

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 Dennis Dannatt

Councillor Paul Key

Councillor James Plastow

Councillor Caz Davies (sub)

Councillor Richard Craig

Councillor Paul Hooton

Councillor Stuart Morley

Councillor Kenneth Woolley

Notice is hereby given that a meeting of the **Personnel Committee** which will be held on **Wednesday 12 March 2025** 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

PC25/093 Apologies for Absence

To note apologies for absence.

PC25/094 Declarations of Interest

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

PC25/095 Dispensation Requests

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

PC25/096 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.

PC25/097 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 19 February 2025 (pages 3 to 6)

PC25/098 Carers Leave Policy

To consider recommending to Full Council to adopt the Carers Leave Policy.

Paper B (pages 7 to 11)

PC25/099 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 12 to 14)

PC25/100 Staffing Issue

To consider staffing issue.

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

Paper D (pages 15 to 22)

PC25/101 Staffing Issue

To consider staffing issue.

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

Paper E (pages 23 to 32)

PC25/102 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. Electronic Information and Communication Systems Policy

PC25/103 Time and Date of Next Meeting

To note the date and time of the next Personnel Committee meeting is scheduled for Wednesday 9 April 2025 at 6:30pm.

Rachel Allbones
Town Clerk
Richmond House
Gainsborough

Thursday, 06 March 2025

PAPER A

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



DRAFT PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 19 February 2025 at 6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Richard Craig (Chair)

Councillor Dennis Dannatt

Councillor Paul Key

Councillor Kenneth Woolley –
arrived at the meeting at 7:00pm.

Councillor Paul Hooton

Councillor James Plastow

In Attendance:

Rachel Allbones

Town Clerk (TC)

PC25/078 Apologies for Absence

Apologies for absence were received from Councillors N Bowler, S Morley, K Woolley would be late.

PC25/079 Declarations of Interest

No declarations of interest were made.

PC25/080 Dispensation Requests

No dispensation requests were received.

PC25/081 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC25/089, PC25/090 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC25/082 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 8 January 2025 be approved as a as a true and accurate record and signed by the Chair.

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

PC25/083 Wellbeing Policy (Paper B)

RESOLVED: to adopt the revised Wellbeing Policy.

PC25/084 Sexual Harassment Policy (Paper C)
RESOLVED: to **RECOMMEND TO FULL COUNCIL** to adopt the Sexual and General Harassment Policy and Procedure.

PC25/085 Staff Handbook Review (Paper D)
RESOLVED: to adopt the updated Staff Handbook.

PC25/086 Training and Development Policy Review (Paper E)
RESOLVED: to adopt the updated Training and Development Policy.

PC25/087 Employee Code of Conduct Review (Paper F)
RESOLVED: to adopt the reviewed Employee Code of Conduct.

PC25/088 HR Audit 2025 (Paper G)
RESOLVED: to **NOTE** the HR Audit for 2025 and the certification gained.

PC25/089 Health Surveillance Assessments (Paper H)
RESOLVED:

- i. To note the report.
- ii. To send the five members of staff for a further hearing medical assessment as advised.
- iii. To send the three members of staff for a HAVS tier 3 assessment as advised.
- iv. For the Operations Manager to review associated risk assessments with a view to reducing exposure to hand vibration tools where possible.
- v. To ensure members of staff wear respiratory protection at all times when exposed to respiratory sensitises such as dust, fumes, etc.
- vi. To encourage identified members of staff to refer to their GP regarding the results of the lung function testing. To encourage identified member of staff to refer to their GP regarding mild hearing loss.

PC25/090 Staffing Issues
 Note: Councillor Woolley arrived at 7:00pm.

1)
RESOLVED: that Councillor Key looks into the complaint received and reports back to the Committee.

Note: Councillor Dannatt voted against the above resolution.

Note: The Town Clerk left the meeting at 7:19pm.

2)
RESOLVED: that Councillor Key carries out full investigation with regard to accusations made by Councillor Dobbie against the Town Clerk and the Council, also stated and published in material distributed as part of an election campaign and posted publicly on social media.
 Therefore undermining both the work of the Town Clerk, and the Town Council.

PC25/091 Items for Notification
RESOLVED: to **NOTE** the items for notification to be included on a future agendas:

- 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. Electronic Information and Communication Systems Policy

PC25/092 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 12 March 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:36pm.

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

PAPER B

[ENTER COUNCIL NAME] CARER'S LEAVE

Eligibility	2
Purpose and Definition	2
Entitlement	2
Requesting carers leave	2
Postponement of leave	3
Terms and conditions	3

Eligibility

All eligible employees, regardless of hours worked or length of service, have the right to take a maximum of one week's unpaid leave during any 12-month period to provide or arrange care for a dependant with a long-term care need.

The entitlement to a maximum of one week's unpaid leave is irrespective of the number of dependants and may be taken as either a continuous block, or individual full or half days within 12 months.

Purpose and Definition

The time off is intended to be absence from work to provide or arrange care for a dependent with a long-term care need, or who reasonably relies on the employee for care.

A "dependant" is a parent, spouse, civil partner, child, or someone who lives in the same household as the employee, but excluding tenants, lodgers or boarders, or someone who is employed by the employee.

Long term care is when the dependant has:

- any physical or mental illness or injury that requires or is likely to require care for more than three months.
- a condition or illness that is considered a disability under with the Equality Act 2010
- care needs connected with their old age.

Entitlement

For employees who work regular hours, a "week of carer's leave" is the period of absence from work that is equal in duration to the period the employee is normally expected or required to work in a week at the time of making the request.

Part time employees who work regular hours throughout the year will be entitled to a proportionate amount of leave based on their hours. For example, someone who works a 3-day week, will be entitled to 3 days unpaid carer's leave.

For employees who work variable hours and/or term time, we will calculate entitlement by using actual hours worked in a 'relevant period'. A 'relevant period' as defined by the Regulations is a period of 12 months which ends on the last day of the Carer's Leave that the employee has requested. To calculate, the company will divide the total of the periods for which the employee is normally required to work during the course of a week in the relevant period by 52. For new starters with less than 52 weeks service, this calculation will be based on the length of time that they have been employed with the company.

Requesting Leave

To help the Council to manage the planned absence from work, if you intend on taking a period of leave, you required to provide notice that is double the length of time that is being requested or at least three days in advance, whichever provides the greater amount of notice.

Postponement of leave

The Council reserve the right to postpone carer's leave if we believe that the absence would unduly disrupt the Council. If we deem it necessary to postpone carer's leave, we will notify you in writing within seven days of receipt of your request for carer's leave, setting out the reason for the postponement.

We will also offer alternative dates on which carer's leave can be taken. The leave will not be postponed later than one month after the start of the original request.

Failure to follow the Council's procedures for taking carer's leave could lead to disciplinary action under our disciplinary procedure for absence without leave.

Terms and Conditions

During the time off, you continue to be bound by and remain entitled to the benefit of your normal terms and conditions of employment, except for terms relating to wages or salary. You will remain employed by us and accrue unbroken continuity of service and continue to accrue holiday entitlement.

— policy ends here —

Notes

1. Carer's leave entitlement

The statutory minimum Employees can take up to one week of leave every 12 months. A 'week' means the length of time they usually work over 7 days. For example, if someone usually works 3 days a week, they can take 3 days of carer's leave.

They can either take a whole week off or take individual days or half days throughout the year.

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) 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 WorkNest – a company that provides HR advice and guidance (and general Council compliance support) to town and parish councils. Please contact them on 01403 240 205 for information about their services.

PAPER C

PAPER D

PAPER E