

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 12 November 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

PC26/027 Apologies for Absence

To note apologies for absence.

PC26/028 Declarations of Interest

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

PC26/029 Dispensation Requests

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

PC26/030 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.

PC26/031 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 8 October 2025 (pages 3 to 6)

PC26/032 Volunteer Policy Review

To review and adopt updated Volunteer Policy.

Paper B Current Policy (pages 7 to 10), Reviewed Policy (pages 11 to 14)

PC26/033 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 C (pages 15 to 18)

PC26/034 Probation Review

To consider report following completion of probationary period.

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

Paper D (pages 19 to 21)

PC26/035 Staffing Issue

To receive verbal update on staffing issue and consider necessary actions.

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

PC26/036 Items for Notification

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

- Call-out Provision
- Shared Parental Leave Policy Review
- Adoption Leave Policy Review
- Parental Bereavement Policy Review
- Child and Vulnerable Adult Welfare and Safeguarding Policy Review
- No Smoking Policy Review
- Mobile Phone Policy Review
- Expenses Policy Review
- Electronic Information and Communication Systems Policy Review

PC26/037 Time and Date of Next Meeting

To note the date and time of the next Personnel Committee meeting is scheduled for Wednesday 14 January 2026 at 6:30pm.

Rachel Allbones
Town Clerk
Richmond House
Gainsborough

Thursday, 06 November 2025

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 8 October 2025** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present:

Councillor Richard Craig (Chair)	
Councillor Sheila Bibb	Councillor Dennis Dannatt
Councillor Paul Hooton	Councillor Paul Key
Councillor Doug Owles	Councillor James Plastow
Councillor Kenneth Woolley	Councillor Stephen Blogg (sub)

In Attendance:

Rachel Allbones	Town Clerk
Sean Alcock	Operations Manager

PC26/012 Apologies for Absence

Apologies for absence were received Councillor N Bowler.

PC26/013 Declarations of Interest

Councillor Plastow declared a personal interest in agenda item PC26/024.

PC26/014 Dispensation Requests

No dispensation requests were received.

PC26/015 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC26/020, PC26/021, PC26/022, PC26/023 and PC26/024 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC26/016 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 16 July 2025 be approved as a as a true and accurate record and signed by the Chair.

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

PC26/017 National Salary Award (Paper B)

RESOLVED: to NOTE the 2025-26 National Salary Award

Initialled:

PC26/018 NJC Extra Statutory Days (Paper C)

RESOLVED: 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.

PC26/019 2026 / 2027 Budget (Paper D)

RESOLVED: to **RECOMMEND TO FINANCE AND STRATEGY COMMITTEE** to the draft budget for 2026/27 as set out in the paper.

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

PC26/020 Recruitment Update (Paper E)

RESOLVED: to NOTE the update regarding recruitment of a Grounds Maintenance Operative.

PC26/021 Staff Sickness, Absence and Leave (Paper F)

RESOLVED: to NOTE the sickness absence and holiday report.

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

Councillors expressed concern regarding the manner in which the motion had been presented and worded, noting that there were more appropriate ways to receive the information requested.

Councillor Craig withdrew his seconding of the motion. As no seconder was forthcoming, the motion **FAILED**.

PC26/023 Call-out Provision (Paper G)

RESOLVED: to

- i. Seek HR advice with regards to current employee contracts
- ii. Work out costings if available inhouse
- iii. Look at quotes for an external contractor
- iv. Consult what similar sized Council do

PC26/024 Staffing Issue (Paper H)

Note: Councillor Plastow left the meeting.

RESOLVED: to NOTE the report on staffing issue and continue to follow HR guidance.

PC26/025 Items for Notification

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

- 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

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

The meeting closed at 7:42pm.

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

PAPER B

Volunteer Policy

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Document History

Adopted by Council – 8 January 2020
Reviewed & Adopted –

Introduction

This policy applies to volunteers undertaking work / duties on behalf of, but not directly employed by, the Town Council.

Training

1.1. Volunteers must be adequately trained to be able to carry out the role. The exact nature of the training will depend on the role. It is not possible to detail what constitutes 'adequacy' as requirements will vary according to:

- a) the job or activity;
- b) the existing competency of volunteers;
- c) the circumstances of the work (e.g. the degree of supervision);
- d) the tools and/or equipment being used.

The training standard, however, must be sufficient to ensure the Health and Safety of volunteers and any people who might be affected by the work, as far as reasonably practicable. Responsibility for providing training rests with the individual to whom authority has been provided by the Town Council to undertake the work / duty.

1.2. Volunteers, if working for only a few hours to help at an event or similar, must still be informed about the task and its purpose, health and safety and supervision arrangements. Responsibility for this rests with the individual to whom authority has been provided by the Town Council to undertake the work.

Equality

1.3. Volunteers expect to be treated equally, regardless of their gender, race, age, faith/religion, disability, or sexual orientation. Volunteers must be accommodated from all walks of life.

Induction

1.4. Volunteers must undergo an induction appropriate for the task(s) being undertaken. This must include health and safety, what to do if there is a problem and an introduction to other relevant individuals. Responsibility for the induction rests with the individual to whom authority has been provided by the Town Council to undertake the work.

Risk Assessment

1.5. A risk assessment must be undertaken in order to identify risks that might be faced and how they will be managed. If an area of activity presents a significant risk, consideration must be given to reducing or stopping the activity which gives rise to the risk. The Town Council, through the office of its Clerk or other person(s) as advised, must receive a copy of such risk assessment records. Responsibility for undertaking the risk assessment rests with the individual to whom authority has been provided by the Town Council to undertake the work. Risk assessments and their associated paperwork must comply with current Health and Safety at Work legislation.

Insurance

1.6. In so far as insurance is concerned, on condition that volunteers are working at the sole request of and under the sole control of the Town Council Volunteer Policy they will be insured under the Town Council's Public Liability and Employers' Liability cover. Reporting to the Town Council in respect of work which is of an ongoing nature is not necessary on each occasion and does not require formal approval of the Town Council on each occasion.

Inspections

1.7. Volunteers may only carry out less hazardous work involving non powered hand tools; for example, path maintenance, sand clearance, tree planting etc. Minimum levels of PPE (suitable footwear, gloves, safety goggles etc.) must be worn when undertaking such activities. Prior to work commencing, a visual inspection must be carried out to ensure that there are no obvious hazards such as litter, glass, or stones. Responsibility for undertaking the inspection rests with the individual or group to whom authority has been provided by the Town Council to undertake the work. Remedial action must be taken immediately, and these inspections are to be recorded. The Town Council cannot be held liable for any injury caused by the use or misuse of tools or faulty equipment. The use of cleaning materials must not be stronger than those available on shop shelves; however, no chemicals can be mixed. No weed killers can be used in or around any Town council properties. High visibility vests or other appropriate clothing must be worn where appropriate.

Workwear and Accessories

1.8. Jewellery, necklaces, watches, and the like must not be worn where they compromise the safe working environment for the volunteer.

1.9. Trainers, open-toed shoes, heeled shoes, or sandals must not be worn if the safe working environment for the volunteer is compromised.

1.10. Long hair must be tied up if it is deemed that it could compromise health and safety requirements.

Health & Safety Policies

1.11. All work undertaken by volunteers shall have regard to the Health and Safety at Work etc. Act 1974 and all other Health and Safety Legislation.

Activity Updates

1.12. Volunteers wishing to provide the Town Council with an update on their activities can do so during the informal public participation session of any Town Council meeting.

Expenses

1.13. Out of pocket expenses will not be paid to any volunteer / group without prior permission being granted (receipts to be produced / claim form to be completed and submitted).

Work Schedule

1.14. Volunteers must inform the Town Council of the work they intend to undertake before commencement; this can be done in two ways: a) At the beginning of a Council meeting b) In writing to the Town Clerk In both instances, written approval must be received prior to the undertaking of any work / activities on Town property.

Volunteer Policy

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Document History

Adopted by Council – 8 January 2020

Reviewed and Adopted – 12 November 2025

1. Introduction

- 1.1 This Volunteer Policy applies to all individuals who undertake voluntary work or duties on behalf of, but not directly employed by, Gainsborough Town Council.
- 1.2 Gainsborough Town Council recognises the valuable contribution volunteers make to the community and is committed to ensuring that volunteering activities are carried out safely, fairly, and in accordance with current UK health and safety legislation and best practice.
- 1.3 This policy aims to ensure that:
 - Volunteers understand their roles and responsibilities.
 - All volunteering activities are conducted safely.
 - Gainsborough Town Council fulfils its duty of care to volunteers and the public.

2. Training

2.1. Training Requirements

Volunteers must receive adequate training to perform their duties safely and effectively; the nature and extent of the training will depend on:

- The specific job or activity being undertaken.
- The existing competence and experience of the volunteer.
- The level of supervision provided.
- The tools, materials, or equipment used.
- The training standard must be sufficient to ensure, so far as reasonably practicable, the health and safety of the volunteer and others who may be affected by their work.

2.2. Responsibility for Training

Responsibility for providing and documenting appropriate training rests with the individual or group leader authorised by Gainsborough Town Council to manage the activity.

2.3. Short-Term Volunteers

Volunteers working for only a few hours (e.g., during community events) must still be informed about:

- the nature and purpose of the task.
- relevant health and safety information; and
- supervision arrangements.

3. Equality and Diversity

- 3.1 Volunteers must be treated fairly and equally, in accordance with the Equality Act 2010, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
- 3.2 Gainsborough Town Council values diversity and encourages volunteering from all sections of the community.

4. Induction

4.1 All volunteers will receive an appropriate induction, which will include:

- An overview of the role and responsibilities.
- Health and safety information relevant to the activity.
- Information on what to do in case of a problem or emergency.
- An introduction to key staff or other volunteers.

4.2 Responsibility for delivering the induction lies with the authorised person supervising the volunteer activity.

5. Risk Assessment

5.1. Requirement

- Before any volunteer activity begins, a risk assessment must be carried out in accordance with the *Management of Health and Safety at Work Regulations 1999*. The assessment must:
 - Identify potential hazards.
 - Evaluate the level of risk.
 - Identify suitable control measures; and
 - Be recorded and reviewed as necessary.

5.2. Responsibility

- The authorised individual responsible for the activity must undertake or arrange the risk assessment. A copy must be provided to Gainsborough Town Council for their records.

5.3. Managing Significant Risks

- If an activity presents significant or unmanageable risks, Gainsborough Town Council may require the risks to be reduced, modified, or discontinued.

6. Insurance

Volunteers working at the request of and under the control of Gainsborough Town Council are covered by the Council's Public Liability and Employers' Liability insurance. This cover applies only to approved activities undertaken in accordance with this policy. Volunteers are not required to seek formal approval from the Gainsborough Town Council for each instance of ongoing, routine work once authorised.

7. Inspections and Safe Working Practices

7.1. Permitted Activities

- Volunteers may undertake low-risk activities such as:
 - Path maintenance
 - Weeding and planting
 - Litter picking or similar light duties

7.2. Personal Protective Equipment (PPE)

- Volunteers must wear suitable PPE, including sturdy footwear, gloves, and high-visibility clothing where necessary.

7.3. Pre-Work Inspection

- Before work commences, a visual inspection of the area must be completed to identify hazards such as litter, glass, or other detritus. Any hazards found must be removed or managed immediately. These inspections must be recorded.

7.4. Equipment Use

- Gainsborough Town Council is not liable for injuries arising from the misuse of tools or the use of faulty personal equipment. Volunteers must ensure all tools are in safe condition and fit for purpose.

7.5. COSHH Compliance

- Where cleaning materials or other hazardous substances are used, a COSHH assessment must be completed, and appropriate control measures implemented.

8. Workwear, Accessories and Personal Appearance

Examples of control measures:

- Jewellery, necklaces, watches, and similar accessories must not be worn if they increase the risk of harm whilst carrying out an activity.
- Trainers, open-toed shoes, high heels, or sandals are not permitted if they increase the risk of harm whilst carrying out an activity.

9. Health & Safety Compliance

All volunteer work must comply with:

- The *Health and Safety at Work etc. Act 1974*
- The *Management of Health and Safety at Work Regulations 1999*
- The *Control of Substances Hazardous to Health Regulations 2002 (COSHH)*
- Any other relevant legislation or Council Health and Safety policies.

Volunteers share responsibility for maintaining a safe working environment and must report any hazards, accidents, or near misses to the Town Clerk or authorised supervisor immediately.

10. Activity Updates

Volunteers are encouraged to share updates on their activities during the public participation session of any Gainsborough Town Council meeting. Alternatively, information can be provided to the Town Clerk which can then be relayed to the relevant Council Committee.

11. Expenses

Volunteers may claim pre-approved out-of-pocket expenses only with prior permission. Receipts must be provided, and a claim form completed and submitted for reimbursement.

12. Work Schedule and Approval

Before commencing any work on Gainsborough Town Council property, volunteers must inform the Council of their intended activities. Notification can be made:

- In writing to the Town Clerk or Operations Manager.
- Written approval must be obtained before any volunteer activity begins.

13. Monitoring and Review

This policy will be reviewed bi-annually or sooner if there are significant changes to legislation, Council activities, or volunteer arrangements.

PAPER C

2025 Valuation – FSS Engagement Plan

As required in the Funding Strategy Statement Guidance, the Fund has prepared an engagement plan below to ensure that all employers and key stakeholders are able to engage fully in the FSS consultation process.

When the draft results and draft FSS are sent to employers, the Actuary will also provide a video detailing information on both the results and FSS, to assist in understanding.

All employers will have the option to attend a 1 to 1 session with the Fund Actuary to discuss their results and any questions on the FSS.

Who the funds will consult with

The Fund will consult with the Pensions Committee, Pension Board and all employers as part of the 2025 Triennial Valuation Process. In addition, a copy of the FSS will be sent to the DFE (LGPSS.WORKINGGROUP4@education.gov.uk), as they have requested.

The draft FSS will be taken to the Committee and Pension Board on 23 October, and sent to all employers with their draft valuation results between 27 October and 7 November.

Employers will be reminded that they should consider if they are guarantor for any other employers and any impact on that underlying employer.

How long funds will allow for consultation responses

The consultation process will end on 19 December, allowing a minimum of 6 weeks for all employers.

Where responses should be sent

Responses should be sent to LGPSPensions@lincolnshire.gov.uk. This will be communicated in the emails sent to employers' strategic contacts, from the contacts information kept by the Fund administrator, WYPF.

How funds will communicate the outcome

Response to the consultation will be taken to the Pensions Committee and Pension Board on 22 January for comment and consideration. Any changes made following that will be sent to all employers.

Timeline

The timeline for the process is set out below:

- **23 October 2025:** The Pensions Committee and Pension Board will review initial valuation results and the draft FSS.
- **27 October to 7 November 2025:** Draft results will be sent to all employers, alongside the draft FSS to begin a consultation period of 6 weeks (to 19 December).

- **26 November (pm) and 1 December (am) 2025:** The Fund Actuary will host 1 to 1 sessions to enable all employers to discuss their results and the FSS, if required.
- **19 December 2025:** FSS Consultation period ends.
- **22 January 2026:** FSS Consultation responses reviewed by Pensions Committee and Pension Board, and any changes made notified to all employers.
- **6 February 2026:** Completion of employer rate discussions and all employer declarations accepting contribution rates received.
- **19 March 2026:** 2025 Valuation and FSS signed off at Pensions Committee.

Proposed Budget 2026 / 2027

06/11/2025

Code	EMPLOYEE COSTS	Actual Spend 2024/25	Revised Budget 2025/26	Net Expenditure to 03/11/25	Proposed Budget 2026/27	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
1000	Payroll	366,330	418,000	241,113	442,000	5.74	
1000/1	Gross Salary	297,727	317,000	181,429	340,000	7.26	x11 Members of staff
1000/2	Employer NI Contribution	27,603	40,000	22,468	42,000	5.00	as above
1000/3	Employer Pension Contribution	41,000	60,000	37,217	56,000	-6.67	26.6% (25/26 rate) - currently x8 Members of staff £20,000 in in earmarked reserves for 2025/26
1000/4	Agency Staff	0	1,000	0	4,000	300.00	Contingency
1010	Travel and Training	3,054	5,800	1,007	5,800	0.00	
1010/1	Staff Travel	54	700	317	700	0.00	Estimated staff travel costs
1010/2	Staff Training	3,000	5,000	690	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	0.00	For car business insurance for Ops Manager
1020	Workwear & ID	1,895	2,750	1,685	2,750	0.00	
1020/1	Staff Workwear	1,871	2,500	1,595	2,500	0.00	Workwear costs
1020/2	H & S / First Aid	23	200	73	200	0.00	
1020/3	Staff ID Badge	0	50	17	50	0.00	
1030	HR	4,451	3,985	2,240	4,300	7.90	
1030/1	Accountant - Payroll Services	1,183	1,505	753	1,600	6.31	Estimated annual charge
1030/2	HR Provider	996	1,200	687	1,700	41.67	Estimated annual charge
1030/3	Occupational Health	1,675	800	800	500	-37.50	Audio Assessments for grounds team
1030/4	Recruitment	597	480	0	500	4.17	Budget if needed
TOTAL EXPENDITURE		375,729	430,535	246,045	454,850	5.65	

PAPER D