

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 Doug Owles

Councillor Kenneth Woolley

Councillor Caz Davies (sub)

Councillor Sheila Bibb

Councillor Dennis Dannatt

Councillor Paul Key

Councillor James Plastow

Councillor Stephen Blogg (sub)

NOTICE IS HEREBY GIVEN and Members are summoned to attend an extraordinary meeting of the Personnel Committee of the Council to be held on **Wednesday 8 October 2025** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ at which the under mentioned business will be transacted.

AGENDA

PC26/012 Apologies for Absence

To note apologies for absence.

PC26/013 Declarations of Interest

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

PC26/014 Dispensation Requests

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

PC26/015 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.

PC26/016 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 16 July 2025 (pages 4 to 6)

PC26/017 National Salary Award

To note 2025-26 National Salary Award.

Paper B (pages 7 to 12)

PC26/018 NJC Extra Statutory Days

To consider the allocation of the two NJC extra statutory days over the Christmas period.

Paper C (pages 13 to 14)

PC26/019 2026 / 2027 Budget

To consider budget requirements for 2026/27 for this Committee.

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

- Employee Costs

Paper D (pages 15 to 17)

PC26/020 Recruitment Update

To receive update regarding recruitment of a Grounds Maintenance Operative.

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

Paper E (pages 18 to 19)

PC26/021 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 F (pages 20 to 22)

PC26/022 Motion from Councillor Paul Key

The Communities Officer post has been running for nearly 11 Months now, so I am trying to ascertain tangible evidence of progress made.

In the spirit of Public Transparency could I have the answers to the following:

Motion

Could you please answer me the following Questions please.

1. How many projects for grant bids are at present being undertaken.
2. Have any bids for grants been turned down.
3. What is the reason for any not being completed at present.
4. How many have been completed if any.
5. What is the approximate cost of all the current grant bids.
6. What is the Communities Officer biggest fear going forward.

I So Move, Councillor Paul Key Leader of Gainsborough Town Council
Seconded by Councillor Richard Craig

PC26/023 Call-out Provision

To consider operational need for a dedicated call-out provision.

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

Paper G (pages 23 to 24)

PC26/024 Staffing Issue

To receive and note report on staffing issue.

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

Paper H (pages 25 to 33)

PC26/025 Items for Notification

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

- i. Volunteer 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. No Smoking Policy Review
- vii. Mobile Phone Policy Review
- viii. Expenses Policy Review
- ix. Electronic Information and Communication Systems Policy Review

PC26/026 Time and Date of Next Meeting

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

Councillor Richard Craig
Chair of Personnel Committee
Richmond House
Gainsborough

Friday, 03 October 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 16 July 2025** 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 Dennis Dannatt
Councillor Paul Key
Councillor James Plastow

Councillor Sheila Bibb
Councillor Paul Hooton
Councillor Doug Owles
Councillor Kenneth Woolley

In Attendance:

Rachel Allbones

Town Clerk (TC)

PC26/001 Apologies for Absence

No apologies for absence were received.

PC26/002 Vice Chair

RESOLVED: to appoint Councillor Bibb as Vice Chair for this committee.

PC26/003 Declarations of Interest

No declarations of interest were made.

PC26/004 Dispensation Requests

No dispensation requests were received.

PC26/005 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC26/008 and PC26/009 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC26/006 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 9 April 2025 be approved as a as a true and accurate record and signed by the Chair.

Note: Councillors Bibb, Craig, Key and Owles abstained from voting on the above resolution.

PC26/007 Staff Handbook (Paper B)

RESOLVED: to amend 5.15 of the handbook to read *For cemetery weekend working overtime rate will be 2 times the employees normal rate of hourly pay. Staff to be paid minimum of 2 hours of overtime for weekend interments.*

PC26/008 Recruitment Update

RESOLVED: to **NOTE** the update of recruiting a Grounds Maintenance Operative.

PC26/009 Staffing Issue

Members **NOTED** the update from the Leader. They were disappointed at the response from the Monitoring Officer.

RESOLVED: to write to the Monitoring Officer and Councillor Dobbie from the Personnel Committee.

PC26/010 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. Mobile Phone Policy
- viii. Electronic Information and Communication Systems Policy

PC26/011 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 10 September 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:18pm.

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

PAPER B

National Joint Council for local government services

Employers' Secretary
Naomi Cooke

Trade Union Secretaries
Kevin Brandstatter, GMB

Mike Short, UNISON

Address for correspondence
Local Government Association
18 Smith Square
London SW1P 3HZ
Tel: 020 7664 3000
info@local.gov.uk

Address for correspondence
UNISON Centre
130 Euston Road
London NW1 2AY
Tel: 0845 3550845
l.government@unison.co.uk

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

24 July 2025

Dear Chief Executive,

LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025

NB: This circular replaces the one dated 23 July 2025 as it contained rounding errors in some of the hourly rates. The correct figures are now shown as underlined italics in the pay spine at Annex 1.

Employers are encouraged to implement this pay award as swiftly as possible.

Agreement has been reached on rates of pay applicable from **1 April 2025** (covering the period 1 April 2025 to 31 March 2026). The new pay rates, each increased by 3.20 per cent per annum, are attached at **Annex 1**.

All locally determined pay points above the maximum of the pay spine but graded below deputy chief officer, should also be increased by 3.20 per cent, in accordance with Green Book Part 2 Para 5.4¹.

The new rates for allowances, uprated by 3.20 per cent, are set out at **Annex 2**.

The NJC has agreed that **from 1 April 2026, Spinal Column Point (SCP) 2 will be permanently deleted** from the NJC pay spine.

Backpay for employees who have left employment since 1 April 2025

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2025 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if

¹ 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.

the ex-employee has pre-April 2014 LGPS membership and / or underpin protection) accordingly.

Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the [employer resources section](#) of www.lgpsregs.org

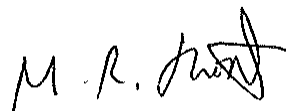
Yours faithfully,

*Naomi
Cooke*

Naomi Cooke



Kevin Brandstatter



Mike Short

SCP	01-Apr-24		01-Apr-25	
	per annum	per hour	per annum	per hour
1	<i>Deleted wef 01 Apr 23</i>			
2	£23,656	£12.26	£24,413	£12.65
3	£24,027	£12.45	£24,796	£12.85
4	£24,404	£12.65	£25,185	£13.05
5	£24,790	£12.85	£25,583	£13.26
6	£25,183	£13.05	£25,989	£13.47
7	£25,584	£13.26	£26,403	<u>£13.69</u>
8	£25,992	£13.47	£26,824	£13.90
9	£26,409	£13.69	£27,254	£14.13
10	£26,835	£13.91	£27,694	<u>£14.35</u>
11	£27,269	£14.13	£28,142	<u>£14.59</u>
12	£27,711	£14.36	£28,598	£14.82
13	£28,163	£14.60	£29,064	<u>£15.06</u>
14	£28,624	£14.84	£29,540	£15.31
15	£29,093	£15.08	£30,024	£15.56
16	£29,572	£15.33	£30,518	£15.82
17	£30,060	£15.58	£31,022	£16.08
18	£30,559	£15.84	£31,537	£16.35
19	£31,067	£16.10	£32,061	£16.62
20	£31,586	£16.37	£32,597	<u>£16.90</u>
21	£32,115	£16.65	£33,143	£17.18
22	£32,654	£16.93	£33,699	£17.47
23	£33,366	£17.29	£34,434	<u>£17.85</u>
24	£34,314	£17.79	£35,412	<u>£18.35</u>
25	£35,235	£18.26	£36,363	<u>£18.85</u>
26	£36,124	£18.72	£37,280	£19.32
27	£37,035	£19.20	£38,220	£19.81
28	£37,938	£19.66	£39,152	£20.29
29	£38,626	£20.02	£39,862	£20.66
30	£39,513	£20.48	£40,777	£21.14
31	£40,476	£20.98	£41,771	£21.65
32	£41,511	£21.52	£42,839	<u>£22.20</u>
33	£42,708	£22.14	£44,075	£22.85
34	£43,693	£22.65	£45,091	£23.37
35	£44,711	£23.17	£46,142	<u>£23.92</u>
36	£45,718	£23.70	£47,181	£24.46
37	£46,731	£24.22	£48,226	£25.00
38	£47,754	£24.75	£49,282	£25.54
39	£48,710	£25.25	£50,269	£26.06
40	£49,764	£25.79	£51,356	£26.62
41	£50,788	£26.32	£52,413	<u>£27.17</u>
42	£51,802	£26.85	£53,460	£27.71
43	£52,805	£27.37	£54,495	£28.25

NB: hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week)

Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment:

1 April 2025
£43.12

**RATES OF PROTECTED ALLOWANCES AT 1 APRIL 2025
(FORMER APT&C AGREEMENT (PURPLE BOOK))**

Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance

1 April 2025
£1,539

Paragraph 28(14) Laboratory / Workshop Technicians

City and Guilds Science Laboratory Technician's Certificate Allowance:

1 April 2025
£251

City and Guilds Laboratory Technician's Advanced Certificate Allowance:

1 April 2025
£181

Paragraph 32 London Weighting and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2025
£1,045

Outer Fringe Area:

1 April 2025
£729

Paragraph 36 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per Session

1 April 2025
£34.71

FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)

Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2025

£1,045

Outer Fringe Area:

1 April 2025

£729

PAPER C

**Officer Report to the
Personnel Committee**

Report Author: Rachel Allbones

Report Date: 30 September 2025



Gainsborough
TOWN COUNCIL

Subject: Extra Statutory Days

1. Summary

The Committee is asked to approve the two extra statutory days over the Christmas period.

2. Background

The Council's employees contracts state: In addition to normal bank and public holidays, you will be entitled to two extra statutory days to be taken at the direction of the Council.

These days are commonly allocated over the Christmas period. All employees would be on leave at the same time and the office will be closed.

This year the holidays will be as follows:

- Thursday 25 December 2025 Christmas Day
- Friday 26 December 2025 Boxing Day
- Thursday 1 January 2026 New Year's Day

3. Proposal

Days proposed: which would see the office closed, Wednesday 24 December 2025 and Wednesday 31 December 2025. This means a member of office staff will be available to take calls / emails between 9am – 3pm on Monday 29 December and Tuesday 30 December between Christmas and New Year and at least 2 grounds team members will carry out site inspections and emptying bins etc.

4. Recommendation

To set the two occasional days for office closure as Wednesday 24 December 2025 and Wednesday 31 December 2025 and the grounds team can use their days between Wednesday 24 December 2025 and Friday 2 January 2026 inclusive.

PAPER D

Proposed Budget 2026 / 2027

30/09/2025

Code	EMPLOYEE COSTS	Actual Spend 2024/25	Budget 2025/26	Net Expenditure to 30/09/25	Predicted 25/26 year end as of 30/09/25	Proposed Budget 2026/27	% Change	Explanatory / Justification Notes
		£	£	£	£	£	%	
1000	Payroll	366,330	432,000	205,506	412,200	462,000	6.94	
1000/1	Gross Salary	297,727	325,000	155,082	313,200	340,000	4.62	x11 Members of staff
1000/2	Employer NI Contribution	27,603	42,000	19,204	39,000	42,000	0.00	as above
1000/3	Employer Pension Contribution	41,000	60,000	31,220	60,000	75,000	25.00	26.6% (25/26 rate) - currently x8 Members of staff £20,000 in EMR for 2025/26
1000/4	Agency Staff	0	5,000	0	0	5,000	0.00	Contingency
1010	Travel and Training	3,054	6,100	872	5,700	5,800	-4.92	
1010/1	Staff Travel	54	1,000	317	600	700	-30.00	Estimated staff travel costs
1010/2	Staff Training	3,000	5,000	555	5,000	5,000	0.00	To be used for iHasco, 36month contract and other relevant training
1010/3	Staff Car Business Insurance Reimbursement	0	100	0	100	100	0.00	For car business insurance for Ops Manager
1020	Workwear & ID	1,895	3,250	1,574	2,750	2,750	-15.38	
1020/1	Staff Workwear	1,871	3,000	1,521	2,500	2,500	-16.67	Workwear costs
1020/2	H & S / First Aid	23	200	36	200	200	0.00	
1020/3	Staff ID Badge	0	50	17	50	50	0.00	
1030	HR	3,854	4,200	1,342	3,728	4,300	2.38	
1030/1	Accountant - Payroll Services	1,183	1,500	753	1,550	1,600	6.67	Estimated annual charge
1030/2	HR Provider	996	1,700	589	1,178	1,700	0.00	Estimated annual charge
1030/3	Occupational Health	1,675	500	0	1,000	500	0.00	Audio Assessments for grounds team
1030/4	Recruitment	0	500	0	0	500	0.00	Budget if needed
	TOTAL EXPENDITURE	375,132	445,550	209,294	424,378	474,850	6.58	

PAPER E

PAPER F

PAPER G

PAPER H