

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

2nd June 2014.

To Members of the Staffing Committee

Councillors: Sara Bedford, Brenda Kersey, Jane Lay, David Major, Belinda Phipps (Chairman) & Keith Williams.

The next meeting of the Staffing Committee will be held at the above address on Friday 6th June 2014 at 9:00 am 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. **Declarations of Interest**
To receive declarations of interest in items on the agenda.
3. **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.
4. **To confirm the Minutes of the Meeting held on**
13th January 2014.
5. **Vice-Chairman**
To appoint a committee Vice-Chairman for this municipal year.
6. **Delegation of Responsibility - Officer and Staff Recruitment**
To consider the enclosed delegation. (See Clerk's report item 1 and enclosed delegation.)
7. **Clerk's Job Description**
To consider the updated version of the above. (Role as Secretary to Henderson Hall Trust deleted.)
8. **HR and H&S Support**
To consider the Clerk's report. (See Clerk's report item 2.)
9. **Grounds Apprentice**
To consider if the recruitment of the above should proceed. (See Clerk's report item 3.)
10. **Performance Management**
To consider the above. (See Clerk's report item 4.)
11. **Exclusion of the Press and Public (Part II)**
As the following items will consider matters related to the employment of staff a resolution to exclude the press and public may be required, under the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, s100 & 102.

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12. Living Wage

To receive a report from the Clerk on the above. (Refer Clerk's report PII, item 1.)

13. Role Evaluation

To receive a report from the Clerk on the above. (Refer Clerk's report PII, item 2.)

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