

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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## PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 11 September 2024** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:** Councillor Richard Craig (Chair)

Councillor Sean Brennan  
Councillor Dennis Dannatt  
Councillor Stuart Morley  
Councillor Kenneth Woolley

Councillor Nicholas Coxon  
Councillor Paul Key  
Councillor James Plastow

**In Attendance:**

Rachel Allbones

Town Clerk (TC)

### **PC25/029 Apologies for Absence**

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

### **PC25/030 Declarations of Interest**

No declarations of interest were made.

### **PC25/031 Dispensation Requests**

No dispensation requests were received.

### **PC25/032 Items for Exclusion of Public and Press**

**RESOLVED:** to exclude the public and press from items PC25/034, PC25/035, PC25/036, PC25/037, PC25/038 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

### **PC25/033 Minutes of the Previous Meeting (Paper A)**

**RESOLVED:** that the minutes of the Personnel Committee meeting held on Friday 9 August 2024 be approved as a as a true and accurate record and signed by the Chair.

Note: Councillors Brennan and Plastow abstained from voting on the above resolution.

**PC25/034 Staff Structure Review Job Description (Paper B)**

**RESOLVED:**

- i. To approve the Communities Officer job description.
- ii. To approve for the current Allotment Officer to slot into the Communities Officer role following an informal interview discussing the role.
- iii. Appoint Councillors Criag and Key to attend an informal interview alongside the Operations Manager, or Town Clerk in their absence.
- iv. To confirm the start date of the Communities Officer role is 1 November 2024, which would end the role of the Allotments Officer on 31<sup>st</sup> October 2024.
- v. To confirm starting salary of the role is SCP18.

**PC25/035 Flexible Working (Paper C)**

**RESOLVED:** to allow the current Operations Manager to extend the current agreed flexible working arrangements until 31 December 2024.

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

**PC25/036 Staff Sickness, Absence and Leave (Paper D)**

**RESOLVED:** to NOTE the sickness absence and holiday report.

**PC25/037 Operations Manager Recruitment Update**

**RESOLVED:** to NOTE the verbal update and to bring a potential start date forward should the need arise as the budget allows.

**PC25/038 Staffing Issue**

**RESOLVED:** to NOTE the verbal update.

**PC25/039 Items for Notification**

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

- 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**

**RESOLVED:** to NOTE the date and time of the next Personnel Committee meeting scheduled for Wednesday 9 October 2024 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:34pm

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