

HECKINGTON PARISH COUNCIL



Minutes of the Staffing Committee meeting of Heckington Parish Council held on Monday 13 July 2026 at 7.30pm in the Parish Council Chambers, St Andrews Street, Heckington

1) Chair's Welcome (SC/26/012)

The Chair, Councillor Gower delivered the usual health and safety announcements and asked those present to silence their mobile devices as appropriate.

2) Public Forum (SC/26/013)

There were no members of the public present

3) Councillors present (SC/26/014)

Councillor Gower, Chair
Councillor Sexton
Councillor Spencer
Councillor Wright

4) Apologies (SC/26/015)

None

5) 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 (SC/26/016)

None

6) Minutes (SC/26/017)

- a) The Chair proposed that the Clerk's notes of the Staffing Committee Meeting dated Monday 1 June 2026 are accepted as a true and accurate record of the meeting. The proposal was seconded by Councillor Wright and the motion was passed unanimously by resolution of the Committee.

7) General Matters (SC/26/018)

a) Terms of Reference

Members reviewed the Terms of Reference line and line and Councillor Spencer proposed that the policy as amended is set before the Parish Council for adoption at the July meeting of the Parish Council. The proposal was seconded by Councillor Sexton and the motion was passed unanimously by resolution of the Committee.

Action: Clerk to circulate the amended Terms of Reference to Councillors.

b) Recruitment Policy

Councillor Sexton proposed that the Clerk make the necessary amendments to the template recruitment policy with a view to circulating it to the Parish Council for adoption at the July meeting of the Parish Council. The proposal was seconded by Councillor Wright and the motion was passed unanimously by resolution of the Committee.

Action: Clerk to circulate the template recruitment policy to the Staffing Committee and Parish Council ahead of the July meeting.

c) **Flexible working**

The Clerk asked that members consider as part of an addendum to her contract to include flexible working from home over two days per week. Councillor Sexton recommended that the days are not specified for added flexibility. Working remotely on other days may be granted upon consultation with the staffing committee. Permission should not be unreasonably withheld.

Action: Clerk to prepare the addendum for consideration at the July meeting of the Parish Council.

d) **Ladder Training & PPE**

Councillor Wright proposed the purchase of a Y-strap at a cost of £43.20 including VAT. The proposal was seconded by Councillor Sexton and the motion was passed unanimously by resolution of the Committee.

e) **RPE Fit Test**

The RPE fit test has been completed. **Councillor Spencer proposed the purchase of additional filters at a £66.90 inclusive of VAT. The proposal was seconded by Councillor Wright and the motion was passed unanimously by resolution of the Committee.**

8) Date and time of the next meeting (SC/26/019)

TBC

9) Closing Comments from the public (SC/26/020)

None

The meeting was moved into closed session in accordance in accordance with the Public Bodies Act 1960 to discuss the SAR request submitted by the Clerk in relation to the Code of Conduct and to discuss amendments to the Clerk's contract of employment.

10) Closed Session (SC/26/021)

a) **Private and confidential staffing matters**

i) **Subject Access Request**

Following consultation with LALC regarding the SAR request, they have advised the information given constitutes a potential breach of the Code of Conduct and advice the Staffing Committee of the need to consider the information and subsequently decide whether a referral to the Monitoring Officer is necessary.

The Chair proposed that a Councillor has breached the Code of Conduct and will be referred to the Monitoring Officer for necessary action. The proposal was seconded by Councillor Sexton and the motion was passed unanimously by resolution of the Council.

Action: The Chair, Councillor Gower will submit the complaint on behalf of the Staffing Committee.

ii) **Clerk's Contract of Employment**

Members noted that the Clerk's contract of employment needs to be amended regarding the change of hours per the minutes dated 31 March 2025 minute reference 16) Closed Session e) and the pay rise per resolution minute reference 25/189 (SCP 32 to 33) and the resolution in agenda item 7) c) if appropriate. This will be added to the addendum for consideration by the Parish Council at the July meeting.

Action: Clerk to amend the addendum to the contract and circulate to Councillors ahead of the meeting.