

POYNTON WITH WORTH TOWN COUNCIL

Civic Hall, Poynton

Date: 27th February 2014

You are summoned to a meeting of the Management and Establishment Committee to be held at 8pm on Tuesday 4th March 2014 at the Civic Hall, Poynton.

AGENDA

PART A

1. Apologies for absence.
2. Declarations of Disclosable Pecuniary or Other Interests.
3. To approve the minutes of the meeting held on 21st January 2014.
4. To approve the final draft of the Handbook for Town Council Employees, as amended by M&E on 21st January 2014.
5. To receive an updated version of the Main Workload Streams matrix, per Committee.
6. To consider draft policies covering Information Technology and Comms, Equal Opportunities and Confidential Reporting.
- 6a. To consider a draft paper from Cllr Mrs Jo Sewart concerning the Town Council's achievements.
7. To receive a verbal update concerning a complaint brought against a Member.

PART B

**The public and media are not admitted to PART B of this meeting –
Town Council Standing Order 71(b) (i) refers**

8. To note the outcome and recommendations following a complaint brought by the Mayor against a member of staff.

9. To receive a verbal update from the Clerk on staffing

Yours Faithfully,

MALCOLM ADAMS
TOWN CLERK