

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Telephone: 01427 811573

Website: [gainsborough-tc.gov.uk](http://gainsborough-tc.gov.uk)



Dear Councillor,

Thursday, 08 June 2023

You are hereby summoned to attend a meeting of the **Personnel Committee** which will be held on **Tuesday 13 June 2023 at 6.00pm** 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' followed by a flourish.

**Belina Boyer**  
Town Clerk

**Committee members: Cllr R Craig (C) – ex officio, Cllr Dannatt, Cllr T Davies – ex officio, Cllr R Doy, Cllr P Key, Cllr S Morley, Cllr J Plastow, Cllr K Woolley, Vacancy**

Agenda no	Agenda item title	Power
PC24/001	<b>Apologies for absence</b> To note apologies for absence.	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
PC24/002	<b>Vice Chairman</b> To appoint Vice Chairman for this committee.	<i>Local Government Act 1972, s15 (6)</i>
PC24/003	<b>Declarations of interest</b> To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	<i>Localism Act 2011, s31.</i>

Agenda no	Agenda item title	Power
PC24/004	<p><b>Dispensation requests</b> To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.</p>	<i>Localism Act 2011, s33.</i>
PC24/005	<p><b>Items for Exclusion of Public and Press</b> 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.</p>	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PC24/006	<p><b>Minutes of the previous meeting(s)</b> To receive the minutes of the previous Personnel Committee meeting(s) and resolve to sign these as a true record of the meeting(s). <b>Paper A – Personnel Committee 3 May 2023</b></p>	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PC24/007	<p><b>Cllr Key Motion regarding amendment to Structure and Functions</b> To consider a motion requesting the following amendment from Cllr Key. 4.26 The Leader of the Council will:</p> <ul style="list-style-type: none"> <li>• Be an ex-officio member of all Council committees, Sub-committees, and Working Groups;</li> <li>• act as the immediate point of contact for the Town Clerk and approve requests for annual leave and lieu time.</li> <li>• appraise and evaluate the performance of the Town Clerk, along with the Chairman of the Personnel Committee, and;</li> <li>• regularly liaise with the Town Clerk and Chairman of the Town Council about routine matters.</li> </ul> <p><b>Paper B</b></p>	
PC24/008	<p><b>Probation Review</b> To receive and note an update on the probation review for the Allotments Officer. <b>Exclusion of Public and Press recommended due to personal nature of report.</b> <b>Paper C</b></p>	
PC24/009	<p><b>Acting Up Rota</b> To approve addition of a further Grounds Maintenance Operative to the ‘Acting Up’ rota following successful completion of their probation and passing a simple interview to establish they understand the role and responsibilities and are suitable for the role.</p>	

Agenda no	Agenda item title	Power
	<b>Exclusion of Public and Press recommended due to personal nature of report.</b>	
PC24/010	<b>Personal Injury Claim</b> To note defence of a claim. <b>Exclusion of Public and Press recommended due to the confidential nature of the business.</b> <b>Paper D</b>	
PC24/011	<b>Town Clerk Recruitment</b> To consider all options available to the Council in the recruitment of a new Town Clerk. <b>Exclusion of Public and Press recommended due to personal nature of discussion and time sensitive commercial sensitivity.</b> <b>Paper E</b>	
PC24/112	<b>Items for notification</b> To receive any items for notification to be included on a future agenda – for information only <ul style="list-style-type: none"> <li>• Staff Handbook review</li> <li>• Policy review</li> </ul>	N/A
PC24/113	<b>Time and date of next meeting</b> To note the date and time of the next Personnel Committee meeting scheduled for Wednesday 12 July 2023 at 7.00pm.	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

# PAPER A

# DRAFT 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>

Initialed:

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.	

Initialled:

Personnel Committee Minutes 2022-23

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

# PAPER B



## Belina Boyer

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**From:** Councillor Paul Key  
**Sent:** 24 April 2023 20:21  
**To:** Belina Boyer  
**Cc:** Councillor Richard Craig  
**Subject:** Structure and Functions

Hi Belina

I will try again on the last E - Mail I sent, something must have gone wrong and was missing.

MOTION

Leader of the Council

4-26 Act as the immediate point of contact for the Town Clerk and approve requests for Annual Leave and lieu time.

Appraise and Evaluate the performance of the Clerk, along with the Chairman of the of Personnel Committee.

**And Replace With**

4 - 26 Act as the immediate point of contact for the Town Clerk and approve requests for Annual Leave and lieu time.

Appraise the performance of the Town Clerk along with the Chairman of the Personnel Committee.

Now all Staff should come under the Personnel Committee ( that was my intension ) .

many thanks Cllr Paul Key

# PAPER C

# PAPER D

PAPER E