

# 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 <b>note</b> apologies for absence.	Apologies for absence had been received from Cllr O'Connor.	N/A	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
PC23/135	To <b>receive</b> 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 <b>consider</b> any dispensation requests received by the Clerk in relation to personal and/or	None received.	N/A	<i>Localism Act 2011, s33.</i>

Initialled:

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Agenda no	Agenda item title	Decision	Action	Power
	disclosable pecuniary interests, not previously recorded.			
PC23/137	To <b>determine</b> 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 <b>resolved</b> to exclude the public and press from item PC23/140.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
<i>Member of the public left the meeting.</i>				
PC23/138	To receive the minutes of the previous Personnel Committee meeting(s) and <b>resolve</b> to sign these as a true record of the meeting(s). <b>Paper A – Personnel Committee 8 March 2023</b>	The Committee <b>resolved</b> to sign the minutes of the meeting 8 March 2023 as a true record of that meeting.  Cllrs Davies and Plastow abstained.	<b>ASO</b> 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 <b>resolved</b> to formally accept the resignation of the Town Clerk.	<b>DC</b> 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 <b>Paper B</b> <b>Exclusion of public and press recommended due to time sensitive commercial sensitivity.</b>	The Committee <b>resolved</b> to note the quotation received, but to hold an extraordinary meeting to discuss all options available to the Council in recruiting a Town Clerk.	<b>DC</b> to schedule and organise extraordinary meeting.	

Agenda no	Agenda item title	Decision	Action	Power
	<i>Council HR and Governance Support will be available to Teams into the meeting if Committee so wish.</i>			
PC23/141	To <b>receive</b> any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> <li>• Staff Handbook - report from Policy Review Working Group</li> <li>• Appraisal review report.</li> </ul>	<b>TC</b> to include on future agenda.	N/A
PC23/142	To <b>note</b> the date and time of the next Personnel Committee meeting scheduled for 12 April 2023 at 19.00.	The Committee <b>resolved</b> 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

Initialed: \_\_\_\_\_

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