

# Minutes of the Personnel Committee meeting

## Wednesday 12 July 2023 at 7:00pm



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

### Councillors Present

Sean Brennan	Tim Davies - ex officio	Stuart Morley
Richard Craig (Chairman) - ex officio	Richard Doy	James Plastow
Dennis Dannatt	Paul Key	Kenneth Woolley

### Councillors Absent


### In attendance:

	Rachel Allbones (DC & RFO)	
--	----------------------------	--

Agenda no	Agenda item title	Decision	Action	Power
PC24/014	<b>Apologies for absence</b> To note apologies for absence.	None received.	N/A	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
PC24/015	<b>Declarations of interest</b> To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Cllr Brennan declared a personal interest in agenda item PC24/026 as a former colleague of the HR Advisor.  Cllr Davies declared a personal interest in agenda item PC24/024 as he has knowledge of the staff member.	N/A	<i>Localism Act 2011, s31.</i>
PC24/016	<b>Dispensation requests</b> 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>

Initialled:

Agenda no	Agenda item title	Decision	Action	Power
	disclosable pecuniary interests, not previously recorded.			
PC24/017	<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>	<p>The Committee <b>resolved</b> to exclude the public and press from items PC24/021, PC24/022, PC24/023, PC24/024, PC24/025 &amp; PC24/026.</p> <p>Cllr Key abstained.</p>	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PC24/018	<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 Tuesday 13 June 2023</b></p>	<p>The Committee <b>resolved</b> to sign the minutes of the meeting Tuesday 13 June 2023 as a true record of that meeting.</p> <p>Cllrs Brennan, Doy and Plastow abstained.</p>	<b>ASO</b> to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PC24/019	<p><b>Staff Handbook</b> To consider and adopt a reviewed version of the Staff Handbook and resolve the following policies are now redundant: - 45 - Internet Usage policy 52 - Use of Work Vehicles by Staff Members 46 - Flexitime policy 50 - Capability policy</p>	<p>The Committee <b>resolved</b> to adopt the reviewed Staff Handbook and <b>resolve</b> the following policies are now redundant: - 45 - Internet Usage policy 52 - Use of Work Vehicles by Staff Members 46 - Flexitime policy 50 - Capability policy 32 - Grievance and discipline policy</p>	<b>DC</b> to consult members of staff once outstanding policies are complete.	

Agenda no	Agenda item title	Decision	Action	Power
	32 - Grievance and discipline policy 48 - Gate locking policy <b>Paper B</b>	48 - Gate locking policy		
PC24/020	<b>Flexible Working Policy</b> To consider and adopt a Flexible Working Policy. <b>Paper C</b>	The Committee <b>resolved</b> to <b>recommend to Full Council</b> to adopt the Flexible Working Policy.  Cllr Woolley abstained.	<b>DC</b> to include on next Full Council agenda.	
PC24/021	<b>Timesheets</b> To consider report regarding missing timesheets from a former member of staff. <b>Exclusion of Public and Press recommended due to personal nature of discussion</b> <b>Paper D</b>	The Committee <b>resolved</b> to note the report and ensure a better system of management is undertaken with a new Town Clerk.	N/A	
PC24/022	<b>Parking Fine</b> To consider reimbursement of parking fine received when attending a meeting at WLDC. <b>Exclusion of Public and Press recommended due to personal nature of discussion</b> <b>Paper E</b>	The Committee <b>resolved</b> to reject the request to reimburse the parking fine 12.74 of the newly adopted Staff Handbook states: - Employees receiving any form of fine, i.e. speeding fine, parking ticket, toll or congestion charge fine whilst in charge of a Council vehicle shall be responsible for the full costs.  A Member advised that when visiting WLDC parking can be sorted with them.	<b>DC</b> to inform member of staff.	

Agenda no	Agenda item title	Decision	Action	Power
PC24/023	<b>Staff Structure</b> To consider report regarding staff structure. <b>Exclusion of Public and Press recommended due to personal nature of discussion</b> <b>Paper F</b>	The Committee <b>resolved</b> to defer until the next meeting and for job descriptions be presented.	<b>DC</b> to include on next agenda.	
PC24/024	<b>Staff Management Matter</b> To consider a report on a staff performance management matter. <b>Exclusion of Public and Press recommended due to personal nature of discussion</b> <b>Paper G</b>	The Committee <b>resolved</b> to note the content of this report.	<b>Cllr Craig</b> to speak to <b>OM</b> .	
PC24/025	<b>Cllr Dannatt Proposal</b> To consider proposal received from Cllr Dannatt. <b>Exclusion of Public and Press recommended due to personal nature of discussion</b> <b>Paper H</b>	The Committee <b>resolved</b> to ask the Deputy Clerk to leave the meeting and Cllr Craig would take the minutes for the item.  The Committee <b>resolved</b> to take items PC24/025 & PC 24/026 together.	N/A	
PC24/026	<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 I</b>	The Committee <b>resolved</b> to <b>recommend to Full Council</b> to as per Appendix A.	<b>DC</b> to include on an extraordinary Full Council agenda.	

Agenda no	Agenda item title	Decision	Action	Power
PC24/027	<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 sickness, absence and leave report</li> <li>• Expenses Policy</li> <li>• Staff Policy reviews</li> <li>• Sickness Absence Policy</li> <li>• Additional Duties Policy</li> <li>• Electronic Information and Communication Systems Policy</li> </ul>	<b>DC</b> to include on future agendas.	N/A
PC24/028	<b>Time and date of next meeting</b> To note the date and time of the next Personnel Committee meeting scheduled for Wednesday 13 September 2023 at 7.00pm.	The Committee <b>noted</b> the date and time of the next Personnel Committee meeting scheduled for Wednesday 13 September 2023 at 7.00pm.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 8.34pm.

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

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