

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Telephone: 01427 811573

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Dear Councillor,

Thursday, 07 September 2023

You are hereby summoned to attend a meeting of the **Personnel Committee** which will be held on **Wednesday 13 September 2023 at 7.00pm** at **Richmond House, Richmond Park**, Morton Terrace, Gainsborough.

The business of the meeting is set out in the agenda below.

**Rachel Allbones**  
Interim Town Clerk

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

Agenda no	Agenda item title	Power
PC24/039	<b>Apologies for absence</b> To note apologies for absence.	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
PC24/040	<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>
PC24/041	<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.	<i>Localism Act 2011, s33.</i>
PC24/042	<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.	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>

Agenda no	Agenda item title	Power
PC24/043	<p><b>Minutes of the previous meeting</b>            To receive the minutes of the previous Personnel Committee meeting and resolve to sign these as a true record of the meeting.  <b>Paper A – Personnel Committee Tuesday 8 August 2023</b></p>	<p><i>Local Government Act 1972, Sch 12, p41 (1).</i></p>
PC24/044	<p><b>Staff sickness, absence and leave report</b>            To receive the sickness absence and holiday report and consider any potential action required.  <b>Exclusion of Public and Press recommended due to personal nature of discussion</b>  <b>Paper B</b></p>	
PC24/045	<p><b>Staffing Report</b>            To receive and note report on staffing HR.  <b>Exclusion of Public and Press recommended due to personal nature of discussion</b>  <b>Paper C</b></p>	
PC24/046	<p><b>Staff Management Matter</b>            To consider a verbal update on a staff performance management matter.  <b>Exclusion of Public and Press recommended due to personal nature of discussion</b>  <b>Paper D – Report from July 2023 meeting.</b></p>	
PC24/047	<p><b>Personal Injury Claim</b>            To receive update regarding personal injury claim.  <b>Exclusion of Public and Press recommended due to personal nature of discussion</b>  <b>Paper E</b></p>	
PC24/048	<p><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 deferred from PC24/023</b></p>	
PC24/049	<p><b>Temporary Deputy Clerk – Staff structure consideration</b>            To give consideration to FC24/075 resolution - 9) During the 6-month trial period, the Personnel Committee will also consider recruiting for the role of temporary Deputy Clerk, to support the Interim Town Clerk/RFO and Council.  <b>Exclusion of Public and Press recommended due to personal nature of discussion</b></p>	

Agenda no	Agenda item title	Power
PC24/050	<p><b>Items for notification</b></p> <p>To receive any items for notification to be included on a future agenda – for information only</p> <ul style="list-style-type: none"> <li>• Staff Policy reviews</li> <li>• Sickness Absence Policy</li> <li>• Electronic Information and Communication Systems Policy</li> <li>• Whistle Blowing and Confidential Reporting Policy</li> </ul>	N/A
PC24/051	<p><b>Time and date of next meeting</b></p> <p>To note the date and time of the next Personnel Committee meeting scheduled for Wednesday 11 October 2023 at 7.00pm.</p>	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

# PAPER A

# DRAFT Minutes of the Personnel Committee meeting

## Tuesday 8 August 2023 at 6:30pm



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

### Councillors Present

Sean Brennan	Tim Davies - ex officio	Stuart Morley
	Richard Doy	
Dennis Dannatt	Paul Key	

### Councillors Absent

Richard Craig (Chairman) - ex officio		James Plastow
		Kenneth Woolley

### In attendance:

Rachel Allbones (ITC & RFO)		
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Agenda no	Agenda item title	Decision	Action	Power
PC24/029	<b>Apologies for absence</b> To note apologies for absence.	The Committee noted apologies for absence from Cllrs Craig, Plastow and Woolley.	N/A	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
PC24/030	<b>Declarations of interest</b> 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>
PC24/031	<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.			
PC24/032	<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>	The Committee <b>resolved</b> to exclude the public and press from item PC24/034.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PC24/033	<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 Wednesday 12 July 2023</b></p>	The Committee <b>resolved</b> to sign the minutes of the meeting Wednesday 12 July 2023 as a true record of that meeting.	<b>ASO</b> to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PC24/034	<p><b>Personal Injury Claim</b> To note report and consider any potential action required. <b>Exclusion of Public and Press recommended due to the confidential nature of the business.</b> <b>Paper B</b></p>	The Committee <b>resolved</b> to proceed to trial.	<b>ITC</b> to inform solicitors.	

Agenda no	Agenda item title	Decision	Action	Power
PC24/035	<b>Expenses Policy</b> To consider and adopt an Expenses Policy. <b>Paper C</b>	The Committee <b>resolved to recommend to Full Council</b> to adopt an Expenses Policy.	<b>ITC</b> to include on the next Full Council agenda.	
PC24/036	<b>Acting Up / Additional Duties Policy</b> To consider and adopt an Acting Up / Additional Duties Policy. <b>Paper D</b>	The Committee <b>resolved to recommend to Full Council</b> to adopt an Acting Up / Additional Duties Policy.	<b>ITC</b> to include on the next Full Council agenda.	
PC24/037	<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>• Staff Structure</li> <li>• Staff Policy reviews</li> <li>• Sickness Absence Policy</li> <li>• Electronic Information and Communication Systems Policy</li> </ul>	<b>ITC</b> to include on future agendas.	N/A
PC24/038	<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 6.56pm.

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

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

Personnel Committee Minutes 2023-24

# PAPER B



# PAPER C

# PAPER D

PAPER E

# PAPER F