

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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## MEETING AGENDA

5 November 2021

Dear Councillor,

You are hereby summoned to attend a meeting of the **Personnel Committee** which will be held on **Wednesday 10 November 2021** at **7pm** in the council office, **Richmond House, Richmond Park, Morton Terrace, Gainsborough.**

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

**Belina Boyer**  
Town Clerk

**Committee members: Cllr M Boles - ex officio, Cllr R Craig – ex officio, Cllr T Davies, Cllr S Loates, Cllr P O'Connor (VC), Cllr K Panter, Cllr D Schofield, Cllr B Velan, Cllr K Woolley (C)**

### Agenda

No	Agenda Item
	<b><u>Procedural items</u></b>
<b>1</b>	<b>Apologies for absence</b> Committee to note apologies received.
<b>2</b>	<b>Declarations of interest</b> Committee to receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations.
<b>3</b>	<b>Minutes of the previous meeting</b> Committee to confirm as a correct record the minutes of the previous meeting held on Wednesday 13 October 2021. <b>PAPER A</b>
	<b><u>Committee business items</u></b>
<b>4</b>	<b>2022 / 2023 Budget</b> Committee to consider first draft budget requirements for 2022/23.  The following specific budgetary areas are considered as part of the Committee's remit:

	<ul style="list-style-type: none"> <li>Employee Costs</li> </ul> <b>PAPER B</b>
<b>5</b>	<b><u>Exclusion of the press and public</u></b> Due to the confidential nature of the following, members may resolve to exclude the press and public from the meeting during consideration of the next seven items in accordance with the Public Bodies (Admission to Meetings) Act 1960.
<b>6</b>	<b>Staff Appraisals</b> Committee to make arrangements for office staff appraisals.
<b>7</b>	<b>Staff Training</b> Committee to consider approval of staff training. <b>PAPER C</b>
<b>8</b>	<b>Sickness absence, and leave</b> Committee to note a report about staff sickness absence and leave. <b>PAPER D</b>
<b>9</b>	<b>Grounds Maintenance Update</b> Committee to receive verbal update on current staff member probation.
<b>10</b>	<b>Admin Support Officer post</b> Committee to receive a verbal update from the Chairman.
<b>11</b>	<b>Council Review</b> Committee to receive a verbal update from the chairman and consider next steps.
<b>12</b>	<b>Staff Pay Review</b> Committee to receive a verbal update and consider next steps.

# PAPER A

**GAINSBOROUGH TOWN COUNCIL**

MINUTES of a Meeting of the Personnel Committee held in the Ceremony Room, Richmond House, Richmond Park, Morton Terrace, Gainsborough on Wednesday 13 October 2021 at 7.00pm

**Present:** Councillor Kenneth Woolley (Chairman)

Councillor Matt Boles – ex officio  
Councillor Sally Loates  
Councillor Keith Panter  
Councillor Denise Schofield

**In Attendance:**

Sean Alcock Operations Manager

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

Councillor Tim Davies  
Councillor Pat O'Connor

**2. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST**

None received.

**3. MINUTES FROM THE PREVIOUS MEETING (Paper A)**

i. Minutes of the meeting of Personnel Committee held Wednesday 8 September 2021

**RESOLVED** that the minutes of the Personnel Committee meeting held on Wednesday 8 September 2021 be confirmed and signed as a correct record.

**4. 2022 / 2023 BUDGET (Paper B)**

The Budget was discussed. Members will look at costing for the next meeting.

**5. EXTRA STATUTORY DAYS**

Committee considered allocation of the two NJC days which would see the office closed on Friday 24 December 2021 and Friday 31 December 2021.

**RESOLVED** to agree the extra statutory days and the office being closed on Friday 24 December 2021 and Friday 31 December 2021, additionally Members agreed that the Office closes at noon on Thursday 23<sup>rd</sup> December.

**6. 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 six items in accordance with the Public Bodies (Admission to Meetings) Act 1960.

**7. GROUNDS MAINTENANCE UPDATE AND RECRUITMENT (Paper C)**

Committee noted the report.

**8. SICKNESS ABSENCE AND ANNUAL LEAVE (Paper D)**

Committee noted the report.

Members agreed that Officers and staff should be encouraged to give thought to taking their leave sooner rather than later to ensure they can be accommodated.

**9. STAFF APPRAISALS (Paper E)**

Appraisals were noted and members agreed that they were very positive.

Councillor Boles highlighted that some operatives are becoming increasingly skilled and experienced, and this should be considered as part of the Re-assessment of Structures.

**10. ADMIN SUPPORT OFFICER POST**

**RESOLVED** to defer until the next meeting.

Note: The Operations Manager left the meeting.

Councillor Schofield will be arranging meetings with Office Staff and Officer and Senior Grounds Operative and Officer to solicit their views and details of workload etc, which will inform the Re-assessment of Structures.

**11. COUNCIL / STAFF PAY REVIEW (Paper F)**

It was noted the title for this item is Council Review. Staff Pay Review would be a separate agenda item should it be under discussion.

Members thanked Councillor O'Connor and Councillor Schofield for the work put into their document to be considered during the Re-assessment of Structures.

Councillor Schofield reminded members that paper F was never intended to be an official document. It has not been to Full Council for ratification, so members need to give this due regard but not to act upon it in any formal capacity.

Councillor Woolley and Councillor O'Connor will be meeting to discuss the findings of Councillor O'Connor's review into the views of members, user groups and, outside agencies, upon its completion.

**12. STAFFING REQUESTS** (Paper G)

Members agreed that the Re-assessment of Structures would include viable options for rewarding additional workload.

This being the case staff who have made requests will be able to resubmit them once a structure is in place.

The meeting concluded at 8.43pm

DRAFT

# PAPER B

**Proposed Budget 2022 / 2023**

05/11/2021

Code	EMPLOYEE COSTS	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Actual 2020/21	Budget 2021/22	Net Expenditure to 08/10/21	Proposed Budget 2022/23	Explanatory / Justification Notes
		£	£	£	£	£	£	£	£	
	<b>Payroll</b>									
1000/1	Gross Salary	189,996	193,108	182,870	200,527	206,985	230,000	124,634	245,000	x11 Members of staff + seasonal grounds worker as above (only 9 paying employer NI + seasonal grounds worker) 22.5% - currently x6 Members of staff
1000/2	Employer NI Contribution	14,271	14,913	14,286	16,245	17,010	19,000	10,263	20,000	
1000/3	Employer Pension Contribution	31,835	36,430	26,450	31,878	39,620	45,000	20,577	45,000	
1000/3	Overtime	894	394	449	0	0	0	0	0	
1000/4	Additional Remuneration	0	1,000	0	0	0	0	0	0	
1000/5	Redundancy	0	3,451	0	0	0	0	0	0	
1000/6	Agency Staff	0	0	859	0	0	0	0	0	
	<b>Travel and Training</b>									
1010/1	Staff Travel	1,264	1,471	186	292	55	200	116	200	Estimated staff travel costs
1010/2	Staff Training	774	2,085	1,526	1,500	3,200	3,000	95	3,000	£1,100 in earmarked reserves
1010/3	Staff Car Business Insurance Reimbursement	26	42	0	0	0	0	0	0	For car business insurance
	<b>Workwear &amp; ID</b>									
1020/1	Staff Workwear	708	970	958	648	945	1,200	565	1,200	Estimated workwear costs
1020/2	H & S / First Aid	12	248	192	174	220.06	0	93	0	
1020/3	Staff ID Badge		0	31	0	0	0	0	0	
	<b>GROSS EXPENDITURE</b>	<b>239,780</b>	<b>254,112</b>	<b>227,806</b>	<b>251,265</b>	<b>268,036</b>	<b>298,400</b>	<b>156,343</b>	<b>314,400</b>	
	<b>INCOME</b>									
110	Furlough Payments	0	0	0	0	1795.41	0	0	0	
	<b>GROSS INCOME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,795</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>NET EXPENDITURE</b>	<b>239,780</b>	<b>254,112</b>	<b>227,806</b>	<b>251,265</b>	<b>266,240</b>	<b>298,400</b>	<b>156,343</b>	<b>314,400</b>	



# PAPER C

# PAPER D