

# Minutes of the Personnel Committee meeting

## 29 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	
Dennis Dannatt (Vice Chairman)		Kenneth Woolley

### Councillors Absent

Matt Boles		Pat O'Connor
	Sally Loates	James Plastow

### In attendance:

	Rachel Allbones (DC & RFO)	
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### Also present:

Agenda no	Agenda item title	Decision	Action	Power
PC23/143	To <b>note</b> apologies for absence.	Apologies for absence had been received from Cllrs Loates, O'Connor and Plastow.	N/A	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
PC23/144	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>
PC23/145	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:

Agenda no	Agenda item title	Decision	Action	Power
	disclosable pecuniary interests, not previously recorded.			
PC23/146	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 PC23/148.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PC23/147	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 22 March 2023</b>	The Committee <b>resolved</b> to sign the minutes of the meeting 22 March 2023 as a true record of that meeting.	<b>ASO</b> to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PC23/148	To consider all options available to the Council in the recruitment of a new Town Clerk following the resignation of the current Town Clerk. <b>Paper B</b> <b>Exclusion of public and press recommended due potential personal nature of report and time sensitive commercial sensitivity.</b>	Members thoroughly discussed all options available to the Council.  The Committee <b>resolved to recommended to Full Council</b> to: - <ul style="list-style-type: none"> <li>• Offer the Deputy Clerk &amp; RFO the role of Interim Town Clerk (whilst continuing current duties) for 6 months from 10<sup>th</sup> June 2023 with a 3-month review and 1 month notice period from either party</li> <li>• Following 6 months an external recruitment process to take place</li> <li>• Request the Admin Support Officer to increase weekly hours from 30 to 37</li> </ul>	<b>DC</b> to include on Full Council agenda.	

Agenda no	Agenda item title	Decision	Action	Power
		<p>from 1<sup>st</sup> June 2023 until further notice.</p> <ul style="list-style-type: none"> <li>If the above is approved to delegate to the Personnel Committee to set the SCP for the Interim Town Clerk on 12<sup>th</sup> April 2023 and formally offer the Interim Town Clerk position</li> </ul> <p>And <b>resolved</b>: -</p> <ol style="list-style-type: none"> <li>That an exit strategy meeting be agreed with the Town Clerk as soon as possible to ensure continuity, probity and stability is observed in all matters. It is suggested this is best undertaken by the Town Clerk, Deputy Clerk, Operations Manager, and a Councillor.</li> <li>For the Chair of Personnel Committee to establish the current level of annual leave and TOIL the Town Clerk holds, and any annual leave / TOIL booked prior to 9 June.</li> </ol> <p>Cllr Key voted against.</p>		
PC23/149	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
PC23/150	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>noted</b> 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 20.34.

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

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