

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 12 March 2025** at **7:00pm** 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 Dennis Dannatt
Councillor Paul Key
Councillor Kenneth Woolley

In Attendance:

Rachel Allbones

Town Clerk (TC)

PC25/093 Apologies for Absence

Apologies for absence were received from Councillor C Davies

PC25/094 Declarations of Interest

No declarations of interest were made.

PC25/095 Dispensation Requests

No dispensation requests were received.

PC25/096 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC25/099, PC25/100, PC25/101 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC25/097 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 19 February 2025 be approved as a as a true and accurate record and signed by the Chair.

PC25/098 Carers Leave Policy (Paper B)

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to adopt the Carers Leave Policy.

PC25/099 Staff Sickness, Absence and Leave (Paper C)

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

PC25/100 Staffing Issues

RESOLVED: to write to the complainant apologising for now being fully informed on current legislation and if they perceived the member of staff did not conduct themselves professionally. Speak to the member of staff regarding approach when representing the Council.

PC25/101 Staffing Issues

Note: The Town Clerk left the meeting at 7:40pm.

RESOLVED:

- i. To acknowledge, accept and uphold the grievance raised by the Town Clerk. Duly noting all investigations that have been undertaken by all involved and a letter be sent to the Town Clerk advising of the Council's support and outcomes.
- ii. That further advice be sought in relation to what response should now be given to Councillor Dobbie as to the outcome of this grievance.

PC25/102 Items for Notification

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

- 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

PC25/103 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 9 April 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 8:22pm.

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