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**Name of meeting:** Meeting 1 Caretaking & Cleaning subgroup

**Date:** Wednesday 23 August 2023

**Time:** Arrivals and light buffet 18:15 - 18:25

IT testing for those on Teams18:15 - 18:25

Meeting 18:30 – 20:00

**Venue:** Council Offices MK9 3EJ and MS Teams

**Tasks to do before the meeting.**

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| **Please read** | Group purpose  Caretaking Standards  Cleaning Standards  Caretaker Jobs description  Caretaking Assistant Job description  Leasehold stock recharge spreadsheet |
| **Please do** | Think about whether you agree with the purpose of the group and any changes. |

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| --- | --- | --- |
| **REF** | **ACTION** | **RESP** |
| 1 | **Welcome and Apologies** | BE/AG |
| 2 | **What is the scope of this group?**  Agree the terms of reference for the group | AG/BE |
| 3  3.1  3.2  3.3  3.4  3.5 | **Main Activity**   * What does MKCC mean by Caretaking and Cleaning? * Review of the Caretaking and Cleaning standard * Review of the Caretaker and Caretaking Assistantjob descriptions * Walk through leasehold stock recharge spreadsheet. * Next Steps | AG  ALL  ALL  BE |
| 4 | **Any other Business** |  |
| **Date of Next Meeting:** | | |