

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 8 January 2025** 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 Paul Hooton
Councillor James Plastow

Councillor Nicholas Coxon
Councillor Paul Key
Councillor Kenneth Woolley

In Attendance:

Rachel Allbones
Sean Alcock

Town Clerk (TC)
Operations Manager (OM)

PC25/067 Apologies for Absence

Apologies for absence were received from Councillors D Dannatt, S Morley.

PC25/068 Declarations of Interest

No declarations of interest were made.

PC25/069 Dispensation Requests

No dispensation requests were received.

PC25/070 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC25/073, PC25/074, PC25/075 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC25/071 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 13 November 2024 be approved as a as a true and accurate record and signed by the Chair.

PC25/072 Wellbeing Policy (Paper B)

RESOLVED: to adopt the revised Wellbeing Policy but look at including points of referral in 3.3.

PC25/073 Staff Sickness, Absence and Leave (Paper C)

RESOLVED: to NOTE the sickness absence and holiday report, monitor lieu time and encourage members of staff to use annual leave.

PC25/074 Recruitment and Probation Reviews (Paper D)

RESOLVED:

- i. To note recruitment of new Grounds Maintenance Team Leader on 3-month probation.
- ii. To make the Communities Officer contract permanent following a successful 3-month probation period (ending on 30th January).
- iii. To make the Operations Manager contract permanent following a successful 3-month probation period (ending on 2nd February).

PC25/075 Appraisals (Paper E)

RESOLVED: to NOTE the staff appraisal report, and the current SCP range be maintained.

PC25/076 Items for Notification

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

- i. Wellbeing Policy points of referral
- 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

PC25/077 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 12 February 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:22pm.

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