

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



PERSONNEL COMMITTEE AGENDA

To: Committee members:

Councillor Nigel Bowler

Councillor Dennis Dannatt

Councillor Paul Key

Councillor Kenneth Woolley

Councillor Caz Davies (sub)

Councillor Richard Craig

Councillor Paul Hooton

Councillor James Plastow

NOTICE IS HEREBY GIVEN and Members are summoned to attend a meeting of the Personnel Committee of the Council to be held on **Wednesday 9 April 2025 at 6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ at which the under mentioned business will be transacted.

AGENDA

PC25/104 Apologies for Absence

To note apologies for absence.

PC25/105 Declarations of Interest

To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.

PC25/106 Dispensation Requests

To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.

PC25/107 Items for Exclusion of Public and Press

To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.

PC25/108 Minutes of the Previous Meeting

To receive the minutes of the previous Personnel Committee meeting and resolve to sign these as a true and accurate record.

Paper A Wednesday 12 March 2025 (pages 3 to 5)

PC25/109 Probation Review

To note probation review.

Paper B (pages 6 to 8)

Exclusion of Public and Press recommended due to personal nature of discussion.

PC25/110 Staffing

To consider increase in summer hours to post.

Exclusion of Public and Press recommended due to personal nature of discussion.

Paper C (pages 9 to 14)

PC25/111 Staffing Issue

To receive update from the Leader following further advice sought.

Exclusion of Public and Press recommended due to personal nature of discussion.

PC25/112 Items for Notification

To receive any items for notification to be included on a future agenda (for information only)

- 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. Mobile Phone Policy
- viii. Electronic Information and Communication Systems Policy

PC25/113 Time and Date of Next Meeting

To note the date and time of the next Personnel Committee meeting is scheduled for Wednesday 14 May 2025 at 6:30pm.

Rachel Allbones
Town Clerk
Richmond House
Gainsborough

Friday, 04 April 2025

PAPER A

Gainsborough Town Council

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DRAFT 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 Dennis Dannatt
Councillor Paul Hooton	Councillor Paul Key
Councillor James Plastow	Councillor Kenneth Woolley

In Attendance:

Rachel Allbones	Town Clerk (TC)
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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

PAPER B

PAPER C