

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 14 February 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 Caz Davies
Councillor Paul Key

Councillor Richard Doy

In Attendance:

Rachel Allbones

Interim Town Clerk (ITC)

PC24/086 Apologies for Absence

Apologies for absence were received from Councillors R Craig, S Morley, J Plastow and K Woolley.

PC24/087 Declarations of Interest

No declarations of interest were made.

PC24/088 Dispensation Requests

No dispensation requests were received.

PC24/089 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC24/094, PC24/095, PC24/096 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC24/090 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 17 January 2024 be approved as a as a true and accurate record and signed by the Chairman.

Note: Councillors Davies and Key abstained from voting on the above resolution.

PC24/091 Whistle Blowing and Confidential Reporting Policy (Paper B)

RESOLVED: to adopt the Whistle Blowing and Confidential Reporting Policy, noting that this replaces the individual Whistle Blowing Policy and Confidential Reporting Policy.

PC24/092 Equality and Diversity Policy (Paper C)

RESOLVED: to defer until the next meeting and issue the current policy alongside the review.

PC24/093 Dignity at Work Policy (Paper D)

RESOLVED: to adopt the Dignity at Work Policy, this replaces the Bully and Harassment Policy.

Note: Councillor Key voted against the above resolution.

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

PC24/094 Staff Management Matter (Paper E)

RESOLVED: under Standing Order 3z to allow the meeting period to exceed 2 hours.

RESOLVED: to speak to HR and write to the employee stating the Council is seeking advice and review in 3 months.

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

PC24/095 Staff Structure Review (Paper F)

RESOLVED: to defer until the next meeting.

PC24/096 Interim Town Clerk Trial Review (Paper G)

RESOLVED: to defer until the next meeting to receive a report from the Leader.

PC24/097 Items for Notification

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

- Equality and Diversity Policy – March
- Data Protection Policy for HR - March
- Staff sickness, absence and leave report – March
- Staff Appraisal Report - March
- Staff Structure Review - March
- Interim Town Clerk Trial review - March
- Sickness Absence Policy
- Health and Safety Policy Review
- Maternity Leave Policy Review
- Paternity Leave Policy Review
- Shared Parental Leave Policy Review
- Adoption Leave Policy Review
- Parental Bereavement Policy Review
- Lone Worker Policy Review
- No Smoking Policy Review
- Employee Code of Conduct Review
- Staff Appraisal Policy Review
- Wellbeing Policy Review
- Staff Training Policy Review
- Volunteer Policy Review
- Electronic Information and Communication Systems Policy

- HR Management Software

PC24/098 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 13 March 2024 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 9:32pm

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