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Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace Gainsborough, Lincolnshire, DN212RJ Tel: 01427 811573 Website: gainsborough-tc.gov.uk

PERSONNEL COMMITTEE AGENDA

To: Committee members:

Councillor Nigel Bowler Councillor Nicholas Coxon Councillor Dennis Dannatt Councillor Stuart Morley Councillor Kenneth Woolley Councillor Sean Brennan Councillor Richard Craig Councillor Paul Key Councillor James Plastow

Notice is hereby given that a meeting of the **Personnel Committee** which will be held on **Wednesday 11 September 2024** commencing at **6:30pm** 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

PC25/029 Apologies for Absence

To note apologies for absence.

PC25/030 Declarations of Interest

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

PC25/031 Dispensation Requests

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

PC25/032 Items for Exclusion of Public and Press

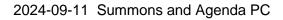
To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.

PC25/033 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** Friday 9 August 2024 (pages 4 to 6)

PC25/034 Staff Structure Review Job Description

To consider and approve the job description and salary for the Communities Officer as part of the staff structure review. **Paper B** (pages 7 to 13)





PC25/035 Flexible Working

To review Flexible Working arrangement with the Operations Manager. Exclusion of Public and Press recommended due to personal nature of discussion.

Paper C (pages 14 to 15)

PC25/036 Staff Sickness, Absence and Leave

To receive the sickness absence and holiday report and consider any potential action required.

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

Paper D (pages 16 to 18)

PC25/037 Operations Manager Recruitment Update

To receive verbal update.

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

PC25/038 Staffing Issue

To receive verbal update.

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

PC25/039 Items for Notification

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

- i. 2025/26 Budget
- ii. Health and Safety Policy Review
- iii. Paternity Leave Policy Review Awaiting NALC update in June
- iv. Flexible Working Policy Awaiting NALC update in June
- v. Shared Parental Leave Policy Review
- vi. Adoption Leave Policy Review
- vii. Parental Bereavement Policy Review
- viii. Child and Vulnerable Adult Welfare and Safeguarding Policy Review
- ix. Volunteer Policy Review
- x. No Smoking Policy Review
- xi. Employee Code of Conduct Review
- xii. Staff Training Policy Review
- xiii. Staff Appraisal Policy Review
- xiv. Electronic Information and Communication Systems Policy

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xv. HR Management Software

PC25/040 Time and Date of Next Meeting

To note the date and time of the next Personnel Committee meeting is scheduled for Wednesday 9 October 2024 at 6:30pm.

Rachel Allbones Town Clerk Richmond House Gainsborough

Friday, 06 September 2024

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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:

Presiding chairman of approving meeting

Dated____

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PAPER C

PAPER D