vouchers to the care homes and Stroke Club; some Wards would need to be divided 3 ways instead of 4; Ward Cllrs will meet and agree who will deliver where in each of the Wards; envelopes will be provided to Cllrs; vouchers will be delivered on the first attempt.

<b>59</b>	<p><b>Clerk's appraisal</b></p> <p>To note successful completion of 6 month probation period, successful conclusion of appraisal and award of 1 spinal point (from 1<sup>st</sup> October 2019) in accordance with the Clerk's terms and conditions of employment.</p> <p><b>Noted:</b> The above was noted.</p>
<b>60</b>	<p><b>Clerk's items</b></p> <p><b>RESOLVED:</b> It was proposed by Cllr Lord Pennington, seconded by Cllr Poulton and unanimously agreed to: dispose the broken lawn mower for a scrap value of £50; to carry out an inventory of equipment stored in the cemetery building and offer any tools to Friends of Hob Hey Wood; change the start time of P&amp;P Committee to 6.30pm; recommend to full Council that Planning Committee do not meet on the same day as either P&amp;P Committee or Full Council.</p>
<b>61</b>	<p><b>Date of next meeting</b></p> <p>Monday 16<sup>th</sup> December at 6.30pm</p>

## APPENDIX A STAFFING SUB-COMMITTEE

### Terms of Reference 2019-2020

#### 1 Objectives:

- 1.1 To review staffing matters.
- 1.2 To develop, monitor and review the following:
  - a. Compliance with current legislation relating to staffing,
  - b. appropriate staffing levels,
  - c. quality and quantity of work to ensure a quality service to the council and the local community, and
  - d. to ensure the health, safety and wellbeing of its staff.
- 1.3 To make recommendations to P&P and FTC on personnel and other staffing matters.

#### 2 Composition

- 2.1 *Membership:* The Sub-Committee will consist of four councillors. FTC Chair will be an ex-officio member.
- 2.2 *Chairmanship:* The Sub-Committee will elect a Chair at its first meeting each year.
- 2.3 *Meetings:* The Sub-Committee will normally meet twice a year, in October and April. The Sub-Committee will call extra-ordinary meetings as necessary.
- 2.4 *Voting:* Only Councillors will have a vote.
- 2.5 *The Quorum:* three Councillors must attend.
- 2.6 *Independent External Advisor(s)* may attend if required.
- 2.7 The Town Clerk will attend.

#### 3 Responsibilities

- 3.1 Ensure appropriate staffing levels to deliver a quality service.
- 3.2 Review pay and conditions of employment (using the National Joint Council for Local Government Services (NJC) as agreed by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC) and the Terms and Conditions for Clerks in line with the model arrangements) and update these as necessary to comply with the Law and good practice.
- 3.3 Recommend new, amended and varied policies, guidance, operating procedures to full council for adoption.
- 3.4 Follow up complaints relating to staff and undertake disciplinary and grievance procedures, as necessary, and report back to P&P.
- 3.5 Arrange to carry out the annual appraisal of the Town Clerk, and support the Clerk in carrying out annual appraisals of the rest of the staff team.

#### 4 Rights & Powers

- 4.1 The Sub-Committee may make recommendations to the P&P Committee for consideration and approval.
- 4.2 The Sub-Committee may convene Special Meetings in accordance with the Council's Standing Orders.