

COLLINGHAM with LINTON PARISH COUNCIL

Email: Clerk@collinghamlintonparishcouncil.gov.uk

Minutes of the Staffing Committee meeting held on 16th April 2026 at 12pm in the Collingham Memorial Hall

Present: Cllrs Anthea Powell, Lorna Murdoch, Patrick Wright

In attendance: B Crabtree – Clerk

Members of the public: No members of public were present.

1. Introduction from the Chair

Cllr Powell welcomed all to the meeting.

2. Public Participation

No members of public were present.

3. To receive any apologies for absence and to consider the approval of reasons for absence given by councillors

All councillors were present.

4. Declaration of Interests

4.1. To receive, consider and decide upon any applications for dispensation

No members of the council had any declaration of interest or requests for dispensation.

4.2. To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests

None received.

5. To confirm that the minutes of the Staffing Committee meeting held on 26th January 2026 are a true and accurate record

Resolved to approve the minutes of the Staffing Committee meeting held on 26th January 2026 are a true and accurate record

6. Confidential session

To resolve to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the nature of the business to be transacted at item 7 being prejudicial to the public interest

Resolved that the press and the public be excluded from the meeting on the grounds that the publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted at item 7.

7. Staffing Matters

7.1. To consider and approve an induction plan for the newly appointed Clerk, including initial training requirements, key priorities, and a structured timeline for the first 3–6 months

The Chair and Clerk signed the contract of employment and it was **resolved** to approve the induction plan that includes the objectives and key priorities for the next 3–6 months.

It was agreed that the Clerks main working days for the PC would be Tuesday and Thursday with flexibility if anything arises.

7.2. To review and agree clear objectives and key performance indicators (KPIs) to support the Clerk in the role and provide a framework for ongoing review and performance monitoring.

Resolved that the proposed KPIs be agreed in principle, with further development of ideas to be brought to Full Council for formal approval at a later date.

Further resolved that Cllr Powell and Cllr Murdoch meet with the Clerk on a fortnightly basis to provide support review workload and progress.

It was noted that the Clerk's probationary period concludes at the end of May 2026, at which time a performance review will be undertaken.

8. To notify the clerk of matters for inclusion on the agenda of the next meeting

No matters were requested.

9. To confirm the date of the next ordinary council meeting

The next Full Council meeting is being held on 11th May 2026 the date of the Staffing Committee meeting will be confirmed once the Clerk performance review has been completed.

There being no other business, the Chair closed the meeting at 1.30pm.