



Meeting (No) **POLICY COMMITTEE (1)**
Time & Date **6pm 23 May 2017**
Place **Town Hall**
Document **Minutes**

Present: Cllrs Marlow (chair), Carter, Barker (Items 1-6), Chambers

In Attendance: Simon Jones (HR Consultant, Item 6)

Apologies: Cllr Kynaston (business)

PART 1: Items to be considered in the presence of the press and public

1 Election of Vice Chair

No vice-chair was elected as the Town Mayor is deputy chair ex-officio as per the constitution of the Policy committee

2 Questions and comments from residents

There were no questions or comments from residents

3 Apologies for absence

Cllr Kynaston (business)

4 Declarations of Interest

None

5 Exclusion of the Press and Public

Press and public were excluded for the discussion of Part II items 6 and 7

6 Staff Restructure Review

a Points 'v', 'vi' and 'vii' of the report FC11/182/2016-17 were considered

v) It is the council manager's decision as to which staff attend the Media Editorial Board, and they need to communicate this decision to other staff.

vi) Noted that review of the standing orders has been completed.

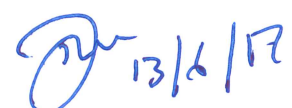
vii) The committee agreed that if members wish to see an officer for a specific reason, they should make an appointment. Emails about decisions and their implementation should be sent to council@nestontowncouncil.org.uk

b The Committee received the report and recommendation of the HR consultant as contained in paper PLO1/6

Resolved:

1. To proceed with the change for the day to day line management for the Market/Estates Officer as contained in paper POL1/6 (i)
2. To defer a decision on the Assets/Events Managers contractual hours until the Council makes a final decision on its Events programme (ii)
3. To leave the Finance Manager responsibilities un-amended when recruiting to the vacant post (iii)

Chairman's initial and date

 13/6/17

4. That the temporary change in hours between Governance/Operations Manager and Support Officer cease on 30 June 2017 and that the post holders revert to their contractual hours from 1 July 2017 (iv)
5. That a report on a proposed training plan would be provided at a future Policy committee meeting (viii)

c Implementation of the recommendations in paper FC11/182/2016-17, (i), (iii), (iv) and (vii) is the task of the council manager.

7 Website Design contractor

a The committee received an oral report from Cllr. Chambers

5 companies were asked for quotes, two were received, one of which was outside the budget.

b **Resolved** to approve the appointment of contractor 'A' Webmedia.

8 End of Year Accounts 2016-17

a This item was deferred to a future meeting at which the RFO and/or the Council Manager would be present.

9 Strategic objectives

a The committee received the end of year report for 2016-17

b **Recommend** the following changes to Full Council for the strategic objectives for 2017-18.

Item 4 - The redevelopment of Brook street and the shop occupancy levels are the responsibility of CW&C's Economic Development Group. These objectives should be deleted.

Replace with – seek answers from CW&C concerning the future of Brook Street.

Item 5 – Delete reference to community pride. Separate appearance of the town from mosquito monitoring.

Item 6 third paragraph, the committee believes that safeguarding against any increase in the precept is unrealistic. Should be replaced by "keep increases in NTC element for Band D properties to a minimum".

General – new staffing structure is no longer an objective, it is now in place.

Replace with:

Maintain a harmonious and supportive culture amongst council staff.

c The committee wished to ask the advice of the Council Manager on a common approach to the reporting of progress on objectives

d **Resolved** to retain the traffic light system as at present

e No further action required was proposed on strategic objectives

10 Council's Communications

a The committee appointed Cllrs. Chambers, Carter, Roberts, Dr. Ward, and the Council Manager or their representative as their representatives on the Media Editorial Board:. New councillors should be approached to see if they would join this board.


b **Resolved** that the newsletter should be re-established and the Media Editorial Board tasked with determining the means of production.

11 Responsible Finance Officer

The Committee **Resolved** that the interview panel for the new Finance Officer would consist of:

Council Manager, Chair of Policy, Chair of Council and Chair of Resources

Chairman's initial and date

 13/6/17.

12 Committee meeting dates

- a **Resolved** that the Policy Committee meetings will take place on the following dates: 13/06/17, 29/08/17, 24/10/17, 19/12/17, 27/02/18 and 01/05/18 as published on the Town Council's schedule of meetings.
- b **Resolved** that Additional meetings may be convened in emergency and by agreement between the Council Manager and Chair of Policy committee

13 Other items

No other items were raised

14 Next meeting

This was noted as 13 June 2017 at 6pm.

The meeting finished at 19:45

Signed Paul J. Wainwright Dated 13. 6. 17