

Collingham with Linton Parish Council

Staffing Committee Meeting 26th January 2026 at 1.30pm in Collingham Memorial Hall

Dear Councillors,

21st January 2026

You are respectfully summoned to attend a Staffing Committee Meeting of Collingham Parish Council, to be held on Monday, 26th January 2026 at Collingham Memorial Hall at 1:30pm

Anthea Powell

Chair – 21/01/2026

Agenda

1. **Apologies for Absence**
To receive and consider apologies.
2. **Declarations of Interest**
To receive any declarations of pecuniary or non-pecuniary interests relating to items on the agenda.
3. **Exclusion of the Public and Press**
To consider a resolution to exclude members of the public and press from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of staffing matters.
4. **Job Description**
To review and agree the Job Description for the Clerk/RFO position.
5. **Person Specification**
To review and agree the Person Specification for the Clerk/RFO position.
6. **Job Evaluation**
To consider whether to undertake a formal job evaluation to determine the appropriate NJC salary range for the role.
7. **Job Advertisement**
To consider and agree the content, salary range, and publication arrangements for the Clerk/RFO job advertisement.
8. **Appointment of a Locum Clerk/RFO**
To consider the need for, and arrangements relating to, the appointment of a Locum Clerk/RFO during the recruitment process.
9. **Recommendations to Full Council**
To agree recommendations to be presented to Full Council for consideration and ratification.
10. **Date of Next Staffing Committee Meeting**
To agree the date of the next meeting, if required.