

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Friday 9 August 2024** at **10:06am** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Richard Craig (Chair)

Councillor Nicholas Coxon

Councillor Paul Hooton

Councillor Stuart Morley

Councillor Dennis Dannatt

Councillor Paul Key

Councillor Kenneth Woolley

In Attendance:

Rachel Allbones

Town Clerk (TC)

PC25/021 Apologies for Absence

Apologies for absence were received from Councillors N Bowler, J Plastow.

PC25/022 Declarations of Interest

No declarations of interest were made.

PC25/023 Dispensation Requests

No dispensation requests were received.

PC25/024 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC25/026 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC25/025 Minutes of the Previous Meeting (Paper A)

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

Note: Councillors Coxon, Hooton, Key, Morley and Woolley abstained from voting on the above resolution.

PC25/026 Staffing Issue (Paper B)

RESOLVED: to defer the matter until such time as further discussions have been had.

PC25/027 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

PC25/028 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 10:42am

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