

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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DRAFT PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 17 April 2024** at **7:00pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Richard Craig (Chairman)

Councillor Sean Brennan
Councillor Richard Doy
Councillor Stuart Morley

Councillor Dennis Dannatt
Councillor Paul Key
Councillor James Plastow

In Attendance:

Rachel Allbones

Interim Town Clerk (ITC)

PC24/112 Apologies for Absence

No apologies for absence were received.

PC24/113 Declarations of Interest

No declarations of interest were made.

PC24/114 Dispensation Requests

No dispensation requests were received.

PC24/115 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC24/119, PC24/120, PC24/121 and PC24/122 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC24/116 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 13 March 2024 be approved as a as a true and accurate record and signed by the Chairman.

Note: Councillors Brennan and Morley abstained from voting on the above resolution.

PC24/117 Flexible Working Policy (Paper B)

RESOLVED: to **NOTE** changes to the rules on flexible working and note NALC have advised us that all HR template policies are currently under review and due to be updated in June.

PC24/118 Data Protection Policy for HR-related Data (Paper C)

RESOLVED: to adopt the Data Protection Policy for HR-related Data.

PC24/119 Staff Sickness, Absence and Leave (Paper D)

RESOLVED: to **NOTE** the sickness absence and holiday report.

PC24/120 Flexible Working (Paper E)

RESOLVED: to approve a 4-month trial period of flexible working for the Operations Manager from 1 June 2024 working 22.5 hours per week, Monday, Tuesday, and Wednesday, and it be noted that the Operations Manager is content to attend evening meetings and occasional working on days other than Monday, Tuesday, and Wednesday and wishes to remain on Flexitime.

PC24/121 Town Clerk Contract of Employment (Paper F)

RESOLVED: to approve the Contract of Employment for the Town Clerk and Responsible Finance Officer with minor amendments.

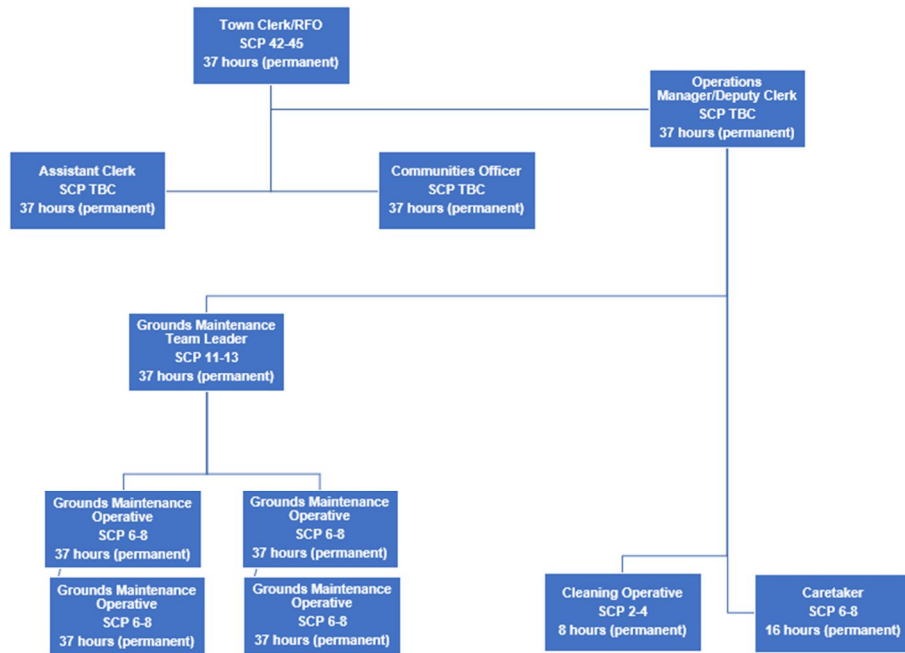
PC24/122 Staff Structure Review (Paper G)

A thorough discussion took place.

The Interim Town Clerk was asked which structure was her preference. The Interim Town Clerk advised option 4 but advised that with that structure a part time Admin Support Officer may be required down the line to relieve the Assistant Clerk of phone and front of house duties.

RESOLVED: to approve structure option 4 to: -

- Change the Town Clerk role to include RFO
- Deputy Clerk included in with Operations Manager (JD to be amended and SCP revalued)
- Change Admin Support Officer to Assistant Clerk (JD to be amended and SCP revalued)
- Create Community Officer post to include Allotment tasks (JD to be drafted and SCP valued)
- Contract HR advisor regarding new posts and next steps.



Note: Councillor Key voted against the above resolution.

Note: Councillors Craig and Doy abstained from voting on the above resolution.

PC24/123 Items for Notification

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

- 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
- Child and Vulnerable Adult Welfare and Safeguarding Policy Review
- Volunteer Policy Review
- Lone Worker Policy Review
- No Smoking Policy Review
- Employee Code of Conduct Review
- Staff Training Policy Review
- Staff Appraisal Policy Review
- Wellbeing Policy Review
- Electronic Information and Communication Systems Policy
- HR Management Software

PC24/124 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 15 May 2024 at 7:00pm (time subject to change) at Richmond House, Morton Terrace.

Initialled:

Personnel Committee minutes 2023-24

The meeting closed at 8:08pm

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

DRAFT