

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



## PERSONNEL COMMITTEE AGENDA

### To: Committee members:

Councillor Nigel Bowler

Councillor Richard Craig

Councillor Paul Key

Councillor James Plastow

Councillor

Councillor Sean Brennan

Councillor Dennis Dannatt

Councillor Stuart Morley

Councillor Kenneth Woolley

**Notice** is hereby given that an extraordinary meeting of the **Personnel Committee** which will be held on **Friday 9 August 2024** commencing at **10:00am** in the meeting room, **Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ** and your attendance at such meeting is hereby requested to transact the following business.

## AGENDA

### **PC25/021 Apologies for Absence**

To note apologies for absence.

### **PC25/022 Declarations of Interest**

To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.

### **PC25/023 Dispensation Requests**

To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.

### **PC25/024 Items for Exclusion of Public and Press**

To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.

### **PC25/025 Minutes of the Previous Meeting**

To receive the minutes of the previous Personnel Committee meeting and resolve to sign these as a true and accurate record.

**Paper A** Wednesday 17 July 2024 (pages 3 to 5)

### **PC25/026 Staffing Issue**

To consider request from staff member.

**Exclusion of Public and Press recommended due to personal nature of discussion.**

**Paper B** (pages 6 to 8)

**PC25/027 Items for Notification**

To receive any items for notification to be included on a future agenda (for information only)

- i. Health and Safety Policy Review - October
- ii. Paternity Leave Policy Review – Awaiting NALC update in June
- iii. Flexible Working Policy - Awaiting NALC update in June
- iv. Shared Parental Leave Policy Review
- v. Adoption Leave Policy Review
- vi. Parental Bereavement Policy Review
- vii. Child and Vulnerable Adult Welfare and Safeguarding Policy Review
- viii. Volunteer Policy Review
- ix. No Smoking Policy Review
- x. Employee Code of Conduct Review
- xi. Staff Training Policy Review
- xii. Staff Appraisal Policy Review
- xiii. Electronic Information and Communication Systems Policy
- xiv. HR Management Software

**PC25/028 Time and Date of Next Meeting**

To note the date and time of the next Personnel Committee meeting is scheduled for Wednesday 11 September 2024 at 6:30pm.

Councillor Richard Craig  
Chair  
Richmond House  
Gainsborough

Monday, 05 August 2024

# PAPER A

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## DRAFT PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 17 July 2024** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:** Councillor Richard Craig (Chair)  
Councillor Dennis Dannatt Councillor James Plastow

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

### PC25/011 Apologies for Absence

Apologies for absence were received from Councillors N Bowler, P Hooton, P Key, S Morley.

### PC25/012 Declarations of Interest

No declarations of interest were made.

### PC25/013 Dispensation Requests

No dispensation requests were received.

### PC25/014 Items for Exclusion of Public and Press

No items for the exclusion of public and press.

### PC25/015 Minutes of the Previous Meeting (Paper A)

**RESOLVED:** that the minutes of the Personnel Committee meeting held on Wednesday 15 May 2024 be approved as a as a true and accurate record and signed by the Chair.

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

### PC25/016 Operations Manager (Papers B & C)

**RESOLVED:** to

- i. approve the Advert, Application Pack, Application Form and timeline for the Operations Manager post.
- ii. approve advertisement with LALC's website, Indeed's website, Facebook, Twitter, LinkedIn, Job Centre, Council website.
- iii. approve to pay for advertisements with The Municipal Journal, SLCC and LGA.

- iv. agree members of the shortlisting and interview panel as follows: - X3 Members (Cllrs Craig, Key, Bowler, Woolley (reserve 1), Plastow (reserve 2), Town Clerk, Operations Manager in observatory capacity and delegate the agreement of key dates to panel members.
- v. delegate the decision of appointing a new Operations Manager to the interview panel.

**PC25/017 Wellbeing Policy (Paper D)**

**RESOLVED:** to adopt the reviewed Wellbeing Policy.

**PC25/018 Lone Working Policy (Paper E)**

It was agreed to remove personal alarms from 7.2.5, but Members advised they would revisit it should the need arise.

**RESOLVED:** to adopt the reviewed Lone Working Policy.

**PC25/019 Items for Notification**

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

- i. Health and Safety Policy Review - October
- ii. Paternity Leave Policy Review – Awaiting NALC update in June
- iii. Flexible Working Policy - Awaiting NALC update in June
- iv. Shared Parental Leave Policy Review
- v. Adoption Leave Policy Review
- vi. Parental Bereavement Policy Review
- vii. Child and Vulnerable Adult Welfare and Safeguarding Policy Review
- viii. Volunteer Policy Review
- ix. No Smoking Policy Review
- x. Employee Code of Conduct Review
- xi. Staff Training Policy Review
- xii. Staff Appraisal Policy Review
- xiii. Electronic Information and Communication Systems Policy
- xiv. HR Management Software

**PC25/020 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 11 September 2024 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:20pm

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

# PAPER B