

Millbrook Parish Council

**Agenda for Staffing Committee meeting
to be held on Thursday 6th January 2022 at 7:00pm**

Venue: Millbrook Village Hall, Attic Room

Note: If there is a change in circumstance and committee members are required to isolate the meeting may be held remotely by Zoom.

1. Apologies for absence

2. Exclusion of public and press from the meeting

To resolve that pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 S100 (2) the public and press leave the meeting because of the confidential nature of the business to be transacted.

3. Vacancy for the position of Parish Council Caretaker.

- i) To approve and recommend to the full council the caretaker job specification.
- ii) To approve and recommend to the full council the caretaker job advertisement.

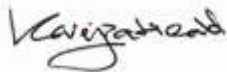
4. Vacancy for the position of Admin Support Officer

- i) To approve and recommend to the full council the caretaker job specification.
- ii) To approve and recommend to the full council the caretaker job advertisement.

5. Policies and procedures

- i) To review the NALC model Grievance policy and consider recommendations to the full council. (reviewed in January 2018)
- ii) To review the NALC model Disciplinary policy and consider recommendations to the full council.
- iii) To review the NALC model Sickness policy.
- iv) To review the Council's Lone Worker policy (reviewed in September 2018)
- v) To review the SLCC Wonderland Health & Safety policy.

6. To note the staff holiday entitlement records as at 31st December 2021. (update to be provided by the Clerk prior to the meeting).



Karenza Heald
Parish Clerk / RFO