

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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Dear Councillor,

Thursday, 27 April 2023

You are hereby summoned to attend a meeting of the **Personnel Committee** which will be held on **Wednesday 3 May 2023 at 3.00pm** 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 'BB' with a flourish.

Belina Boyer
Town Clerk

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
PC23/163	To note apologies for absence.	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PC23/164	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	<i>Localism Act 2011, s31.</i>
PC23/165	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
PC23/166	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>
PC23/167	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 April 2023	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PC23/168	To receive response from the Deputy Clerk following the offer to take on the role of Interim Town Clerk for a period of six months with a break clause option at three months. Verbal Report by the Chairman	
PC23/169	To consider options available to the Council for the recruitment of a new Town Clerk.	
PC23/170	To receive any items for notification to be included on a future agenda – for information only <ul style="list-style-type: none"> • Staff Handbook review • Policy review 	N/A
PC23/171	To agree the date and time of the next Personnel Committee meeting.	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

PAPER A

DRAFT Minutes of the Personnel Committee meeting

12 April 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:

Belina Boyer (TC)	Rachel Allbones (DC & RFO)	
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Also present:

Agenda no	Agenda item title	Decision	Action	Power
PC23/151	To note 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) & Sch 12, p40.</i>
PC23/152	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>
PC23/153	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>

Initialed:

Agenda no	Agenda item title	Decision	Action	Power
	disclosable pecuniary interests, not previously recorded.			
PC23/154	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 PC23/156, PC23/157, PC23/158, PC23/159 and PC23/160.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PC23/155	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 29 March 2023	Cllr Key questioned offering the Admin Support Officer additional hours “until further notice”. The Chairman advised to discuss it with item PC23/160. The Committee resolved to sign the minutes of the meeting 29 March 2023 as a true record of that meeting.	ASO to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PC23/156	To receive and note an update on the probation review for the Ground Maintenance Operative Exclusion of Public and Press recommended due to personal nature of report. Paper B	The Committee resolved to note the report.	N/A	
PC23/157	To receive the sickness absence and holiday report and consider any potential action required.	The Committee resolved to note the report and ask the Town Clerk to ensure the Operations Manager timesheets are received.	TC to obtain OM timesheets.	

Agenda no	Agenda item title	Decision	Action	Power
	Exclusion of Public and Press recommended due to personal nature of report. Paper C			
PC23/158	To note the staff appraisal reports. Paper D	<p>The Committee requested an explanation of the SWAT analysis with the Operations Manager.</p> <p>The Committee resolved to note the report with the necessity of the Operations Manager and Town Clerks appraisals be carried out at the earliest opportunity.</p>	<p>TC to carry out OM appraisal.</p> <p>Leader and Chair of Personnel to carry out TC appraisal.</p>	
PC23/159	To consider a report on the Clerk's current level of annual leave and hours worked in excess of contracted hours and consider approving the time off in lieu requested. Paper E	<p>The Committee resolved: -</p> <ul style="list-style-type: none"> • to note the report. • to permit the clerk to take Time off in Lieu / annual leave from 1st May – 9th June. • to give formal permission for the Town Clerk to commence employment with another Council prior to the end of the clerk's contract with Gainsborough Town Council 09 June 2023 (as stated in the resignation acceptance letter signed by the chairman of this committee dated 22 March 2023) as required. • to still allow access to emails, social media and server until 9th June 		

Agenda no	Agenda item title	Decision	Action	Power
		<ul style="list-style-type: none"> to allow the Deputy Clerk to have access to the townclerk@ email address from 30th April 		
PC23/160	<p>To consider and set the SCP for the Interim Town Clerk position and formally offer the Interim Town Clerk position to the Deputy Clerk/RFO subject to Full Council approval on 5 April.</p> <p>Exclusion of Public and Press recommended due to personal nature of discussion.</p>	<p>The committee resolved that both the Town Clerk and the Deputy Clerk should be excluded from the discussions.</p> <p>Proposed by Cllr Craig, seconded by Cllr Dannatt the committee resolved</p> <ol style="list-style-type: none"> to offer the Deputy Clerk the Role of Interim Clerk for a period of six months with a break clause option at three months. The salary for that period to be set at £42,000 per annum plus pay award pending. After six months a review will take place of the position and pay scale. If the position were to be accepted for the Admin Support Officer to be offered 37 hours work per week with immediate effect. 	TC to write to DC/RFO with offer and take any necessary further steps as required..	
PC23/161	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 Policy Review Appraisal review report for Operations Manager and Town Clerk. 	TC to include on future agenda.	N/A

Agenda no	Agenda item title	Decision	Action	Power
PC23/162	To agree the date and time of the next Personnel Committee meeting.	The committee resolved that the next scheduled meeting should be set at the annual town meeting in May.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 20.50.

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

DRAFT