

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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## PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 11 October 2023** at **7:00pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:** Councillor Dennis Dannatt (Vice Chairman)

Councillor Richard Doy  
Councillor Stuart Morley

Councillor Paul Key  
Councillor James Plastow

**In Attendance:**

Rachel Allbones

Interim Town Clerk (ITC)

### **PC24/052 Apologies for Absence**

Apologies for absence were received from Councillors R Craig, T Davies, K Woolley

### **PC24/053 Declarations of Interest**

No declarations of interest were made.

### **PC24/054 Dispensation Requests**

No dispensation requests were received.

### **PC24/055 Items for Exclusion of Public and Press**

**RESOLVED:** to exclude the public and press from items PC24/059 & PC24/060 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

### **PC24/056 Minutes of the Previous Meeting (Paper A)**

**RESOLVED:** that the minutes of the Personnel Committee meeting held on Wednesday 13 September 2023 be approved as a true and accurate record and signed by the Chairman.

Note: Councillor Morley abstained from voting on the above resolution.

### **PC24/057 NJC Extra Statutory Days (Paper B)**

**RESOLVED:** to set the two occasional days as Wednesday 27 December 2023 and Friday 29 December 2023.

### **PC24/058 Sickness Absence Policy (Paper C)**

Initialled:

Personnel Committee minutes 2023-24

The Interim Town Clerk informed members that the HR Advisor advised the policy was out of proportion for the size of the Council and cases could be dealt with individually.

**RESOLVED:** to accept 1 – 3 of the Policy but further work needs doing on 4. Interim Town Clerk to investigate this further.

**PC24/059 Matters Arising from last meeting (Paper D)**

**RESOLVED:** to note the content of the report.

**RESOLVED:** to regarding PC24/049 approach the Leader to see if he will be the point of contact for any issues arising in the absence of the Interim Town Clerk.

**PC24/060 Staff Structure Review (Paper E)**

**RESOLVED:** to update the report for the next meeting with options suggested and discuss further at the next meeting.

**PC24/061 2024 / 2025 Budget**

**RESOLVED:** to consider budget requirements for 2024/25 for this Committee for the next meeting at current staff levels.

The following specific budgetary areas are considered as part of the Committee's remit:

- Employee Costs

**PC24/062 Items for Notification**

**RESOLVED:** to **NOTE** the items for notification to be included on a future agendas:

- Staff Structure Review
- 2024 / 2025 Budget
- Staff Policy reviews
- Electronic Information and Communication Systems Policy
- Whistle Blowing and Confidential Reporting Policy
- HR Management Software

**PC24/063 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 8 November 2023 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 8:38pm

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