

Minutes of the Personnel Committee meeting

Tuesday 13 June 2023 at 6:00pm



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

Councillors Present

Richard Craig (Chairman)		
Dennis Dannatt	Paul Key	Kenneth Woolley
Tim Davies	Stuart Morley	

Councillors Absent

	Richard Doy	James Plastow

In attendance:

	Rachel Allbones (DC & RFO)	Stephen Coulman (OM)
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Agenda no	Agenda item title	Decision	Action	Power
PC24/001	Apologies for absence To note apologies for absence.	Apologies had been received for Cllrs Doy and Plastow	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PC24/002	Vice Chairman To appoint Vice Chairman for this committee.	The Committee resolved to appoint Cllr Dannatt as Vice Chairman of the Committee.	ASO to update records.	<i>Local Government Act 1972, s15 (6)</i>
PC24/003	Declarations of interest 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>
PC24/004	Dispensation requests	None received.	N/A	<i>Localism Act 2011, s33.</i>

Initialled:

Agenda no	Agenda item title	Decision	Action	Power
	To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.			
PC24/005	<p>Items for Exclusion of Public and Press</p> <p>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>	The Committee resolved to exclude the public and press from items PC24/008, PC24/009, PC24/010 & PC24/011.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PC24/006	<p>Minutes of the previous meeting(s)</p> <p>To receive the minutes of the previous Personnel Committee meeting(s) and resolve to sign these as a true record of the meeting(s).</p> <p>Paper A – Personnel Committee 3 May 2023</p>	The Committee resolved to sign the minutes of the meeting 3 May 2023 as a true record of that meeting.	ASO to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PC24/007	<p>Cllr Key Motion regarding amendment to Structure and Functions</p> <p>To consider a motion requesting the following amendment from Cllr Key.</p>	Following clarification of item 7.13 of Structure and Functions from the Deputy Clerk Cllr Key withdrew his motion.	N/A	

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	<p>4.26 The Leader of the Council will:</p> <ul style="list-style-type: none"> • Be an ex-officio member of all Council committees, Sub-committees, and Working Groups; • 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 Town Clerk, along with the Chairman of the Personnel Committee, and; • regularly liaise with the Town Clerk and Chairman of the Town Council about routine matters. <p>Paper B</p>			
PC24/008	<p>Probation Review To receive and note an update on the probation review for the Allotments Officer. Exclusion of Public and Press recommended due to personal nature of report. Paper C</p>	The Committee resolved to note the probation review for the Allotments Officer.	N/A	
PC24/009	<p>Acting Up Rota To approve addition of a further Grounds Maintenance Operative</p>	The Committee resolved to note the addition of a further Grounds	OM to add to the rota.	

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	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. Exclusion of Public and Press recommended due to personal nature of report.	Maintenance Operative to the 'Acting Up' rota.		
PC24/010	Personal Injury Claim To note defence of a claim. Exclusion of Public and Press recommended due to the confidential nature of the business. Paper D	The Committee resolved to note the item.	N/A	
PC24/011	Town Clerk Recruitment To consider all options available to the Council in the recruitment of a new Town Clerk. Exclusion of Public and Press recommended due to personal nature of discussion and time sensitive commercial sensitivity. Paper E	The Committee resolved to leave until the next Personnel Committee in July. Chairman to approach WLDC and wait to see if a locum becomes available through SLCC. Cllr Davies voted against.	DC to include on next agenda.	
PC24/012	Items for notification To receive any items for notification to be included on a	<ul style="list-style-type: none"> • Town Clerk recruitment • Staff Handbook - report from Policy Review Working Group • Policy Review 	DC to include on future agenda.	N/A

Initialled:

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Agenda no	Agenda item title	Decision	Action	Power
	future agenda – for information only.			
PC24/013	Time and date of next meeting To note the date and time of the next Personnel Committee meeting scheduled for Wednesday 12 July 2023 at 7.00pm.	The Committee noted the date and time of the next Personnel Committee meeting scheduled for Wednesday 12 July 2023 at 7.00pm.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 6.36pm.

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