

# Minutes of the Personnel Committee meeting

## 3 May 2023 at 3:00pm



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

### Councillors Present

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

### Councillors Absent

Matt Boles		

### In attendance:

	Rachel Allbones (DC & RFO)	
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Agenda no	Agenda item title	Decision	Action	Power
PC23/163	To <b>note</b> apologies for absence.	None received.	N/A	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
PC23/164	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>
PC23/165	To <b>consider</b> any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None received.	N/A	<i>Localism Act 2011, s33.</i>

Initialled:

Agenda no	Agenda item title	Decision	Action	Power
PC23/166	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.	None.	N/A	<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 <b>resolve</b> to sign these as a true record of the meeting(s). <b>Paper A – Personnel Committee 12 April 2023</b>	The Committee <b>resolved</b> to sign the minutes of the meeting 12 April 2023 as a true record of that meeting.  Cllrs O'Connor and Plastow abstained.	<b>ASO</b> to publish.	<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. <b>Verbal Report by the Chairman</b>	The Committee noted that the Deputy Clerk declined the pay offer to take on the role of Interim Town Clerk.	N/A	
PC23/169	To consider options available to the Council for the recruitment of a new Town Clerk.	The Chairman advise that LALC currently had no locum Clerks available, Council HR and Governance Support had someone available and LCC had x2 available.  The Committee <b>resolved</b> that the Cllr Craig approach LCC to establish who is available, if they are willing to be the locum Town Clerk for GTC and if so	<b>Cllr Craig</b> to contact LCC.	

Agenda no	Agenda item title	Decision	Action	Power
		financially at what cost and report back to the Committee.		
PC23/170	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>• Policy Review</li> <li>• Appraisal review report for Operations Manager and Town Clerk.</li> </ul>	<b>DC</b> to include on future agenda.	N/A
PC23/171	To agree the date and time of the next Personnel Committee meeting.	The committee <b>resolved</b> 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 3.45pm.

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

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