

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 13 March 2024** at **7:00pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Richard Craig (Chairman)

Councillor Dennis Dannatt
Councillor Paul Key

Councillor Richard Doy
Councillor James Plastow

In Attendance:

Rachel Allbones

Interim Town Clerk (ITC)

PC24/099 Apologies for Absence

Apologies for absence were received from Councillors S Morley and K Woolley.

PC24/100 Declarations of Interest

No declarations of interest were made.

PC24/101 Dispensation Requests

No dispensation requests were received.

PC24/102 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC24/106, PC24/107, PC24/108 and PC24/109 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC24/103 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 14 February 2024 be approved as a as a true and accurate record and signed by the Chairman.

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

PC24/104 Equality and Diversity Policy (Paper B)

RESOLVED: to adopt the NALC model Equality and Diversity Policy.

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

PC24/105 HR Audit 2024 (Paper C)

RESOLVED: to NOTE the HR Audit for 2024.

PC24/106 Flexible Working (Paper D)

RESOLVED: to call a hearing meeting to discuss the request further. Councillors Craig and Dannatt and long with the Interim Town Clerk to be in attendance, with Councillor Key as a reserve.

PC24/107 Staff Structure Review (Paper E)

The Interim Town Clerk left the meeting at 8:14pm.

The meeting was adjourned until 8:31pm.

RESOLVED: to defer Staff Structure Review to the next Personnel Committee meeting and following further discussion of the item between Interim Town Clerk and Leader.

PC24/108 Interim Town Clerk Trial Review (Paper F)

The Leader presented a verbal report to Committee advising that both one to one meeting and an appraisal had been carried out with the Interim Town Clerk. Within appraisal the Interim Town Clerk expressed that she would be happy to accept the post of full-time Town Clerk/RFO.

The Leader praised the Interim Town Clerk for her work, commitment and dedication to the role. It is also clear that the current team of officers, support staff and ground maintenance staff are working well together under guidance from the Interim Clerk and staff are making positive changes within the Council, with clear direction in the work to be carried out and in wanting to take the Council forward.

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to offer the Interim Town Clerk (formerly Deputy Clerk/RFO) the permanent position of Town Clerk & Responsible Finance Officer.

PC24/109 Appraisals (Papers G & H)

The Leader understands through conversations with Operations Manager that all appraisals were positive, and some members of the team had expressed a wish to train further in such skills as Horticulture. There are no immediate concerns at the moment around the team, and their work.

RESOLVED: to NOTE the staff appraisal reports.

PC24/110 Items for Notification

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

- Data Protection Policy for HR
- Staff sickness, absence and leave report – April
- Staff Structure Review – April
- Flexible Working Request – April
- Sickness Absence Policy – April
- 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

PC24/111 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 17 April 2024 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 8:??pm

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