

# Gainsborough Town Council

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## MEETING AGENDA

18 June 2021

Dear Councillor,

You are hereby summoned to attend an Extraordinary meeting of the **Personnel Committee** which will be held on **Wednesday 23 June 2021** at **6pm** in the function room, **Marshalls Sports Ground, Middlefield Lane, Gainsborough.**

The business of the meeting is set out in the agenda below.

**Tom Clay**  
Town Clerk

**Committee members: Cllr M Boles - ex officio, Cllr R Craig – ex officio, Cllr T Davies, Cllr S Loates, Cllr P O'Connor, Cllr K Panter, Cllr B Velan, Cllr K Woolley (C)**

### Agenda

No	Agenda Item
	<b><u>Procedural items</u></b>
<b>1</b>	<b>Apologies for absence</b> Committee note apologies received.
<b>2</b>	<b>Declarations of interest</b> Committee to receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations.
<b>3</b>	<b>Minutes of an ordinary meeting</b> Committee to confirm as a correct record the minutes of the ordinary meeting held on Thursday 6 May 2021. <b>PAPER A</b>
<b>4</b>	<b>Election of the Vice-Chairman</b>
	<b><u>Committee business items</u></b>

5	<p><b>Town Clerk Recruitment</b> Committee to receive an update on the recruitment of a Town Clerk. <b>PAPER B</b></p>
6	<p><b><u>Exclusion of the press and public</u></b> Due to the confidential nature of the following, members may resolve to exclude the press and public from the meeting during consideration of the next four items in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p>
7	<p><b>Grounds Maintenance Update &amp; Recruitment</b> Committee to receive an update on the recruitment of a Grounds Maintenance Operatives and update on current staff member probation. <b>PAPER C</b></p>
8	<p><b>Declaration of other employment</b> Committee to consider a report on the declaration of other employment. <b>PAPER D</b></p>
9	<p><b>Admin Support Officer post</b> Committee to receive update regarding the Admin Support Officer.</p>
10	<p><b>Staffing Issues</b> Committee to consider email sent to the committee by the Deputy Clerk on Wednesday 9 June 2021. <b>PAPER E</b></p>

# PAPER A

**GAINSBOROUGH TOWN COUNCIL**

MINUTES of a REMOTE Meeting of the Personnel Committee held on Thursday 6 May 2021 at 7:00pm

**Present:** Councillor Kenneth Woolley (Chairman)

Councillor Matt Boles – ex officio  
Councillor Tim Davies  
Councillor Sean Graham  
Councillor Pat O'Connor  
Councillor Keith Panter – ex officio  
Councillor Baptiste Velan

**In Attendance:**

Rachel Allbones	Deputy Clerk & RFO
Sean Alcock	Operations Manager
Jessica Flowers	Admin Support Officer

**Also Present:** Councillor Paul Key

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

Councillor Richard Craig  
Councillor Sally Loates

**2. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST**

None declared.

**3. MINUTES FROM THE PREVIOUS MEETING (Paper A)**

i. Minutes of the meeting of Personnel Committee held Wednesday 10 March 2021.

**RESOLVED** that the minutes of the Personnel Committee meeting held on Wednesday 10 March 2021 be confirmed and signed as a correct record.

Note: Councillors Davies, Graham, O'Connor and Velan abstained from voting on the above resolution.

**4. STAFF HANDBOOK (Paper B)**

Committee to noted that at the meeting held on 15 July 2020 it was resolved:

**RESOLVED** that the Committee agree to approve the use of draft contract of employment and instruct the Town Clerk to:

- i. Create specific contracts for each position at the Council for review by the Committee;
- ii. undertake a review of the Staff Handbook;
- iii. bring forward documents that outline a standardised recruitment process, and;

iv. that the documents be put to the committee in stages and not all at one meeting. Committee considered a reviewed version of the Staff Handbook in line with point 2 of the resolution above.

Due to the absence of the Clerk Members wanted to clarify with HR that they had been involved with the process and are happy with the revised document.

It was also noted that some Members of staff have not signed their new contracts issued by the Clerk.

**RESOLVED** to liaise with HR to ascertain what involvement they had in the production of the revised Staff Handbook and to meet with Members of staff to find out why contracts have not been signed.

**5. SEASONAL GROUNDS MAINTENANCE OPERATIVE POST (Paper C)**

Committee considered a report about recruitment to the post and possible options.

**RESOLVED** to attempt recruitment again, advertise as a 6 month post and not until end of September.

**6. OFFICE WORKING ARRANGEMENTS (Paper D)**

Committee received an update about office working arrangements and to considered any matters arising.

Members NOTED the reports and that Councillors Boles & Craig had met with staff and agreed to allow office working and adopt a common-sense approach with flexibility.

**7. RECRUITMENT TO THE TOWN CLERK POSITION (Paper E)**

Following the resignation of the current Town Clerk Members considered recruitment and associated job description, person specification and job advert.

Members considered shortlisting and interview panel noting that final selection and appointment will require a resolution of Full Council.

**RESOLVED** as follows: -

- Approve the job advert
- Approve the job description
- Approve the person specification
- Approve advertising with LALC, NALC, SLCC, Facebook, Twitter, Job centre and the TC website
- Shortlisting and interview panel to be made up of Councillors Boles, Craig, Graham, O'Connor, Deputy Clerk and Katrina Evan from LALC. Reserve Councillors are Councillors Woolley & Davies.

**8. EXCLUSION OF PRESS AND PUBLIC**

Due to the confidential nature, members **RESOLVED** to exclude the press and public from the meeting during consideration of the next item in accordance with the Public Bodies (Admission to Meetings) Act 1960.

Note: The Operations Manager and Admin Support Officer left the meeting.

**9. SICKNESS, ABSENCE AND LEAVE** (Paper F)

Committee NOTED the report relating to about staff sickness, absence, and leave. Members raised concerns about staff carrying forward holidays, and agreed to monitor holiday use.

**10. PAY RANGE INCREASE 2021** (Paper G)

Committee noted and considered a report about pay range increase for 2021.

**RESOLVED** to NOTE the pay scale increases of the two members of staff and RECOMMEND to Finance and Strategy Committee to ratify the adjustments.

**11. STAFF ISSUE** (Paper H)

Members NOTED the contents of the report.

**RESOLVED** to:

- i. allow the Admin Support Officer the flexibility to increase her hours to 37 per week when the need arises, paid either as salary or toil.
- ii. hold a workshop type event for Members to look at the Councils main roles and responsibilities, and to look at adequate staffing levels.

The meeting concluded at 7.54pm

# PAPER B

**Officer Report to  
Personnel Committee**

Report Author: Rachel Allbones

Report Date: 17 June 2021



**Gainsborough**  
TOWN COUNCIL

**Subject: Town Clerk recruitment**

**1. Summary**

The report will briefly summarise the recent developments that have occurred in the Town Clerk recruitment process and make recommendations for consideration by the Committee.

**2. Current recruitment**

Currently there is one Town Clerk position which the Town Council is recruiting to.

The position was advertised with SLCC, NALC, LALC, Job Centre, Facebook, Twitter, Council website.

The deadline for applications was 2 June 2021.

Two applications were received.

Following an informal meeting of the shortlisting / recruitment panel on Friday 4 June 2021 it was agreed not to interview either candidate.

The position was advertised again on Tuesday 8 June 2021 for a further 3 week period with SLCC, NALC, LALC, Job Centre, Facebook, Twitter, Council website.

The deadline for applications is Wednesday 30<sup>th</sup> June 2021, with a provisional interview date of Friday 9 July 2021.

**3. Interim Town Clerk post 16 July**

The current Town Clerk last day in employment with the Town Council is 16 July 2021.

Post 16 July 2021 the Council will need to have an interim Acting Town Clerk appointed by Full Council.

An interim Town Clerk can be the current Deputy Clerk & RFO or can be a Councillor (unpaid post).

**4. Risk, budget, and policy implications**

The recommendations in this report conform to Standing Orders and Financial Regulations.

It is unclear at this stage what the financial implications involved will be.



No new training or policies will be required.

There are risks associated with being without a permanent Town Clerk.

It is anticipated that the actions set out in this report will act as a risk mitigation measure by making the arrangements clearer and more transparent.

**5. Recommendation**

The Committee is recommended to note the contents of the report and recommend to Full Council to appoint an interim Acting Town Clerk.