

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 11 March 2026** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Richard Craig (Chair)

Councillor Stephen Blogg
Councillor Dennis Dannatt
Councillor Doug Owles

Councillor Nigel Bowler
Councillor Paul Key
Councillor Richard Thompson (sub)

In Attendance:

Rachel Allbones

Town Clerk

PC26/067 Apologies for Absence

Apologies for absence were received from Councillors S Bibb, P Hooton, K Woolley.

PC26/068 Declarations of Interest

No declarations of interest were made.

PC26/069 Dispensation Requests

No dispensation requests were received.

PC26/070 Items for Exclusion of Public and Press

RESOLVED: To exclude the public and press from item PC26/073 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC26/071 Minutes of the Previous Meeting (Paper A)

RESOLVED: That the minutes of the Personnel Committee meeting held on Wednesday 11 February 2026 be approved as a true and accurate record and signed by the Chair.

PC26/072 Equality and Diversity Policy Review (Paper B)

RESOLVED: To adopt the reviewed Equality and Diversity Policy.

PC26/073 Caretaker Provision (Paper H)

RESOLVED: To

- i. Approve the recruitment pack, including job description and person specification, for immediate publication.
- ii. Agree the application form.
- iii. Agree the contract of employment.
- iv. Endorse the proposed working hours arrangements to ensure full facility coverage.
- v. Delegate responsibility to the Operations Manager to manage the rota and working arrangements in line with Council requirements.
- vi. Agree members of the shortlisting and interview panel as follows:
 - Councillors Craig and Key, with Councillor Blogg and Owles as reserve
 - Operations Managerand delegate the agreement of key dates to panel members.
- vii. Delegate the decision of appointing the two Caretakers to the interview panel, executed by the Operations Manager.

PC26/074 Items for Notification

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

- i. Data Protection Policy for HR-related Data – April 2026
- ii. Staff Handbook Review
- iii. Call-out Provision
- iv. Shared Parental Leave Policy Review
- v. Adoption Leave Policy Review
- vi. Parental Bereavement Policy Review
- vii. Child and Vulnerable Adult Welfare and Safeguarding Policy Review
- viii. No Smoking Policy Review
- ix. Mobile Phone Policy Review

PC26/075 Time and Date of Next Meeting

RESOLVED: To NOTE the next Personnel Committee meeting scheduled for Wednesday 13 May 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 6:51pm.

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