

Gainsborough Town Council
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REMOTE MEETING AGENDA

5 February 2021

Dear Councillor,

You are hereby summoned to attend a remote meeting of the **Personnel Committee** which will be held on **Wednesday 10 February 2021 at 7pm.**

Members will be able to access the meeting via a link which will be emailed to their Town Council email address or through a calendar event.

Members of the public will be able to view the meeting at the following link:

<https://www.youtube.com/channel/UCmlMaqH64ih1EDc6Cn56VWA>

The business of the meeting is set out in the agenda below.

Tom Clay
Town Clerk

Committee members: Cllr M Boles - ex officio, Cllr R Craig (C), Cllr D Dobbie, Cllr P Key, Cllr S Loates, Cllr K Panter - ex officio and Cllr K Woolley (VC)

Agenda

No	Agenda Item
	<u>Procedural items</u>
1	Register of attendance for a remote meeting Committee to conduct a register of attendance for a remote meeting.
2	Declarations of interest Committee to receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations.
3	Minutes of an ordinary meeting Committee to confirm as a correct record the minutes of the ordinary meeting held on Wednesday 13 January 2021. PAPER A

	<u>Committee business items</u>
4	Seasonal Grounds Maintenance Operative Committee to consider options relating to the Seasonal Grounds Maintenance Operative role. PAPER B
5	<u>Exclusion of the press and public</u> Due to the confidential nature, members may resolve to exclude the press and public from the meeting during consideration of the next two items in accordance with the Public Bodies (Admission to Meetings) Act 1960.
6	Grounds Maintenance Operative Recruitment Committee to note an update on the recruitment of a Grounds Maintenance Operative. PAPER C – To Follow
7	Current staff contracts Committee to consider a report about the current staff contracts. PAPER D

PAPER A

GAINSBOROUGH TOWN COUNCIL

MINUTES of a REMOTE Meeting of the Personnel Committee held on Wednesday 13 January 2021 at
7:00pm

Present: Councillor Kenneth Woolley (Chairman)

Councillor Matt Boles – ex officio
Councillor Richard Craig (arrived at the meeting at 7:03pm)
Councillor David Dobbie
Councillor Paul Key
Councillor Sally Loates
Councillor Keith Panter – ex officio

In Attendance:

Tom Clay	Town Clerk
Rachel Allbones	Deputy Clerk & RFO
Sean Alcock	Operations Manager

1. TO RECEIVE APOLOGIES FOR ABSENCE

None received.

2. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST

None declared.

3. MINUTES FROM THE PREVIOUS MEETING (Paper A)

i. Minutes of the meeting of Personnel Committee held Wednesday 9 December 2020

RESOLVED that the minutes of the Personnel Committee meeting held on Wednesday 9 December 2020 be confirmed and signed as a correct record.

Note: Councillors Boles and Panter abstained from the above resolution.

4. OFFICE WORKING ARRANGEMENTS (Paper B)

Note: Councillor Craig arrived at the meeting at 7:03pm and took the Chairman role.

Committee received an update about office working arrangements and considered any matters arising.

RESOLVED to: -

- i. Note what is set out at appendix A;
- ii. approve the proposal set out in section 3 of the report, and;
- iii. instruct the Town Clerk to conduct a further review of the arrangements to be considered by the Personnel Committee in April 2021.

5. EXCLUSION OF PRESS AND PUBLIC

Due to the confidential nature, members **RESOLVED** to exclude the press and public from the meeting during consideration of the next items in accordance with the Public Bodies (Admission to Meetings) Act 1960.

The items were treated as confidential because they relate to issues, such as, terms of service, contractual arrangements, and the engagement of staff.

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

6. PERSONNEL MATTERS TO NOTE (Paper C)

Committee NOTED a brief report on several matters and the actions taken.

7. DECLARATION OF OTHER EMPLOYMENT (Paper D)

RESOLVED to note the report on the declaration of other employment.

Note: Councillor Key voted against the above resolution.

8. STAFF STRUCTURE DIAGRAM (Paper E)

RESOLVED to adopt a new staff structure diagram.

9. DRAFT CONTRACTS (Paper F)

Committee considered draft contracts for all the positions within the current staff structure.

RESOLVED to:

- i. Approve the draft contracts as set out in section 3 and appendices of this report;
- ii. instruct the Town Clerk to use the new contracts when new members of staff are recruited, and;
- iii. instruct the Town Clerk to look into updating current members of staff's contractual arrangements and report back at the next meeting at which time the Committee can consider approval of issuing all members of staff with the new contracts.

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

The meeting concluded at 7.55pm

PAPER B

**Officer Report to
the Personel Committee**

Report Author: Tom Clay

Report Date: 4 February 2021



Gainsborough
TOWN COUNCIL

Subject: Seasonal Grounds Maintenance Operative

1. Summary

- 1.1 The report will briefly summarise the options open to the Council in relation to the Seasonal Grounds Maintenance Operative post. The position will be referred to as 'the Seasonal' in the rest of the report.

2. Background

- 2.1 As part of the current staffing structure there is a Seasonal. The grade for the post is a spot salary set at SCP 2.
- 2.2 Ideally the Seasonal would be in place over the growing season which would be roughly from the end of March to the start of October.
- 2.3 Last year the Town Council did not appoint someone to the post. Standards of work were maintained at a high level. However, the lack of a Seasonal increased the workload for other members of the Grounds Team.
- 2.4 For some time, Members have been considering what should happen with the role. It was resolved that Members should research the issue and feedback into the Committee.
- 2.5 Lincolnshire College contacted the Town Clerk towards the end of last year. This was an unsolicited call, but as they mentioned apprenticeships a conversation was had.
- 2.6 In a conversation over several emails and phone calls options were provided to the Council. These options form the basis for section three below.

3. Options

- 3.1 The options are listed underneath for consideration.

Option 1 – Appoint a Seasonal

- 3.2 This option is the most straightforward and would see a Seasonal appointed as soon as possible.
- 3.3 The normal recruitment process for grounds maintenance operatives would be undertaken.
- 3.4 This option has the advantage of being straightforward, comparatively quick and the Town Council would have total control over the recruitment process.
- 3.5 As the budget has been set and the staff structure set there would be no negative effect in those regards.

- 3.6 However, Members have made clear that they wish to explore the possibility of other arrangements. This option would not see that happen in the 2021-22 financial year.

Option 2 – Kickstart Scheme

- 3.7 This option would see the Kickstart Scheme utilised instead of appointing a Seasonal. Information about the scheme can be found at appendix A.
- 3.8 Lincolnshire College has advised that they have a lot of Kickstart vacancies and are finding that it is taking 8-12 weeks to complete recruitment.
- 3.9 As discussed, the aim of this scheme is to provide opportunities for paid work and employability training to help offset the impact on the jobs market of Covid-19 with young people, to be eligible for the course applicants must:
- Be aged 16-24 years
 - Claiming Universal Credit
 - Be referred to the scheme through the Department for Work and Pensions.
- 3.10 Placements must include:
- 25hrs per week
 - Employers pay the wages and is re-imbursed monthly in arrears.
- 3.11 Funding is available from the government for the kickstart scheme and this includes:
- Wages are re-imbursed by the government in arrears
 - £1,500 grant to cover recruitment, training, and Equipment PPE.
- 3.12 This option has the advantage of providing an opportunity from a young person in the community to gain experience. It would also assist the Council in meeting certain costs for training and equipment.
- 3.13 The disadvantages are the timescale is quite long for recruitment and the Town Council would have limited control over the process.
- 3.14 Given the age profile it might be that there are certain types of equipment or jobs that could not be undertaken.
- 3.15 The Kickstart Scheme is not intended to be a long-term employment opportunity like an apprenticeship. There is also not an expectation that it would lead to a position a specific position with the Council.

Option 3 - Apprenticeship

- 3.16 From our discussions had with the College the most suitable apprenticeship would be the Horticultural or Landscape Operative. Unfortunately, this is not a qualification that Lincoln College provides.
- 3.17 Details about the course can be found at appendix B or on the link below:
- <https://www.instituteforapprenticeships.org/apprenticeship-standards/horticulture-or-landscape-operative-v1-0>
- 3.18 If the Town Council considered this a suitable option the nearest provider would, according to Lincolnshire College, be Riseholme College.

3.19 The funding and other rules have been summarised by Lincolnshire College as follows:

- Funding for apprenticeships: If you are an SME that does not pay into the levy, the government will fund 95% of the apprenticeship with a 5% contribution from the employer; for example with the level 2 Hospitality Team Member the funding is £4,000 so your 5% contribution would be £200. However, if you have less than 50 employees and take on an apprentice aged under 19 (on the date they enrol on the apprenticeship course) the government will pay for the full training costs.
- Apprentices wages: All Apprentices must receive the minimum apprenticeship wage of £4.15 per hour within their first year of training from their employer, although employers can choose to pay more. In the second and subsequent years of an apprenticeship programme, the national minimum wage for their age would apply.
- Working Hours: All learners on an apprenticeship programme ideally need to work a minimum of 30hrs per week, A minimum of 20 hrs per week is possible but this will extend the length of the programme.
- Contracts: All apprentices must have a contract that covers the length of the apprenticeship including the end point assessment.
- 20% Learning: All apprentices must spend 20% of their working hours developing the skills, knowledge and behaviours contained within their course.
- Employment Terms: Apprentices are your employees and so employment policy and procedures, for example disciplinary or GDPR will be the same as with any other employee.

3.20 This option has been talked about by Members for some time. It would see the Council appoint an apprentice instead of a Seasonal.

3.21 The advantages of this are that a person from the community would receive training and employment. It would also provide the Town Council with amore long-term solution than the Seasonal role or the Kickstart scheme.

3.22 However, it is the most complicated option open to the Council. It would require further investigation and it is doubtful that someone would be in place before the start of the growing season.

3.23 Whilst not a disadvantage the requirement that a specific amount of training be provided might be difficult to sustain over the long-term.

3.24 Whilst not a legal requirement there is often an expectation that an apprenticeship would lead to a permanent position. Members might wish to consider if there is scope for a permanent role at the end of the apprenticeship.

Option 4 – Continue to research the matter

3.25 Members could opt to continue to research the matter further come up with other options.

3.26 The risk involved with that is that it extends past the end of March and into the time when the Seasonal would be appointed.

4. Risk, budget, and policy implications

4.1 The recommendations in this report conform to Standing Orders and Financial Regulations.

4.2 The budgetary impacts of each option differ greatly.

4.3 There are no implications in relation to the Seasonal option 1 as that is already budgeted for.

4.4 The second option of Kickstart would appear to have no impact on the budget.

4.5 The budget requirements related to an apprenticeship are more complicated and would have to be considered at greater length.

4.6 No training needs for existing staff are anticipated.

4.7 There is no requirement for new policies. However, depending on the decision made the staffing structure in relation to the Seasonal might need to be reviewed.

4.8 The risks and disadvantages are set out in the body of the report.

5. Recommendation

5.1 The Committee is recommended to consider the options and instruct the Town Clerk about what action to take.

BE EXTRAORDINARY

EMPLOYER-LED; PRODUCING A HIGHLY SKILLED AND PRODUCTIVE LOCAL WORKFORCE

The
Lincoln College
Group



KICKSTART
SCHEME

What is the Kickstart scheme?

- The Department for Work and Pensions have launched a £2 billion Kickstart Scheme which will put young people at the heart of the economic recovery
- Kickstart criteria is;
 - For young people aged 16-24 years of age
 - Participants must be claiming Universal Credit
 - Participants must be referred to the scheme via JCP Work Coach
 - Businesses offer 6 months job placements
 - Job placements must be for a minimum of 25 hours per week
 - Job placements will be paid at National Minimum wage – which is funded via the Scheme.
 - Kickstart is for any business across all sectors including the private, public and voluntary and community sectors
- Businesses that wish to employ 30 or more young people through the scheme can apply directly to the Government
- Those who wish to offer less than 30 job placements must apply via an intermediary organisation

What funding is available?

- > 25 hours per week placement –
 - > Paid at National Minimum Wage
 - > Employer pays wages and is re-imbursed by monthly on arrears
- > £1500 wrap around funding – to cover:-
 - > Recruitment service
 - > Training
 - > Equipment/PPE

How Lincoln College will support you.

Application - We will take care of the administration and apply for all of the vacancies on your behalf.

Recruitment and selection

- Manage the recruitment and selection.
- Arrange interviews with suitable applicants.

Skills Training

- Provide employability training including CV writing, interview skills.
- Level 1 or Level 2 Sector Specific accredited training.

Progression opportunities - Further support for applicants to progress onto training, apprenticeships and employment.

Further support - We will support you to access any additional local grant funding and offer training for your existing staff.

Practical support to get the best out of your placement.

- Develop an interesting and engaging placement, with structured support and mentoring.
- Outline the support that is required (for example training relevant to the role or organisation and helping them with writing their CV and preparing for an interview).
- Consider when this support should be provided (for example half way through their placement or towards the end).
- Consider how many hours it will take.
- Consider who will provide the support.
- Consider how the support will be monitored (on and off the job).
- Consider how the participant can provide feedback during their placement and afterwards, and how this will be acted on if needed.

HORTICULTURE OR LANDSCAPE OPERATIVE

Reference Number: ST0225

Details of standard

Occupational profile

Horticulture or landscape operatives can be employed to work in public parks and gardens, green spaces and historic gardens, private gardens and estates or in production nurseries and retail outlets. Many businesses will be specialised in their activities, such as grounds maintenance (soft-landscape) or landscape construction (hard-landscape). Soft-landscaping includes the establishment and maintenance of plants and cultivated areas. Hard-landscaping includes establishment of hard surfaces and structures in addition to the establishment of plants in cultivated areas.

The distinct nature of these two specialisms means very few businesses can offer the full breadth of skills and therefore two options are available for this occupation; horticulture and landscape construction. The employment area will dictate the option pursued. The horticulture option focuses on plant propagation and plant growth. The landscape construction option focuses on the installation of features and structures; application of landscape materials as well as supporting site management.

Work is generally based outside and undertaken throughout the year, so apprentices will frequently work outside in all weathers. Often people new to the industry will start in a 'hands-on' role covering a range of practical tasks, with specialist skills being learnt through progression. A wide range of machinery and tools are used and additional training may be required depending on the nature of the works undertaken.

Working and learning in the horticulture and landscape industries is rewarding, offers a diverse range of employment opportunities and includes a range of skills that are transferrable into many other industries.

Required skills, knowledge and behaviours to complete this apprenticeship

Core knowledge - have an understanding of:

Industry understanding; the importance and benefits of green-space and the types of horticultural skills appropriate to different businesses and cultural sites.

Business; business policies, vision and values. Workers' contribution to earning profit and awareness of commercial pressure. Understanding of how project management informs a team to achieve objectives.

Communication; the importance of clear communication. Knowledge of different forms of communication aids and their use. The value of effective and timely communication in customer care.

Health and safety; health and safety regulation, legislation, policy and procedure and the responsibility of workers. Knowledge of hazards and working to strict health, safety, quality and environmental (HSQE) processes particularly appropriate to horticultural sites.

Environmental; waste and waste reduction and recycling and environmental best practice. Prevention and control of local pollution incidents.

Plant growth and development; plant nutrition and plant requirements. The principles of germination, photosynthesis, respiration and transpiration (the science of plant growth). How to care for plants

correctly in different environments. The relationship between environmental conditions and plant growth.

Tools, equipment and machinery; correct tools, equipment and machinery required for the job and the importance of maintenance and regular checks of these items to ensure they remain in good working order. Legal requirement of training by a competent person and familiarity with operator training and certification requirements.

Vegetation control; how to control vegetation and methods of site clearance and removal of vegetation

Biosecurity; biosecurity and phytosanitary measures for pests and diseases and how these apply to work sites. Awareness of invasive alien species that may impact work methods.

Plant identification; plant identification by scientific names including genus, species and cultivar. Know why and how plants are identified.

Soil science; why, when and how to cultivate soils for differing purposes. Different growing media and mulches. How to modify soils for plant growth and understand the reasons for cultivation and drainage.

Plant health; basic pest and disease identification and symptoms and control methods.

Core skills - able to:

Communication; communicate with others, including clients, the public and colleagues, this may require basic IT systems use.

Team working; work alone and as part of a team effectively and recognise how all staff are dependent on each other to meet business objectives.

Health and safety; apply relevant health and safety processes and procedures. Implement specific industry information on hazards relevant to horticultural environments. Follow safe systems of work and safety information provided by employer. Implement environmental protection policies and procedures.

Environmental; prevent and control local pollution incidents e.g. use of spill kits.

Planting, plant growth and development; care for plants correctly in different environments, including basic irrigation methods, planting methods and identifying plant deficiencies. Install various soft-landscape materials e.g. shrubs, trees, herbaceous, bedding, grass areas and seed. This will include site preparation, planting, sowing, turfing, preparation of seed beds and mulching.

Soil cultivation; cultivate and improve soils by mechanical methods and by hand, making and amelioration of growing media and soils.

Tools, equipment and machinery; safely use tools e.g. spades, rakes, shovels; equipment e.g. tape measure and spirit level and machinery e.g. pedestrian controlled mowers, hand held strimmer, hedgecutter.

Vegetation control; follow processes and methods of site clearance, using tools and machinery for pruning and vegetation control, including basic turf management. Follow weed control methods.

Maintain hard structures; maintain structures relevant to the business activities.

Site presentation; work to a specified finish.

For the landscape construction role, additional knowledge and skills required:

Knowledge – have an understanding of;

- Methods used to measure and set out a site g. use of tape measures and measuring wheels, defining features by using string lines or aerosol markers, the principles in defining site levels using manual or electrical equipment.
- Marking out hazards such as Interpretation of construction drawings and specifications e.g. quantities, measurements and positioning. The safe use of abrasive wheels for cutting hard landscape materials during construction.
- Water feature construction methods g. linings, pumps, water courses.

Skills – be able to;

- Install various hard-landscape construction features and structures g. paths, patios, fences and walls. This will include basic brick laying, paving, timber decking, setting levels, services identification.
- Free hand cutting and bench cutting of hard landscape materials during construction using abrasive wheels.
- Assess and repair hard structures; evaluate hazards and damage and if appropriate carry out repair or report. Examples include broken drainage, rotten timber, cracked paving stone, frost damage brick work.

For the horticulture role additional knowledge and skills required:

Knowledge – have an understanding of;

- The range and application of different growing media for plant production and propagation. The principles and methods of watering techniques including irrigation systems and hand watering.
- Ornamental turf management through basic maintenance; including mowing, aeration, scarification, and top How to monitor for issues including damage, water issues, pests and diseases
- Ornamental aquatic environments including organic matter control both inside and around the feature and monitoring for any maintenance or safety issues.

Skills – able to;

- Undertake correct pruning techniques for a range of plants.
- Cultivate and maintain soft-landscape elements g. shrubs, trees, herbaceous, bedding, grass areas and seed. Assist the establishment of an area of turf through laying, irrigation, maintenance, and allowing appropriate establishment time before use.
- Undertake basic propagation skills including division, cuttings, seed sowing and seed collection.
- Work without causing damage to features present such as irrigation, turf and aquatic environments.

Core behaviours

Health and safety; have a safety-led mind-set for self, colleagues and the public.

Customer care; show dignity, respect and empathy when dealing with others, including clients, the public and colleagues.

Learn: learn behaviours, skills and knowledge effectively from craftspeople and managers.

Attitude; have a positive and motivated attitude towards work, including having pride in one's work.

Decision making; adopt a pragmatic timely approach by identifying appropriate solutions to practical problems.

Typical job titles:

Typical job titles: Horticulturalist and Landscape gardener

Apprenticeship duration

The typical duration for this apprenticeship is 24 months.

Core qualifications

The following qualifications will be required prior to taking the end point assessment.

Emergency first aid: Level 3 award in emergency first aid at work.

Pesticides: Level 2 Principles of Safe Handling and Application of Pesticides Guidance OR Level 2 Award in the Safe Use of Pesticides

English and maths: Apprentices without level 2 English and maths must achieve level 1 and take the test for level 2 before taking the end-point assessment.

To comply with legislation and industry standards, individuals who wish to work in some sectors of the industry may have to complete additional certificates of training, statutory licences and health and safety approved competency cards in order to be permitted on to a worksite

All First Aid at Work qualifications taken as a part of this apprenticeship must be regulated by Ofqual. However it came to light that this was unclear and some apprentices have undertaken non Ofqual regulated Emergency First Aid at Work qualifications which comply with Health and Safety (First Aid) Regulations 1998. In order that apprentices are not disadvantaged who hold these qualifications, the employers have agreed that they can enter end-point assessment (providing all other requirements have been met) up until Tuesday 30th June 2020. As from Wednesday 1st July 2020, all apprentices entering EPA, must have completed an Ofqual regulated, Level 3 Emergency First Aid at Work (EFAW) one day course.

Apprenticeship level

This apprenticeship standard is at level 2.

Review date

3 years from Implementation

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Version log

VERSION	CHANGE DETAIL	EARLIEST START DATE	LATEST START DATE	LATEST END DATE
1.0	Approved for delivery	27/06/2017	Not set	Not set