Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace
Gainsborough, Lincolnshire, DN21 2RJ
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Friday, 06 May

Dear Councillor,

You are hereby summoned to attend a meeting of the **Personnel Committee** which will be held on **Wednesday 11 May 2022** at **7.00pm** at **Richmond House, Richmond Park**, Morton Terrace, Gainsborough**.**

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

Belina Boyer
Town Clerk

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

Agenda no	Agenda item title	Power
PC23/001	To note apologies for absence.	*Local Government Act 1972, s85 (1) & Sch 12, p40.*
PC23/002	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	*Localism Act 2011, s31.*
PC23/003	To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	*Localism Act 2011, s33.*
PC23/004	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items. (Recommended for items 21-23.)	*Public Bodies (Admissions to Meetings) Act 1960 1 (2)*

Agenda no	Agenda item title	Power
PC23/005	**Minutes of the previous meeting(s)** To receive the minutes of the previous Personnel Committee meeting(s) and resolve to sign these as a true record of the meeting(s). **Paper A –** Personnel Committee 30 March 2022	*Local Government Act 1972, Sch 12, p41 (1).*
PC23/006	To appoint a vice chairman to this committee.	*Local Government Act 1972, s15 (6)*
PC23/007	To consider and discuss a staff rewards or appreciation scheme.	
PC23/008	To consider working through change training or managing change training for both staff and members.	
PC23/009	To receive a verbal update on the recruitment process.	*Local Government Act 1972, s.112*
PC23/010	To approve the draft Medical Questionnaire as provided by the Council's HR consultant. **Paper B**	*Local Government Act 1972, s.112*
PC23/011	To receive a corrected report from the external HR consultant and decide what further action to take. (Structures and Functions 7.14). **Exclusion of Public and Press recommended due to the personal nature of the matter under discussion.** **Paper C**	*Local Government Act 1972, s.112*
PC23/012	To receive letters from members of staff regarding the recent re-grading and consider which action to take in each instance. (Structures and Functions 7.14). **Exclusion of Public and Press recommended due to the personal nature of the matter under discussion.** **Paper D**	*Local Government Act 1972, s.112*
PC23/012	To receive any items for notification to be included on a future agenda – for information only.	*N/A*
PC23/013	To note the date and time of the next Personnel Committee Meeting scheduled for 8 June 2022 at 19.00.	*Local Government Act 1972, Sch 12, p10 (2)(a)*

Gainsborough Town Council

DRAFT Minutes of the Personnel Committee meeting

30 March 2022

held in the Function Room, Marshalls Sports Ground, Middlefield Lane, Gainsborough

Councillors Present

	Pat O'Connor (Chairman)	Denise Schofield (vice chairman)
Tim Davies	Keith Panter	Baptiste Velan

Councillors Absent

Matt Boles	Sally Loates	
Richard Craig		Kenneth Wooley

In attendance:

Belina Boyer- Town Clerk (TC)			

Also present: There was no public present.

Agenda no	Agenda item title	Decision	Action	Power
PC22/028	To note apologies for absence.	Cllrs Boles, Craig, Loates and Woolley	N/A	*Local Government Act 1972, s85 (1) & Sch 12, p40.*
PC22/029	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	There were none.		*Localism Act 2011, s31.*
PC22/030	To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	There were none.		*Localism Act 2011, s33.*

Agenda no	Agenda item title	Decision	Action	Power
PC22/031	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	The Committee **RESOLVED** to exclude public and press for items 034 due to it being a personnel issue..		*Public Bodies (Admissions to Meetings) Act 1960 1 (2)*
PC22/032	**Minutes of the previous meeting(s)** To receive the minutes of the previous Gainsborough Town Council meeting(s) and resolve to sign these as a true record of the meeting(s). **Paper A –** Personnel Committee 09 February 2022	The Committee **RESOLVED** to sign the minutes of the meeting 09 February 2022 as a true record of that meeting.	**ASO** to publish.	*Local Government Act 1972, Sch 12, p41 (1).*
PC22/033	To consider the purchase of HR software to facilitate more time efficient HR management. **Paper B**	Cllr Velan had sourced free software supplied by NatWest Bank. The committee **RESOLVED** to trial this and asked the clerk to report back at a future meeting.	**TC** to set up trial	*Local Government Act 1972, s.112*
PC22/034	To receive a report from the external HR consultant contracted to review the post gradings for the grounds maintenance team, the cleaner/caretaker positions and the Admin Support Assistant Role and determine staff pay in accordance with delegated powers (Structures and Functions 7.14).	The committee ascertained that the allocated staffing budget would suffice to accommodate the increased staffing costs. The committee **RESOLVED** to re-grade staff pay as recommended in the report.	**TC** to inform staff and produce notes for personnel files. **RFO** to amend payroll records.	*Local Government Act 1972, s.112*

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Agenda no	Agenda item title	Decision	Action	Power
PC22/035	To note 2021-22 National Salary Award **Paper D**	The committee **noted** the National Salary Award and the need for backdated pay.	**RFO** to amend payroll details.	*Local Government Act 1972, s.112*
PC22/036	To consider weekend cemetery working **Paper E**	The Committee **RESOLVED** to limit weekend interments to between the hours of 10.00 and 12.00 noon on a Saturday from April and staff to be paid 2 hours of overtime for each weekend interment.	RFO to implement in payroll. **TC** to investigtate overtime payments for office staff.	*Local Government Act 1972, s.112*
PC22/037	To consider office working arrangements **Paper F**	The Committee **RESOLVED** to continue with current "common sense approach" arrangements until a full risk assessment has been carried out following mitigating measures.	**TC** to research access options such as intercom, electric doors etc within the limitations of the listed building status and bring to a future meeting	
PC22/038	To receive update of recent recruitment for a Grounds Maintenance Operative and Cleaning Operative/Caretaker, consider when and how to re-advertise and delegate a shortlisting/interview committee with delegated powers to appoint a suitable candidate for each post. **Paper G**	The Committee **RESOLVED** to re-advertise the current job vacancies at the new grades. The Committee **RESOLVED** to delegate the appointment decision to the interview panel. The Committee **appointed** Cllrs Davies and Schofield to the interview panel. The panel would also have line manager representation.	**TC** to re-advertise posts at new scales and oversee the recruitment process.	*Local Government Act 1972, s.112*
PC22/039	To note the Annual HR Compliance Survey and consider any further action required. **Paper H**	The Committee **noted** the report and concluded that no further action was required at this time as recommendations had already been implemented..		*Local Government Act 1972, s.112*

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Agenda no	Agenda item title	Decision	Action	Power
PC22/040	To consider and adopt the Council's Wellbeing Policy as recommended by the Council's HR consultant. **Paper I**	The Committee **RESOLVED** to adopt the Wellbeing Policy. It was noted that a similar policy should be available for councillors.	**TC** to look into Wellbeing policy for members. **TC** to implement policy and **ASO** to publish.	*Local Government Act 1972, s.112*
PC22/041	To consider and adopt the Council's Parental Bereavement Leave Policy as recommended by the Council's HR consultant. **Paper J**	The Committee **RESOLVED** to adopt the Parental Bereavement Leave Policy.	**TC** to implement policy and **ASO** to publish.	*Local Government Act 1972, s.112*
PC22/042	To receive any items for notification to be included on a future agenda – for information only.	• Staff rewards or appreciation • Working through change training	**TC** to research add to agenda	*N/A*
PC22/043	To note the date and time of the next Personnel Committee Meeting scheduled for 13 April 2022 at 19.00.	The Committee **noted** the date and time of the next Personnel Committee Meeting as scheduled for 13 April 2022 at 19.00		*Local Government Act 1972, Sch 12, p10 (2)(a)*

The meeting closed at 19.42.

Signed as a true record of the Meeting:_____ Dated_____

Presiding chairman of approving meeting

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