

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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Dear Councillor,

Thursday, 23 March 2023

You are hereby summoned to attend an additional meeting of the **Personnel Committee** which will be held on **Wednesday 29 March 2023** at **7.00pm** at **Richmond House, Richmond Park**, Morton Terrace, Gainsborough.

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

Cllr Richard Craig

Chair of Personnel Committee

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

Agenda no	Agenda item title	Power
PC23/143	To note apologies for absence.	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PC23/144	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	<i>Localism Act 2011, s31.</i>
PC23/145	To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	<i>Localism Act 2011, s33.</i>
PC23/146	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.	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>

Agenda no	Agenda item title	Power
PC23/147	<p>To receive the minutes of the previous Personnel Committee meeting(s) and resolve to sign these as a true record of the meeting(s).</p> <p>Paper A – Personnel Committee 22 March 2023</p>	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PC23/148	<p>To consider all options available to the Council in the recruitment of a new Town Clerk following the resignation of the current Town Clerk.</p> <p>Paper B Exclusion of public and press recommended due potential personal nature of report and time sensitive commercial sensitivity.</p>	
PC23/149	<p>To receive any items for notification to be included on a future agenda – for information only</p> <ul style="list-style-type: none"> • Staff Handbook – report from policy review working group • Appraisal review report 	<i>N/A</i>
PC23/150	<p>To note the date and time of the next Personnel Committee meeting scheduled for 12 April 2023 at 7.00pm.</p>	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

PAPER A

DRAFT Minutes of the Personnel Committee meeting

22 March 2023 at 19:00



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

Councillors Present

	Tim Davies	
Richard Craig (Chairman)	Paul Key	James Plastow
Dennis Dannatt (Vice Chairman)	Sally Loates	Kenneth Woolley

Councillors Absent

Matt Boles		Pat O'Connor

In attendance:

	Rachel Allbones (DC & RFO)	Stephen Coulman (OM)
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Also present: One member of the public.

Agenda no	Agenda item title	Decision	Action	Power
PC23/134	To note apologies for absence.	Apologies for absence had been received from Cllr O'Connor.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PC23/135	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.	N/A	<i>Localism Act 2011, s31.</i>
PC23/136	To consider any dispensation requests received by the Clerk in relation to personal and/or	None received.	N/A	<i>Localism Act 2011, s33.</i>

Initialled:

Agenda no	Agenda item title	Decision	Action	Power
	disclosable pecuniary interests, not previously recorded.			
PC23/137	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 the public and press from item PC23/140.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PC23/138	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 8 March 2023	The Committee resolved to sign the minutes of the meeting 8 March 2023 as a true record of that meeting.	ASO to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PC23/139	To formally accept the resignation of the Town Clerk dated 10 March 2023.	The Committee resolved to formally accept the resignation of the Town Clerk.	DC to issue the TC with acceptance letter.	
PC23/140	To consider quotation from Council HR and Governance Support to undertake the recruitment of the Town Clerk Paper B Exclusion of public and press recommended due to time sensitive commercial sensitivity. <i>Council HR and Governance Support will be available to Teams</i>	The Committee resolved to note the quotation received, but to hold an extraordinary meeting to discuss all options available to the Council in recruiting a Town Clerk.	DC to schedule and organise extraordinary meeting.	

Initialled:

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Agenda no	Agenda item title	Decision	Action	Power
	<i>into the meeting if Committee so wish.</i>			
PC23/141	To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> • Staff Handbook - report from Policy Review Working Group • Appraisal review report. 	TC to include on future agenda.	N/A
PC23/142	To note the date and time of the next Personnel Committee meeting scheduled for 12 April 2023 at 19.00.	The Committee resolved to call an extraordinary Personnel Committee meeting for Wednesday 29 March 2023.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 19.38.

Signed as a true record of the Meeting: _____ Dated _____
 Presiding chairman of approving meeting

PAPER B