



DOWNSWOOD PARISH COUNCIL

To all Members of the Staffing Committee, Press and Public:

Members are hereby summoned and notice is given that a meeting of the Staffing Committee will be held at **7.30 pm at St Nicholas Church on Tuesday, 30th June 2026** when the business detailed below is proposed to be transacted:

1. APOLOGIES FOR ABSENCE:
Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting, under Section 85(1) of the LGA 1972, the members present must decide whether the reason(s) for a Member's absence shall be accepted.
2. NOTIFICATION OF INTENTION TO FILM/PHOTOGRAPH OR RECORD THE MEETING
3. TO ELECT THE FOLLOWING
 - 3.1 Chair
 - 3.2 Vice Chair
4. DECLARATIONS OF INTEREST/REQUEST FOR DISPENSATIONS
5. TO REVIEW AND AMEND THE FOLLOWING POLICIES AND PROCEDURES TO MAKE RECOMMENDATIONS TO FULL COUNCIL FOR THEIR ADOPTION
 - 5.1 Lone Working
 - 5.2 Lone Working Forms
 - 5.3 Health & Safety
 - 5.4 Disciplinary
 - 5.5 Grievance
 - 5.6 Equality
 - 5.7 Data Protection
 - 5.8 Sickness Absence
6. TO REVIEW/APPROVE AND IMPLEMENT THE FOLLOWING
 - 6.1 Risk Assessment - Litter picker role
 - 6.2 Job Description and Person specification - Litter Picker role
7. CLOSED SESSION
 - 7.1 To consider the probationary period of the litter picker and agree outcome
 - 7.2 Clerk Pension – review and recommendation
 - 7.3 Former Clerks Pension – outstanding matter
8. TO AGREE DATE AND TIME OF NEXT MEETING
In accordance with Schedule 12 of the Local Government Act 1972 and Standing Orders 1 n vii: Members of the Public and Press may be excluded from items due to their confidential nature.

Emma Hull - CLERK TO THE PARISH COUNCIL 25TH JUNE 2026