

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Telephone: 01427 811573

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Dear Councillor,

Friday, 03 February 2023

You are hereby summoned to attend a meeting of the **Personnel Committee** which will be held on **Wednesday 8 February 2023** at **7.00pm** at **Richmond House, Richmond Park**, Morton Terrace, Gainsborough.

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

A handwritten signature in black ink, appearing to be 'BB' followed by a flourish.

Belina Boyer
Town Clerk

Committee members: Cllr M Boles - ex officio, Cllr R Craig (C), Cllr Dannatt (VC), Cllr T Davies, Cllr P Key, Cllr S Loates, Cllr P O'Connor – ex officio, Cllr J Plastow, Cllr K Woolley

Agenda no	Agenda item title	Power
PC23/111	To note apologies for absence.	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PC23/112	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	<i>Localism Act 2011, s31.</i>
PC23/131	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>
PC23/114	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>

Agenda no	Agenda item title	Power
PC23/115	To receive the minutes of the previous Personnel Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Personnel Committee 11 January 2023	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PC23/116	To receive and note an update on the recruitment for the Allotments Officer and probation review for the Operations Manager and Ground Maintenance Team Leader. Exclusion of Public and Press recommended due to personal nature of report. Paper B	
PC23/117	To receive the sickness absence and holiday report and consider any potential action required. Exclusion of Public and Press recommended due to personal nature of report. Paper C	
PC23/118	To consider paying a casual car user allowance for travel between places of work within Gainsborough to the Operations Manager. Paper D	
PC23/119	To consider a report on staff performance management matters. Exclusion of Public and Press recommended due to personal nature of report. Paper E	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PC23/120	To consider a report on remuneration for acting up for the grounds maintenance team. Exclusion of Public and Press recommended due to personal nature of report. Paper F	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PC23/121	To receive any items for notification to be included on a future agenda – for information only Staff Handbook – report from policy review working group Policy review	N/A
PC23/122	To note the date and time of the next Personnel Committee meeting scheduled for 8 March 2023 at 7.00pm.	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

PAPER A



DRAFT Minutes of the Personnel Committee meeting

11 January 2023 at 19:00

held in the Reading Room, Richmond House. Richmond Park, Morton Terrace, Gainsborough

Councillors Present

Matt Boles	Tim Davies	
Dennis Dannatt (Vice Chairman)	Sally Loates	Kenneth Woolley – arrived at 7:06pm

Councillors Absent

Richard Craig (Chairman)	Paul Key	Pat O'Connor
	James Plastow	

In attendance:

	Rachel Allbones (DC & RFO)		
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Also present: There was no public present.

Agenda no	Agenda item title	Decision	Action	Power
PC23/101	To note apologies for absence.	Apologies for absence had been received from Cllrs Craig, Key, O'Connor and Plastow. These were duly noted .	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PC23/102	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.	N/A	<i>Localism Act 2011, s31.</i>
PC23/103	To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None received.	N/A	<i>Localism Act 2011, s33.</i>

Initialled:

Personnel Committee Minutes 2022-23

Agenda no	Agenda item title	Decision	Action	Power
PC23/104	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.	The Committee resolved to exclude the public and press from items PC23/106 & PC23/108.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PC23/105	To receive the minutes of the previous Personnel Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Personnel Committee 19 December 2022	The Committee resolved to sign the minutes of the meeting 19 December 2022 as a true record of that meeting subject to the approved amendment above. Cllrs Boles and Loates abstained from voting.	ASO to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PC23/106	To receive and <u>note</u> an update on the recruitment for the Grounds Maintenance Operative and Allotments Officer and Probation review for the Admin Support Officer. Exclusion of Public and Press recommended due to personal nature tis item Paper B	The Committee resolved to note the update on the recruitment for the Grounds Maintenance Operative and Allotments Officer and Probation review for the Admin Support Officer.	N/A	
Cllr Woolley arrived at 7:06pm				
PC23/107	To consider paying a casual car user allowance for staff travel within Gainsborough in their own cars. Paper C	Members felt it was unclear as to the situation with the car users insurance. The Committee resolved to not approve paying a casual car user allowance as a	N/A	

Initialled:

Personnel Committee Minutes 2022-23

Agenda no	Agenda item title	Decision	Action	Power
		blanket policy. But if there are individual cases to bring them back to Committee.		
PC23/108	To consider amending a staff contract and enter into formal consultation with the member of staff affected. Exclusion of Public and Press recommended due to personal nature this item. Paper D	The Committee resolved to approve the staff contract with the amendments as outlined and enter into consultation with the member of staff as to the changed terms and conditions. Following consultation to obtain a signed copy of the contract or re-present the contract for approval.	TC to enter into consultation with member of staff.	
PC23/109	Items of notification To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> • Organisational Review Report • Report from Policy Review Working Group • Appraisal reviews • Driving Licence 	TC to include on future agenda.	N/A
PC23/110	Time and date of next meeting To note the date and time of the next Personnel Committee meeting scheduled for 8 February 2023 at 19.00.	The Committee noted the date and time of the next Personnel Committee meeting scheduled for 8 February 2023 at 19.00	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 19.17.

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

Initialed:

Personnel Committee Minutes 2022-23

PAPER B

PAPER C

PAPER D

**Officer Report to
the Personnel Committee**

Report Author: Stephen Coulman
Report Date: 17/01/2023



Gainsborough
TOWN COUNCIL

Casual Car User Allowance – Operations Manager

1. Summary

The Operations Manager has requested to use their own vehicle to travel for work between council sites within Gainsborough and further beyond for training purposes etc.

2. Background

The council employs five (5) vehicles / motorised equipment registered for use on the public highway and the land / facilities managed by the Council. To drive these vehicles legally employees must have a valid full driving licence to be covered by the Council's insurance.

Of the five (5) vehicles all but one are, in the main, employed by the Grounds Maintenance Team. This vehicle is a Belingo panel van and is effectively a 'pool vehicle'.

The Belingo was acquired as the previous Operations Manager was unable to employ their own personal vehicle for work purposes. They, in the main, employed the Belingo sharing it with the Team Leader Grounds Maintenance. The present Operations Manager is content to use his own personal vehicle for work purposes if correctly reimbursed for so doing.

Since starting in October 2022 the Operations Manager has employed the Belingo for travelling between sites and finds it too big and a wasted resource as it is a van carrying nothing. The current mileage of the 30-month-old Belingo is 4,300. To date, the Operations Manager rarely exceeds 20 business miles a week.

Presently the Belingo is used by the Caretaker to undertake their duties and functions across the town. Furthermore, the Allotment Officer is expected to commence work in March 2023 and they too will employ the Belingo to visit the five allotment sites. This will allow fewer opportunities for the Operations Manager to employ the Belingo at a moment's notice which may impact on service delivery.

Any member of staff using their own vehicle to travel for work rather than just to work (commuting) must be insured for such travel as the council's insurance will not cover them for travel in their own cars.

The current Staff Handbook states:

Reimbursable Expenses

Where an employee is required to travel as a requirement of their job the Council will reimburse them at £0.45 per mile unless that employee is paid in accordance with the NJC Rates of Pay in which case NJC mileage rates will apply. Full and detailed records must be kept of all Council business mileage.

Employee contracts state:

10 EXPENSES

10.1 The Council shall reimburse you at NJC rates in force at the time for mileage incurred in the performance of Council business ("mileage expenses") provided that mileage expenses have been approved by the Council.

In the past year casual car user mileage claims involved travel to and from sites outside Gainsborough, for instance for training events, where the use of the pool car would not be beneficial. To the authors knowledge no mileage has been claimed for travel within Gainsborough.

Most office-based staff's contracts only mention Richmond House and home as places of work except for the Operations Manager where other places of work are mentioned.

Travel from home to a place of work (commuting) does not constitute "travel for work" and is not covered under the casual car user arrangement. Travel between places of work, such as travel from Richmond House to Marshalls, via Levellings and the cemetery back to Richmond House would.

3. Cost

The additional cost of including business use on the employee's personal car insurance is in the region of £60 per annum (as quoted by their insurer) and is subject to market conditions.

As previously stated, the Operations Manager rarely exceeds 20 business miles a week and if this is extrapolated this equates to 960 miles / £432 plus insurance premium = £492 per annum.

The above costs will be kept to the minimum by the Operations Manager employing any available suitable council vehicle, usually the Belingo, in preference to their private vehicle.

4. Recommendation

- a) To pay the Operations Manager the additional cost to having travel for work included on their insurance.
- b) To pay the Operations Manager casual car user allowance for travel for work within Gainsborough.
- c) To monitor and review the situation quarterly in order to evaluate actual cost.
- d) All claims must be supported by detailed records in a prescribed format.
- e) To adjust the budget accordingly.

PAPER E

PAPER F