

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 9 October 2024** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Dennis Dannatt (Chair)

Councillor Nicholas Coxon
Councillor James Plastow

Councillor Paul Key

In Attendance:

Rachel Allbones

Town Clerk (TC)

PC25/041 Apologies for Absence

Apologies for absence were received from Councillors N Bowler, R Craig, P Hooton, S Morley, K Woolley.

PC25/042 Declarations of Interest

No declarations of interest were made.

PC25/043 Dispensation Requests

No dispensation requests were received.

PC25/044 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC25/049 and PC25/050 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC25/045 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 11 September 2024 be approved as a as a true and accurate record and signed by the Chair.

PC25/046 NJC Extra Statutory Days (Paper B)

RESOLVED: to set the two occasional days as Friday 27 December 2024 and Tuesday 31 December 2024.

PC25/047 Flexible Working Policy (Paper C)

RESOLVED: to adopt the revised Flexible Working Policy following changes to the Employment Relations (Flexible Working) Act 2023 and Flexible Working (Amendment) Regulations 2023.

PC25/048 Paternity Leave and Pay Policy (Paper D & E)

RESOLVED: to adopt the NALC Model Paternity Leave and Pay Policy.

PC25/049 Operations Manager Recruitment Update (Paper F)

Members NOTED the update Members on the Operations Manager recruitment.

PC25/050 HR Advisor Contract (Paper G)

RESOLVED: to appoint Contractor B (Stallard Kane) to provide HR service provision for 3 years at a cost of £98.18+VAT per month.

PC25/051 2025 / 2026 Budget

RESOLVED: to budget for the current staff structure plus 6 weeks (approx. £5,000) for possible agency staff for 2025/26 and for the Committee to discuss further at the next meeting.

The following specific budgetary areas are considered as part of the Committee's remit:

- Employee Costs

RESOLVED: to **RECOMMEND TO FINANCE AND STRATEGY COMMITTEE** to reallocate of the Payroll Services (2070/3), HR Provider (2070/6), Occupational Health (2070/7) and Recruitment (2070/8) budgets to the Personnel Committee from Finance and Strategy Committee.

PC25/052 Items for Notification

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

- 2025/26 Budget
- Health and Safety Policy Review
- Shared Parental Leave Policy Review
- Adoption Leave Policy Review
- Parental Bereavement Policy Review
- Child and Vulnerable Adult Welfare and Safeguarding Policy Review
- Volunteer Policy Review
- No Smoking Policy Review
- Employee Code of Conduct Review
- Staff Training Policy Review
- Staff Appraisal Policy Review
- Electronic Information and Communication Systems Policy
- HR Management Software

PC25/053 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 13 November 2024 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:05pm

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