

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

6th September 2011.

To Members of the Staffing Committee

The next meeting of the Staffing Committee will be held at the above address on Monday 12th September 2011 at 6:30pm 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. **Election of Vice Chairman**
To elect a Vice Chairman for this committee for the council year 2011-2012.
2. **Apologies for Absence**
To receive and accept apologies for absence.
3. **Declarations of Interest**
To receive declarations of interest in items on the agenda.
4. **Public Participation**
To note if any members of the public have requested to speak at this meeting, in accordance with the Parish Council's Public Speaking Arrangements.
5. **To confirm the Minutes of the Meeting held on**
8th November 2010. (previously circulated)
6. **Staff Handbook**
To consider changes to the Staff Handbook and the delegated authority of the Finance Officer and Facilities Manager. (See Clerk's report item 1.)
7. **Grounds Person Apprentice**
To consider the report from the Clerk. (See Clerk's report item 2.)
8. **Exclusion of the Press and Public (Part II)**
As the following item will consider the terms of contracts that the Parish Council may be entering into 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.
9. **Employment Law, HR and Health & Safety Management**
To consider the report from the Clerk. (See separate Clerk's report.)