



Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN22 2RJ

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Website: gainsborough-tc.gov.uk

Dear Councillor,

You are hereby summoned to attend a meeting of the **Personnel Committee** which will be held on **Wednesday 12 January 2022** at **7pm** at **Marshalls Sports Ground**, Middlefield Lane, Gainsborough.

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

From 10 December 2021 until further notice it is mandatory that face coverings be worn in most indoor public places in England, including community centres and village halls.

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 (C), Cllr K Panter, Cllr D Schofield, Cllr B Velan, Cllr K Woolley

Agenda no	Agenda item title	Power
PC22/001	To note apologies for absence.	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PC22/002	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests or personal interests.	<i>Localism Act 2011, s31.</i>
PC22/003	To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	<i>Localism Act 2011, s33.</i>

Agenda no	Agenda item title	Power
PC22/004	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.	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PC22/005	Minutes of the previous meeting(s) To receive the minutes of the previous Gainsborough Town Council meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Personnel Committee 15 December 2021	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PC22/006	To elect a Vice Chairman to this committee.	
PC22/007	To consider the Town Clerk's declaration of secondary employment with the Society of Local Council Clerks and formally approve the additional employment. Paper B	<i>Local Government Act 1972, s.112</i>
PC22/008	To consider and decide on replacing the cleaner post recently vacated by a member of staff with a caretaker/cleaner position before engaging in the recruitment process. Paper C	<i>Local Government Act 1972, s.112</i>
PC22/009	To consider and decide on the job description, person specification and other peripherals to start the recruitment process to the current staff vacancy. To be tabled if available	<i>Local Government Act 1972, s.112</i>
PC22/010	To consider three quotes for HR advice provision and appoint a new provider for either 3 or five years – exclusion of public and press recommended due to time sensitive commercial interests of the council. Paper D	<i>Local Government Act 1972, s.112</i>
PC22/011	To receive any items for notification to be included on a future agenda – for information only.	N/A
PC22/012	To note the date and time of the next Personnel Committee Meeting scheduled for 09 February 2022 at 19.00.	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

PAPER A

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Personnel Committee held Wednesday 15 December 2021 at 7pm at Marshalls Sports Ground, Middlefield Lane, Gainsborough.

Present: Councillor Matt Boles – ex officio (chairing)
Councillor Denise Schofield
Councillor Baptiste Velan
Councillor Tim Davies

In Attendance:

Belina Boyer Town Clerk

In the absence of the committee chairman, the committee elected Cllr Boles to chair this meeting.

1. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs Loates, O'Connor, Panter Craig and Woolley

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 10 November 2021

RESOLVED that the minutes of the Personnel Committee meeting held on Wednesday 10 November 2021 be confirmed and signed as a correct record.

4. 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 seven items in accordance with the Public Bodies (Admission to Meetings) Act 1960.

5. STAFF APPRAISALS (Paper C)

The Committee received and noted reports from Cllr Schofield and the clerk on the most recent staff appraisal and that the appraisals of two further members of staff were still outstanding.

6. STAFF TRAINING (Paper D)

Committee considered approval of staff training.

RESOLVED to approve the expenditure of £150+ VAT for both the Clerk and The deputy Clerk to attend the SLCC Virtual Practitioner's Conference in February from the current budget.

7. SICKNESS ABSENCE AND ANNUAL LEAVE (Paper E)

Signed:

Dated

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.

The Town Clerk is to look into the corona virus legislation regarding the carrying over of holidays.

8. GROUNDS MAINTENANCE UPDATE

RESOLVED to extend the probationary period of the member of staff whose probationary period was due to come to an end between Christmas and New Year by six weeks. The Operations Manager would make the necessary arrangements for a probationary period panel.

9. STAFF PAY REVIEW

Cllr Schofield's motion was seconded by Cllr T Davies. The Committee unanimously **RESOLVED** to pay a one-off honorarium to the Admin Support Officer and the Grounds Maintenance Team Leader in recognition of their taking on additional duties during the seven month period when the former clerk was absent.

The meeting concluded at 7.46pm

DRAFT

PAPER B

**Officer Report to
The Personnel Committee**
Report Author: Belina Boyer
Report Date: 02 December 2021



Gainsborough
TOWN COUNCIL

Subject: Declaration of other employment

1. Summary

The report will briefly summarise the background issues of declarations of other employment and the particular details of the request by the new Town Clerk.

2. Background

The Town Clerk's contract states: "You shall not undertake other employment without the Council's written consent. Such consent shall not be unreasonably withheld."

The Staff Handbook states that:

"It is a condition of this Contract of Employment that you inform the Council of any alternative employment you undertake, in order to ensure that no Tax, National Insurance or Working Time liabilities will accrue to the Council. The Council also reserves the right to require that any other employment that you undertake does not conflict with the role or standards required to be undertaken or met in public office to the Council."

For the June 2021 Personnel committee meeting advice had been sought from the Council's HR advisors which at the time had been summarised in the officers report as follows:

- Have a discussion with each individual to gather more information regarding their other employment and working hours.
- Should they be working 48 hours per week or more over a 17 week average they will need to sign a Working Time Directive opt out form.
- The Town Council should check that they are getting off at least 1 day off a week or 2 continuous days in a 14-day period.

3. Declarations of other employment

Having been offered the position of Town Clerk the appointed candidate, Belina Boyer, declared that she would resign from her positions with other parish councils but would want to retain her position as Society of Local Council Clerks Cover Advisor. This is because she feels that as well as providing a vital and much valued service to fellow clerks, working for the advice service has also provided her with countless learning opportunities and has helped to improve her own practice.

3.1 Nature of the secondary employment

- The position serves to cover for holiday or sickness absence of any regular SLCC advisors. SLCC advisors provide general advice to fellow clerks and obtain specialist advice from the national specialist advisors (planning, cemeteries legal and finance) as and when required.
- The role is fulfilled on a casual basis as and when required. Offers of work can be turned down if necessary.
- The average work of the cover advisor is for one or two weeks at a time 3-6 times per year.
- Most SLCC advisors work as clerks either full or part time.
- When “on duty” the role is remunerated for eight hours per week, Monday to Friday. Together with the Town Clerk’s regular contracted hours this would result in no more than 45 hours per week.
- SLCC pay the advisors through regular payroll and offer a pension plan.

4. Risk, budget and policy implications

Risk: The other employment in question, namely Cover Advisor for SLCC requires the postholder to be a qualified practicing local council Clerk and abide by the professional standards of the society. The Clerk is a member of the professional body that is the SLCC. Thus, the nature of the other employment conforms with the role and standards of the office of Town Clerk.

The Town Clerk has previously worked in this role when her combined contracted job hours were 37 hours at two councils whilst studying for a degree. She therefore has a proven track record of managing the demands of a regular full-time job and the position and demands of being a cover advisor.

There are no budgetary implications.

No new policies or training is required. SLCC provides some training for this role, which will benefit Gainsborough Town Council.

5. Recommendation

To formally approve the Town Clerk’s continued secondary employment as a Cover advisor.

PAPER C

Please see below an illustration of a caretaker application pack recently advertised by an academy trust in Lincolnshire. This post has a slightly higher starting salary than the one proposed for our post, but our post does not have any supervisory duties.

It serves as an illustration for comparison only.

SAMPLE Caretaker

£18,795 - £19,171 per annum FTE

You will be working on a **full time basis** and in return will receive a competitive salary of **£18,795 - £19,171 per annum FTE pro rata, £9.74 - £9.94 per hour) plus excellent company benefits!**

Hours:

37 hours/week, 52 weeks/year

The role:

Your role will be to ensure that the school premises and contents are properly maintained, secured and ready for use, in accordance with all Health and Safety Regulations and the practices and procedures of the school. To help keep the school clean and tidy.

Key responsibilities of our Caretaker:

- Responsible for the security of the premises and its contents, including the operation of fire and burglar alarms and undertaking key holder responsibilities, involving locking/unlocking entrances, checking and securing windows and internal doors, activating and switching off alarm systems, etc.
- Ensure that heating and lighting systems and other equipment are working properly.
- Monitor the work of cleaning staff/contractors by making regular inspections to check that the specification is being met in terms of frequency and quality of work. To deal with initial discrepancies and/or to bring them to the attention of the contractor's site supervisor.
- **Training, supervising and motivating the cleaning team, scoping and implementing work schedules and rotas.**
- Maintaining safe working practices and adherence to all best practice and statutory requirements.
- Effectively manage store cupboards and stock rotation, minimising stock holding and working to a set budget.
- Allow access to authorised maintenance or building contractors and ensure they are aware of any potential hazards

- Be fully aware of and to comply with, all departmental instructions and procedures relating to Health and Safety at Work.
- Support leaders with writing, reviewing and implementing risk assessments associated with a primary school.

Experience we're looking for in our Caretaker:

- Good knowledge and demonstrable experience of Caretaking
- Knowledge and working experience of Health & Safety regulations and safe working practices within a Caretaking position

Skills we're looking for in our Caretaker:

- Good organisational and time management skills
- Ability to prioritise and organise work commitments
- ~~Awareness of the responsibilities of working in an environment with young people~~
- Ability to work independently and as part of a team
- Ability to work under pressure and to tight deadlines
- Ability to follow strict procedure and regulations
- Effective oral/written communication skills
- Flexible approach to work

Personal qualities we're looking for in our Caretaker:

- Excellent interpersonal skills
- Professional at all times
- Passionate and caring
- Decisive, determined and self-confident
- Integrity, trustworthy, honest and open
- Accessible and approachable

The benefits of becoming our Caretaker:

- CPD
- Pension scheme
- Holiday Pay
- Cycle to Work Scheme

Closing date: 31st December 2021

If you think you have what it takes to become our new **Caretaker**, apply now, we would love to hear from you!





Are you our new Caretaker?



About the Role

We are seeking a reliable and trustworthy individual to join our team as a Caretaker, helping us manage and maintain all of Gainsborough Town Council's sites and facilities.

As Caretaker you will be responsible for ensuring that our sites and facilities are kept clean, tidy and in a good state of repair.

You will undertake basic handyman duties (such as changing bulbs, unblocking sinks, decoration, and routine repair maintenance). At times you may be asked to assist local clubs, organisations, and the Council's grounds maintenance team.

You will be asked to undertake regular safety checks such as testing of fire alarms, emergency alarms and lights so a knowledge of safe working practices is essential.

You will prepare rooms for meetings and hire which will involve moving furniture, and pack it away afterwards.

We will provide you with all of the necessary training and support to enable you to excel in the role.

Job Description

Hours of Work

This is a part-time role averaging at 12 hours per week. It will be an annualised hours contract (626 hours per year) and you will be paid an equal salary each month.

Your working week will be Saturday to Thursday, and we will agree the detailed core working hours with the successful candidate. At times you may be responsible for cleaning

Gainsborough Town Council managed facilities. You will also be responsible for opening and closing buildings for our hirers and Council business as required. In addition, there will be flexible hours for undertaking additional caretaker duties across any of our sites and facilities.

Salary

This role is graded at Spinal Column Point 2-4 on the National Joint Council Scale, equivalent to £9.46 - £9.84 (pay award pending).

Pension

You will have opportunity to join the Gainsborough Town Council pension scheme.

Holidays

You will receive 30 days annual leave, inclusive of eight bank and public holidays (pro-rata).

Title: Caretaker/Cleaner
Reports to: Grounds Maintenance Team Leader?
Location: Gainsborough – Gainsborough Town Council managed facilities

Duties:

1. Maintain the Council Offices on Richmond Park, Marshalls Sports Pavilion, Cemetery Buildings and any other buildings managed by Gainsborough Town Council including effecting repairs and improvements to create an excellent environment for visitors and staff.
2. Monitor, operate and maintain appropriate site security and fire systems, including opening and closing the buildings when necessary, checking fire escapes, building facilities and relevant routine testing as required.
3. Monitor the engineering systems to assist in the most economical use of gas, electricity, and water.
4. Maintain and monitor Health and Safety standards, reporting any failures to comply with the Council's statutory obligations and help to assist in ensuring that all contracted work meets with current Health and Safety regulations.
5. Monitor stocks of consumables relevant to the role. Receive delivery of supplies, furniture and parcels and ensure their correct distribution.
6. General caretaking (including the moving of furniture, setting up and clearing meeting rooms). Cleaning duties (including specialist cleaning when required) within buildings managed by Gainsborough Town Council
7. To undertake any training and professional development relevant to the role
8. To attend and assist at Council events
9. To support in the maintenance of all Gainsborough Town Council managed sites.
10. To undertake any other duties commensurate with the level of the post as may be required

Person Specification

The specification below is how we work out if you are the right person for the job and it is also used to determine if you will be invited to interview. Criteria in the essential column are prerequisites for the job. Criteria in the desirable column help make candidates stand out but we will offer the training section if you do not have it. You will be expected to learn new skills and improve on existing ones as part of your job role.

These criteria are assessed through the application form and at the time of interview.

Criterion	Essential Requirements	Desirable requirements
Education and Training	<ul style="list-style-type: none"> • Willing to undertake training as required 	<ul style="list-style-type: none"> • First Aid qualification
Skills/abilities	<ul style="list-style-type: none"> • Good verbal communication skills • Basic DIY skills • Ability to set up and pack down rooms, including moving of furniture • Able to work unsupervised 	
Knowledge	<ul style="list-style-type: none"> • Awareness of safe working practices 	<ul style="list-style-type: none"> • Knowledge of Gainsborough • COSHH Awareness • Health and Safety Awareness
Experience	<ul style="list-style-type: none"> • Performing Cleaning tasks using a variety of materials and methods • Undertaking routine building maintenance/repairs 	<ul style="list-style-type: none"> • Use of smart phone or tablet apps
Personal/Other	<ul style="list-style-type: none"> • Own transport between sites • Reliable and trustworthy • Self-motivated • Able to act on own initiative • Flexible and adaptable approach to work • Able and willing to regularly work evenings and weekends 	<ul style="list-style-type: none"> • Resident of Gainsborough or living within a three-mile radius

Ready to apply?

Excellent, we're glad you want to apply, and we want to make it as simple as possible. All you need to do is download the application form from our website: , <https://gainsborough-tc.gov.uk/> fill it in and e-mail it to:

townclerk@gainsborough-tc.gov.uk

Alternatively, you can submit a paper copy by posting it to:

Gainsborough Town Council
Richmond House
Richmond Park
Morton Terrace
Gainsborough
Lincolnshire
DN21 2RJ

Please do note that the Council will only consider CVs if accompanied by a completed application form.

The deadline for applications is .

Interviews will be in .

To download the application form please visit:

<https://gainsborough-tc.gov.uk/>

PAPER D

Papers to be
tabled

PAPER D

Cost Comparison HR provision

Company	5yr - monthly cost	3yr - monthly cost	2yr - monthly cost	1yr - monthly cost	Extras included in price like e-learning etc
Stallard Kane		£77.92			
WorkNest	£160.41	£177.08			Access to our online client file and Knowledge Hub. HR Software. Free online staff training (for 10 users) for 12 months
Peninsula	£158.00	£191.00	£202.50	£230.50	Employment Services Essentials + with Insurance / brightHR / EAP / SafeCheck with 60 month term

Belina Boyer

Subject: FW: SKA Quote SKA-Q137
Attachments: Additional Contract Information SKA-Q137.pdf
Importance: High

Good Morning,

I hope that you are keeping well and as we complete the original contract in respect of the above I wanted to get in touch with our new proposal for the next 3 year period.

We are keen that any potential agreement must show value, and I am confident that the attached continues to demonstrate this by being set at just £77.92 + vat per month.

This will provide the following:

- Annual HR audit
- Contracts of Employment
- Compliant policies and procedures including GDPR
- Unlimited telephone support and assistance with the production of documents via your dedicated HR Advisor
- Legislation updates
- Staff handbooks including regular updates
- Legal Funding Agreement
- Invitation to webinars

To proceed, please review and eSign the document(s) by clicking the link below, and then we can schedule the annual audit. After you eSign the documents all parties will be notified and you will be sent a copy via email for your records.

[Sign Contract →](#)

If you have any questions or require more information then please contact me on the details below.

Kind regards
Barry Nicol
Business Development

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