

Minutes of the Personnel Committee meeting

Wednesday 13 September 2023 at 7:00pm



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

Councillors Present

		Stuart Morley
Richard Craig (Chairman) - ex officio	Richard Doy	James Plastow
Dennis Dannatt (Vice Chairman)	Paul Key	

Councillors Absent

Sean Brennan	Tim Davies - ex officio	
		Kenneth Woolley

In attendance:

Rachel Allbones (ITC & RFO)		
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Agenda no	Agenda item title	Decision	Action	Power
PC24/039	Apologies for absence To note apologies for absence.	The Committee noted apologies for absence from Cllrs Brennan, Davies and Woolley.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PC24/040	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>
PC24/041	Dispensation requests 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>

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	disclosable pecuniary interests, not previously recorded.			
PC24/042	<p>Items for Exclusion of Public and Press 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 item PC24/044 to PC24/049.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PC24/043	<p>Minutes of the previous meeting(s) To receive the minutes of the previous Personnel Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Personnel Committee Tuesday 8 August 2023</p>	<p>The Committee resolved to sign the minutes of the meeting Tuesday 8 August 2023 as a true record of that meeting.</p> <p>Cllrs Craig and Plastow abstained.</p>	ASO to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PC24/044	<p>Staff sickness, absence and leave report To receive the sickness absence and holiday report and consider any potential action required. Exclusion of Public and Press recommended due to personal nature of discussion Paper B</p>	The Committee resolved to note the sickness absence and holiday report and agree quarterly reports to be presented.	ITC to produce further report in December.	

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PC24/045	Staffing Report To receive and note report on staffing HR. Exclusion of Public and Press recommended due to personal nature of discussion Paper C	The Committee resolved to note the report on staffing HR.	N/A	
PC24/046	Staff Management Matter To consider a verbal update on a staff performance management matter. Exclusion of Public and Press recommended due to personal nature of discussion Paper D – Report from July 2023 meeting.	The Committee resolved to ask the HR Advisor if they will speak to the staff member on the matter.	ITC to contact the HR Advisor.	
PC24/047	Personal Injury Claim To receive update regarding personal injury claim. Exclusion of Public and Press recommended due to personal nature of discussion Paper E	The Committee noted the update.	N/A	
PC24/048	Staff Structure To consider report regarding staff structure. Exclusion of Public and Press recommended due to personal nature of discussion Paper F deferred from PC24/023	The Committee resolved to not support the request for a restructure at the time.	N/A	

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PC24/049	<p>Temporary Deputy Clerk – Staff structure consideration</p> <p>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.</p> <p>Exclusion of Public and Press recommended due to personal nature of discussion</p>	<p>The Committee resolved to approach the Operations Manager to see if they will temporarily be the Deputy Clerk in the day-to-day duties in the Town Clerk’s absence until the structure is set and any recruitment undertaken.</p> <p>A recorded vote for the above was taken as follows: - For: Cllrs Craig, Dannatt, Doy, Morley, Plastow Against: Cllr Key</p>	<p>ITC to contact the HR Advisor, subject to advice, speak with the OM.</p>	
PC24/050	<p>Items for notification</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"> • Staff Policy reviews • Sickness Absence Policy • Electronic Information and Communication Systems Policy 	<p>ITC to include on future agendas.</p>	N/A
PC24/051	<p>Time and date of next meeting</p> <p>To note the date and time of the next Personnel Committee meeting scheduled for Wednesday 11 October 2023 at 7.00pm.</p>	<p>The Committee noted the date and time of the next Personnel Committee meeting scheduled for Wednesday 11 October 2023 at 7.00pm.</p>	N/A	<p><i>Local Government Act 1972, Sch 12, p10 (2)(a)</i></p>

The meeting closed at 8.25pm.

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

Initialed: _____