

# 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 15 May 2024** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:** Councillor Dennis Dannatt (Chair)  
Councillor Nigel Bowler  
Councillor Nicholas Coxon (sub)  
Councillor Stuart Morley  
Councillor Sean Brennan  
Councillor Paul Key  
Councillor James Plastow

**In Attendance:**  
Rachel Allbones  
Town Clerk (TC)

**RESOLVED** to appoint Councillor Dannatt as the Chair for the meeting in the absence of the Chair.

### PC25/001 Apologies for Absence

Apologies for absence were received from Councillors R Craig, C Davies, P Hooton (sub), K Woolley.

### PC25/002 Vice Chair

**RESOLVED:** to appoint Councillor D Dannatt Vice Chair for this committee for 2024/25.

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

### PC25/003 Declarations of Interest

No declarations of interest were made.

### PC25/004 Dispensation Requests

No dispensation requests were received.

### PC25/005 Items for Exclusion of Public and Press

**RESOLVED:** to exclude the public and press from items PC25/007 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

### PC25/006 Minutes of the Previous Meeting (Paper A)

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

Note: Councillors Bowler and Coxon abstained from voting on the above resolution.

**PC25/007 Staff Structure Review Job Descriptions (Papers B&C)**

**RESOLVED:** to approve the job descriptions and salary as part of the staff structure review for the Operations Manager / Deputy Clerk.

To carry out a 4-month trial of the roll alongside the flexible working. Roll to begin on 1 June 2024 subject to HR approval.

Note: Councillors Brennan and Morley voted against the above resolution.

**RESOLVED:** to approve the job description and salary as part of the staff structure review for the Assistant Clerk. Roll to begin on 1 June 2024.

**PC25/008 Maternity Leave Policy Review (Papers D&E)**

**RESOLVED:** to adopt the reviewed Maternity Leave Policy.

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

**PC25/009 Items for Notification**

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

- Health and Safety Policy Review - July
- Paternity Leave Policy Review – Awaiting NALC update in June
- Flexible Working Policy - Awaiting NALC update in June
- 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

**PC25/010 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 12 June 2024 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:40pm

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

DRAFT