

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

30th May 2018.

To Members of the Staffing Committee

Councillors Liz Burns, Stephen Giles-Medhurst (Chairman), Brenda Kersey, Jane Lay, David Major, & Owen Roe.

The next meeting of the Staffing Committee will be held at the above address on Wednesday 6th June 2018 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**
7th March & 11th April 2018.
5. **Committee Vice-Chairman**
To appoint a committee Vice-Chairman for the current municipal year.
6. **Bullying & Harassment Policy**
To consider the updated draft of the above following discussions at the previous meeting of this committee (min. 355.). (Updated draft policy enclosed)
7. **Delegation in Absence of the Clerk**
To consider a draft Delegation of Authority policy as requested by this committee (min. 401). (Clerk's report item 1.)
8. **Sickness & Absence Policy**
To consider the draft policy. (Draft policy enclosed)
9. **Recruitment - Grounds Apprentice & Office**
To receive a verbal update from the Clerk.
10. **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.
11. **Apprentice Management Allowance**
To consider the above as discussed at the previous meeting of this committee (min 399). (Clerk's report PII item 1.)

12. Annual Leave

To note the above. (Clerk's report PII item 2.)

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