

POYNTON WITH WORTH TOWN COUNCIL

Civic Hall, Poynton

Date: 16th January 2014

You are summoned to a meeting of the Management and Establishment Committee to be held at **8pm on Tuesday 21st January 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 17th December 2013.
4. To approve the amended Disciplinary/ Dismissal Procedure for Civic Hall staff, as previously presented to M&E for consideration on 17th December 2013.
5. To consider the draft of a new Handbook for Town Council Employees.
6. To receive an updated version of the Main Workload Streams matrix for each Committee.

PART B

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

7. To note action taken under SO 51 concerning the investigation of a complaint brought by the Mayor.
8. To consider an example of a new style Employment Contract, as provided by Wirehouse Employer Services.

Yours Faithfully,

**MALCOLM ADAMS
TOWN CLERK**