

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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Dear Councillor,

Friday, 17 March 2023

You are hereby summoned to attend an additional meeting of the **Personnel Committee** which will be held on **Wednesday 22 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.

A handwritten signature in black ink, appearing to be 'RC', written over a white background.

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 |
|-----------|--|--|
| PC23/134 | To note apologies for absence. | <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. | <i>Localism Act 2011, s31.</i> |
| PC23/136 | 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> |

| Agenda no | Agenda item title | Power |
|-----------|---|--|
| 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. | <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 | <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. | |
| 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 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 | N/A |
| PC23/142 | To note the date and time of the next Personnel Committee meeting scheduled for 12 April 2023 at 7.00pm. | <i>Local Government Act 1972, Sch 12, p10 (2)(a)</i> |

PAPER A

DRAFT Minutes of the Personnel Committee meeting

8 March 2023 at 19:00



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

Councillors Present

| | | |
|--------------------------------|--------------|-----------------|
| Richard Craig (Chairman) | Paul Key | |
| Dennis Dannatt (Vice Chairman) | Sally Loates | Kenneth Woolley |

Councillors Absent

| | | |
|------------|------------|---------------|
| Matt Boles | Tim Davies | Pat O'Connor |
| | | James Plastow |

In attendance:

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

Also present: There was no public present.

| Agenda no | Agenda item title | Decision | Action | Power |
|-----------|--|---|--------|--|
| PC23/123 | To note apologies for absence. | Apologies for absence had been received from Cllrs Davies, O'Connor and Plastow. These were duly noted . | N/A | <i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i> |
| PC23/124 | 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> |
| PC23/125 | 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. | | | |
| PC23/126 | 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 items PC23/116, PC23/127 & PC23/130. The Committee resolved to take item PC23/130 next. | N/A | <i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i> |
| PC23/130 | To consider a motion by Cllr Key. Exclusion of Public and Press recommended due to personal nature this item. Paper E | The Committee resolved that Cllr Boles (Leader) and Cllr Craig (Chair of Personnel) investigate these Issues raised in the motion and report back to the Committee. | Cllr Boles (Leader) and Cllr Craig (Chair of Personnel) to investigate. | |
| PC23/127 | To consider a corrected report amending a staff contract and enter into formal consultation with the member of staff affected. (from PC23/108). Exclusion of Public and Press recommended due to personal nature this item. Paper A | The Deputy Clerk advised the salary stated in the report was as per 2022/23 Local Government Services Pay Agreement and not 2021/22 as stated. The Committee resolved to approve the staff contract with the amendments as outlined and enter into consultation with the member of staff as to the changed terms and conditions. Following consultation to obtain a signed copy of the contract or re-present the contract for approval. | TC to enter into consultation with the member of staff as to the changed terms and conditions and obtain a signed copy of the contract. | |
| PC23/128 | To receive the minutes of the previous Personnel Committee | The Committee resolved to sign the minutes of the meetings 11 January | ASO to publish. | <i>Local Government Act 1972, Sch 12, p41 (1).</i> |

Initialled:

Personnel Committee Minutes 2022-23

| Agenda no | Agenda item title | Decision | Action | Power |
|-----------|---|---|---|-------|
| | meeting(s) and resolve to sign these as a true record of the meeting(s). Paper B – Personnel Committee 11 January 2023 Paper C – Personnel Committee 8 February 2023 | 2023 & 8 February 2023 as a true record of that meeting. | | |
| PC23/129 | To consider an HR compliance report from the Council’s HR consultant and any necessary action resulting from it and note the certification gained. Paper D | The Committee noted the HR compliance report and certification gained. The Committee resolved to favourably consider a Flexible Working policy once presented at a future meeting and to support regular driving licence checks in line with the HR consultant’s recommendation. | N/A TC to draft Flexible Working policy. OM to carry out annual driving licence checks. | |
| PC23/130 | To consider a motion by Cllr Key. Exclusion of Public and Press recommended due to personal nature this item. Paper E | Dealt with above. | | |
| PC23/131 | To note a letter from National Employers for local government services for the 2023 Local Government Pay Round. Paper F | The Committee noted the letter from National Employers. | N/A | |
| PC23/132 | To receive any items for notification to be included on a | <ul style="list-style-type: none"> Staff Handbook - report from Policy Review Working Group | TC to include on future agenda. | N/A |

Initialled:

Personnel Committee Minutes 2022-23

| Agenda no | Agenda item title | Decision | Action | Power |
|-----------|--|---|--------|--|
| | future agenda – for information only | <ul style="list-style-type: none"> Appraisal review report. | | |
| PC23/133 | To note the date and time of the next Personnel Committee meeting scheduled for 12 April 2023 at 19.00. | The Committee noted the date and time of the next Personnel Committee meeting scheduled for 12 April 2023 at 19.00 | N/A | <i>Local Government Act 1972, Sch 12, p10 (2)(a)</i> |

The meeting closed at 20.12.

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

DRAFT

PAPER B