

Farnsfield Parish Council

DRAFT Minutes of the meeting of the Staffing Committee held at 6.30pm on Tuesday 10 February 2026

Present: Cllrs C Moore (chair), S Savage, J Shakeshaft

Also in attendance: Locum Clerk P Leppard and 3 members of the public

2526.S001 To receive apologies for absence

- None

2526.S002 To receive any Declarations of Disclosable Pecuniary and Other Interests

- None

2526.S003 Public Participation

- No members of the public wished to speak.

2526.S004 To approve minutes of the previous meeting of this Committee on 11 February 2025

- It was resolved to note that no trace of draft minutes of this meeting could now be found; it might be that none were written at the time.

2526.S005 To review policies

- It was resolved to:
 - adopt the proposed revisions of the Disciplinary Policy and Grievance Policy tabled by the Clerk
 - adopt (after making one change to the first paragraph of the Harassment section of the document) the proposed revision of the Bullying & Harassment Policy tabled by the Clerk.

2526.S006 To review the Job Description and Person Specification for the Parish Clerk/RFO role

- These documents, in their 2024-dated versions, were reviewed in detail by the meeting, resulting in appreciably revised wording which it was resolved to adopt for use in the forthcoming recruitment to this post.

2526.S007 To agree a recruitment timetable for the Parish Clerk/RFO role

- It was resolved that the recruitment timetable will be:
 - Closing date for applications: 27 March
 - Shortlisting meeting: 31 March
 - Aim to hold interviews on 13 April
 - Recommendation from the interviews to be considered by full Council on 21 April

2526.S008 Exclusion of press & public

- It was resolved that, in view of the confidential nature of the following agenda items, the press and public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960.

2526.S009 To agree the proposed terms & conditions for the post of Parish Clerk/RFO, and the arrangements for advertising the post

- Various aspects of proposed terms & conditions were discussed. It was resolved (i) to advertise the post with a scale-point range of SCP29-32 at 25 hours per week, through SLCC and NALC channels and also targeting potentially displaced staff from NSDC and NCC and (ii) that the Clerk will circulate the proposed advertisement wording to Committee members before publishing it.

2526.S010 To review the current position re staff appraisals

- The current position was described by the Clerk, and noted.

2526.S011 To confirm the date of the next meeting of this Committee

- This was resolved to be at 6.30pm on 31 March at the Village Centre, Farnsfield

The meeting closed at 7.50pm.