

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 17 January 2024 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 James Plastow

In Attendance:

Rachel Allbones

Interim Town Clerk (ITC)

PC24/075 Apologies for Absence

Apologies for absence were received from Councillors R Craig, C Davies, P Key, S Morley, K Woolley.

PC24/076 Declarations of Interest

No declarations of interest were made.

PC24/077 Dispensation Requests

No dispensation requests were received.

PC24/078 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC24/080, PC24/081, PC24/082 & PC24/083 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC24/079 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 8 November 2023 be approved as a as a true and accurate record and signed by the Chairman.

PC24/080 Staff Sickness, Absence and Leave (Paper B)

RESOLVED: to **NOTE** the report.

PC24/081 Personal Injury Claim (Paper C)

RESOLVED: to **NOTE** the report and outcome.

PC24/082 Staff Structure Review (Paper D)

RESOLVED: to defer until the Leader and Vice Chairman of Personnel have carried out a review with the Interim Town Clerk and reported back to the committee.

PC24/083 Interim Town Clerk Trial Review (Paper E)

RESOLVED: to defer until a decision is made with the Town Clerk position.

PC24/084 Items for Notification

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

- Staff Structure Review
- Interim Town Clerk Trial review
- 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

RESOLVED: to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 14 February 2024 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 7:13pm

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