



Civic Hall, off Park Lane, Poynton, Cheshire, SK12 1RB

Date: 11th April 2018

You are summoned to a meeting of the Management and Establishment Committee to be held at 8pm on Monday 16th April 2018 at 8pm in the Civic Hall, Poynton.

Yours faithfully,

Liz Osborn
Town Clerk

Agenda

1. To note if anyone attending, or present, at the Committee meeting is making, or intends to make, an audio recording or film of the meeting.
2. Questions from members of the public.
3. Apologies for absence.
4. Declarations of disclosable pecuniary or other interests.
5. To approve as an accurate record the minutes of the previous meeting of the Management and Establishment (M&E) Committee meeting held on 4th April 2018.
6. To receive a verbal update from the Personnel task and finish group.
7. To receive a verbal update from the Standing Orders working group.
8. To consider the proposed amendment to the Town Council's Standing Order 43 about membership of the Management and Establishment Committee, with a view to recommending it to the annual meeting of the Town Council on 14th May 2018.
9. To consider a draft performance management policy.
10. To consider a draft lone working policy.
11. To consider the Town Council calendar of meetings for 2018/19 with a view to recommending it to the annual meeting of the Town Council on 14th May 2018.
12. To consider and agree any communication messages arising from this meeting.