

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Telephone: 01427 811573

Website: [gainsborough-tc.gov.uk](http://gainsborough-tc.gov.uk)



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 March 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
PC23/123	To note apologies for absence.	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
PC23/124	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	<i>Localism Act 2011, s31.</i>
PC23/125	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
PC23/126	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>
PC23/127	To <b>consider</b> a corrected report amending a staff contract and enter into formal consultation with the member of staff affected. (from PC23/108). <b>Exclusion of Public and Press recommended due to personal nature this item.</b> <b>Paper A</b>	
PC23/128	To receive the minutes of the previous Personnel Committee meeting(s) and resolve to sign these as a true record of the meeting(s). <b>Paper B</b> – Personnel Committee 11 January 2023 <b>Paper C</b> – Personnel Committee 8 February 2023	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PC23/129	To <b>consider</b> an HR compliance report from the Council's HR consultant and any necessary action resulting from it and <b>note</b> the certification gained. <b>Paper D</b>	
PC23/130	To <b>consider</b> a motion by Cllr Key. <b>Exclusion of Public and Press recommended due to personal nature this item.</b> <b>Paper E</b>	
PC23/131	To <b>note</b> a letter from National Employers for local government services for the 2023 Local Government Pay Round. <b>Paper F</b>	
PC23/132	To receive any items for notification to be included on a future agenda – for information only <ul style="list-style-type: none"> <li>• Staff Handbook – report from policy review working group</li> <li>• Appraisal review report.</li> </ul>	<i>N/A</i>
PC23/133	To note the date and time of the next Personnel Committee meeting scheduled for 12 April 2023 at 7.00pm.	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

# PAPER A

Confidential

# PAPER B

# 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)		
--	----------------------------	--	--

Also present: There was no public present.

Agenda no	Agenda item title	Decision	Action	Power
PC23/101	To <b>note</b> apologies for absence.	Apologies for absence had been received from Cllrs Craig, Key, O'Connor and Plastow. These were duly <b>noted</b> .	N/A	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
PC23/102	To <b>receive</b> 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 <b>consider</b> 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 <b>determine</b> 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 <b>resolved</b> 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 <b>resolve</b> to sign these as a true record of the meeting(s). <b>Paper A</b> – Personnel Committee 19 December 2022	The Committee <b>resolved</b> 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.	<b>ASO</b> 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. <b>Exclusion of Public and Press recommended due to personal nature tis item</b> <b>Paper B</b>	The Committee <b>resolved</b> 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 <b>consider</b> paying a casual car user allowance for staff travel within Gainsborough in their own cars. <b>Paper C</b>	Members felt it was unclear as to the situation with the car users insurance.  The Committee <b>resolved</b> to not approve paying a casual car user allowance as a	N/A	

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 <b>consider</b> amending a staff contract and enter into formal consultation with the member of staff affected. <b>Exclusion of Public and Press recommended due to personal nature this item.</b> <b>Paper D</b>	The Committee <b>resolved</b> 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.	<b>TC</b> to enter into consultation with member of staff.	
PC23/109	<b>Items of notification</b> To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> <li>• Organisational Review Report</li> <li>• Report from Policy Review Working Group</li> <li>• Appraisal reviews</li> <li>• Driving Licence</li> </ul>	<b>TC</b> to include on future agenda.	N/A
PC23/110	<b>Time and date of next meeting</b> To note the date and time of the next Personnel Committee meeting scheduled for 8 February 2023 at 19.00.	The Committee <b>noted</b> 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: \_\_\_\_\_

# PAPER C



# DRAFT Minutes of the Personnel Committee meeting

8 February 2023 at 19:06

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

## Councillors Present

	Tim Davies	
	Paul Key	
Dennis Dannatt (Vice Chairman)	Sally Loates	Kenneth Woolley

## Councillors Absent

Matt Boles		Pat O'Connor
Richard Craig (Chairman)		James Plastow

## In attendance:

Belina Boyer (TC)	Rachel Allbones (DC & RFO)	
-------------------	----------------------------	--

Also present: There was no public present.

Agenda no	Agenda item title	Decision	Action	Power
PC23/111	To <b>note</b> apologies for absence.	Apologies for absence had been received from Cllrs Boles, Craig, O'Connor and Plastow. These were duly <b>noted</b> .	N/A	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
PC23/112	To <b>receive</b> any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.	N/A	<i>Localism Act 2011, s31.</i>
PC23/113	To <b>consider</b> any dispensation requests received by the Clerk in relation to personal and/or	None received.	N/A	<i>Localism Act 2011, s33.</i>

Initialled:

Personnel Committee Minutes 2022-23



Agenda no	Agenda item title	Decision	Action	Power
	disclosable pecuniary interests, not previously recorded.			
PC23/114	To <b>determine</b> 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 <b>resolved</b> to exclude the public and press from items PC23/116, PC23/117, PC23/119 & PC23/120.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PC23/115	To receive the minutes of the previous Personnel Committee meeting(s) and <b>resolve</b> to sign these as a true record of the meeting(s). <b>Paper A – Personnel Committee 11 January 2023</b>	The Committee <b>resolved</b> to NOT sign the minutes of the meeting 11 January 2023 as a true record of that meeting due to incorrect information being provided on Paper D.	<b>TC</b> to resubmit report to next meeting.	<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. <b>Exclusion of Public and Press recommended due to personal nature of report.</b> <b>Paper B</b>	Members raised concerns that only the line managers were present at the probation review meetings. They felt it good practice for a Cllr to be present to support the process and be an independent person.  The Committee <b>resolved</b> to note the report and Policy Review WG look at who is to be present as part of the Staff Handbook review.	<b>DC</b> to ensure Policy Review WG review this.	
PC23/117	To receive the sickness absence and holiday report and consider any potential action required.	The Committee <b>resolved</b> to note the report.	N/A	

Agenda no	Agenda item title	Decision	Action	Power
	<b>Exclusion of Public and Press recommended due to personal nature of report. Paper C</b>			
PC23/118	To <b>consider</b> paying a casual car user allowance for travel between places of work within Gainsborough to the Operations Manager. <b>Paper D</b>	The Committee <b>resolved</b> for it to form part of the Staff Handbook Review.	<b>DC</b> to ensure Policy Review WG review this.	
PC23/119	To <b>consider</b> a report on staff performance management matters. <b>Exclusion of Public and Press recommended due to personal nature of report. Paper E</b>	The Committee <b>resolved</b> : - a) To support the employee financially to pass their full car driving theory test within six (6) months of being formally advised of the need to obtain a full driving licence – subject to appointments being available at the test centre. b) To support the employee financially to pass their full car driving test within six (6) months of passing the theory test – subject to appointments being available at the test centre. c) To support the employee financially to a maximum of 50% of the cost of one (1) car driving theory test at the DVSA site in Lincoln (currently £23) as contained in paragraph a) above - £11.50. d) To support the employee financially to a maximum of 50% of the cost of one (1) car driving test at Lincoln or	<b>OM</b> to formally advise employee regarding committee decision.	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>

Agenda no	Agenda item title	Decision	Action	Power
		<p>Scunthorpe (currently £62) as contained in paragraph b) above - £31.</p> <p>e) To support the employee financially to a maximum 50% of the invoices raised by a suitably qualified driving instructor (current average £35 per hour), agreed and approved in advance by the Council. A maximum of ten (10) hours of driving lessons may be claimed for - £175.</p> <p>f) That the foregoing shall only apply if the employee signs a two (2) year training cost agreement.</p> <p>g) The Council budget be adjusted accordingly – maximum £217.50.</p> <p>h) Should the employee fail to obtain a full car driving licence, without just cause, within twelve (12) months of being formally requested to do so, and with Council financial support, as detailed above, that further advice be sought from the Council's HR Consultants as to the future employment of the employee at the Council.</p> <p>Cllr Davies abstained from voting.</p>		
PC23/120	To <b>consider</b> a report on remuneration for acting up for the grounds maintenance team.	<p>The Committee <b>resolved</b>: -</p> <p>a) To adopt an acting up' rota as detailed.</p> <p>b) To pay the employee 'acting up' no more than scp. 11.</p>	<b>OM</b> to begin process to establish an acting up rota.	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>

Initialed:

Personnel Committee Minutes 2022-23

Agenda no	Agenda item title	Decision	Action	Power
	<b>Exclusion of Public and Press recommended due to personal nature of report. Paper F</b>	c) To monitor, receive report following 6 months and Committee to review following 12months of the 'acting up' rota in order to evaluate its effectiveness and the actual cost. d) To adjust the budget accordingly.	<b>OM</b> to report back to the Personnel Committee in 6 months and review in 12 months.	
PC23/121	<b>Items of notification</b> To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> <li>• Report from Policy Review Working Group</li> <li>• Appraisal reviews</li> </ul>	<b>TC</b> to include on future agenda.	N/A
PC23/122	<b>Time and date of next meeting</b> To note the date and time of the next Personnel Committee meeting scheduled for 8 March 2023 at 19.00.	The Committee <b>noted</b> the date and time of the next Personnel Committee meeting scheduled for 8 March 2023 at 19.00	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 20.33.

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

# PAPER D

**Officer Report to  
the Personnel Committee**

**Report Author:** Belina Boyer

**Report Date:** 02/03/2023



**Gainsborough**  
TOWN COUNCIL

## HR Compliance Survey

### Summary

The committee is asked to note and consider the HR compliance survey carried out by the council's own HR consultant.

### Background

The council's HR consultant visited the offices 08/02/2023.

The overall score was 68/70 or 97.14% which resulted in a Gold Status certificate.

The report recorded two issues, both of which had already been identified by the Clerk as an area for improved practice.

### Cost

There are no cost implications in improving the flexible working policy and introducing regular licence checks for all staff other than staff time.

There will be a cost implication if any of the staff decided to make use of their legal right to request a different working pattern. This will need to be considered carefully when a request is being made.

Are you aware of the process which applies to flexible working for all employees?	<p>No, agreed to send a policy.</p> <p><i>In this context flexible working means more than just flexi time. It encompasses things such as job share, term time only and other working patterns.</i></p> <p><i>A model policy has already been received.</i></p>	<p>All employees with 26 weeks continuous service are now eligible to make a flexible working request. The employer has a duty to consider the request however the request can be turned down if there are genuine business reasons for doing so. The flexible working policy contained with the HR manual contains the 8 genuine business reasons for turning down a request.</p>	1
---	---	--	---

<p>Does the Council obtain copies of Driving Licences for any employees that drive Council vehicles or use their own vehicles for Council business?</p>	<p>Have employees who drive but No, we do not take driving licenses</p> <p>The above statement is not a true reflection of current office practice. We do take copies of the driving licences of our employees. We do, however, currently not check annually if any points have been accrued on the licences or if there have been any other changes.</p> <p>Employees will be asked to submit their licence check details at the same time as the updated health records later this month.</p>	<p>The Council have a duty of care to ensure that those people who are required to drive in the course of their work have the correct and valid licence for the vehicles they drive.</p> <p>There are three methods of checking an employee's licence.</p> <ol style="list-style-type: none"> <li>1. Get the employee to logon in the office and take a screenshot.</li> <li>2. Get the employee to provide a check code. Logon to the DVLA enter the code and the last 8 characters of their driving licence number.</li> <li>3. Get the employee to sign a consent form allowing you to check their licence on a regular basis.</li> </ol>	<p>1</p>
---	---	--	----------

## Recommendation

- To favourably consider a Flexible Working policy once presented at a future meeting
- To support regular driving licence checks in line with the HR consultant's recommendation.





# Compliance Survey

Gainsborough Town Council

February 2023



[www.stallardkane.co.uk](http://www.stallardkane.co.uk)

9 LORD STREET, GAINSBOROUGH DN21 2DD T 01427 678 660  
GAINSBOROUGH | LONDON | MANCHESTER | BIRMINGHAM | HULL

one of the team 17

## **Executive Summary**

This audit was undertaken at the Council 's site at Richmond House, Gainsborough, DN21 2RJ on 08/02/2023, in order to carry out a full review on the Council 's current HR management system. This is in order to allow Stallard Kane to understand your current working practices and get a feel for how you have worked in the past and how you wish to operate moving forward.

The following list is a guide to some of the work required to improve current Human Resources standards. It is intended to be used as an action list to enable remedial work to take place and should be used in conjunction with the Compliance Survey. To reflect the relative importance, Action Levels are indicated against each item.

This document also contains a copy of the Compliance Survey which details my findings at the time of audit. During our audit we discussed a current disciplinary case and discussed the recent recruitment of new staff. I agreed to provide a flexible working policy template to consider implementing as whilst they consider requests there isn't currently a policy.

Should you require any further assistance, Stallard Kane Ltd will be happy to assist where necessary.

Stefan Atkinson  
Human Resources Advisor

## Action Levels

The action levels used in this report are for you to quickly gain an insight to the overall assessment and result of the audit.

For reference:

*Immediate action required: Red*

The colour Red is used to draw attention to an action that requires an immediate change to a practice or its implementation. There may also be a need for retrospective action. This will be outlined in the comments.

*Breach of Council Policy and Procedure: Amber*

The colour Yellow is used to show where action is required to correct a practice that is either inconsistent or absent. It is also used to make recommendations for improvements to the current management system.

*Good Practice carried out noted: Green*

The colour Green indicates the evidence of good practice. It is not meant to imply that no further improvements might be made.

*Stallard Kane Ltd makes every effort to ensure that the information provided within all HR paper Audits, website uploads and HR online services is accurate and up to date, but no legal responsibility is accepted for any errors, omissions or misleading statements and the HR service is for information purposes only. We are not responsible for, and cannot guarantee the accuracy of, information within HR Audit documentation, that it does not manage; nor are in the possession of or within its control. It is the obligation of the client to provide accurate and truthful information and documentation to ensure the integrity of the HR Audit process is maintained.*

## DEFECTS AND RECOMMENDED ACTION LIST

<b>BREACH OF LEGISLATION</b>	Immediate action required to address deficiencies.
<b>BREACH OF BEST PRACTICE/ COUNCIL PROCEDURE</b>	Action should be taken in the short/medium term to address deficiencies.
<b>BEST PRACTICE</b>	The Council should continue to follow best practice.

### Action Plan - Breach of best practice/ Council Procedure

Subject	Recommendation/Action	Completion Date	Completion Signature
Flexible Working Policy	All employees with 26 weeks continuous service are eligible to make a flexible working request. The employer has a duty to consider the request however the request can be turned down if there are genuine business reasons for doing so. The flexible working policy contained with the HR manual contains the 8 genuine business reasons for turning down a request. I will now provide a template for you to consider.		

Subject	Recommendation/Action	Completion Date	Completion Signature
Council Vehicles	<p>The Council have a duty of care to ensure that those people who are required to drive in the course of their work have the correct and valid licence for the vehicles they drive.</p> <p>There are three methods of checking an employee's licence.</p> <ol style="list-style-type: none"> <li>1. Get the employee to logon in the office and take a screenshot.</li> <li>2. Get the employee to provide a check code. Logon to the DVLA enter the code and the last 8 characters of their driving licence number.</li> <li>3. Get the employee to sign a consent form allowing you to check their licence on a regular basis.</li> </ol>		

## Stallard Kane Ltd – HR Compliance Audit

<b>Name of Client:</b> Gainsborough Town Council	<b>Name of Auditor:</b> Stefan Atkinson	<b>Number of Employees:</b> 11	<b>Date of Audit:</b> 08/02/2023
<b>Name of person seen:</b> Belina Boyer	<b>Marking Guide:</b> <ul style="list-style-type: none"> <li>• N/A - Not Applicable</li> <li>• 0 - Not Compliant</li> <li>• 1 - Not Fully Compliant</li> <li>• 2 - Compliant</li> </ul>		

Section	Remarks	Advice/Actions	Mark
<b>General</b>			
Young Workers (under 18)	No, the Council currently do not employ anyone under the age of 18.	There is a requirement to undertake a Young Person's Risk Assessment for an employee under the age of 18. The school leaving age has now changed and children should not leave school until the age of 18 unless they are undertaking an apprenticeship or further education from the age of 16	N/A
Disabled Workers	No, the Council do not believe that any of the current workers are disabled.	Should the Council employ a disabled worker the employer would be required to look at if there are any reasonable adjustments they could put in place so that the individual could continue to do their role.	N/A
Expectant Mothers	No, currently the Council believe they do not have any expectant mothers.	No further action required	N/A

General			
Sub-Contractors	Yes, individuals are genuinely self employed	<p>Only two bodies can decide the employment status of an individual, be it employee, worker or self-employed, those being an employment tribunal or HMRC. There is an employment status for tax questionnaire and the link is as below:</p> <p><a href="https://www.tax.service.gov.uk/check-employment-status-for-tax/setup">https://www.tax.service.gov.uk/check-employment-status-for-tax/setup</a></p> <p>which on completion will indicate the employment status of an individual.</p>	2
Part Time Workers	Yes, there are 3.	Part-time workers should be treated no less favourably to full time employees.	N/A
Full Time Workers	Yes, there are 8.		N/A
Do you have any staff on Zero Hours Contracts?	No	<p>No further action required, should the Council require a zero-hour contract SKA will be happy to assist.</p> <p>Under the Government good work plan, individuals on a zero hour contract for 26 continuous weeks will be able to request a permanent contract.</p>	N/A
Agency Workers	No	Should the Council use agency staff in the future the rule below will apply.	N/A

General			
If the Council use Agency workers, is the Council aware of the Agency workers Regulation Act Oct 2011?	Yes	<p>After a 12-week qualifying period, an agency worker will be entitled to the same basic conditions of employment as if they had been directly employed by the hirer on day one of the assignment, specifically:</p> <p>Pay - including any fee, bonus, commission, or holiday pay relating to the assignment. It does not include redundancy pay, contractual sick pay, and maternity, paternity or adoption pay.</p> <p>Working Time Rights - for example, including any annual leave above what is required by law.</p>	2
Do the Council undertake DBS checking? Do you have a DBS clawback agreement in place?	No, the Council does not require its employees to undergo DBS checks.	No further action required.	N/A
Do the Council operate CCTV on site? Do you have a CCTV policy in place?	No, there is no CCTV in operation on site. They are not responsible for their CCTV.	Should the Council decided to operate CCTV on site, it is advised that an adequate policy is in place that informs the employees of this fact. Employees should also be informed who, how and how often the footage will be monitored and stored in line with the Company's General Data Protection Regulations.	N/A
HR Manual			
Is the HR Manual available and are the policies current?	Yes, it is currently being reviewed.	The HR Manual has been checked and is up to date. A new Parental Bereavement Leave policy will be provided with the HR Audit this year. The HR manual should be kept securely but be easily accessible should any employees require to see full copies of the policies within.	2



Employee Handbook			
Is the current handbook still outstanding to be printed?	No, but is being reviewed.	Good practice	2
Are there any amendments needed to the current version?	Yes, this being reviewed currently.	The handbook has been updated and the following amendments have been made .....	N/A
Have all new employees received a handbook and is there evidence it has been signed for?	Yes	Good practice, the signed receipt should be kept on file	2
Recruitment & Selection			
Does the Council use Application forms as part of the recruitment process?	Yes - application form doesn't identify any protected characteristics	No further action required. Continued use of this form is important to capture unspent convictions and the declaration that the information provided is the truth.	2
Does the Council use an interview assessment form?	Yes, Council use interview assessment forms	This is good practice and could help defend against of discrimination from unsuccessful candidates. Copies of these should be kept on file for up to 6 months after the interview.	2
Is there evidence that the Health Questionnaire is being completed at the correct time?	Yes, at or after the offer of employment stage	Good practice, no further action required	2
Is there evidence that Health Questionnaires are being updated regularly?	Yes, due an update in the near future.	No further action required	2
Does the Council take up references and in what format?	Yes	No further action required	2

Recruitment & Selection			
Does the Council ask all new employees to show Right to Work in UK under the Immigration, Asylum and Nationality Act 2006?	Yes	Best practice	2
Ask the Employer what evidence they would ask for?	Yes, the relevant information is taken from the Council and a copy kept in personnel files	<p>From the 1 July 2021 you are not able to employ an individual until you have completed the required right to work checks. Evidence must be on file for all employees, including British workers.</p> <p>For foreign candidates, individuals who applied to the EU settlement scheme will be required to prove their right to work via an online share code.</p> <p>EU/EEA and Swiss citizens who arrived in the UK after the 31st of December 2020 will be required to hold a visa to live and work in the UK as the new system treats EU and non-EU citizens equally. Also, if you are intending to hire someone to come to the UK, you will need to hold a valid sponsor licence.</p> <p>Those with indefinite leave to remain are not affected.</p>	2
Have staff signed an opt out form for 48 hr week if applicable?	No		N/A
Are personnel files kept secure and who has access?	Yes, locked away with restricted access.		2

Contractual			
Are employees issued their main terms and conditions of employment on day one of employment?	Yes	Good practice and in line with the organisations legal duties which from April 2020, requires employers to provide the principal statement of main terms and conditions of employment on the first day of employment and the wider written statement within 2 months of the start of employment.	2
Are the Council aware of the current NMW rates and the increase from 6th April 2022: Apprentice £4.81, 16-17 £4.81, 18-20 £6.83, 21-22 £9.18, age 23 and over £9.50 (note that where the National Living Wage used to apply to those age 25 and over, this now applies to those age 23 and over)	Yes, the Council are aware of and Pay in line with NW and NLW	Ensure employee's pay rates are reviewed alongside future increases to NMW and NLW	2
Training			
Is Induction Training given and does the Council use an Induction form to record the details?	Yes	No further action required	2
Are training cost agreements being used?	No	Training agreements are written agreements between employer and employee which state the agreed terms and conditions of the training, including payment, used to cover training for professional qualifications and skills training, rather than in-house or induction training. The agreement should be entered in to before the training takes place to take effect and will usually state that the whole, or part, of the costs of training are recoverable by the Council if the employee leaves within a certain time. Most agreements will incorporate a sliding scale so that the more time that passes after the training, the less that can be recouped from the employee.	N/A

Training			
Are there any current skill gaps within your workforce that you wish to address?	No		N/A
Employee Relations			
Does the Council carry out annual appraisals with employees?	Yes, these are upcoming.	No further action required	2
Does performance continue to be discussed throughout the year?	Yes, as and when required but also manual staff have toolbox talks.	No action required.	N/A
Discipline and Grievance			
Are all employees made aware of the discipline and grievance process?	Yes, this is covered in the manual/handbook.	Good practice	2
Are there any current disciplinary or grievance issues to discuss? If so at what stage and is the Council following the correct procedure?	Yes, advice has been sought.		N/A
Have there been any dismissals through discipline in the last 12 months?	No		N/A
Sickness and Absence			
Do staff receive SSP or Council sick pay?	Staff receive Council sick pay, as per their main terms and conditions of employment		N/A
Is absence monitored and how?	Yes		2

Sickness and Absence			
Is sickness and absence an issue for the Company?	No		N/A
Do employees self cert when returning from a period of sickness of 7 days?	Yes the Line Manager is responsible for these	Employees can self-certify for up to 7 days. When an employee returns to following a period of absence of less than 7 days, they should be required to fill in a self-cert form, this should then be kept on the individual's personnel file.	2
Do you carry out return to work interviews?	Yes	No further action required	2
Do you have any employees on LTS?	No		N/A
Have you requested access to the medical reports?	Yes	In the event that the Council believes further medical information is required from an employee's own doctor, specialist or consultant, the Council will need to contact the employee with a look to obtain permission to access their medical records. The Council should be aware that the Access to Medical Reports Act 1988 places certain restrictions on employers that wish to obtain medical information about employees from their own doctor and also gives individuals a range of rights in relation to any such medical report.	N/A
Have you requested OH to conduct a medical examination?	Yes	As soon as it becomes clear that an employee's absence will be long-term, the manager should speak to the employee about a referral to Occupational Health for an assessment of the effects of the condition, the likely duration of the illness or condition and whether or not there are any steps that the Council could take to facilitate the employee's return to work.	N/A

Sickness and Absence			
Have the Council considered medical capability termination?	Yes	Following receipt of all the relevant medical information, including a report from the individuals GP and an Occupational health assessment the employer can look at the next steps. One of the potential outcomes could include termination of employment due to medical capability, if there are no relevant reasonable adjustments or reasonable alternative employment available.	N/A
Do the Council have a Well being policy in place?	No	We will add a policy to the section 9 of the HR Manual. We can also assist further with Wellness Recovery Actions Plans etc.	N/A
Do the Council have any staff who are Mental Health First aid trained?	No	Although this is not a legal requirement, this is good practice.	N/A
Leavers			
How many leavers have you had in the last 12 months?	The Council have had 3 leavers in the last year	For information only, no action required.	N/A
Have any leavers been due to redundancy?	No	Should the Council need to undergo a redundancy process, it is advised to contact SKA for advice throughout.	N/A
Have leavers received an exit interview?	Yes	No further action required	2
Have any issues been raised from these, and have you actively investigated the issues?	Yes, when appropriate.	Good practice, no further action. Please feel free to contact SKA should you need any further advice.	2

Legal Requirements			
Is the Council aware that the GDPR came into effect on the 25th May 2018 and what processes do you have in place to ensure compliance with the regulations?	The Council are aware of the legislation and have appropriate processes in place.	The Council have the relevant policies in place and undertake regular reviews of their personnel files to ensure Compliance.	2
Are you aware of the process which applies to flexible working for all employees?	No, agreed to send a policy.	All employees with 26 weeks continuous service are now eligible to make a flexible working request. The employer has a duty to consider the request however the request can be turned down if there are genuine business reasons for doing so. The flexible working policy contained with the HR manual contains the 8 genuine business reasons for turning down a request.	1
Are you aware of the Tribunal decision in regard to Holiday pay and Overtime? What is the Council doing regarding the changes?	Nobody working regular overtime.	Following recent case law, when an employee takes holiday, they should not only be paid their basis hours, but the employer should also take into consideration any regular overtime, bonuses, commission etc. When on holiday an employee should be paid an average of what they have been earning over the previous 52 weeks rather than their basic hours. This is only applicable to the first 4 weeks holiday entitlement as prescribed and not the full 5.6 weeks as prescribed by UK law. The additional 1.6 weeks and any further entitlement can be paid at the normal rate of pay.	N/A
Are you aware of the Governments Good Work Plan and the changes they are looking at bringing about, taking effect in April 2020?	Yes	The Good Work Plan looks to introduce the right to a basic written contract from day 1, the period for calculating average pay will increase from 12 weeks to 52 weeks, a right for zero hours staff to request more stable contracts after 6 months. Clearer clarification on the employment status of individuals. Increasing the time period for a break in service to 4 weeks and banning companies making deductions from tips.	2

Legal Requirements			
Are you aware of the legislation surrounding Parental Bereavement Leave?	Yes	From 6 April 2020 any parent who has been continuously employed for at least 26 weeks, who suffers the devastating loss of a child under the age of 18, or a still birth after 24 weeks of pregnancy, will be entitled to take up to two weeks Parental Bereavement Leave. This leave can be taken at any time up to 56 weeks after the bereavement. Such leave is payable at the prescribed rate set by the government for the relevant tax year, or at 90% of your average weekly earnings, whichever figure is lower.	2
As a company, have you placed any employees on Furlough? If so, did you follow the correct procedures and have you retained the relevant information?	Yes, the Council furloughed employees and followed the correct procedures. Relevant letters are on file to evidence that the Council sought employee's agreement to the changes.	Good practice, HMRC have advised that all the relevant documentation in regards to furlough should be kept on file for up to 6 years in cases of retrospective audits.	2
Do you have any workers who work for part of the year, that have a permanent contract? If so, how do you calculate their holiday entitlement?	No		N/A
Safety Management			
Does the Council have a Safety policy in place?	Yes, this is located in the Office.	No action required.	2



Safety Management			
Do staff report safety issues to the Management Team?	Staff report H&S issues to Steohen.	<p>If an employee see's something in a workplace that they think is breaking health and safety law and is likely to cause serious harm, they can report it.</p> <p>It may be possible to put some health and safety problems right without contacting HSE. The employee should look to firstly speak to the person in charge of the work, the employer or their union or employee representative.</p>	N/A
Are First Aiders certificates in date?	Yes	The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces including those with less than five employees and to the self-employed.	2
Are all staff issued with the relevant PPE (if applicable and is it signed for)	Yes, all staff have received PPE and it has been signed for.	No further action required.	2
Is there an accident book available and where is it located?	Yes, the accident book is located in the Office.	No further action required	2

Safety Management			
If night workers are employed do they have an annual assessment?	No	<p>Employers must offer workers a free health assessment before they become a night worker. Workers don't have to accept. The assessment must be written by a qualified health professional. It can be a questionnaire. The worker must get a follow-up examination by a health professional when an employer is unsure if the worker is fit for night work. A repeat assessment must be offered regularly.</p> <p>The employer must offer suitable other work where possible if a worker has health problems that a doctor says are related to night work.</p>	N/A
Is there a Fire Risk Assessment in place?	Yes	A 'Competent person' must carry out and regularly review a fire risk assessment of the premises. This will identify what you need to do to prevent fire and keep people safe. You must keep a written record of your fire risk assessment if your business has 5 or more people.	2
Does the Council have an evacuation plan in place?	Yes		2

Council Vehicles			
Does the Council obtain copies of Driving Licences for any employees that drive Council vehicles or use their own vehicles for Council business?	Have employees who drive but No, we do not take driving licenses	<p>The Council have a duty of care to ensure that those people who are required to drive in the course of their work have the correct and valid licence for the vehicles they drive.</p> <p>There are three methods of checking an employee's licence.</p> <ol style="list-style-type: none"> <li>1. Get the employee to logon in the office and take a screenshot.</li> <li>2. Get the employee to provide a check code. Logon to the DVLA enter the code and the last 8 characters of their driving licence number.</li> <li>3. Get the employee to sign a consent form allowing you to check their licence on a regular basis.</li> </ol>	1
Do Council Vehicles have trackers? Do the Council have a policy on Tracking?	No, Council vehicles do not have trackers fitted.	No further action required	N/A

Compliance			
Do you have responsibility for this building (or any other work premises) and its core maintenance? If Yes, who is responsible for overseeing this?	No	If a Council has responsibility for a premises - either through the terms of their lease or through ownership of the building itself - they have responsibility for certain statutory maintenance items in order to remain compliant. This can range from ensuring electrical items are PAT tested, fire extinguishers are serviced, the electrical installation is inspected, to having an Asbestos Management Survey (if the building was build pre-2000) and a Legionella Risk Assessment.	N/A
Have you conducted a legionella risk assessment?	N/A - person seen is not responsible for compliance		N/A
Have you conducted an asbestos management survey?	N/A - person seen is not responsible for compliance		N/A
Has your electrical equipment recently been PAT tested?	N/A - person seen is not responsible for compliance		N/A

Employee Files	Yes	No	N/A	Comments
HR Certificate in date and displayed	✓			
Are personnel files kept secure?	✓			
Application Form	✓			
Interview Assessment Form	✓			
Right to work in UK	✓			
Terms and Conditions	✓			
Job Descriptions		✓		
Induction check list	✓			
Evidence of Handbook signed for			✓	
Health Questionnaire & evidence of re issuing		✓		
Driving Licence	✓			
Health and Safety Training	✓			
Appraisals		✓		
Return to Work Forms	✓			
Self Cert Forms	✓			
Opt Out Form			✓	
Fit Notes	✓			

Employee Files	Yes	No	N/A	Comments
P45/46			✓	
PPE signed for		✓		
Is the client aware of the Members area?	✓			

Compliance Survey Score	
Possible:	70
Actual:	68
Percentage:	97.14%



This is to certify that

**Gainsborough Town Council**

have engaged the services of Stallard Kane

To ensure compliance with Employment Law Practices and Procedures

Registration Date ..... February 2023

Renewal Date ..... February 2024

Signed by RE Kane ..... 



9 LORD STREET, GAINSBOROUGH DN21 2DD T 01427 678 660  
GAINSBOROUGH | LONDON | MANCHESTER | BIRMINGHAM | HULL



## Certificate of Achievement

Gainsborough Town Council

Has achieved  
**Gold Status**  
over  
**95%**  
rating

Annual Compliance Survey

08/02/2023



Richard Kane Managing Director

9 LORD STREET, GAINSBOROUGH DN21 2DD T 01427 678 660

GAINSBOROUGH | LONDON | MANCHESTER | BIRMINGHAM | HULL

 @stallardkane @stallardkaneassociates Stallard Kane Associates Ltd[www.stallardkane.co.uk](http://www.stallardkane.co.uk)

one of the team



# PAPER E

Confidential

# Complaints Policy and Procedure

## Contents

Introduction .....	2
1. What is a complaint .....	2
2. What is not a complaint .....	2
3. Influencing Council decision making.....	2
4. How to complain .....	2
5. Contacts .....	3

## Document History

Adopted by Council – 3 March 2015  
Reviewed & Adopted - 4 December 2017  
Reviewed & Adopted – 1 December 2020  
Reviewed & Adopted – 5 January 2022  
Reviewed & Adopted – 4 January 2023

## Introduction

Gainsborough Town Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this Council or are unhappy about an action or lack of action by this Council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.

### 1. What is a complaint

This Complaints Procedure applies to complaints about Council administration and procedures and may include complaints about how council employees have dealt with your concerns.

### 2. What is not a complaint

This Complaints Procedure does **not** apply to:

2.1 Complaints by one Council employee against another Council employee, or between a Council employee and the Council as employer. These matters are dealt with under the Council's disciplinary and grievance procedures.

2.2 Complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 06/04/2022 and, if a complaint against a councillor is received by the Council, it will be referred to the Monitoring Officer of West Lindsey District Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of West Lindsey District Council.

### 3. Influencing Council decision making

The appropriate time for influencing Council decision-making is by raising your concerns **before** the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. Written representation must be received by the Clerk seven clear days before a scheduled meeting in order to allow sufficient time to prepare the necessary reports and add items to the agenda. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.

### 4. How to complain

4.1 You may make your complaint about the Council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below. Anonymous complaints or complaints from un-identifiable email addresses will only be considered in exceptional circumstances. Your name and address will not normally be shared and your personal details will be handled in line with the council's privacy policies.

4.2 Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within 10 working days.

4.3 If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council.

4.4 The Clerk or the relevant committee of the Council or the Full Council (as appropriate) will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.

4.5 The Clerk or the Chairman of the relevant committee or of Full Council will notify you within 25 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty-five working days timescale may have to be extended. If it is, you will be kept informed.)

4.6 If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the full Council and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint. The decision of the Full Council is final.

## **5. Contacts**

Town Clerk of Gainsborough Town Council:

By post: Richmond House, Richmond Park, Morton Terrace, Gainsborough,  
Lincolnshire DN21 2RJ

By Email: [townclerk@gainsborough-tc.gov.uk](mailto:townclerk@gainsborough-tc.gov.uk)

The Chairman of Gainsborough Town Council

By post: Richmond House, Richmond Park, Morton Terrace, Gainsborough,  
Lincolnshire DN21 2RJ

By Email: Please check current details on the [Councils website](#):

[Mayor and Deputy Mayor - Gainsborough Town Council \(gainsborough-tc.gov.uk\)](http://gainsborough-tc.gov.uk)

# PAPER F

# National Employers for local government services

**To: Chief Executives in England, Wales and N Ireland  
(to be shared with HR Director and Finance Director)  
Members of the National Employers' Side  
Regional Employer Organisations**

23 February 2023

Dear Chief Executive,

## **LOCAL GOVERNMENT PAY 2023**

I am writing to update you on the work we have been doing on your behalf on the local government pay round for 2023.

You will recall that on 30 January, UNISON, GMB and Unite lodged their pay claim for:

- *RPI (10.70 per cent<sup>1</sup>) + 2.0 per cent on all pay points*
- *Consideration of a flat rate increase to hourly rates of pay in order to bring the minimum rate up to £15 per hour within two years*
- *A review and improvement of NJC terms for family leave and pay*
- *A review of job evaluation outcomes for school staff whose day-to-day work includes working on Special Educational Needs (SEN)*
- *An additional day of annual leave for personal or well-being purposes*
- *A homeworking allowance for staff for whom it is a requirement to work from home*
- *A reduction in the working week by two hours*
- *A review of the pay spine, including looking at the top end, and discussions about the link between how remuneration can be used to improve retention*

During February, councils in each of the nine English regions, Wales and Northern Ireland were consulted at very well attended virtual pay consultation briefings; in total, more than 750 senior officers and councillors attended. The National Employers met today to consider feedback from those events.

As explained in great detail at the pay briefings, the National Employers have again been faced with very difficult decisions when considering their response to the unions' claim. The main issue to influence their position has yet again been the continuing challenge of how to deal with the relentless pressure from the proximity of the National Living Wage (NLW) to the bottom of the NJC pay spine.

Last year, the employers were able to mitigate slightly the in-year cost of the 2022-23 pay award by deferring to 1 April 2023, the deletion of the bottom pay point from the pay spine. Repeating that approach could have been an option for the employers again this year. However, a very clear message from the regional pay briefings was that a majority of councils were against the deletion of further pay points.

---

<sup>1</sup> The unions' claim cites the Office for Budget Responsibility's (OBR) latest annual RPI forecast for 2023, currently 10.7 per cent, as published November 2022

The National Employers today agreed unanimously to make the following one-year (1 April 2023 to 31 March 2024), full and final offer to the unions representing the main local government NJC workforce:

- **With effect from 1 April 2023, an increase of £1,925 (pro rata for part-time employees) to be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive.** *The equivalent percentage increases to each pay point are shown at Annex A*
- **With effect from 1 April 2023, an increase of 3.88 per cent on all pay points above the maximum of the pay spine but graded below deputy chief officer** *(in accordance with Green Book Part 2 Para 5.4<sup>2</sup>)*
- **With effect from 1 April 2023, an increase of 3.88 per cent on all allowances** *(as listed in the 2022 NJC pay agreement circular dated 1 November 2022)*

This offer would achieve a bottom rate of pay of £11.59 with effect from 1 April 2023 (which equates to a pay increase of 9.42 per cent for employees on pay point 2) and everyone on the NJC pay spine would receive a minimum 3.88 per cent pay increase.

If accepted, this offer means an employee on the bottom pay point in April 2021 (earning £18,333) will have received an increase in their pay of £4,033 (22.0 per cent) over the two years to April 2023. For an employee at the mid-point of the pay spine (pay point 22), their pay will have increased over the same period by £3,850 (13.99 per cent).

## **The NLW pressure**

As was conveyed at the regional pay briefings, since its introduction in 2014, the NLW has presented a huge challenge for local government in managing to maintain headroom between the bottom pay points and the statutory NLW. Local government is almost alone in the public sector in having this challenge. Other public sector pay structures' lower rates of pay are far enough above the NLW for it not to present the same pressure as we face and / or involve a far smaller proportion of those sectors' workforces than is the case in local government.

When the NLW was introduced in 2014, the National Employers established a principle of always ensuring that the bottom rate of pay in local government should be higher than the NLW, as they do not believe the sector should be a minimum wage employer. Meeting that principle each year has proved to be a challenge, given the significant annual increases to the NLW rate.

Last July, when the National Employers made their 2022 pay offer to the unions, the Low Pay Commission's (LPC) top-end forecast for the NLW at April 2023 was £10.50.

The 2022 pay agreement was reached on 1 November (and backdated to 1 April), but it was not until the Chancellor gave his Autumn Statement on 17 November that we knew

---

<sup>2</sup> The Green Book Part 2 Para 5.4 provides that posts paid above the maximum of the pay spine but graded below deputy chief officer are within scope of the NJC. The pay levels for such posts are determined locally, but once fixed are increased in line with agreements reached by the NJC.

for certain that the NLW rate on 1 April 2023 would be £10.42, an increase of 92p (9.7 per cent) from its current £9.50. I believe this therefore justifies the employers' decision to structure last year's offer in such a way that it got the NJC's bottom pay point to £10.50.

However, even though the 2022 deal included the deletion of the bottom pay point (SCP1) on 1 April 2023, on that date the current headroom will reduce from the current £1.00 to just 18p (pending this year's pay award). The headroom would otherwise have been just 8p, were it not for SCP1 being deleted. This is a very good illustration of the problem we have: we simply cannot stay far enough ahead, for long enough, of the NLW for it not to be a constant pressure on the NJC spine, as it is currently configured.

Headroom of 18p may appear, on the face of it, to provide some comfort with regard to the NLW. However, it should be noted that the Chancellor also reaffirmed government policy for the NLW to reach 66 per cent of median earnings in 2024. The current [forecast from the Low Pay Commission](#) (LPC) shows that this policy could result in the NLW reaching £11.35 in 2024, an increase of 93p (8.9 per cent) from its 2023 level. This is the top end of the current forecast range of £10.82 to £11.35. As we have seen in previous years, this tends to be the prudent base to use for estimating the likely rate. In addition, the forecasts are likely to be revised again before pay is settled for 2023-4.

This projection is the highest rate yet predicted for the NLW and there is no guarantee it won't rise further. The lack of a fixed figure to work towards and the volatility of the forecasts of what the NLW rate will be, has made it very difficult for local government to plan effectively over the past few years.

### **The NJC pay spine**

As shown above, the employers recognise that the incremental deletion of pay points from the spine does not provide a sustainable answer to the NLW pressure.

The two-year 2016-18 pay deal afforded the NJC the 12-18 months' 'breathing space' needed to conduct the last review of the pay spine, which was implemented in April 2019. As attendees at the regional briefings heard, another fundamental redesign of the pay spine is now inevitable; it is probably the only way in which we can finally resolve the NLW challenge.

You will note the employers' 2023 offer to the unions includes a proposal that the Joint Secretaries enter into exploratory '*without prejudice*' informal discussions in order to map out the practical considerations of how and when the pay spine might be reviewed once the future policy direction of the NLW has been confirmed.

### **Conclusion**

The National Employers are eleven senior elected members, many of whom are, or have been, Leader of their council. They are all acutely aware of the additional pressure this year's offer, which would need to be paid for from existing budgets, will place on already hard-pressed finances, especially for those councils and schools with large numbers of employees on the lower pay points. However, for the reasons set out above, they believe



their offer meets the NLW challenge (at least in the short-term) and is fair to employees, given the wider economic backdrop.

The National Employers wholeheartedly support the principle of the NLW but their remit is limited to securing pay agreements with the trade unions. Responsibility for making clear to government the cost to the sector of its NLW policy, lies with the LGA, in partnership with the WLGA and NILGA, all of whom have made clear that if additional funding is not forthcoming, jobs and services will be at risk as employers struggle to accommodate this additional cost when trying to balance their budgets.

A copy of the letter sent to the NJC trade unions, along with a copy of the employers' media statement are set out on the following pages.

Please share this letter and subsequent updates on pay, with your colleagues in HR and Finance, and with elected members, as appropriate.

I shall continue to keep you informed of developments.

Yours sincerely,

**Naomi Cooke**  
**Employers' Secretary**

Mike Short, Rachel Harrison, Clare Keogh  
Trade Union Side Secretaries  
NJC for Local Government Services  
c/o UNISON Centre  
130 Euston Road  
London NW1 2AY

23 February 2023

Dear Mike, Rachel and Clare

### LOCAL GOVERNMENT PAY 2023

Thank you for your pay claim which was received on 30 January. As you know, the employers moved very quickly to brief councils on it, with that process concluding on 15 February. The National Employers met today and agreed to respond formally to your pay claim.

The National Employers wish to make the following full and final, one-year (1 April 2023 to 31 March 2024) offer:

- **With effect from 1 April 2023, an increase of £1,925 (pro rata for part-time employees) to be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive.** *The equivalent percentage increases to each pay point are shown at Annex A*
- **With effect from 1 April 2023, an increase of 3.88 per cent on all pay points above the maximum of the pay spine but graded below deputy chief officer** *(in accordance with Green Book Part 2 Para 5.4<sup>3</sup>)*
- **With effect from 1 April 2023, an increase of 3.88 per cent on all allowances** *(as listed in the 2022 NJC pay agreement circular dated 1 November 2022)*

In response to other elements of your claim:

Your claim seeks, ***“A review of the pay spine, including looking at the top end, and discussions about the link between how remuneration can be used to improve retention.”*** The National Employers propose that the Joint Secretaries enter into exploratory ‘*without prejudice*’ informal discussions in order to map out the practical considerations of how and when the pay spine might be reviewed once the future policy direction of the National Living Wage has been confirmed.

The employers are puzzled by the inclusion in your claim for the third consecutive year of an element that has formed part of both the 2021 and 2022 employer offers, despite which, your Side has never pursued the matter with us. I therefore remind you that the

---

<sup>3</sup> The Green Book Part 2 Para 5.4 provides that posts paid above the maximum of the pay spine but graded below deputy chief officer are within scope of the NJC. The pay levels for such posts are determined locally, but once fixed are increased in line with agreements reached by the NJC.

employers have twice previously offered (and offer again this year) to “*enter into discussions on the broader **family leave and pay issues** raised in your claim.*”

The National Employers also repeat their offers from 2021 and 2022 to incorporate into the National Agreement’s Maternity Scheme, the statutory provisions that provide for an additional week’s leave for each week a neonatal baby is in hospital, for up to 12 weeks, paid currently at the statutory rate of £156.66<sup>4</sup> per week (or 90 per cent of earnings, if less).

Your claim seeks, “***A review of job evaluation outcomes for school staff whose day-to-day work includes working on Special Educational Needs (SEN).***” The National Employers reject your request that job evaluation outcomes are reviewed, as these are matters entirely for local determination rather than by the NJC.

However, the National Employers are aware that the model profiles for school support staff roles, produced by the NJC’s Job Evaluation Technical Working Group (JETWG) are now ten years’ old. Three of the profiles are for different levels of Additional Support Needs Assistant roles, which cover employees with SEN responsibilities. The National Employers therefore propose that the Joint Secretaries agree that JETWG conducts a review of all the 2013 role profiles to see whether any of the terminology needs refreshing to take account of, for example, technological advances and new ways of working that may have taken place over the last ten years.

Finally, in response to the remaining elements of your claim, the employers reject the following:

- *Consideration of a flat rate increase to hourly rates of pay in order to bring the minimum rate up to £15 per hour within two years*
- *Establishing model role profiles for school support staff jobs, with advisory banding structures*
- *An additional day of annual leave for personal or well-being purposes*
- *A homeworking allowance for staff for whom it is a requirement to work from home*
- *A reduction in the working week by two hours*

The National Employers hope this final offer can quickly form the basis of an agreement between the two Sides so that employees, who continue to provide such critical support to their communities, can receive this award as soon as is practicable.

Yours sincerely,

*Naomi Cooke*

**Naomi Cooke**  
**Employers’ Secretary**

---

<sup>4</sup> Will increase to £172.48 per week, from April 2023

## ANNEX A

SCP	Employer offer	Equivalent percentage
1	<i>Deleted wef 1 April 2023</i>	
2	£1,925	9.42%
3	£1,925	9.25%
4	£1,925	9.08%
5	£1,925	8.92%
6	£1,925	8.76%
7	£1,925	8.61%
8	£1,925	8.45%
9	£1,925	8.30%
10	£1,925	8.15%
11	£1,925	8.00%
12	£1,925	7.86%
13	£1,925	7.72%
14	£1,925	7.58%
15	£1,925	7.44%
16	£1,925	7.30%
17	£1,925	7.17%
18	£1,925	7.04%
19	£1,925	6.91%
20	£1,925	6.79%
21	£1,925	6.66%
22	£1,925	6.54%
23	£1,925	6.38%
24	£1,925	6.19%
25	£1,925	6.01%
26	£1,925	5.85%
27	£1,925	5.69%
28	£1,925	5.54%
29	£1,925	5.44%
30	£1,925	5.30%
31	£1,925	5.17%
32	£1,925	5.03%
33	£1,925	4.87%
34	£1,925	4.76%
35	£1,925	4.64%
36	£1,925	4.53%
37	£1,925	4.42%
38	£1,925	4.32%
39	£1,925	4.23%
40	£1,925	4.14%
41	£1,925	4.05%
42	£1,925	3.96%
43	£1,925	3.88%

## **PRESS RELEASE: 23 FEBRUARY 2023**

### **Council employees' pay offer announced**

Following the announcement of a full and final pay offer for council employees, Chair of the National Employers for local government services, Cllr Sian Goding, said:

*"Council employees have been offered a pay increase of at least £1,925 from 1 April 2023.*

*For the lowest paid (currently earning £20,441 per annum), the offer equates to an increase of 9.42 per cent this year; meaning their pay will have increased by £4,033 (22.0 per cent) over the two years since April 2021. For those on all pay points above the top of the pay spine, an offer of 3.88 per cent has been made.*

*The National Employers are acutely aware of the additional pressure this year's offer will place on already hard-pressed council finances, as it would need to be paid for from existing budgets. However, they believe their offer is fair to employees, given the wider economic backdrop."*

### **Notes to editors**

The National Employers negotiate pay on behalf of 350 local authorities in England, Wales and Northern Ireland that employ around 1.5 million employees.

The total increase to the national paybill resulting from this offer would be £1.093bn (6.42 per cent).

The National Joint Council for local government services negotiates the pay, terms and conditions of staff in local authorities. It agrees an annual uplift to the national pay spine, on which each individual council decides where to place its employees. Each council takes into account a number of factors such as job size and local labour market conditions when deciding an employee's salary. There are no nationally determined jobs or pay grades in local government, unlike in other parts of the public sector.

Separate national pay arrangements apply to teachers, firefighters, chief officers, chief executives and craftworkers.

-ENDS-