

Gainsborough Town Council

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MEETING AGENDA

10 July 2021

Dear Councillor,

You are hereby summoned to attend a meeting of the **Personnel Committee** which will be held on **Thursday 15 July 2021 at 7pm** in the function room, **Marshalls Sports Ground, Middlefield Lane, Gainsborough.**

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

A handwritten signature in black ink that reads "Tom Clay".

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 (VC), Cllr K Panter, Cllr B Velan, Cllr K Woolley (C)

Agenda

No	Agenda Item
	<u>Procedural items</u>
1	Apologies for absence Committee note apologies received.
2	Declarations of interest Committee to receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations.
3	Minutes of the previous meeting Committee to confirm as a correct record the minutes of the previous meeting held on Wednesday 23 June 2021. PAPER A
	<u>Committee business items</u>
4	<u>Exclusion of the press and public</u> 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.
5	Sickness absence, and leave Committee to note a report about staff sickness absence, and leave. PAPER B
6	Town Clerk Recruitment Committee to receive an update on the recruitment of a Town Clerk. PAPER C
7	Grounds Maintenance Update & Recruitment Committee to receive an update on the recruitment of a Grounds Maintenance Operatives and update on current staff member probation. PAPER D
8	Admin Support Officer post Committee to consider approval of revised Admin Support Officer job description. PAPER E
9	Council Review Committee to receive an update from Councillors O'Connor and Woolley

PAPER A

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Personnel Committee held in the Function Room, Marshalls Sports Ground, Middlefield Lane, Gainsborough on Wednesday 23 June 2021 at 6.00pm

Present: Councillor Kenneth Woolley (Chairman)

Councillor Richard Craig
Councillor Tim Davies
Councillor Pat O'Connor
Councillor Keith Panter – ex officio

In Attendance:

Rachel Allbones Deputy Clerk & RFO
Sean Alcock Operations Manager

Also Present: Councillor Paul Key

1. TO RECEIVE APOLOGIES FOR ABSENCE

Councillor Matt Boles – ex officio
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 Thursday 6 May 2021.

RESOLVED that the minutes of the Personnel Committee meeting held on Thursday 6 May 2021 be confirmed and signed as a correct record.

Note: Councillors Craig abstained from voting on the above resolution.

4. ELECTION OF VICE CHAIRMAN

RESOLVED that Councillor O'Connor be appointed Vice Chairman for the Personnel Committee for 2021/22.

5. TOWN CLERK RECRUITMENT (Paper B)

Committee noted the update within the report.

RESOLVED TO RECOMMEND TO FULL COUNCIL to appoint Councillor O'Connor as Acting Town Clerk as an unpaid role from 17th July 2021.

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6. 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 four items in accordance with the Public Bodies (Admission to Meetings) Act 1960.

7. GROUNDS MAINTENANCE UPDATE AND RECRUITMENT (Paper C)

Committee NOTED the contents of the report.

RESOLVED that the Chairman of the Personnel Committee and the Mayor conduct a probation review meeting, and powers be delegated to them to form a decision.

8. DECLARATION OF OTHER EMPLOYMENT (Paper D)

Committee NOTED the contents of the report.

9. ADMIN SUPPORT OFFICER POST

Members were informed that the Admin Support Officer will be leaving her post in the near future. Members were advised that consideration of the job description would be needed before a recruitment process begins.

Members noted the update and agreed a further report would follow at the next meeting.

10. STAFFING ISSUES (Paper E)

Note: The Operations Manager and Deputy Clerk left the meeting.

Committee considered and debated the email from the Deputy Clerk.

RESOLVED that any extra work undertaken by Council Staff should be covered by overtime/ flexitime.

Note: Councillor O'Connor abstained from voting on the above resolution.

Councillor O'Connor will be taking the position of Acting Clerk in the near future to support the office and the full review of the Council will cover staffing issues.

The meeting concluded at 6.46pm

PAPER B

PAPER C

PAPER D

PAPER E



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JOB DESCRIPTION – ADMIN SUPPORT OFFICER

Hours : ~~Part Full~~ Time ~~317.5~~ hours per week - subject to flexible working time arrangements. Typical hours will be at least 09.00am to ~~423.03~~0pm Monday to Friday.

NJC SCP SCALE : ~~28-412~~ dependent upon experience (£~~18,19846,626~~ to £ ~~18,99317,173~~ (~~pro-rata~~))

Holiday Entitlement : ~~221~~ days per annum plus all statutory bank holidays and 2 Statutory NJC days to be taken during Christmas Period (~~applied pro-rata~~)

Pension Scheme : Local Government Pension Scheme

TO BE RESPONSIBLE DIRECTLY TO THE CLERK

1. Be the first point of contact for queries from the public either visiting Gainsborough Town Council in person or for enquiries received by telephone.
2. Conduct routine administration duties relating to Gainsborough Town Council and other associated tasks.
3. To provide meeting support to Committees and Working Groups including the recording of minutes as required in the absence of the Town Clerk and Deputy Clerk.
4. Facilitate effective communication between the Council's management and all external bodies, agencies and organisations.
5. All administration associated with supporting the Mayor's and Deputy Mayors' role including:
 - The management and control of the Mayor's diary and the associated correspondence.
 - Maintain records of activity for both the Mayor and Deputy Mayor throughout the Civic year.
 - Assist the Mayor in the planning, organisation and execution of events
- ~~6.~~ To assist with the administration and record keeping in relation to burial and wider cemetery activity such as memorial topple testing, grave ownership changes including use of the associated software.
- ~~7.~~ Act as Allotments Officer responsible for the day to day running of the allotments. Specific responsibilities will include issuing of tenancy agreements and the letting of plots, maintenance of the allotment register, management of waiting lists, inspections, enforcement in relation to non-cultivation, illegal activity and serious breaches of the terms and conditions, correspondence relating to allotments, Issuing of notices (both statutory and non-statutory), rent and charge collection
- ~~86.~~ Provide administrative and project support to other Gainsborough Town Council events, such as the Armed Forces Day and Remembrance Sunday.



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- | 97. To assist and support the wider staff and Officer team as required with administrative tasks.
- | ~~8.- To assist with the administration and record keeping in relation to burial and wider cemetery activity such as memorial topple testing including use of the associated software.~~
- | 109. To assist with the promotion, administration and processing of bookings for the sports facilities and community rooms within Gainsborough Town Council's responsibility.
- | 110. Administration of the Council's Community Grant Scheme and associated correspondence
- | 124. The post holder is required to carry out their duties in accordance with the Council's Health and Safety policies and procedures and in keeping with the wider policies of the council.
- | 132. All other reasonable ad hoc administrative and project-based duties as directed by the Council that are consistent with the general scope of the post.



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PERSON SPECIFICATION – ADMINISTRATION SUPPORT OFFICER

Competency	Essential	Desirable
Education, Professional Qualifications and Training	High level of numeracy and literacy English and Maths to GCSE/ Standard Grade or beyond	Administration / Secretarial qualifications
Abilities: Practical and Intellectual Skills	Excellent communication skills, both verbal and written with an ability to communicate at all levels within the organisation and community Experience of working in a busy office and dealing with the public High standard of computer literacy (Intermediate user of MS Office suite) Familiar with database programmes Ability to work effectively on your own or in a team Able to produce accurate work to deadlines and demonstrate attention to detail Organised, resourceful and able to use initiative where appropriate	Confident public speaker Office experience of at least 2 years Project management / team experience Events organisation
Circumstances	Willingness to work evenings and occasional weekends when Council or Committees meet, or Council holds events Flexible and committed to the Council	Current driving licence