Minutes of the Personnel Committee meeting

12 October 2022

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

Councillors Present

|  |  |  |
| --- | --- | --- |
|  | Tim Davies | Pat O’Connor |
| Richard Craig (Chairman) | Paul Key | James Plastow |
| Dennis Dannatt |  |  |

Councillors Absent

|  |  |  |
| --- | --- | --- |
| Matt Boles |  |  |
|  | Sally Loates | Kenneth Woolley |

In attendance:

|  |  |  |  |
| --- | --- | --- | --- |
| Belina Boyer (TC) | Rachel Allbones (DC & RFO) |  |  |

Also present: There was no public present.

| **Agenda no**  | Agenda item title  | Decision | Action | Power  |
| --- | --- | --- | --- | --- |
| PC23/060 | To **note** apologies for absence.  | Apologies for absence had been received from Cllrs Boles, Loates and Woolley. These were duly **noted**.  | N/A | *Local Government Act 1972, s85 (1) & Sch 12, p40.*  |
| PC23/061 | To **receive** any declarations of interest in accordance with the requirements of the Localism Act 2011. | None received. | N/A | *Localism Act 2011, s31.*  |
| PC23/062 | 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.*  |
| PC23/063 | 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 PC23/070 & PC23/073. | N/A | *Public Bodies (Admissions to Meetings) Act 1960 1 (2)* |
| PC23/064 | 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 26 July 2022 | The Committee **resolved** to sign the minutes of the meeting 26 July as a true record of that meeting.Cllr Key voted against.Cllr Craig and Dannatt abstained from voting. | **ASO** to publish. | *Local Government Act 1972, Sch 12, p41 (1).*  |
| PC23/065 | To **appoint** a vice chairman to this committee. | The Committee **resolved** to appoint Cllr Dannatt as vice chairman. | **ASO** to update database | *Local Government Act 1972, s15 (6)* |
| PC23/066 | To **consider** quotations for all staff to attend Manual Handling, Working at Height & COSHH training.**Paper B** | The Committee **resolved** for all staff to undertake Manual Handling, Working at Height & COSHH training for all staff through Stallard Kane on a one-day course at a cost of £600. | **DC&RFO** to contact Stallard Kane. |  |
| PC23/067 | To **consider** the allocation of the two NJC occasional days over the Christmas period.**Paper C** | The Committee **resolved** to approve the two NJC occasional days over the Christmas period be Friday 23 December and Friday 30 December.Cllr Key abstained. | **DC&RFO** to communicate to staff. |  |
| PC23/068 | To receive and **note** an update on the recruitment for the Operations Manager and Admin Support Officer.**Paper D** | The Committee **noted** the update. |  |  |
| PC23/069 | To receive the resignation of a member of staff and **note** their last day of work. **Paper E** | The Committee **resolved** to accept the resignation and pay for any untaken leave. The Committee **resolved** to offer the incoming Operations Manager time off in lieu if he attends for a hand over with the Grounds Maintenance Team Leader.Cllr O’Connor abstained.Cllrs Davies and Key voted against. | **DC** to deal with in payroll.**TC** to contact the Operations Manager. |  |
| PC23/070 | 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). Referred from FC23/071**Exclusion of Public and Press recommended due to the personal nature of the matter under discussion.** **Paper F** | The Committee **resolved** to approve all six re-grading recommendations as presented in the independent report but for the regradings to take effect from 01/04/2023 subject to the relevant budget being approved. The committee **resolved** to consider additional budget provision in the 2023/24 budget.Cllr Key and O’Connor voted against.Cllr Craig abstained. | **DC&RFO** budget for in 2023/24. | *Local Government Act 1972, s.112* |
| PC23/071 | To **consider** scheduling an extraordinary Personnel Committee meeting and authorise the additional cost for the independent HR consultant’s attendance to discuss the Organisational Review Report and answer any questions the committee may have.**Paper G** | The Committee **resolved** to approve the additional expenditure in order to get the best value from the report at a cost of £150 for the consultant to attend online with relevant staff present at the meeting. Cllr Key voted against.  | **TC** to schedule an extraordinary meeting in liaison with the Chairman and the HR consultant. | *Local Government Act 1972, s.112* |
| PC23/072 | To consider the recruitment process for Grounds Maintenance Team Leader position in particular 1. To **approve** recruitment pack and associated job description, person specification and job advert to start the recruitment process to the current staff vacancy.
2. To **consider** whether to advertise the post internally in the first instance.
3. To **appoint** shortlisting and interview panel and agree power be delegated to agree appointment.
4. To **confirm** the terms and conditions to be offered to the new post holder.

**Paper H**  | 1. The Committee **resolved** to advertise the post internally in the first instance.
2. The Committee **resolved** to approve recruitment pack and associated job description, person specification and job advert to start the recruitment process to the current staff vacancy, with the amendment to remove the “5” in 5 GCSEs and replacing “Full Licence” with “Full Car Licence.
3. The Committee **resolved** to appoint Cllrs Davies and Key, with Plastow as reserve, as shortlisting and interview panel and agree power be delegated to agree appointment.
4. The Committee **resolved** to confirm the terms and conditions to be offered to the new post holder.
 | **TC** to advertise post internally and make the relevant arrangements for interview.  | *Local Government Act 1972, s.112* |
|  |  | At the request of Cllr Plastow the committee **resolved** to debate this Item following item PC23/070.  |  |  |
| PC23/073 | To consider additional remuneration for the Grounds Maintenance Team Leader for stepping up whilst the post of Operations Manager was vacant. **Exclusion of Public and Press recommended due to the personal nature of the matter under discussion.** **Paper I** | The Committee **resolved** to pay the additional remuneration for the Grounds Maintenance Team Leader for stepping up whilst the post of Operations Manager was vacant. | **DC&RFO** to deal with via payroll. | *Local Government Act 1972, s.112* |
|  |  | Cllr Plastow leaves 20.17. |  |  |
| PC23/074 | **Items of notification**To receive any items for notification to be included on a future agenda – for information only  | Staff Handbook – report from policy review working groupPolicy review |  | *N/A* |
| PC23/075 | **Time and date of next meeting**To note the date and time of the next Personnel Committee meeting scheduled for 9 November 2022 at 19.00. | The Committee **noted** the date and time of the next Personnel Committee meeting scheduled for 9 November 2022 at 19.00 |  | *Local Government Act 1972, Sch 12, p10 (2)(a)* |

The meeting closed at 20.42.

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

 Presiding chairman of approving meeting