

# 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 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
- 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

# PAPER A

# Gainsborough Town Council

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## DRAFT 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

# PAPER B

# PAPER C



# PAPER D