Minutes of the Personnel Committee meeting

26 July 2022

held in the Reading Room, Richmond House. Richmond Park, Morton Terrace, Gainsborough

Councillors Present

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|  |  | James Plastow |
|  |  |  |
| Tim Davies (chairing) | Pat O’Connor |  |

Councillors Absent

|  |  |  |
| --- | --- | --- |
| Matt Boles | Sally Loates | Kenneth Woolley |
| Richard Craig (Chairman) | Paul Key | Denise Schofield (Vice Chairman) |

In attendance:

|  |  |  |  |
| --- | --- | --- | --- |
| Belina Boyer (TC) |  |  |  |

Also present: There was no public present.

In the absence of both the chairman and the vice-chairman of the committee it **resolved** to appoint Cllr Davies as Chairman for the meeting.

| **Agenda no** | Agenda item title | Decision | Action | Power |
| --- | --- | --- | --- | --- |
| **Agenda no** | **Apologies for absence**  To **note** apologies for absence. | Apologies for absence had been received from Cllrs Craig, Woolley and Loates. These were duly **noted**. | N/A | *Local Government Act 1972, s85 (1) & Sch 12, p40.* |
| PC23/049 | **Declarations of interest**  To **receive** any declarations of interest in accordance with the requirements of the Localism Act 2011. | None received. | N/A | *Localism Act 2011, s31.* |
| PC23/050 | **Dispensation requests**  To **consider** any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded. | None received. | N/A | *Localism Act 2011, s33.* |
| PC23/051 | **Exclusion of press and public**  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 from item PC23/054. | N/A | *Public Bodies (Admissions to Meetings) Act 1960 1 (2)* |
| PC23/052 | **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 13 July 2022 | The Committee **resolved** to sign the minutes of the meeting 13 July as a true record of that meeting. | **DC**: Publish. | *Local Government Act 1972, Sch 12, p41 (1).* |
| PC23/054 | **Council Governance**  To receive a report from the external HR consultant contracted to review the post gradings for the Town Clerk, Deputy Clerk & RFO and Operations Manager and determine staff pay in accordance with delegated powers (Structures and Functions 7.14).  **Exclusion of Public and Press recommended due to the personal nature of the matter under discussion.**  **Paper B** | The committee **resolved to recommend** to Full Council to **resolve to approve** the recommendations of the independent HR report as the proposed changes can be accommodated within the current Personnel Committee budget. | **TC** to add as confidential item to September Full Council Agenda. |  |
| PC23/055 | **Admin Support Officer**  To **approve** recruitment pack and associated job description, person specification and job advert to start the recruitment process to the current staff vacancy.  To **appoint** shortlisting and interview panel and agree power be delegated to agree appointment.  To **confirm** the terms and conditions to be offered to the new post holder.  **Paper C** | The Committee **resolved to approve** the recruitment pack and associated documents..  The Committee **resolved** that Cllrs Plastow and O’Connor and the clerk as the line manager should form the shortlisting and interview panel and to  delegate the decision of appointing a new member of staff to the interview panel as executed by the Clerk. Cllr Davies would be the reserve.  The Committee **resolved** to confirm the terms and conditions as outlined in the recruitment pack and standard contract. | **TC** to advertise post on various platforms. | *Local Government Act 1972, s.112* |
| PC23/056 | **Operations Manager**  To **approve** recruitment pack and associated job description, person specification and job advert to start the recruitment process to the current staff vacancy.  To **appoint** shortlisting and interview panel and agree power be delegated to agree appointment.  To **confirm** the terms and conditions to be offered to the new post holder.  **Paper D** | The Committee **resolved to approve** the recruitment pack and associated documents subject to the addition of “post re-evaluation and pay award pending” being added to the Grade/Salary line..  The Committee **resolved** that Cllrs Plastow and Davies and the Clerk as the line manager should form the shortlisting and interview panel and to  delegate the decision of appointing a new member of staff to the interview panel as executed by the Clerk. Cllr O’Connor would be the reserve.  The Committee **resolved** to confirm the terms and conditions as outlined in the recruitment pack and standard contract. | **TC** to advertise post on various platforms. | *Local Government Act 1972, s.112* |
| PC23/057 | **Allotments Officer**  To **consider** a request from Property and Services Committee to create the position of an Allotments Officer and consider a draft job description and person specification.  **Paper E** | The Committee **resolved to progress** the recruitment of a part-time allotments officer pending any recommendation resulting from the structural review. | **TC** to add to next agenda. | *Local Government Act 1972, s.112* |
| PC23/058 | **Items of notification**  To receive any items for notification to be included on a future agenda – for information only | Not applicable |  | *N/A* |
| PC23/059 | **Time and date of next meeting**  To note the date and time of the next Personnel Committee meeting scheduled for 14 September 2022 at 19.00. | The Committee **noted** the date and time of the next Personnel Committee meeting scheduled for 14 September 2022 at 19.00 |  | *Local Government Act 1972, Sch 12, p10 (2)(a)* |

The meeting closed at 18.15.

Signed as a true record of the Meeting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Presiding chairman of approving meeting