

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

Councillors Present: Councillor Richard Craig (Chair)

Councillor Nigel Bowler
Councillor Dennis Dannatt
Councillor Paul Key
Councillor Kenneth Woolley

Councillor Nicholas Coxon
Councillor Paul Hooton
Councillor James Plastow

In Attendance:

Rachel Allbones
Sean Alcock

Town Clerk (TC)
Operations Manager (OM)

PC25/054 Apologies for Absence

Apologies for absence were received from Councillor Morley.

PC25/055 Declarations of Interest

No declarations of interest were made.

PC25/056 Dispensation Requests

No dispensation requests were received.

PC25/057 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from item PC25/064 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC25/058 Minutes of the Previous Meeting (Paper A)

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

Note: Councillors Bowler, Craig and Hooton abstained from voting on the above resolution.

PC25/059 National Salary Award (Paper B)

RESOLVED: to NOTE 2024-25 National Salary Award.

Initialled:

Personnel Committee minutes 2024-25

PC25/060 Health and Safety Policy (Paper C)

RESOLVED: to adopt the revised Health and Safety Policy.

PC25/061 Staff Appraisal Policy (Paper D)

RESOLVED: to adopt the reviewed Staff Appraisal Policy.

PC25/062 Staff Training (Paper E)

RESOLVED: to sign up to a 36month access to IHASCO e-learning courses.

PC25/063 2025 / 2026 Budget (Paper F)

RESOLVED: to **NOTE** proposed budget requirements for 2025/26 for this Committee and discuss further at the next meeting.

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

- i. Employee Costs

PC25/064 Staffing Issue (Paper G)

RESOLVED:

- i. To accept request and be placed on the highest SCP for the role.
- ii. To advertise the vacancy internally.

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

PC25/065 Items for Notification

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

- i. Wellbeing Policy Review
- ii. Shared Parental Leave Policy Review
- iii. Adoption Leave Policy Review
- iv. Parental Bereavement Policy Review
- v. Child and Vulnerable Adult Welfare and Safeguarding Policy Review
- vi. Volunteer Policy Review
- vii. No Smoking Policy Review
- viii. Employee Code of Conduct Review
- ix. Staff Training Policy Review
- x. Electronic Information and Communication Systems Policy

PC25/066 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 11 December 2024 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:35pm.

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