

Collingham with Linton Parish Council

**Draft Minutes of the Staffing Committee
held on 26th January 2026 at 1.30pm
in Collingham Memorial Hall**

Present: Cllrs Anthea Powell, Lorna Murdoch and Patrick Wright

Minutes: Councillor Murdoch

1. **Apologies for Absence:** None.
2. **Declarations of Interest:** No Items offered.
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 the staffing matters. Resolved to exclude members of the public and press from the meeting
4. **Job Description:** To review and agree the Job Description for the clerk/RFO position.
 - The YLCA job description template was tabled and reviewed by the Committee. Amendments and expansions were discussed to reflect the requirements of the role.
 - Following consideration, the final Job Description for the Parish Clerk / RFO position was agreed and adopted by the Staffing Committee.
Proposed: Cllr Wright Seconded: Cllr Murdoch

RESOLVED: That the adopted Job Description be noted by Full Council at its meeting on 28 January 2026.

5. **Person Specification:** To review and agree the Person Specification for the Clerk/RFO position.

Draft person specification was tabled and reviewed. Person specification was adopted by the staffing committee

Proposer: Cllr wright, seconded by Cllr Murdoch.

RESOLVED: Adoption of Person Specification to be noted by full council on 28th Jan 2026.

6. **Job Evaluation:** To consider whether to undertake a formal job evaluation to determine the appropriate NJC salary range for the role.

Resolved: for full council to consider approaching YLCA to undertake a formal job evaluation and to approve the associated cost of £258.

7. **Job Advertisement:** To consider and agree the content, salary range and publication arrangements for the Clerk/RFO job advertisement.

Advice received from YLCA ticket on 21 January 2026 was tabled at the meeting.

It was noted that the current council clerk was appointed in October 2025, so she had been in post for 3 months before her resignation. One other candidate was interviewed for the post in October and considered suitable for the post. As it has only been three months since the interview, the council may consider appointing the unsuccessful candidate. This means that the council does not need to re-advertise the post as it interviewed so recently.

The decision to appoint a locum or permanent clerk should be considered by the council (or staffing committee if it has delegated power to do so) by including an item on a council meeting /or staffing committee meeting agenda.

Resolved: To approach the previously unsuccessful candidate from the October 2025 recruitment process, who was also considered suitable, to act as a locum Clerk/RFO for the Council.

- If the approach is successful and the candidate expresses an interest in the permanent role, the Council should consider extending a job offer following completion of the job evaluation.
- If the approach is unsuccessful, the Staffing Committee will source a locum through YLCA and following the completion of the job evaluation by YLCA, advertise the vacancy via YLCA, Facebook, Wetherby Town Council, and Parish notice boards.

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.

Resolved: To approach the unsuccessful candidate from the October 2025 recruitment process to act as locum Clerk/RFO.

9. **Recommendations to full Council:** to agree recommendations to be presented to Full Council for consideration and ratification.

The Committee agreed to recommend that Full Council:

- Note the adopted Job Description for the Parish Clerk / RFO.
- Note the adopted Person Specification.
- Consider the appointment of a Locum Clerk / RFO.
- Consider appointing a Clerk from the previous interview process after role evaluation.

10. **Date of Next Staffing Committee Meeting:**

Date to be determined following full council meeting on 28/1/2026.

The meeting closed at 3pm