

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 19 February 2025** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Richard Craig (Chair)

Councillor Dennis Dannatt

Councillor Paul Key

Councillor Kenneth Woolley –

arrived at the meeting at 7:00pm.

Councillor Paul Hooton

Councillor James Plastow

In Attendance:

Rachel Allbones

Town Clerk (TC)

PC25/078 Apologies for Absence

Apologies for absence were received from Councillors N Bowler, S Morley, K Woolley would be late.

PC25/079 Declarations of Interest

No declarations of interest were made.

PC25/080 Dispensation Requests

No dispensation requests were received.

PC25/081 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC25/089, PC25/090 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC25/082 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 8 January 2025 be approved as a as a true and accurate record and signed by the Chair.

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

PC25/083 Wellbeing Policy (Paper B)

RESOLVED: to adopt the revised Wellbeing Policy.

PC25/084 Sexual Harassment Policy (Paper C)

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to adopt the Sexual and General Harassment Policy and Procedure.

PC25/085 Staff Handbook Review (Paper D)

RESOLVED: to adopt the updated Staff Handbook.

PC25/086 Training and Development Policy Review (Paper E)

RESOLVED: to adopt the updated Training and Development Policy.

PC25/087 Employee Code of Conduct Review (Paper F)

RESOLVED: to adopt the reviewed Employee Code of Conduct.

PC25/088 HR Audit 2025 (Paper G)

RESOLVED: to **NOTE** the HR Audit for 2025 and the certification gained.

PC25/089 Health Surveillance Assessments (Paper H)

RESOLVED:

- i. To note the report.
- ii. To send the five members of staff for a further hearing medical assessment as advised.
- iii. To send the three members of staff for a HAVS tier 3 assessment as advised.
- iv. For the Operations Manager to review associated risk assessments with a view to reducing exposure to hand vibration tools where possible.
- v. To ensure members of staff wear respiratory protection at all times when exposed to respiratory sensitises such as dust, fumes, etc.
- vi. To encourage identified members of staff to refer to their GP regarding the results of the lung function testing. To encourage identified member of staff to refer to their GP regarding mild hearing loss.

PC25/090 Staffing Issues

Note: Councillor Woolley arrived at 7:00pm.

1)

RESOLVED: that Councillor Key looks into the complaint received and reports back to the Committee.

Note: Councillor Dannatt voted against the above resolution.

Note: The Town Clerk left the meeting at 7:19pm.

2)

RESOLVED: that Councillor Key carries out full investigation with regard to accusations made by Councillor Dobbie against the Town Clerk and the Council, also stated and published in material distributed as part of an election campaign and posted publicly on social media.

Therefore undermining both the work of the Town Clerk, and the Town Council.

PC25/091 Items for Notification

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

- i. Shared Parental Leave Policy Review
- ii. Adoption Leave Policy Review
- iii. Parental Bereavement Policy Review
- iv. Child and Vulnerable Adult Welfare and Safeguarding Policy Review
- v. Volunteer Policy Review
- vi. No Smoking Policy Review
- vii. Electronic Information and Communication Systems Policy

PC25/092 Time and Date of Next Meeting

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

The meeting closed at 7:36pm.

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