Minutes of the Personnel Committee meeting

23 November 2022

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

Councillors Present

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|  | Tim Davies | Pat O’Connor |
|  | Paul Key | James Plastow |
| Dennis Dannatt (Vice Chairman) |  | Kenneth Woolley |

Councillors Absent

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| --- | --- | --- |
| Matt Boles |  |  |
| Richard Craig (Chairman) | Sally Loates |  |

In attendance:

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

Also present: There was no public present.

| **Agenda no**  | Agenda item title  | Decision | Action | Power  |
| --- | --- | --- | --- | --- |
| PC23/076 | To **note** apologies for absence.  | Apologies for absence had been received from Cllrs Boles, Craig and Loates. These were duly **noted**.  | N/A | *Local Government Act 1972, s85 (1) & Sch 12, p40.*  |
| PC23/077 | To **receive** any declarations of interest in accordance with the requirements of the Localism Act 2011. | None received. | N/A | *Localism Act 2011, s31.*  |
| PC23/078 | 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.*  |
| PC23/079 | 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 PC23/081, PC23/084 & PC23/085. | N/A | *Public Bodies (Admissions to Meetings) Act 1960 1 (2)* |
| PC23/080 | 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 12 October 2022 | An amendment was proposed and seconded to amend PC23/070 in the draft minutes to read “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.”At the request of Cllr Key a recorded vote was taken on the amendment as follows: -For – Cllrs T Davies, DannattAgainst – Cllrs Key, O’Connor (Cllr O’Connor requested it be noted he was against as he believed the original draft minute was a true representation of the decision taken.)Abstain – Cllrs Plastow, WoolleyThe Chairman’s casting vote was For, the **amendment passed**.The Committee **resolved** to sign the minutes of the meeting 12 October 2022 as a true record of that meeting subject to the approved amendment above.Cllr O’Connor voted against.Cllr Woolley abstained from voting. | **ASO** to publish. | *Local Government Act 1972, Sch 12, p41 (1).*  |
| PC23/081 | To receive and note an update on the recruitment for the Grounds Maintenance Team Leader and Probation review for the Caretaker.**Exclusion of Public and Press recommended due to personal nature of report.****Paper B** | The Committee **noted** the update on the recruitment for the Grounds Maintenance Team Leader and Probation review for the Caretaker. | N/A |  |
| PC23/082 | To note 2022-23 National Salary Award.**Paper C** | The Committee **noted** the 2022-23 National Salary Award. | N/A |  |
| PC23/083 | To consider the recruitment process for Grounds Maintenance Operative position in particular 1. To **appoint** shortlisting and interview panel and agree power be delegated to make appointment.
2. To **confirm** the terms and conditions to be offered to the new post holder.

**Paper D** | The Committee **resolved** to: -a) Appoint Cllr Plastow, Cllr Woolley as reserve, the Operations Manager and Grounds Maintenance Team Leader to the shortlisting and interview panel and agreed power be delegated to make an appointment to the Grounds Maintenance Operative position.b) Confirmthe terms and conditions to be offered to the new post holder. | **DC** to arrange shortlisting and interview dates. |  |
| PC23/084 | To receive the sickness absence and holiday report and consider any potential action required.**Exclusion of Public and Press recommended due to personal nature of report.****Paper E** | Cllr Key questioned the Town Clerk’s hours as recorded and who line managed the Town Clerk. The Committee **noted** the sickness absence and holiday report. | **Policy Review Working Group** to look into line management of the line management of the Town Clerk when reviewing Structures and Functions. |  |
| PC23/085 | To note a report from the external HR consultant contracted to carry out an Organisational Staffing Review.**Exclusion of Public and Press recommended due to the personal nature of the matter under discussion.** **Paper F** | Members felt that the report was incomplete because not all members had been interviewed when all staff had been questioned.The Committee **noted** the Organisational Staffing Review as a first draft and further work would be required. | N/A |  |
| PC23/086 | To **consider** recommending to full Council additional cost for the independent HR consultant’s attendance to conduct additional interviews with more members of the council with the option to extend the interviews to new members of staff. **Paper G** | The Committee **resolved to recommend** to Full Council making a budget virement of £3,000 from 1000/1 Employee costs, Gross Salary to 2070/9 Administration, Governance Support to fund the independent HR consultant’s attendance to conduct additional interviews with more members of the Council with the option to extend the interviews to new members of staff. | **TC** to include on FC agenda. |  |
| PC23/087 | To consider the recruitment process for Allotments Officer position in particular 1. To **approve** recruitment pack and associated job description, person specification and job advert to start the recruitment process.
2. To **appoint** shortlisting and interview panel and agree power be delegated to agree appointment.
3. To **confirm** the terms and conditions to be offered to the new post holder.

**Paper H** | The Committee **resolved** to: -a) Approverecruitment pack and associated job description, person specification and job advert.b) Appoint Cllrs Davies and Plastow, Cllr Woolley as reserve, the Operations Manager and Grounds Maintenance Team Leader to the shortlisting and interview panel and agreed power be delegated to make an appointment to the Grounds Maintenance Operative position.c) Confirmthe terms and conditions to be offered to the new post holder. | **ASO** to advertise the post.**DC** to arrange shortlisting and interview dates. |  |
| PC23/088 | To consider first draft budget requirements for 2023/24.The following specific budgetary areas are considered as part of the Committee’s remit: * Employee Costs

**Paper I** | The Committee **noted** the first draft of the employee costs budget requirements for 2023/24 incorporating the Organisational Staffing Review recommendations. Members were advised that the GM Seasonal position could now be removed. Members requested a second draft at the next meeting removing the Projects Officer and Modern Apprentice positions. | **DC&RFO** to produce second draft for the next meeting. |  |
| PC23/089 | **Items of notification**To receive any items for notification to be included on a future agenda – for information only  | * Organisational Review Report
* Report from Policy Review Working Group
 |  | *N/A* |
| PC23/090 | **Time and date of next meeting**To note the date and time of the next Personnel Committee meeting scheduled for 14 December 2022 at 19.00. | The Committee **noted** the date and time of the next Personnel Committee meeting scheduled for 14 December 2022 at 19.00 |  | *Local Government Act 1972, Sch 12, p10 (2)(a)* |

The meeting closed at 20.59.

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

 Presiding chairman of approving meeting