

SANDBACH TOWN COUNCIL

Quality Committee

Agenda for the meeting to be held on Wednesday, 6 October 2004 at 7.15 pm in the Fred Flint Room Westfields.

1. APOLOGIES FOR ABSENCE

2. TRAINING - UPDATE

3. REPORT ON THE CHESHIRE QUALITY COUNCIL MEETING

A report by the Chairman on the CATPC Meeting at Winsford on 21 September.

4. TOWN CLERK

4.1 Time Utilisation

The attached estimate of time utilisation was presented to the Finance Committee on 5 August who decided that the implications were best debated by the Quality Committee.

4.2 Office Accommodation

To consider alternatives to working from home.

5. STANDING ORDERS

5.1 Report from the working Group

The working party has investigated the differences between the current Sandbach Standing Orders and the Model set issued by the Association of Town and Parish Councils and has prepared the attached proposals for their revision.

5.2 Internal Auditor Recommendation

The internal auditor raised the following last year and has repeated it this year.

Issue

Standing orders/Financial regulations require the Council to seek tenders from three firms from an appropriate approved list where the supply is greater than £2500. There is no statement as to which approved lists the clerk is supposed to use and also whether there should be public notice via public notice board or press advertisement.

Recommendation

Council should consider amending contract regulations to give greater clarity to the procurement process for contracts above the tendering threshold.

5.3 Complaints Procedure

The Council does not have a formal complaints procedure. The attached draft prepared from a model supplied by the SLCC is attached for comment and approval.

6. COUNCIL PROJECTS

To consider possible future projects.

7. TOWN COUNCIL RESPONSIBILITIES

To consider possible future Town Council responsibilities.

A list of the principal powers and duties of local councils and their legal basis is attached.

8. MATTERS ARISING FROM THE TOWN COUNCIL MEETING HELD ON 9 SEPTEMBER

8.1 Community Notice Board

The Committee is asked to consider the idea of a continental style community notice board.

8.2 Code of Conduct for Local Government Employees

The Committee is requested to comment on the draft consultation document. Copies are with the Chairman and the Clerk.

8.3 Regulatory framework governing the political activities of Local Government Employees

The Committee is requested to comment on the draft consultation document. Copies are with the Chairman and the Clerk.

8.4 M6 Consultation

The Committee is asked to prepare a recommendation for Council to agree as its formal comment at the Council's October meeting.

9. DATE, TIME AND PLACE OF NEXT MEETING

The next Quality Committee Meeting is scheduled for 4 November 2004 to be held at the Mayor's Room, Westfields.