

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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Dear Councillor,

Wednesday, 02 August 2023

You are hereby summoned to attend an extraordinary meeting of the **Personnel Committee** which will be held on **Tuesday 8 August 2023** at **6.30pm** at **Richmond House, Richmond Park**, Morton Terrace, Gainsborough.

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

Rachel Allbones
Interim Town Clerk

Committee members: Cllr S Brennan, Cllr R Craig (C) – ex officio, Cllr D Dannatt (VC), Cllr T Davies – ex officio, Cllr R Doy, Cllr P Key, Cllr S Morley, Cllr J Plastow, Cllr K Woolley

Agenda no	Agenda item title	Power
PC24/029	Apologies for absence To note apologies for absence.	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PC24/030	Declarations of interest To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	<i>Localism Act 2011, s31.</i>
PC24/031	Dispensation requests 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>
PC24/032	Items for Exclusion of Public and Press 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
PC24/033	<p>Minutes of the previous meeting(s) 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 Wednesday 12 July 2023</p>	<p><i>Local Government Act 1972, Sch 12, p41 (1).</i></p>
PC24/034	<p>Personal Injury Claim To note report and consider any potential action required. Exclusion of Public and Press recommended due to the confidential nature of the business. Paper B</p>	
PC24/035	<p>Expenses Policy To consider and adopt an Expenses Policy. Paper C</p>	
PC24/036	<p>Acting Up / Additional Duties Policy To consider and adopt an Acting Up / Additional Duties Policy. Paper D</p>	
PC24/037	<p>Items for notification To receive any items for notification to be included on a future agenda – for information only</p> <ul style="list-style-type: none"> • Staff sickness, absence and leave report • Staff Structure • Staff Policy reviews • Sickness Absence Policy • Electronic Information and Communication Systems Policy 	<p>N/A</p>
PC24/038	<p>Time and date of next meeting To note the date and time of the next Personnel Committee meeting scheduled for Wednesday 13 September 2023 at 7.00pm.</p>	<p><i>Local Government Act 1972, Sch 12, p10 (2)(a)</i></p>

PAPER A

DRAFT Minutes of the Personnel Committee meeting

Wednesday 12 July 2023 at 7:00pm



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

Councillors Present

Sean Brennan	Tim Davies - ex officio	Stuart Morley
Richard Craig (Chairman) - ex officio	Richard Doy	James Plastow
Dennis Dannatt	Paul Key	Kenneth Woolley

Councillors Absent

In attendance:

	Rachel Allbones (DC & RFO)	
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Agenda no	Agenda item title	Decision	Action	Power
PC24/014	Apologies for absence To note apologies for absence.	None received.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PC24/015	Declarations of interest To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Cllr Brennan declared a personal interest in agenda item PC24/026 as a former colleague of the HR Advisor. Cllr Davies declared a personal interest in agenda item PC24/024 as he has knowledge of the staff member.	N/A	<i>Localism Act 2011, s31.</i>
PC24/016	Dispensation requests To consider 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 2023-24

Agenda no	Agenda item title	Decision	Action	Power
	disclosable pecuniary interests, not previously recorded.			
PC24/017	<p>Items for Exclusion of Public and Press</p> <p>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.</p>	<p>The Committee resolved to exclude the public and press from items PC24/021, PC24/022, PC24/023, PC24/024, PC24/025 & PC24/026.</p> <p>Cllr Key abstained.</p>	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PC24/018	<p>Minutes of the previous meeting(s)</p> <p>To receive the minutes of the previous Personnel Committee meeting(s) and resolve to sign these as a true record of the meeting(s).</p> <p>Paper A – Personnel Committee Tuesday 13 June 2023</p>	<p>The Committee resolved to sign the minutes of the meeting Tuesday 13 June 2023 as a true record of that meeting.</p> <p>Cllrs Brennan, Doy and Plastow abstained.</p>	ASO to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PC24/019	<p>Staff Handbook</p> <p>To consider and adopt a reviewed version of the Staff Handbook and resolve the following policies are now redundant: -</p> <p>45 - Internet Usage policy 52 - Use of Work Vehicles by Staff Members 46 - Flexitime policy 50 - Capability policy</p>	<p>The Committee resolved to adopt the reviewed Staff Handbook and resolve the following policies are now redundant: -</p> <p>45 - Internet Usage policy 52 - Use of Work Vehicles by Staff Members 46 - Flexitime policy 50 - Capability policy 32 - Grievance and discipline policy</p>	DC to consult members of staff once outstanding policies are complete.	

Agenda no	Agenda item title	Decision	Action	Power
	32 - Grievance and discipline policy 48 - Gate locking policy Paper B	48 - Gate locking policy		
PC24/020	Flexible Working Policy To consider and adopt a Flexible Working Policy. Paper C	The Committee resolved to recommend to Full Council to adopt the Flexible Working Policy. Cllr Woolley abstained.	DC to include on next Full Council agenda.	
PC24/021	Timesheets To consider report regarding missing timesheets from a former member of staff. Exclusion of Public and Press recommended due to personal nature of discussion Paper D	The Committee resolved to note the report and ensure a better system of management is undertaken with a new Town Clerk.	N/A	
PC24/022	Parking Fine To consider reimbursement of parking fine received when attending a meeting at WLDC. Exclusion of Public and Press recommended due to personal nature of discussion Paper E	The Committee resolved to reject the request to reimburse the parking fine 12.74 of the newly adopted Staff Handbook states: - Employees receiving any form of fine, i.e. speeding fine, parking ticket, toll or congestion charge fine whilst in charge of a Council vehicle shall be responsible for the full costs. A Member advised that when visiting WLDC parking can be sorted with them.	DC to inform member of staff.	

Agenda no	Agenda item title	Decision	Action	Power
PC24/023	Staff Structure To consider report regarding staff structure. Exclusion of Public and Press recommended due to personal nature of discussion Paper F	The Committee resolved to defer until the next meeting and for job descriptions be presented.	DC to include on next agenda.	
PC24/024	Staff Management Matter To consider a report on a staff performance management matter. Exclusion of Public and Press recommended due to personal nature of discussion Paper G	The Committee resolved to note the content of this report.	Cllr Craig to speak to OM .	
PC24/025	Cllr Dannatt Proposal To consider proposal received from Cllr Dannatt. Exclusion of Public and Press recommended due to personal nature of discussion Paper H	The Committee resolved to ask the Deputy Clerk to leave the meeting and Cllr Craig would take the minutes for the item. The Committee resolved to take items PC24/025 & PC 24/026 together.	N/A	
PC24/026	Town Clerk Recruitment To consider all options available to the Council in the recruitment of a new Town Clerk. Exclusion of Public and Press recommended due to personal nature of discussion and time sensitive commercial sensitivity. Paper I	The Committee resolved to recommend to Full Council to as per Appendix A.	DC to include on an extraordinary Full Council agenda.	

Initialled:

Personnel Committee Minutes 2023-24

Agenda no	Agenda item title	Decision	Action	Power
PC24/027	Items for notification To receive any items for notification to be included on a future agenda – for information only.	<ul style="list-style-type: none"> • Staff sickness, absence and leave report • Expenses Policy • Staff Policy reviews • Sickness Absence Policy • Additional Duties Policy • Electronic Information and Communication Systems Policy 	DC to include on future agendas.	N/A
PC24/028	Time and date of next meeting To note the date and time of the next Personnel Committee meeting scheduled for Wednesday 13 September 2023 at 7.00pm.	The Committee noted the date and time of the next Personnel Committee meeting scheduled for Wednesday 13 September 2023 at 7.00pm.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 8.34pm.

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

Initialed: _____

PAPER B

PAPER C

[ENTER COUNCIL NAME] EXPENSES POLICY

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Purpose

This policy sets out the Council's rules on how employees can claim for expenses incurred in the performance of their duties for the Council. The purpose of this policy is to ensure that employees are properly reimbursed for legitimate business expenses and to ensure that these expenses are treated appropriately for tax purposes. It does not apply to councillors.

General procedure

The Council will reimburse you for actual expenditure that is incurred wholly, necessarily and exclusively in connection with authorised duties that you undertake in the course of your employment. To claim for expenses, you must use the Council's expenses claim forms and set out the reasons why the expense was incurred on the claim form. If you are unsure whether an expense can be claimed, you must seek prior written authorisation from [the Clerk / the RFO / the Chair].

Expenses will not be paid unless supporting evidence is provided, together with a completed expense claim form. This should include original receipts or invoices with the date and time of the transaction (unless you are claiming for mileage). When claiming for travel expenses on public transport, you should enclose the tickets showing the departure point and destination of your journey, where possible. Credit and debit card statements will not be accepted. Where you are submitting a VAT receipt, you should set out:

- the name and VAT registration number of the retailer or service provider;
- the goods and services provided; and
- the amount of VAT payable.

Once completed and signed, you should submit your expense claim form to [the Clerk / your manager / the Chair] for approval. Once approved the claim form should be sent to the RFO for payment.

Expenses claims must be submitted within [30 days] of the expense being incurred. If this is not practical, written approval for any extension will be required from [the Clerk / your manager / the Chair]. The Council reserves the right to withhold any payment where prior written approval has not been given.

The Council may return an expense claim form to you without payment if it is completed incorrectly or lacks supporting evidence.

The Council will pay claims for authorised expenses by [cheque / petty cash / BACS transfer into the same bank account into which your salary is paid].

In general, you should not incur expenses other than in the categories listed below. However, if you have claims for expenditure other than for those categories listed below, you

should seek written approval from [the Clerk / the RFO / the Chair] before incurring the expense. The Council will accept email as written approval where it is required in this policy.

Any queries in relation to this policy should be directed to [the RFO / the Chair].

Homeworkers

If you are a Homeworker, your normal place of work as stated in your contract will be your home. The council will reimburse all reasonable expenses incurred by homeworkers in the course of their duties upon receipt of satisfactory claims.

The council will provide the following equipment necessary to enable homeworking employees to do their job.

- [Desk with lockable drawer (or separate secure document store)
- Laptop or personal computer
- Printer]

Alternatively, the council will agree with homeworkers a suitable sum to cover use of their own equipment.

The council should also pay the employee for the costs associated with heating, lighting, etc. HMRC rules allow for some of these expenses to be paid tax-free (see HMRC guidance: www.gov.uk/expenses-and-benefits-homeworking/whats-exempt).

Training

When attending training courses all employees and be able to claim travel expenses for the difference in the usual home to work costs. Where the training takes place outside contracted daily hours, part-time employees should be paid on the basis as time spent on training is working time.

Some training can be very expensive and as a condition for funding training, the council requires full repayment of all costs incurred for any training course should an employee not complete the training or leave the council within a year of completion. Repayment of costs reduces to 50% reimbursement in the second year.

A training cost agreement is a written agreement between an employer and employee setting out the conditions of any training the employer pays for. It will detail the cost of the training, the training provider and who is responsible for paying for it in the first instance.

Travel

Employees and managers should consider whether or not travel is necessary or if there are more appropriate means (for example tele-conferencing or video-conferencing).

Rail

You may claim for standard class rail fares only. Where possible, rail journeys should be booked well in advance to benefit from any discounts for early booking.

Use of your own car

It may be appropriate and cost-effective to use your own car when travelling on business, for example if you are travelling with other staff or councillors or, where there is limited public transport to your destination, or the journey time is significantly shorter than using public transport. Any use of your own car on business is subject to you:

- holding a full UK driving licence;
- ensuring that your car is roadworthy and fully registered; and
- holding comprehensive motor insurance that provides for business use.

Prior authorisation should be sought from [the Clerk] (or the Chair in the case of the Clerk), before using your own car on business. The Council accepts no liability for any accident, loss, damage or claim arising out of any journey that you make on business. The Council will not pay for the cost of any insurance policy on your own car.

To claim for petrol expenditure, you should set out the distance of the journey undertaken on your expenses claim form. The Council will pay you a mileage allowance of [45p] per mile for mileage under 10,000 miles and [25p] per mile for mileage over 10,000 miles, or such other rate as set out from time to time by HM Revenue and Customs. The Council will pay for tolls, congestion charges and parking costs incurred, where applicable.

Use of bicycle or Motorcycle

If use of your bicycle or motorcycle is approved, you can claim a mileage allowance of [20p] or [24p] per mile respectively. Any use of your own motorcycle on business is subject the same requirements as a car (see above).

Taxis

Any use of taxis will require prior approval and only in limited circumstances. These are:

- where taking a taxi would result in a significantly shorter travel time than using public transport;
- where there are several employees travelling together; or
- where personal security and safety of employees is an issue, for example taxis may be permitted after 9.30pm.

You must obtain a receipt with details of the date, place of departure and destination of the journey.

Overnight accommodation

As a guideline for travel on council business you should book accommodation equivalent to three-star standard or less. You may book hotel accommodation of up to [£120] maximum in a major city and [£100] elsewhere. It is your responsibility to ensure that any hotel reservations are cancelled within the required cancellation period if they are no longer required.

Meals

If you are required to be away from home on council business, you may claim up to:

- [£10] for breakfast (if this is not included in the hotel room rate);
- [£15] for lunch;
- [£20] for dinner [; and
- a daily allowance of [£5] per night for general incidental costs such as a newspaper or telephone calls.]

The maximum amounts above are inclusive of drinks. Alcohol cannot be reclaimed under any circumstances.

You should supply receipts and invoices for all hotel and meal expenses other than for the daily allowance, where no receipt is required.

Entertainment/gifts

The Council has strict rules about offering or receiving both entertainment and gifts. Any gifts, rewards or entertainment offered to you should be reported immediately to [the Clerk] (or the Chair in the case of the Clerk). As a general rule, small tokens of appreciation, for example flowers or a bottle of wine, may be retained by employees.

Annual events

The Council may decide to hold a staff event, such as a Christmas meal or other celebration. Except where agreed to the contrary, attendance is not compulsory, and you will remain responsible for any expenses you incur.

Expenses that will not be reimbursed

The Council will not reimburse you for:

- the cost of any travel between your home and usual place of work (except in exceptional circumstances for early morning/late night transport as set out above);
- the cost of any travel undertaken for personal reasons;
- the cost of any travel for your partner or spouse;

- any fines or penalties incurred while on council business for whatever reason, including penalties for not paying for a rail ticket in advance of boarding the train and penalties or fines associated with motoring offences, including speeding or parking fines, clamping or vehicle recovery charges;
- alcohol; and
- cash advances or withdrawals from an ATM machine.

You are required to pay for any travel costs incurred by your partner or spouse in the event that he or she accompanies you on business. Your spouse or partner must have adequate travel insurance for that journey.

False claims

If the Council considers that any expenditure claimed was not legitimately incurred on behalf of the Council, it may request further details from you. The Council will thoroughly investigate and check any expenses claim as it sees fit. It may withhold payment where insufficient supporting documents have been provided. Where payment has been made to you prior to the discovery that the claim was not legitimate or correct, it may deduct the value of that claim from your salary.

Any abuse of the Council's expenses policy will not be tolerated. This includes, but is not limited to:

- false expenses claims;
- claims for expenses that were not legitimately incurred;
- claims for personal gain;
- claims for hospitality and/or gifts without them having been declared; and
- receipt by you of hospitality and/or gifts from contacts that may be perceived to influence your judgment.

The Council will take disciplinary action where appropriate and, in certain circumstances, may treat a breach of this policy as gross misconduct, which may result in your summary dismissal. In addition, the Council may report the matter to the police for investigation and criminal prosecution.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: December 2019

Approving committee:

Date of committee meeting:

Policy version reference:

Supersedes: [Name of old policy and reference]

Policy effective from:
Date for next review:

— policy ends here —

Notes

This is an example policy that should be adjusted to reflect the procedures and policy of the council. The rates are a matter for the council to decide.

Guidance

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

Important notice

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by the HR Services Partnership – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.

PAPER D

Acting Up / Additional Duties Policy

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Document History

Adopted by Council – 8 September 2023

Reviewed & Adopted -

Introduction

The purpose of this policy is to set out the procedure when the Grounds Maintenance Team Leader is absent from work for annual leave, sickness, jury service etc. of who the day-to-day allocation of work and supervision is given to.

Members of the Grounds Maintenance Team are given the opportunity to 'act up' and undertake the basic functions of supervision and allocating pre-determined tasks when the Team Leader is absent from work under the instructions of the Operations Manager

Acting up for the Grounds Maintenance Team Leader

Who is eligible

Employees that are not on probation, are not subject to any disciplinary proceedings or investigations and hold a full driving licence may apply to be on the 'acting up' rota.

Employees who apply to be on the 'acting up' rota will have a simple interview to establish they understand the role and responsibilities and are suitable for the role.

Employees who pass the interview will be placed upon the 'acting up' rota and will take their 'turn' when the Team Leader is absent from work as follows:

- (a) At the commencement of the 'acting up' rota the employees taking part shall be given their position on the rota list alphabetically. Employees will then take their turn as the rota comes to their name. Any employee joining the rota list after it commences will go to the bottom of the rota list regardless of their alphabetical ranking.
- (b) For unplanned periods of absence, such as sickness, any 'acting up' period will only commence when the Team Leader is absent from work for three (3) consecutive days or more. The 'acting up' period will commence on the third day.
- (c) For planned periods of absence, annual leave, jury service etc., of more than three days (3) the 'acting up' period will commence on the first day of absence.
- (d) The employee 'acting up' will, unless there is unforeseen sickness, be notified of their period in the role and wherever possible there will be liaison between the employee, Team Leader and the Operations Manager of the expected works / functions to be undertaken. There will be regular communications between the employee and the Operations Manager during the period of 'acting up'.
- (e) When a period of unforeseen sickness occurs, the Operations Manager will liaise with the Team Leader when they report sick and attempt to establish what work has already been programmed and what else may need to be undertaken. The 'acting up' period will only commence on the third day of absence unless the Team Leader advises they expect to be off sick for more than three days or has a fit note for a longer period.
- (f) The 'acting up' role will not involve working in the office. The 'acting up' role is to supervise work / activities out on site and in the Council yard.
- (g) The 'acting up' role will not include the monitoring of employees subject to disciplinary or performance reviews. However, the Operations Manager may ask

the 'acting up' employee how an individual is performing etc. in their regular conversations.

Remuneration

To pay the employee 'acting up' no more than scp. 11 (or bottom of the Team Leader payscale).