

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 8 November 2023** at **7:09pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Paul Key
Councillor Dennis Dannatt
Councillor James Plastow
Councillor Richard Doy

In Attendance:
Rachel Allbones
Interim Town Clerk (ITC)

Due to the Chairman and Vice Chairman being absent at the start of the meeting it was **RESOLVED** that Councillor Key take the Chair for the meeting.

PC24/064 Apologies for Absence

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

PC24/065 Declarations of Interest

No declarations of interest were made.

PC24/066 Dispensation Requests

No dispensation requests were received.

Councillor D Dannatt arrived at the meeting at 7:10pm.

PC24/067 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC24/069, PC24/071 & PC24/072 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC24/068 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 11 October 2023 be approved as a as a true and accurate record and signed by the Chairman.

PC24/069 Agency Staff (Paper B)

RESOLVED: that approval be given to engage Sure Staff Recruitment to provide one (1) temporary suitably qualified and experienced agency Grounds Maintenance Operative with full driving licence, subject to the following:

- i. That after discussing and agreeing the circumstances and necessity the Chair of the Personnel Committee, the Interim Town Clerk, and the Operations Manager engage Sure Staff Recruitment to provide one (1) temporary suitably qualified and experienced Grounds Maintenance Operative for four (4) weeks only.
- ii. That after four (4) weeks following discussion and agreeing the circumstances and necessity the Chair of the Personnel Committee, the Interim Town Clerk, and the Operations Manager engage Sure Staff Recruitment to provide one (1) temporary suitably qualified and experienced Grounds Maintenance Operative on a week-by-week basis employed for a maximum of eight (8) weeks.
- iii. That the Council retains the absolute right to inform Sure Staff Recruitment, at a day's notice, that the services of any Agency Grounds Maintenance Operative is not required when the weather conditions or other such circumstances determine their services are not required. This shall be at no cost to the Council.

PC24/070 National Salary Award (Paper C)

RESOLVED: to **NOTE** the 2023-24 National Salary Award.

PC24/071 Staff Structure Review (Paper D)

A thorough discussion took place, it was agreed to include on the December agenda for other Members to have soe input.

RESOLVED: to **NOTE** the report and discuss further at the next meeting.

PC24/072 2024 / 2025 Budget (Paper E)

RESOLVED: to accept the proposed Employee Costs budget for 2024 / 2025 and for it to be put forward to be included in the full budget.

PC24/073 Items for Notification

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

- Staff Structure Review
- Staff sickness, absence and leave
- Personal Injury Claim outcome
- Sickness Absence Policy
- Staff Policy reviews
- Electronic Information and Communication Systems Policy
- Whistle Blowing and Confidential Reporting Policy
- HR Management Software

PC24/074 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 13 December 2023 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 8:24pm

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