

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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MEETING AGENDA

9 December 2021

Dear Councillor,

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

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

From 10 December 2021 until further notice it is mandatory that face coverings be worn in most indoor public places in England, including community centres and village halls.

A handwritten signature in black ink, appearing to be 'Belina Boyer'.

Belina Boyer
Town Clerk

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

Agenda

No	Agenda Item
	<u>Procedural items</u>
1	Apologies for absence Committee to 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 10 November 2021. PAPER A
	<u>Committee business items</u>

4	<p><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 seven items in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p>
5	<p>Staff Appraisals Committee to receive a report on the most recent staff appraisals. PAPER C</p>
6	<p>Staff Training Committee to consider approval of staff attending the SLCC Practitioner's conference PAPER D</p>
7	<p>Sickness absence, and leave Committee to note a report about staff sickness absence and leave. PAPER E</p>
8	<p>Grounds Maintenance Update Committee to receive an update on the Grounds Maintenance team and update on probation review. PAPER F</p>
9	<p>Staff Pay Review Committee to consider and decide a motion by Cllr D Schofield PAPER G</p>

PAPER A

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Personnel Committee held in the Ceremony Room, Richmond House, Richmond Park, Morton Terrace, Gainsborough on Wednesday 10 November 2021 at 7.00pm

Present: Councillor Kenneth Woolley (Chair)

Councillor Matt Boles – ex officio
Councillor Richard Craig – ex officio
Councillor Sally Loates
Councillor Pat O'Connor
Councillor Keith Panter
Councillor Baptiste Velan

In Attendance:

Belina Boyer	Town Clerk
Rachel Allbones	Deputy Clerk & RFO
Sean Alcock	Operations Manager

1. TO RECEIVE APOLOGIES FOR ABSENCE

Councillor Tim Davies
Councillor Denise Schofield

2. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST

None received.

3. MINUTES FROM THE PREVIOUS MEETING (Paper A)

i. Minutes of the meeting of Personnel Committee held Wednesday 31 October 2021

RESOLVED that the minutes of the Personnel Committee meeting held on Wednesday 13 October 2021 be confirmed and signed as a correct record.

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

4. 2022 / 2023 BUDGET (Paper B)

Members NOTED the draft proposed 'Employee Costs' element of the budget. The committee noted that the National Living Wage was due to increase from 01 April 2022.

5. 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 seven items in accordance with the Public Bodies (Admission to Meetings) Act 1960.

6. STAFF APPRAISALS

Committee considered arrangements for office staff appraisals.

Committee noted the policy states: - 3.2 Each member of staff is appraised by their line manager. The Town Clerk is appraised by the Leader and Chairman of the Personnel Committee.

The committee noted that the Town Clerk , the line manager of the office based staff, had only recently joined the team and might need some support carrying out the appraisals.

RESOLVED that the Town Clerk assisted by Councillor Schofield (Councillor Woolley as reserve) carry out the appraisals of the Deputy Clerk, Operations Manager and Admin Support Officer.

7. STAFF TRAINING (Paper C)

Committee considered approval of staff training.

RESOLVED to approve the minimum expenditure of £388.00 + VAT for staff training from the current budget.

8. SICKNESS ABSENCE AND ANNUAL LEAVE (Paper D)

Committee noted the report.

Members agreed that Officers and staff should be encouraged to give thought to taking their leave sooner rather than later to ensure they can be accommodated.

The Town Clerk is to look into the corona virus legislation regarding the carrying over of holidays.

9. GROUNDS MAINTENANCE UPDATE

Committee noted the verbal update from the Operations Manager.

10. ADMIN SUPPORT OFFICER POST

RESOLVED to defer until the next meeting when Councillor Schofield can provide a report.

11. COUNCIL REVIEW

Committee received a verbal update from the chair on progress made so far. Further information had been collated by Cllr Schofield who had sent her apologies.

The Town Clerk expressed queried whether the council would need to define a medium term vision/strategy to inform any review of a staffing structure.

RESOLVED to hold a Full Council brainstorming session to decide a vision and direction for the Council, the Chair of Council to update Members at the next Full Council.

Note: Councillor Boles voted against the above resolution.

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

12. STAFF PAY REVIEW

The committee received a verbal update.

The meeting concluded at 7.42pm

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