

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

23rd March 2009

To Members of the Staffing Committee

The next meeting of the Staffing Committee will be held at the above address on Monday 30th March 2009 at 7:30 pm when your presence is summoned for the purpose of transacting the business outlined below.

The press and public are welcome to attend the meeting.

Tim Perkins
Clerk to the Council

AGENDA

1. **Apologies for Absence**
To receive and accept apologies for absence.
2. **To confirm the Minutes of the Meeting held on 15th September 2008.**
3. **Declarations of Interest**
To receive declarations of interest on items on the agenda.
4. **Staff Handbook**
To consider the following matters related to the Staff Handbook.
 - H&S Policy (review)
 - Amendments to Maternity Scheme & Paternity Leave (to bring in line with NJC agreement)
 - Flexible Working (legislation update)
 - Sickness Scheme (reworded for clarity)
 - Inclement Weather and Transport Disruption Policy (new content)
 - Whistleblowing Policy (new content)
5. **Delafield Consulting**
To consider the renewal of the contract for HR support. (see Clerk's report)
6. **Clerk's Report**
To consider the items on the Clerk's report.
7. **Clerk's Working Hours**
To consider the Clerk's working hours.
8. **Staff Sickness**
To consider the sickness pay arrangements for a member of staff.

As this item will consider the terms of a member of staffs employment, a resolution to excluded the press and public may be required, under the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, s100 & 102.