

HECKINGTON PARISH COUNCIL



Minutes of the Staffing Committee meeting of Heckington Parish Council held on Monday 1 June 2026 at 7.30pm in the Parish Council Chambers, St Andrews Street, Heckington

Councillor Wright delivered the usual health and safety announcements.

1) Election of the Chair

Councillor Wright proposed Councillor Gower as Chair of the Staffing Committee. The proposal was seconded by Councillor Spencer and the motion was passed unanimously by resolution of the Committee.

2) Chair's Welcome

The Chair welcomed the member of the public to the meeting.

Councillor Gower reminded the newly formed Committee of their obligations to employees in terms of confidentiality and GDPR.

3) Public Forum

There was one member of the public present.

4) Councillors present

Councillor Gower
Councillor Malone
Councillor Sexton
Councillor Spencer
Councillor Wright

5) Apologies

None

6) To receive any reports of member's interest, pecuniary or otherwise in relation to the agenda and any dispensations in accordance with the Localism Act 2011

None

7) Minutes

a) **Councillor Wright proposed that the Clerk's notes of the Staffing Committee Meeting dated Thursday 4 September 2025 are a true and accurate record of that meeting. The proposal was seconded by Councillor Gower and the motion was passed by resolution of the Committee.** Members noted that the quorum of the Committee at that time was two and allowed the resolution to stand.

8) General Matters

a) Councillor Wright's position on the Committee given her appointment as Chair of the Council
The Chair informed the meeting that advice has been obtained from LALC. The Appeals process was discussed. Councillor Wright said she would like to remain on the Committee. **The Chair proposed that Councillor Wright remain on the Committee. The proposal was seconded by Councillor Sexton and the motion was passed by resolution of the Committee.**

b) Staff appraisals

The Clerk will start to receive monthly 1:1 supervision with the Chair, Councillor Gower. The Caretaker will receive monthly 1:1 supervision with the Clerk.

The format of staff appraisals was discussed at length.

The Chair proposed that she will informally gather feedback from all Councillors on the performance of the Clerk. This will be reviewed by the Staffing Committee ahead of the Clerk's appraisal. Councillor Gower will conduct the appraisal with any other member of the staffing committee. The proposal was seconded by Councillor Spencer and the motion was passed unanimously by resolution of the Committee.

The Chair proposed that the Clerk reaches out to Councillor for feedback on the performance of the Caretaker. This will be reviewed by the Staffing Committee. The Clerk will conduct the appraisal with the Chair of the Staffing Committee at present. The proposal was seconded by Councillor Spencer and the motion was passed unanimously by resolution of the Committee.

c) Occupational Health Assessment

The Chair proposed that an Occupational Health Assessment is carried out to assess hearing, hand/arm vibration and to assess dust exposure. The proposal was seconded by Councillor Sexton and the motion was passed unanimously by resolution of the Committee.

The Clerk will obtain quotes for the assessment for approval by the Parish Council at the June meeting of the Parish Council.

d) RPE (Fit Testing, legal requirement since 2002)

The Chair proposed £40 for a Fit Test. The proposal was seconded by Councillor Wright and the motion was passed unanimously by resolution of the Committee.

e) Line Management

The Chair confirmed that the chain of command is such that the Caretaker reports directly to the Clerk. If the Caretaker has any issues with the Clerk he will liaise directly with the Chair of the Staffing Committee.

f) Caretaker Induction overview

The Clerk informed the meeting that the Caretaker had received a thorough handover to include among other things, policies and health questionnaires. The Clerk offered to circulate the document to the newly formed staffing committee.

9) Date and time of the next meeting

The date and time of the next meeting is yet to be scheduled.

10) Closing Comments from the public (limited to brief statements)

None

Members resolved to approve moving the meeting into closed session in accordance with the Public Bodies Act 1960 to discuss private and confidential staffing matters. The Chair closed the meeting at 8.06pm.

11) Closed Session

a) Private and confidential staffing matters

Members discussed staffing matters deemed to be strictly private and confidential. There were no resolutions.

The Chair closed the meeting.