



**PARISH OF GROBY
NOTICE OF MEETING**

I hereby give notice that a meeting of the **Staffing Committee**
of the above-named Parish will be held at the Parish Council Office, Leicester Road, Groby on

Tuesday 28th October 2025 at 2.00 pm

All members of the Committee are hereby summoned to attend for the purpose of considering and resolving
the business to be transacted at the Meeting as set out hereunder.

Parishioners and Press are most welcome to attend

Sue Hackett
Clerk to the Council

Dated: 23rd October 2025

AGENDA

1. APOLOGIES

To receive apologies for absence & to record absences

2. DECLARATIONS OF INTEREST

To receive any disclosure of interests from members to any matter pertaining to the agenda

3. MINUTES

To approve the minutes of the meeting held on 3rd July 2025

4. REVIEW OF STAFFING POLICIES AND PROCEDURES

i. To review the following policies and procedures

- a. Lone Working Policy
- b. Training and Development Policy
- c. Anti-harassment and Bullying Policy
- d. Equality, Diversity and Inclusion Policy
- e. Time off in Lieu Policy
- f. Grievance Procedure
- g. Disciplinary Procedure
- h. Bereavement Policy
- i. Staff Handbook

ii. To consider any new policies required

- a. Sickness Policy

5. CLOSED SESSION

To resolve to move into Closed Session to exclude members of the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to consideration of staffing matters

6. STAFFING MATTERS

- i. To receive an update on staffing matters
- ii. To discuss and arrange staff appraisals

7. NEXT MEETING - To agree the date and time of the next meeting