

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



## PERSONNEL COMMITTEE AGENDA

### To: Committee members:

Councillor Sean Brennan  
Councillor Dennis Dannatt  
Councillor Paul Key  
Councillor James Plastow

Councillor Richard Craig  
Councillor Richard Doy  
Councillor Stuart Morley  
Councillor Kenneth Woolley

**Notice** is hereby given that a meeting of the **Personnel Committee** which will be held on **Wednesday 17 January 2024** commencing at **7:00pm** in the meeting room, **Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ** and your attendance at such meeting is hereby requested to transact the following business.

## AGENDA

### **PC24/075 Apologies for Absence**

To note apologies for absence.

### **PC24/076 Declarations of Interest**

To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.

### **PC24/077 Dispensation Requests**

To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.

### **PC24/078 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.

### **PC24/079 Minutes of the Previous Meeting**

To receive the minutes of the previous Personnel Committee meeting and resolve to sign these as a true and accurate record.

**Paper A** Wednesday 8 November 2023 (pages 3 to 6)

### **PC24/080 Staff Sickness, Absence and Leave**

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** (pages 7 to 9)

**PC24/081 Personal Injury Claim**

To receive update regarding personal injury claim.

**Exclusion of Public and Press recommended due to personal nature of discussion.**

**Paper C** (pages 10 to 13)

**PC24/082 Staff Structure Review**

To consider potential changes to the staffing structure.

**Exclusion of Public and Press recommended due to personal nature of discussion.**

**Paper D** (pages 14 to 18)

**PC24/083 Interim Town Clerk trial**

To consider trial of the Interim Town Clerk and make recommendation to Full Council.

**Exclusion of Public and Press recommended due to personal nature of discussion.**

**Paper E** (pages 19 to 20)

**PC24/084 Items for Notification**

To receive any items for notification to be included on a future agenda (for information only)

- Sickness Absence Policy
- Staff Policy reviews
- Electronic Information and Communication Systems Policy
- Whistle Blowing and Confidential Reporting Policy
- HR Management Software

**PC24/085 Time and Date of Next Meeting**

To note the date and time of the next Personnel Committee meeting is scheduled for Wednesday 17 January 2024 at 7:00pm.

Rachel Allbones  
Interim Town Clerk  
Richmond House  
Gainsborough

Tuesday, 09 January 2024

# PAPER A

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



## DRAFT 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

DRAFT

# PAPER B

# PAPER C



# PAPER D

PAPER E