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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 purposeCaretaking StandardsCleaning StandardsCaretaker Jobs descriptionCaretaking Assistant Job descriptionLeasehold 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 |
| 33.13.23.33.43.5 | **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
 | AGALLALLBE |
| 4 | **Any other Business** |  |
| **Date of Next Meeting:**  |