

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

7th January 2022.

To Members of the Staffing Committee

Councillors Liz Burns, Ruth Clark, Fran Deschampsneufs, Stephen Giles-Medhurst (Chairman), Jane Lay & David Major.

The next meeting of the Staffing Committee will be held at the above address on Wednesday 12th January 2022 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.

Isabel Montesdeoca

Chief Officer & 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
1st December 2021 (previously circulated).
5. Leisure & Council Administration Officer Role
To consider the job description and person specification for the above. (Enclosed ^[1])
6. Planning & Highways Officer Role
To consider the job description and person specification for the above. (Enclosed ^[1])
7. Summer Grounds Person Role
To consider the job description and person specification for the above. (Enclosed ^[1])
8. Delegation of Responsibility - Officer & Staff Recruitment
To consider an update to the above. (Enclosed ^[1])
9. Bereavement Policy
To consider the need for the above policy and initial draft. (Enclosed ^[1])
10. Complaints Policy
To consider an update to the above, as per July 2021 Parish Council, min 90. (Enclosed ^[1])

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11. Exclusion of the Press and Public (Part II)

As 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.

12. Staffing Matters

i. Manor House Caretaker Role

To consider revisions to existing job description and person specification for the above.
(Enclosed ^[1])

ii. Personal Development

To note the report from the Works Team Manager. (Enclosed ^[1])

^[1] *Committee members only, others on request.*

[https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared documents/alpc meetings/alpc meetings 2021-2022/staffing committee/alpc-staffing-agenda-2022-01.docx](https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared%20documents/alpc%20meetings/alpc%20meetings%202021-2022/staffing%20committee/alpc-staffing-agenda-2022-01.docx)