

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



PERSONNEL COMMITTEE AGENDA

To: Committee members:

Councillor Sean Brennan

Councillor Dennis Dannatt

Councillor Richard Doy

Councillor Stuart Morley

Councillor Kenneth Woolley

Councillor Richard Craig

Councillor Tim Davies

Councillor Paul Key

Councillor James Plastow

Notice is hereby given that a meeting of the **Personnel Committee** which will be held on **Wednesday 8 November 2023** commencing at **7:00pm** in the meeting room, **Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ** and your attendance at such meeting is hereby requested to transact the following business.

AGENDA

PC24/064 Apologies for Absence

To note apologies for absence.

PC24/065 Declarations of Interest

To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.

PC24/066 Dispensation Requests

To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.

PC24/067 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.

PC24/068 Minutes of the Previous Meeting

To receive the minutes of the previous Personnel Committee meeting and resolve to sign these as a true and accurate record.

Paper A Wednesday 11 October 2023 (pages 3 to 5)

PC24/069 Agency Staff

To consider engaging a recruitment agency to supply temporary Grounds Maintenance support staff.

Paper B (pages 6 to 9)

PC24/070 National Salary Award

To note 2023-24 National Salary Award.

Paper C (pages 10 to 11)

PC24/071 Staff Structure Review

To consider potential changes to the staffing structure.

Exclusion of Public and Press recommended due to personal nature of discussion

Paper D (pages 12 to 16)

PC24/072 2024 / 2025 Budget

To consider budget requirements for 2024/25 for this Committee.

The following specific budgetary areas are considered as part of the Committee's remit:

- Employee Costs

Exclusion of Public and Press recommended due to personal nature of discussion

Paper E (pages 17 to 20)

PC24/073 Items for Notification

To receive any items for notification to be included on a future agenda (for information only)

- Staff sickness, absence and leave
- Personal Injury Claim outcome
- Sickness Absence Policy
- Staff Policy reviews
- Electronic Information and Communication Systems Policy
- Whistle Blowing and Confidential Reporting Policy
- HR Management Software

PC24/074 Time and Date of Next Meeting

To note the date and time of the next Personnel Committee meeting is scheduled for Wednesday 13 December 2023 at 7:00pm.

Rachel Allbones
Interim Town Clerk
Richmond House
Gainsborough

Friday, 03 November 2023

PAPER A

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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DRAFT PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 11 October 2023** at **7:00pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Dennis Dannatt (Vice Chairman)

Councillor Richard Doy
Councillor Stuart Morley

Councillor Paul Key
Councillor James Plastow

In Attendance:

Rachel Allbones

Interim Town Clerk (ITC)

PC24/052 Apologies for Absence

Apologies for absence were received from Councillors R Craig, T Davies, K Woolley

PC24/053 Declarations of Interest

No declarations of interest were made.

PC24/054 Dispensation Requests

No dispensation requests were received.

PC24/055 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC24/059 & PC24/060 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC24/056 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 13 September 2023 be approved as a true and accurate record and signed by the Chairman.

Note: Councillor Morley abstained from voting on the above resolution.

PC24/057 NJC Extra Statutory Days (Paper B)

RESOLVED: to set the two occasional days as Wednesday 27 December 2023 and Friday 29 December 2023.

PC24/058 Sickness Absence Policy (Paper C)

Initialled:

The Interim Town Clerk informed members that the HR Advisor advised the policy was out of proportion for the size of the Council and cases could be dealt with individually.

RESOLVED: to accept 1 – 3 of the Policy but further work needs doing on 4. Interim Town Clerk to investigate this further.

PC24/059 Matters Arising from last meeting (Paper D)

RESOLVED: to note the content of the report.

RESOLVED: to regarding PC24/049 approach the Leader to see if he will be the point of contact for any issues arising in the absence of the Interim Town Clerk.

PC24/060 Staff Structure Review (Paper E)

RESOLVED: to update the report for the next meeting with options suggested and discuss further at the next meeting.

PC24/061 2024 / 2025 Budget

RESOLVED: to consider budget requirements for 2024/25 for this Committee for the next meeting at current staff levels.

The following specific budgetary areas are considered as part of the Committee's remit:

- Employee Costs

PC24/062 Items for Notification

RESOLVED: to **NOTE** the items for notification to be included on a future agendas:

- Staff Structure Review
- 2024 / 2025 Budget
- Staff Policy reviews
- Electronic Information and Communication Systems Policy
- Whistle Blowing and Confidential Reporting Policy
- HR Management Software

PC24/063 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 8 November 2023 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 8:38pm

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

PAPER B

PAPER C

News & Publications

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Local Government Pay Claim 2023/4: Pay offer accepted

Published 2 November 2023

We have been advised that following the close of the last remaining ballot, the Trade Unions have now accepted the pay offer for this year.

A reminder that the offer was for a flat rate increase of £1,925 for scale points up to SCP 43 and from SCP 44 and above an increase of 3.88%, with effect from 1 April 2023.

We will issue the revised pay rates when agreed with NALC shortly. Please do not rely on any others you see as these may have the hourly rate calculated on a different basis from what is agreed with NALC.

All councils are asked to make arrangements to pay the new rates and back pay as soon as possible.

The Trade Unions are now preparing their claims for next year and we urge all parties to try and conclude the settlement earlier than the seven months after the anniversary date it has taken to settle this year's claim.

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Local Government Pay

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PAPER D

PAPER E

Officer Report to the Personnel Committee

Report Author: Rachel Allbones

Report Date: 3 November 2023



Gainsborough
TOWN COUNCIL

2024 / 2025 Budget Preparations

Summary

To consider the budget preparations for the 2024/25 budget.

WLDC require a precept estimate by 24th November 2023, however, the actual Tax Base for 2024/25 will not be sent out until mid-December.

Budget Preparations for Employee Costs

Payroll

All salary scales are as per the Local Government Services Pay Agreement 2023-24 (Paper C), NJC pay scales go from point 1 to point 43.

Payroll	Actual 2022/23	Revised Budget 2023/24	Net Expenditure to 03/11/23	Predicted 23/24-year end as of 03/11/23	Proposed Budget 2024/25	Comments
Gross Salary	233,152	266,000	155,294	258,000	340,000	
Employer NI Contribution	20,959	25,000	13,427	25,700	34,000	
Employer Pension Contribution	32,028	43,000	21,031	37,000	70,000	

Travel and Training

The proposed budget for Staff Travel and business insurance reimbursement is £300.

The proposed budget for Staff Training for 2024/25 is £3,000. The Operations Manager and Team Leader have identified all training required for the Grounds Maintenance team and Allotments Officer.

Travel and Training Ear Marked Reserves

Council currently has £2,000 in ear marked reserves under Staff Training to be retained at year end if unspent. Unspent staff training will be added to the EMR.

Travel and Training	Actual 2022/23	Revised Budget 2023/24	Net Expenditure to 03/11/23	Predicted 23/24-year end as of 03/11/23	Proposed Budget 2024/25	Comments
Staff Travel	61	500	0	50	200	
Staff Training	4,076	5,000	3,342	5,000	3,000	
Staff Car Business	0	100	0	0	100	

Insurance Reimbursement						
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Workwear and ID

The proposed budget for 2024/25 is £3,250. Providing x5 Grounds Maintenance Operatives, Caretaker and proposed Allotments Officer with full set of workwear purchased in one go and kept in stock instead of buying ad hoc throughout the year.

Workwear & ID	Actual 2022/23	Revised Budget 2023/24	Net Expenditure to 03/11/23	Predicted 23/24-year end as of 03/11/23	Proposed Budget 2024/25	Comments
Staff Workwear	1,354	3,200	1,911	3,200	3,000	
H&S / First Aid	0	200	127	200	200	
Staff ID Badge	0	50	25	25	50	

Additional Budget Provision

Members are requested to consider additions to the budget in any of the above areas.

Recommendation

To consider proposed budgets and make recommendation to include within the draft budget.