

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 Nigel Bowler

Councillor Richard Craig

Councillor Paul Hooton

Councillor Stuart Morley

Councillor Kenneth Woolley

Councillor Nicholas Coxon

Councillor Dennis Dannatt

Councillor Paul Key

Councillor James Plastow

Notice is hereby given that a meeting of the **Personnel Committee** which will be held on **Wednesday 8 January 2025** commencing at **6:30pm** 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

PC25/067 Apologies for Absence

To note apologies for absence.

PC25/068 Declarations of Interest

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

PC25/069 Dispensation Requests

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

PC25/070 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.

PC25/071 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 13 November 2024 (pages 3 to 5)

PC25/072 Wellbeing Policy Review

To review and adopt Wellbeing Policy and Action Plan.

Paper B (pages 6 to 14)

PC25/073 Staff Sickness, Absence and Leave

To receive the sickness absence and holiday report and consider any potential action required.

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

Paper C (pages 15 to 17)

PC25/074 Recruitment and Probation Reviews

To note outcome of internal Grounds Maintenance Team Leader recruitment and consider probation reviews.

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

Paper D (pages 18 to 23)

PC25/075 Appraisals

To note the staff appraisal reports and consider outcomes.

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

Paper E (pages 24 to 25)

PC25/076 Items for Notification

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

- i. Shared Parental Leave Policy Review
- ii. Adoption Leave Policy Review
- iii. Parental Bereavement Policy Review
- iv. Child and Vulnerable Adult Welfare and Safeguarding Policy Review
- v. Volunteer Policy Review
- vi. No Smoking Policy Review
- vii. Employee Code of Conduct Review
- viii. Staff Training Policy Review
- ix. Electronic Information and Communication Systems Policy

PC25/077 Time and Date of Next Meeting

To note the date and time of the next Personnel Committee meeting is scheduled for Wednesday 12 February 2025 at 6:30pm.

Rachel Allbones
Town Clerk
Richmond House
Gainsborough

Friday, 03 January 2025

PAPER A

Gainsborough Town Council

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DRAFT PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 13 November 2024** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present:

Councillor Richard Craig (Chair)	
Councillor Nigel Bowler	Councillor Nicholas Coxon
Councillor Dennis Dannatt	Councillor Paul Hooton
Councillor Paul Key	Councillor James Plastow
Councillor Kenneth Woolley	

In Attendance:

Rachel Allbones	Town Clerk (TC)
Sean Alcock	Operations Manager (OM)

PC25/054 Apologies for Absence

Apologies for absence were received from Councillor Morley.

PC25/055 Declarations of Interest

No declarations of interest were made.

PC25/056 Dispensation Requests

No dispensation requests were received.

PC25/057 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from item PC25/064 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC25/058 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 9 October 2024 be approved as a as a true and accurate record and signed by the Chair.

Note: Councillors Bowler, Craig and Hooton abstained from voting on the above resolution.

PC25/059 National Salary Award (Paper B)

RESOLVED: to NOTE 2024-25 National Salary Award.

Initialled:

PC25/060 Health and Safety Policy (Paper C)

RESOLVED: to adopt the revised Health and Safety Policy.

PC25/061 Staff Appraisal Policy (Paper D)

RESOLVED: to adopt the reviewed Staff Appraisal Policy.

PC25/062 Staff Training (Paper E)

RESOLVED: to sign up to a 36month access to IHASCO e-learning courses.

PC25/063 2025 / 2026 Budget (Paper F)

RESOLVED: to **NOTE** proposed budget requirements for 2025/26 for this Committee and discuss further at the next meeting.

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

- i. Employee Costs

PC25/064 Staffing Issue (Paper G)

RESOLVED:

- i. To accept request and be placed on the highest SCP for the role.
- ii. To advertise the vacancy internally.

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

PC25/065 Items for Notification

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

- i. Wellbeing Policy Review
- ii. Shared Parental Leave Policy Review
- iii. Adoption Leave Policy Review
- iv. Parental Bereavement Policy Review
- v. Child and Vulnerable Adult Welfare and Safeguarding Policy Review
- vi. Volunteer Policy Review
- vii. No Smoking Policy Review
- viii. Employee Code of Conduct Review
- ix. Staff Training Policy Review
- x. Electronic Information and Communication Systems Policy

PC25/066 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 11 December 2024 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:35pm.

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

PAPER B

Wellbeing Policy

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Document History

Adopted by Council – 30 March 2022

Reviewed & Adopted – 17 July 2024

Reviewed & Adopted –

Scope

- 1.1. Mental health problems and stress can affect anyone, regardless of their position in the organisation. This policy applies equally to all employees.
- 1.2. The implementation of this policy will also be supported by other health and safety policies including the Equality and Diversity Opportunities, Staff Handbook, Dignity at Work and Flexible Working.

Aim of the policy

- 2.1. To create and promote a culture where employees are able to talk openly about their job and mental health problems and to report difficulties without fear of discrimination or reprisal.
- 2.2. To create and promote a workplace environment that supports and promotes the mental wellbeing of all employees. We acknowledge that certain working conditions and practices can negatively affect employees' mental wellbeing, including aspects of work organisation and management, and environmental and social conditions that have the potential for psychological as well as physical harm.

Objectives

- 3.1. To tackle workplace factors that may negatively affect mental wellbeing, and to develop management skills to promote mental wellbeing and manage mental health problems effectively.
- 3.2. Give employees information on and increase their awareness of mental wellbeing.
- 3.3. Provide opportunities for employees to look after their mental wellbeing, ~~for example through physical activity, stress-buster activities and social events.~~
- 3.4. Consider requests for ~~Offer employees~~ flexible working arrangements ~~that promote their mental wellbeing.~~
- 3.5. Ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.
- 3.6. Manage conflict effectively and strive to do all they can to ensure the workplace is free from bullying and harassment, discrimination and racism.
- 3.7. Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.
- 3.8. To develop a culture based on trust, support and mutual respect within the workplace.

Policy Actions

4.1 Staff are encouraged as part of the Council commitment to health monitoring to complete the Wellness Action Plan (see Appendix A) which will be reviewed on an annual basis or in response to change in circumstance.

- 4.1. Give non-judgmental and proactive support to individual staff who experience mental health problems.

- 4.2. Deal sympathetically with staff suffering from mental health problems due to circumstances outside the workplace, and who consequently find it difficult to do their jobs properly.
- 4.3. Give new employees a comprehensive induction program providing an understanding of the organisation, the established policies and procedures, and the role they are expected to carry out.
- 4.4. To provide support and assistance for employees experiencing mental health difficulties.
- 4.5. Ensure individuals suffering from mental health problems are treated fairly and consistently and are not made to feel guilty about their problems.
- 4.6. Encourage staff to consult their own GP, or a counsellor of their choice.
- 4.7. Investigate the contribution of working conditions and other organisational factors to mental ill health and remedy this where possible.
- 4.8. In cases of long-term sickness absence, put in place, where possible, a graduated return to work.
- 4.9. Make every effort to identify suitable alternative employment, in full discussion with the employee, where a return to the same job is not possible due to identified risks or other factors.
- 4.10. Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.
- 4.11. To positively encourage the employment of people who have experienced mental health problems by providing fair and non-discriminatory recruitment and selection procedures.
- 4.12. Show a positive and enabling attitude to employees and job applicants with mental health issues.
- 4.13. Provide adequate resources to enable managers to implement the organisations agreed workplace mental wellbeing policy.

Recruitment and Selection

- 5.1. As an employer we recognise that people who have or have had mental health problems may have experienced discrimination in recruitment and selection procedures. This may discourage them from seeking employment. While some people will acknowledge their experience of mental health issues openly, others may fear that stigma will jeopardise their chances of getting a job. Given appropriate support, the vast majority of people who have experienced mental health problems continue to work successfully, as do many with ongoing issues.
- 5.2. We aim to ensure that all staff involved in recruitment and selection are briefed on mental health issues, are aware of the Equality Act 2010 and are trained in appropriate interview skills.
- 5.3. We aim to make it clear, in any recruitment or occupational health check undertaken, that people who have experienced mental health issues will not be

discriminated against and that disclosure of a mental health problem will enable both employee and employer to assess and provide the right level of support or adjustment.

5.4. We do not make assumptions that a person with a mental health problem will be more vulnerable to workplace stress or take more time off than any other employee or job applicant.

Responsibilities

6.1. Everyone has a responsibility to contribute to making the workplace mental wellbeing policy effective.

6.2. Managers have a responsibility to:

- a) Monitor the workplace, identify hazards and risks and take steps to eliminate or reduce these as far as is reasonably practicable.
- b) Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- c) Assist and support employees who are known to have mental health problems or are experiencing stress outside work – for example due to bereavement or separation.
- d) Ensure staff are provided with the resources and training required to carry out their job.
- e) Monitor workloads to ensure that people are not overloaded.
- f) Monitor working hours and overtime to ensure that staff are not overworking and monitor holidays to ensure that staff are taking their full entitlement.
- g) Ensure staff are provided with meaningful developmental opportunities.
- h) In addition, senior management will ensure that staff performing a management or supervisory function have sufficient competence to discharge that function in a manner consistent with the maintenance of mental health in the workplace.

6.3. Employees have the responsibility to raise issues of concern and seek help from their line manager.

Review and Monitoring

7.1. The Council will monitor how effectively the policy meets its aims and objectives.

7.2. Indicators to measure effectiveness could include:

- a) working hours and patterns
- b) accidents at work
- c) staff complaints
- d) staff sickness levels
- e) staff turnover
- f) use of occupational health or counselling services
- g) early retirement through ill health

h) exit interviews

Appendix A**Wellness Action Plan (WAP)**

1. What helps you stay mentally healthy at work? (For example: taking a lunch break, keeping a to do list).

2. What can your manager do to support you to stay mentally healthy at work? (For example: regular feedback and supervision, explaining wider developments in organisation).

3. Are there any situations at work that can trigger poor mental health for you? (For example: conflict at work, organisational change, something not going to plan).

4. How might stress / poor mental health difficulties impact on your work? (For example: find it difficult to make decisions, hard to prioritise work tasks).

5. Are there any early warning signs that we might notice when you are starting to feel stressed / mentally unwell? (For example: changes in normal working patterns, withdrawing from colleagues).

6. What support could be put in place to minimise triggers or to support you to manage symptoms? (For example: extra catch-up time with line manager).

7. If we notice early warning signs that you are feeling stressed or unwell – what should we do? (For example: talk to me discreetly about it, contact someone that I have asked to be contacted). Please include contact names and numbers if you would like your line manager

to get in touch with someone if you become unwell.

Contact name 1: _____ Number: _____

Contact name 2: _____ Number: _____

8. What steps can you take if you start to feel unwell at work? (For example: take a break from your desk and go for a short walk, ask your line manager for support).

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Date to be reviewed: _____

PAPER C

PAPER D

PAPER E