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 Sheila Bibb
Councillor Richard Craig	Councillor Dennis Dannatt
Councillor Paul Hooton	Councillor Paul Key
Councillor Doug Owles	Councillor Kenneth Woolley
Councillor Caz Davies (sub)	Councillor Stephen Blogg (sub)

NOTICE IS HEREBY GIVEN and Members are summoned to attend a meeting of the Personnel Committee of the Council to be held on **Wednesday 14 January 2026** 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

PC26/038 Apologies for Absence

To note apologies for absence.

PC26/039 Declarations of Interest

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

PC26/040 Dispensation Requests

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

PC26/041 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, section 1 (2), and to resolve accordingly.

PC26/042 Minutes of the Previous Meeting

To receive and resolve to sign as a true and accurate record the minutes of the Personnel Committee meeting held on Wednesday 12 November 2025.
Paper A (pages 4 to 6)

PC26/043 Lincolnshire Pension Fund

To note the draft Lincolnshire Pension Fund 2025 valuation results and proposed contribution rates from 1 April 2026 and consider formally approving the

contribution rates (primary and secondary, where appropriate) for the next three years.
Paper B (pages 7 to 25)

PC26/044 HR Audit December 2025
To consider HR compliance report from the Council's HR adviser, any necessary actions, and note certification gained.
Paper C (pages 26 to 40)

PC26/045 Neonatal Care Leave Policy
To consider recommending the adoption of the Neonatal Care Leave Policy.to Full Council.
Paper D (pages 41 to 46)

PC26/046 Marshalls Cleaning Provision
To consider future cleaning provision at Marshalls Sports Ground.
Paper E (pages 47 to 49)

PC26/047 Caretaker Provision
To consider the future provision of caretaking services.
Exclusion of Public and Press recommended due to personal nature of discussion.
Paper F (pages 50 to 58)

PC26/048 Staff Sickness, Absence and Leave
To receive the sickness absence and holiday report and consider any necessary action.
Exclusion of Public and Press recommended due to personal nature of discussion.
Paper G (pages 59 to 61)

PC26/049 Annual Staff Appraisals
To consider the outcomes of the recent annual staff appraisals.
Exclusion of Public and Press recommended due to personal nature of discussion.
Paper H (pages 62 to 64) TO FOLLOW

PC26/050 Items for Notification
To receive any items for notification to be included on a future agenda (for information only)

i. Call-out Provision
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

PC26/051 Time and Date of Next Meeting

To note the next Personnel Committee meeting is scheduled for Wednesday 11 March 2026 at 6:30pm.

Rachel Allbones
Town Clerk
Richmond House
Gainsborough

Friday, 09 January 2026

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

Councillors Present: Councillor Sheila Bibb (Chair)

Councillor Nigel Bowler
Councillor Paul Hooton
Councillor Doug Owles
Councillor Kenneth Woolley (arrived at 6:35pm).
Councillor Dennis Dannatt
Councillor Paul Key
Councillor James Plastow

In Attendance:

Rachel Allbones	Town Clerk
Sean Alcock	Operations Manager

Also Present: Councillor Richard Thompson

PC26/027 Apologies for Absence
Apologies for absence were received Councillor R Craig.

PC26/028 Declarations of Interest
Councillor Plastow declared a personal interest in agenda item PC26/035.

PC26/029 Dispensation Requests
No dispensation requests were received.

PC26/030 Items for Exclusion of Public and Press
RESOLVED: to exclude the public and press from items PC26/034 and PC26/035 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC26/031 Minutes of the Previous Meeting (Paper A)
RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 8 October 2025 be approved as a as a true and accurate record and signed by the Chair.

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

PC26/032 Volunteer Policy Review (Paper B)

RESOLVED: to adopt updated Volunteer Policy.

Note: Councillor Woolley arrived at the meeting at 6:35pm.

PC26/033 2026 / 2027 Budget (Paper C)

RESOLVED: To **RECOMMEND TO FINANCE AND STRATGEY COMMITTEE** to approve the budget as set out in Paper C.

PC26/034 Probation Review (Paper D)

RESOLVED: That the Committee approves appointment as a permanent member of staff in the role of Grounds Maintenance Operative, effective from 13 November 2025, following successful completion of his probationary period.

Note: Councillor Plastow left the meeting at 6:47pm.

PC26/035 Staffing Issue (Paper E)

RESOLVED: To approve the recommendation in the Paper.

PC26/036 Items for Notification

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

i. Call-out Provision
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

PC26/037 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 14 January 2026 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

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 (LGPS.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).

- **27 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.

Small Scheduled Bodies

31 March 2025 valuation funding pool results schedule

Lincolnshire Pension Fund

Barnett Waddingham LLP

7 November 2025

Introduction

This schedule is provided to Lincolnshire County Council as administering authority to Lincolnshire Pension Fund (the Fund). It has been generated from our online employer results modelling tool **Illuminate Me**. It may be shared with employers who participate in the Small Scheduled Bodies (the Pool), provided it is done so in whole, but it does not constitute advice to them. The Fund is part of the Local Government Pension Scheme (LGPS).

The purpose of this document is to provide a summary of the preliminary results of the actuarial valuation as at 31 March 2025 in relation to the Pool's individual funding position along with proposed contribution rates. A full valuation report will follow by 31 March 2026, which will provide details of the valuation method, assumptions and results of the valuation.

The purpose of the valuation is to review the financial position of the Fund and to set appropriate contribution rates for each employer in the Fund for the period from 1 April 2026 to 31 March 2029 as required under Regulation 62 of the Local Government Pension Scheme Regulations 2013 (the Regulations) as amended. These contributions rates will be based on the membership and funding of the Pool.

Please note that member contributions are paid into the Fund at rates as set out in the Regulations.

We recommend that this report is read alongside the Fund's draft Funding Strategy Statement (FSS) where appropriate for the participating employer to further understand the results as set out in this schedule. The FSS will be available on request.

Compliance statement

This schedule is subject to and complies with Technical Actuarial Standard 100: General Actuarial Standards (TAS 100) as a component communication of the 31 March 2025 valuation. This schedule does not constitute advice to the participating employer. Barnett Waddingham LLP shall not accept liability should the schedule be relied upon by any third party or for any purpose other than that stated above.

Pool results

Contribution rates

The total contribution rates payable by employers consists of two elements, the primary rate and the secondary rate. The primary rate covers the cost of benefit accrual expressed as a percentage of pay. The secondary rate of an employer's contributions is any percentage or amount by which, in the actuary's opinion, contributions at the primary rate should, in the case of a Scheme employer, be increased or reduced by to reach the total rate payable reflecting any circumstances particular to that employer (for example, to recover a funding deficit identified or to manage any contribution rate changes).

The proposed minimum contribution rates for the three-year period from 1 April 2026 to 31 March 2029 are detailed below. These contribution rates have been provided to the administering authority and reviewed via **Illuminate ME**. Employers may pay further amounts at any time.

Contribution rate results	Previously certified	**Provisionally certified**		
Year ending	31 March 2026	31 March 2027	31 March 2028	31 March 2029
Total contributions	26.6%	**19.2%**	**19.2%**	**19.2%**
Consisting of:				
Primary rate (of pay p.a.)	26.6%	19.2%	19.2%	19.2%
Secondary rate (% of pay plus £ p.a.)	-	-	-	-

Assumptions

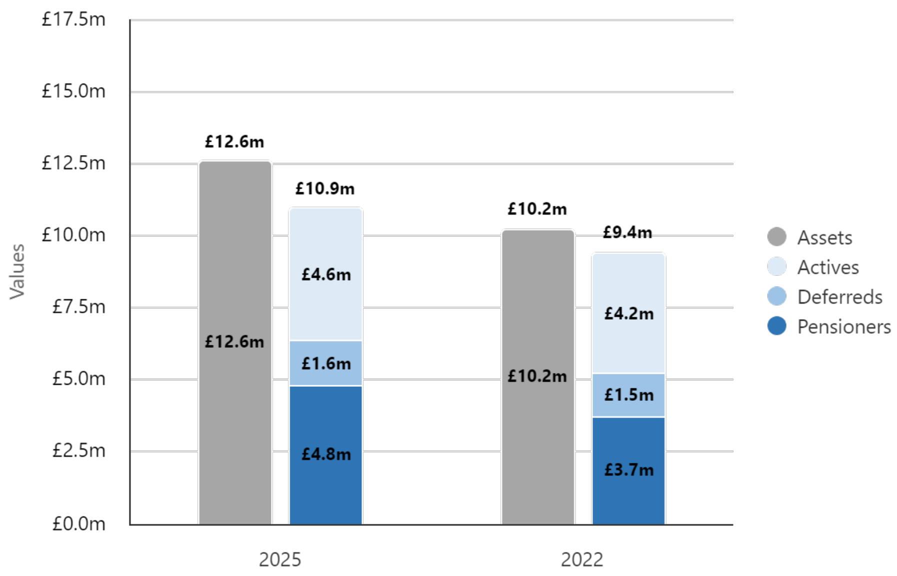
These rates have been calculated using the following assumptions:

- The employer is open to new members.
- Please refer to the Fund's Funding Strategy Statement for further information on the approach taken to setting contribution rates.

Funding position

Each participating employer, or group of similar employers, will likely have differing results to the Fund as a whole depending upon their own profile of membership within the Fund, and how this has changed in the inter-valuation period.

Using the proposed assumptions, the preliminary results as at 31 March 2025 for Gainsborough Town Council are set out in the chart below. We have included the funding position at 31 March 2022 for comparison.



The Pool has a funding surplus of £1.63m at 31 March 2025, equating to a funding level of 114.9%, compared to a funding surplus of £826k at 31 March 2022, equating to a funding level of 109%.

McCloud judgment

As part of the valuation, we have estimated the increase in liabilities for each employer as a result of the McCloud remedy. The increase in the liabilities is based on the McCloud underpin for eligible members as determined by the LGPS McCloud remedy regulations which became law on 1 October 2023. The liabilities calculated as part of the 2025 valuation, reflect that eligible members may receive a pension uplift at retirement if their benefits would have been higher had they continued to accrue service in the discontinued final salary scheme until 31 March 2022. The estimate is based on data provided by the Fund. Please note that this allowance will change from year to year as the impact on members will change from year to year. Information at whole fund level will be included in the final whole fund valuation report.

For more information, please contact the administering authority. Further information can be found on the LGPS member website here: https://www.lgpsmember.org/mccloud-remedy.

Risks

There are many factors that affect the Fund's funding position and could lead to the Fund's funding objectives not being met within the timescales expected. Some of the key risks that could have a material impact on the Fund are:

- Employer covenant risk
- Investment risk
- Inflation risk
- Mortality risk
- Member options risk
- Regulatory risk
- Climate risk

The sensitivity of the funding results to some of these risks is set out in the Fund's Funding Strategy Statement (FSS) and will be set out in the final valuation report which will be published by 31 March 2026. Please note that this is not an exhaustive list. Further information on these risks and more will be set out in greater detail in the FSS.

Gender Pensions Gap

The Gender Pensions Gap (GPG) is the differences in retirement income or retirement wealth for men and women. It is influenced by the gender pay gap, as well as other factors, principally working patterns.

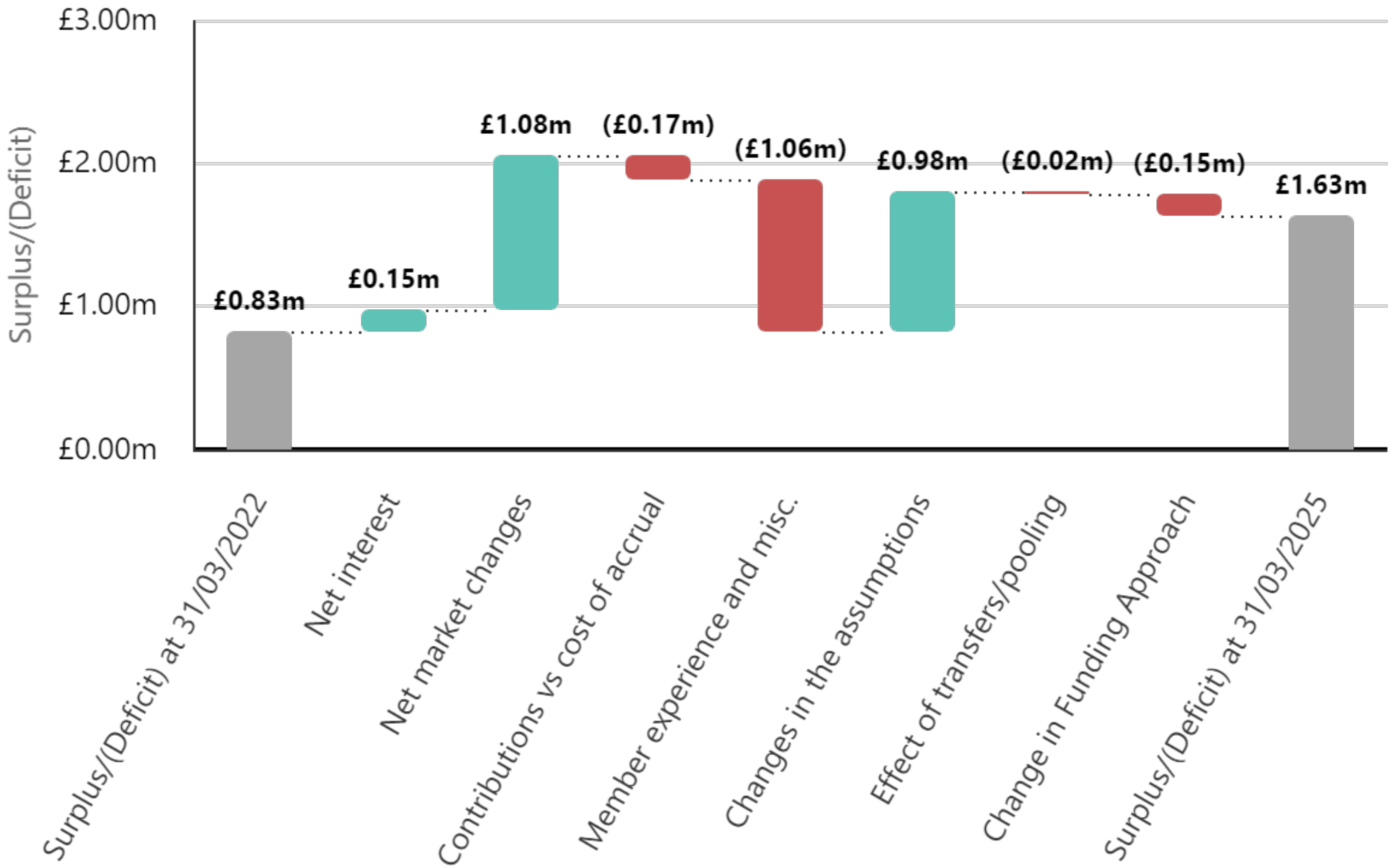
There has been increasing interest in the GPG in the LGPS in the last few years. In 2023, the Scheme Advisory Board (SAB) set up a working group made up of fund officers, consultants, actuaries, Ministry of Housing Communities and Local Government (MHCLG) and SAB representatives, to consider how this issue should be dealt with in the LGPS.

In the recent Access and Fairness consultation, it was proposed that LGPS funds report on their GPG and this information will be included in the final whole fund valuation report.

If you would like more information on the Gender Pensions Gap and the additional services Barnett Waddingham can provide, please get in touch using the contact information at the end of this report.

Funding position reconciliation

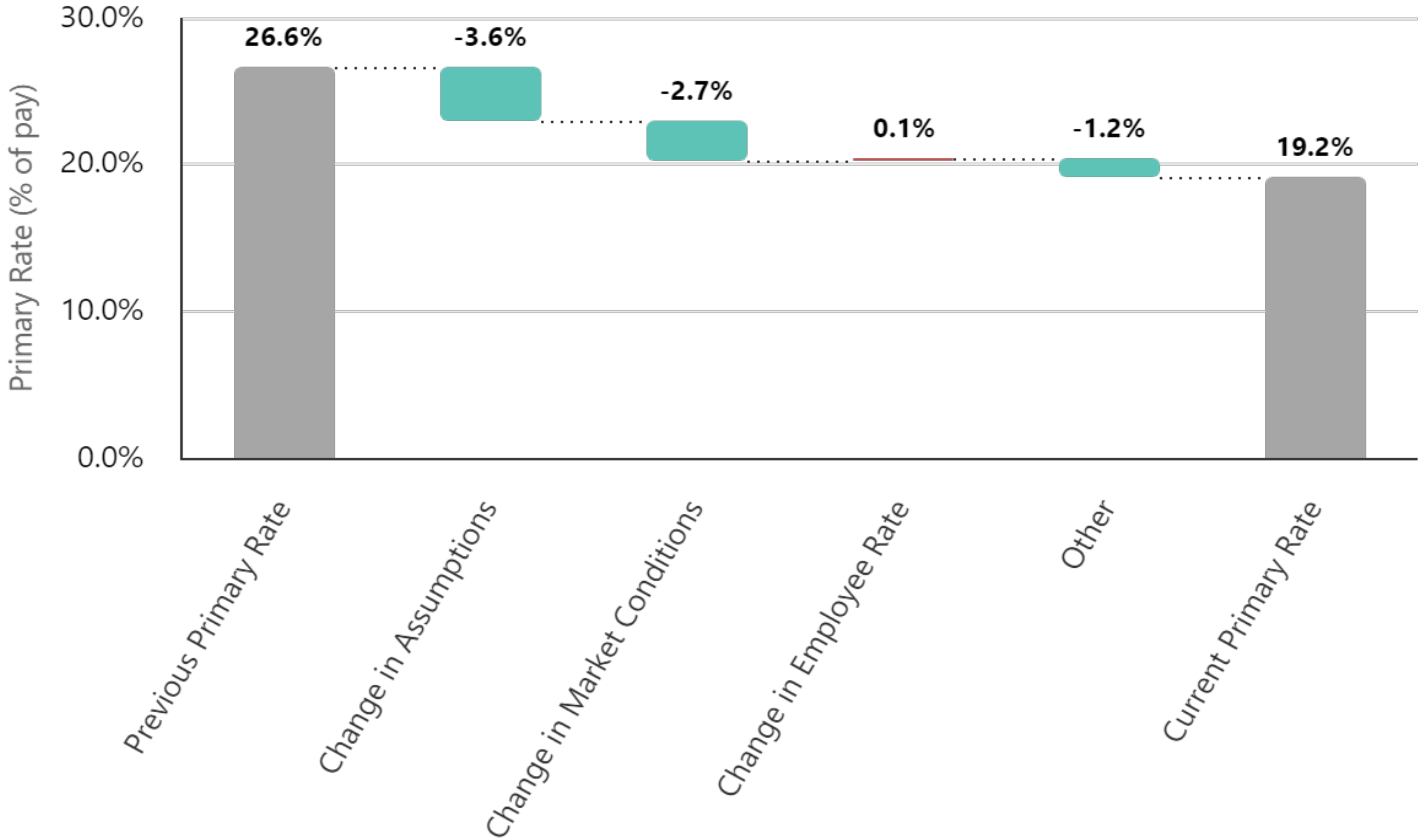
The table below shows a breakdown of the change in the funding position of the Pool since the previous valuation.



More details of each change are in Appendix 3. The member experience and misc. category in the above table includes the effect of inflation experience between 2022 and 2025. This has resulted in a significant increase in liabilities (and reduction in funding level) for pools, given the pension increases were 10.1%, 6.7% and 1.7% p.a. for 2023, 2024 and 2025 respectively.

Primary rate reconciliation

The table below shows a breakdown of the change in the Pool's primary (i.e. future service) rate from the previous valuation. An explanation of each change is given in Appendix 3.



Next steps

The agreed contributions payable by the Pool will be set out in the Rates and Adjustments Certificate issued alongside the actuarial valuation report by 31 March 2026. The administering authority is happy to discuss the proposed rates with the Employer.

Employer agreement

Please confirm that you accept the contribution rates, as set out on page 3 of this report, by signing below:

Name: ______________________________ **Signature:** ______________________________

Appendix 1 Information and methods

Membership data

The membership data provided for the Pool is summarised below and this is what the results are based on. Checks have been applied to the data for reasonableness, but employers should let the Fund know if this does not look in line with their expectations of the existing membership profile. If there are any material changes to the data then the figures in this report may need to be reissued.

	31 March 2025			31 March 2022		
	Current Number	Salary/Pension	Average Age	Current Number	Salary/Pension	Average Age
Active	93	£2.28m	51.0	92	£1.74m	53.0
Deferred (inc. Undecided)	55	£0.14m	51.0	50	£0.09m	49.0
Pensioner and Dependant	101	£0.31m	70.0	81	£0.22m	69.0

Valuation of liabilities

Using the valuation assumptions shown below, we estimate the future cashflows which will be made to and from the Fund throughout the future lifetime of existing active members, deferred pensioner members, pensioners and their dependants. We use these to calculate the amount of money which if invested now, would be sufficient together with the assumed growth in the assets to make those payments in future. This amount is called the present value of members' benefits and separate calculations are made in respect of service up to the valuation date (past service), and for service after (future service).

We compare the value of existing assets with the value of past service benefits (allowing for future salary and pension increases). If there is an excess of assets over accrued liabilities then there is a surplus, otherwise, there is a deficit.

To calculate contribution rates we first calculate the value of future benefits. If an employer is open to new members, we will usually consider the value of benefits accruing in the first year. If an employer is closed to new members, then we will usually consider a longer term, for example, the value of benefits accruing in the remaining working lifetime of the members. The value of these benefits is then expressed as a percentage of payroll over the same period, having first deducted the projected contributions to be paid by the members.

If there is a deficit, additional contributions are required to be paid by employers over an agreed period, either as a percentage of payroll, or as monetary amounts.

If there is a surplus, an adjustment may be made to the total contribution rate using a negative secondary rate. Any adjustment will be made as appropriate after consideration of any circumstances particular to the Pool.

More information on the valuation of liabilities and the rules around setting contribution rates is set out in the FSS.

McCloud

Regulations in respect of the McCloud and Sargeant judgments in respect of historical age discrimination came into force on 1 October 2023. Where available, we use the pay and service history included in the valuation data extracts to estimate the cost of the remedy. For relevant members, we compare the estimated value of the final salary benefits and CARE benefits accrued during the remedy period, using an assumption for future salary growth, to determine whether the final salary underpin is likely to apply.

Assets

Assets are calculated as a six-month smoothed market value straddling the valuation date. The purpose of smoothing the asset value is to help stabilise employer contributions and it means that contribution rates are not singularly dependent on the market value of assets and market conditions on one particular day.

Assets are not separately held for each employer. The Fund holds assets in respect of all of the employers in the Fund and each employer has a notional share of these assets. Each employer's own notional share is fully re-apportioned at the actuarial valuation by accumulating the assets from the previous valuation with respect to the Fund's investment return achieved over the period, and with allowance for cashflows paid in respect of employers and any other experience.

Appendix 2 Summary of the Fund results

Assumptions

In summary, we have adopted the following key assumptions at 31 March 2025 (with comparison to those adopted at the previous funding valuation).

Key assumptions		31 March 2025	31 March 2022
Discount rate		4.7% p.a	4.0% p.a
CPI inflation		2.7% p.a	2.9% p.a
Salary increases		3.7% p.a	3.9% p.a
Post-retirement mortality		Male / Female	Male / Female
	Member table and multiplier (males)	105% of S4PMA for males	130% of S3PMA for males
	Mortality table and multiplier (females)	110% of S4PFA for females	120% of S3PFA for females
	Projection model		
	Long-term rate of improvement	CMI_2024	CMI_2021
	Initial addition to improvements	1.5%	1.25%
	Half-life overlay	0.0%	0.0%
		1 year	n/a

For more information on the derivation of the different assumptions in the table above, please see the draft Funding Strategy Statement which is available on request.

Past service funding position (whole Fund)

Using these assumptions, the chart below sets out the preliminary valuation results for the whole Fund as at 31 March 2025 (with comparison to the whole fund results at 31 March 2022):

Comments on Fund results

We have the following comments on the Fund results:

- Changes in market conditions and financial assumptions has increased the Fund surplus by approximately £541m
- Payment of secondary contributions has increased the Fund surplus by approximately £17m
- Higher investment return than assumed has increased the surplus by approximately £29m
- Higher inflation than assumed has decreased the surplus by approximately £250m
- Higher salary increases than assumed has decreased the surplus by approximately £31m
- Changes in demographic assumptions has decreased the Fund surplus by approximately £54m
- The increase in Fund liability on the ongoing basis due to allowing for the McCloud ruling is £1m

Appendix 3 Explanation of reconciliation items

Funding level changes

Net market changes

This item affects both assets and liabilities. The contribution from the assets is the performance of the Fund compared to the assumption made at the previous valuation. The liabilities are valued based on market indicators and the assumptions automatically change over time (e.g. future expected inflation).

Contributions vs cost of accrual

This estimates the difference between contributions actually paid by employers and the cost of benefits built up by members over the last three years.

Member experience

This covers all member experience, including salary increases, members who have died compared to assumed etc. This item could be positive or negative for employers depending on experience.

Changes in assumptions

While the market-related part of the change in assumptions was covered in the Net market changes item, a number of other assumptions have updated. This includes changes to the financial assumptions, where we may have assumed different levels of asset returns in future compared to the previous valuation, and the mortality assumptions, where the tables and models used have been updated to reflect recent mortality experience.

Effect of transfers/pooling

This item reflects the impact of member transfers into or out of the employer's section of the Fund or if an employer's assets have been reallocated through a funding pooling process.

Change in funding approach

This item reflects any other changes in the employer's funding position (for example, if the employer's funding category has changed). More details for any particular employer are available on request.

Primary rate changes

Change in assumptions

As described in the Funding level changes section.

Change in market conditions

As described in the Funding level changes section under Net market changes.

Change in Employee rate

As the LGPS is a balance of cost scheme, members contribute at a certain rate of pensionable salary (depending on the salary band they fall within) and the employers pay the remainder of the calculated cost of benefits. This item measures the effect of the change in average member contribution rates on the employer's contribution rate (e.g. if the employer's employees average contribution rate reduced (as a percentage of pensionable salary), then all things equal, employers would have to contribute at a higher rate).

Other

This item reflects any other changes in the employer's primary rate. These could be in relation to changes in the membership structure, changes in funding policy, or pooling of future service costs. More details are available on request.

Supporting funds and employers across public service pension schemes

At Barnett Waddingham we help funds and employers understand their responsibilities within public sector pension arrangements. Whether you require accounting disclosures and support to engage with auditors on your pensions obligations or you are navigating regulatory change and workforce communications, we offer practical, expert-led support.

Find out how we help employers thrive in a complex pensions world.

For more information visit:

http://www.barnett-waddingham.co.uk/public-sector-consulting

or email us at:

publicsector@barnett-waddingham.co.uk

BARNETT WADDINGHAM
Part of HOWDEN

PAPER C

HEALTH & SAFETY | TRAINING | HR & EMPLOYMENT LAW | COMPLIANCE

Compliance Survey

Gainsborough Town Council

December 2025

StallardKane
www.stallardkane.co.uk
9 LORD STREET, GAINSBOROUGH DN21 2DD T 01427 678 660
GAINSBOROUGH | LONDON | MANCHESTER | BIRMINGHAM | HULL
one of the team

Executive Summary

This audit was undertaken at the company's site at Richmond House, Gainsborough, DN21 2RJ on 10/12/2025, in order to carry out a full review on the Company's current HR management system. This is in order to allow Stallard Kane to understand your current working practices and get a feel for how you have worked in the past and how you wish to operate moving forward.

The following list is a guide to some of the work required to improve current Human Resources standards. It is intended to be used as an action list to enable remedial work to take place and should be used in conjunction with the Compliance Survey. To reflect the relative importance, Action Levels are indicated against each item.

The HR Compliance Audit found that Gainsborough Town Council maintains a robust and largely compliant HR management system, achieving an overall compliance score of 100%. The audit identified strong adherence to employment legislation and best practice across recruitment, contracts, employee relations, sickness absence management, GDPR, health and safety, and legal pay requirements, with clear evidence of well-maintained documentation and effective processes in place. Overall, the organisation demonstrates a high standard of HR compliance and governance, with good practice embedded across its operations and no immediate remedial action required.

Should you require any further assistance, Stallard Kane Ltd will be happy to assist where necessary.

Stefan Atkinson
Human Resources Advisor

Action Levels

The action levels used in this report are for you to quickly gain an insight to the overall assessment and result of the audit.

For reference:

Immediate action required: Red

The colour Red is used to draw attention to an action that requires an immediate change to a practice or its implementation. There may also be a need for retrospective action. This will be outlined in the comments.

Breach of Company Policy and Procedure: Amber

The colour Yellow is used to show where action is required to correct a practice that is either inconsistent or absent. It is also used to make recommendations for improvements to the current management system.

Good Practice carried out noted: Green

The colour Green indicates the evidence of good practice. It is not meant to imply that no further improvements might be made.

Stallard Kane Ltd – HR Compliance Audit

Name of Client: Gainsborough Town Council	**Name of Auditor:** Stefan Atkinson	**Number of Employees:** 10	**Date of Audit:** 10/12/2025
Name of person seen: Rachel Allbones	**Marking Guide:** • N/A - Not Applicable • 0 - Non-Compliant • 1 - Not Fully Compliant • 2 - Compliant		

Section	Remarks	Advice/Actions	Mark
General			
Do you have any employees under the age of 18?	No, the Company currently do not employ anyone under the age of 18.	No further action required at present.	N/A
Does the Company have any employees with a long-term health condition or disability?	Yes, the Company have disabled employees, and they have considered reasonable adjustments to assist the individual.	Continue with good practice.	2
Does the Company have any expectant mothers at present?	No, currently the Company does not have any expectant mothers.	No further action required at present.	N/A
Does the Company utilise sub-contractors / self-employed individuals for any of their works?	Yes, the Company uses sub-contractors and are aware of the factors that can influence employment status and the accrual of employment rights.	Although the Company has measures in place for each individual, there are only two bodies can decide the employment status of an individual, be it employee, worker or self-employed, those being an employment tribunal or HMRC.	2
Does the Company engage agency workers?	No, the Company does not utilise agency workers.	No further action required at present.	N/A

HR Documentation			
Does the Company have an existing HR Manual or HR policies that need reviewing?	Yes	for information only	N/A
Does the Company have an existing Employee Handbook that we can access and review?	Yes	for information only	N/A
Do employees have contracts of employment in place and, are these up to date with current employment law legislation?	Yes, contracts of employment are in place and are up to date.	Stallard Kane will still provide new template contracts of employment as part of our service to you.	2
Recruitment			
Does the Company use an Application Form when recruiting new employees, and does this enquire of protected characteristics?	The Company uses an Application Form which does not request information of protected characteristics.	Continue with good practice.	2
Does the Company use an Interview Assessment Form when interviewing potential candidates?	The Company uses an Interview Assessment Form.	Continue with good practice.	2
Does the Company request references from prospective employees?	Yes, the Company seeks references from past employers for prospective employees.	Continue with good practice.	2
Is induction training given to new starters and does the Company use an Induction Training Record to record the details?	The Company provides induction training to new employees and records this on an Induction Training Record.	Continue with good practice.	2

Recruitment			
Are employees issued a Contract of Employment on their first day of work?	Yes, the Company issues Contracts of Employment on the first day of work.	Continue with good practice.	2
Does the Company ask employees to complete a Medical Questionnaire on their first day of employment?	The Company has employees complete Medical Questionnaires on their first day of employment.	Continue with good practice.	2
Does the Company reissue Medical Questionnaires regularly?	Yes, the Company reissues Medical Questionnaires annually with the appraisal.	Continue with good practice.	2
Does the Company check all employees have the legal right to work in UK and is correct evidence taken?	The Company checks all employees have the legal right to work in the UK and take copies of correct evidence.	Continue with good practice.	2
Does the Company have employees working more than 48 hours per week and if so, have they signed an opt out agreement, separate to the contract of employment?	The Company does not have employees that work more than 48 hours per week on regular basis.	No further action required at present.	N/A
Training			
Are there any skill gaps within your workforce?	The Company does not currently require any training support.	SK's Training Team can provide support with all areas of training, including E-Learning should this be required.	N/A
Do the Company have any employees who are Mental Health First aid trained?	Yes	This is a good practice to be maintained.	2

Employee Relations			
Does the Company conduct regular appraisals with employees?	The Company carries out regular appraisals with employees and documents these discussions.	Continue with good practice.	2
Does the Company have informal discussions with employees throughout the year?	Yes, as and when required.	Continue with good practice.	2
Does the Company offer employees any employment benefits?	The Company does not presently offer any employee benefits.	N/A	N/A
Are there any ongoing disciplinary, grievance, or capability matters at present?	No, recently resolved.	N/A	N/A
GDPR			
Are personnel files kept securely, in line with GDPR requirements?	Personnel files are stored securely and access restricted to authorised individuals only.	Continue with good practice.	2
Does the Company have GDPR Policies in place and conduct regular reviews of personnel information to ensure compliance with GDPR requirements?	The Company are aware of the legislation and has appropriate processes in place.	Continue with good practice.	2
Does the Company have CCTV on its premises and does it have a CCTV Policy in place?	There is no CCTV in operation on site that is their own.	No further action required at present.	N/A

Sickness and Absence			
Does the Company record the dates and reasons given for employees' absences from work?	The Company has a system in place that accurately records the dates and reasons for absences.	Continue with good practice.	2
Do employees complete a Self-Certification Form following a period of absence?	Yes, the Company requires employees to complete a Self-Certification Form upon their return to work	Continue with good practice.	2
Does the Company complete and document return-to-work interviews with employees?	The Company completes return-to-work interviews and documents these.	Continue with good practice.	2
Do you have any employees on long-term sick leave?	The Company does not have anyone on long-term sick leave.	The Company should consult with their HR Advisor should any instances of long-term sick leave arise to carefully manage the issue.	N/A
Is the Company aware of the support Occupational Health may need to play in the management of employees with long-term health needs and sickness absence?	The Company is aware of the support needed by Occupational Health in managing employees with long-term medical conditions and/ or managing sickness absence. The Company seeks support from the SK Risk Solutions Team.	The Company should consult with their HR advisor for advice as to when SK Risk Solutions Team support is needed to manage an issue.	2

Leavers			
How many people have left the business in the last 12 months?	3 leavers.	N/A	N/A
Does the Company conduct exit interviews when an employee leaves the business?	The Company conducts exit interviews with employees, and these are documented on an Exit Interview Form.	Continue with good practice. The Company should consult their HR advisor if any issues are raised.	2

Legal Requirements			
Does the Company pay all employees the National Minimum Wage (NMW) and National Living Wage (NLW) rates?	Yes, the Company pay in line with NMW and NLW.	The Company should continue to review NMW and NLW rates and ensure employees are paid these rates as a minimum.	2
Does the Company pay frequent overtime, commission or bonuses and if so, is this included in the calculation of holiday pay?	The Company does not have employees receiving regular paid overtime, bonuses or commission.	No further action required at present.	N/A
Is the organization aware of updates to employment law legislation that have occurred within the last year?	Yes, the company is aware of all legislation updates that have occurred in the last year and any items that are upcoming were discussed at the time of the audit.	No further actions are required.	2

Safety Management			
Does the Company have Health and Safety support in place?	Yes, the Company is supported in house.	No further action required.	2
Does the Company have a Safety Policy in place?	Yes	Continue with good practice.	2
Does the Company have First Aiders on site and are their certificates in date?	The Company has First Aiders on site and their certificates are in date.	Continue with good practice.	2
Are all employees issued with the relevant Personal Protective Equipment (PPE) and do they sign for receipt of this?	Yes, all employees have received PPE and it has been signed for.	Continue with good practice.	2

Safety Management			
Does the Company have employees working regular night shifts and if so, do they have annual health assessments?	The Company does not have night workers.	No further action required at present.	N/A

Company Vehicles			
Does the Company check Driving Licences of employees driving in the course of their employment and are these reviewed regularly?	The Company has employees who drive in the course of their employment. Their Driving Licences are checked and reviewed regularly.	Good practice, to be continued.	2
Do Company vehicles have trackers and if so, is there a Vehicle Tracking Policy in place?	The Company does not have any trackers on its vehicles.	No further action required at present.	N/A

Employee Files	Yes	No	N/A	Comments
Application Form	✓			
Interview Assessment Form	✓			
Evidence of the right to work in UK	✓			
Contracts of Employment	✓			
Job Descriptions	✓			
Induction Check List	✓			
Evidence of Handbook issue	✓			
Health Questionnaire & evidence of re issuing	✓			
Driving Licence Checks	✓			
Appraisals	✓			
Return to Work Forms			✓	
Self Cert Forms			✓	
Opt Out Form			✓	
Fit Notes			✓	
PPE signed for	✓			

Compliance Survey Score	
Possible:	58

Employee Files		Yes	No	N/A	Comments
Actual:	58				
Percentage:	100%				

Stallard Kane

Employment Law

Certificate of Achievement

Gainsborough Town Council

Has achieved

Gold Status

over

95%

rating

Annual Compliance Survey

10/12/2025

9 LORD STREET, GAINSBOROUGH DN21 2DD T 01427 678 660
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one of the team

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HEALTH & SAFETY | TRAINING | HR & EMPLOYMENT LAW | COMPLIANCE

HEALTH & SAFETY | TRAINING | HR & EMPLOYMENT LAW | COMPLIANCE

This is to certify that

Gainsborough Town Council

have engaged the services of Stallard Kane Ltd

to ensure compliance with Employment Law Practices and Procedures

Registration Date December 2025

Renewal Date December 2026

StallardKane

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PAPER D

Neonatal Care Leave Policy

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Document History
Adopted by Council – February 2026
Reviewed & Adopted –

1. About this policy

1.1 The purpose of this policy is to set out the arrangements for neonatal care leave, which is intended to help employees whose baby requires specialist neonatal care after birth.

2. Who does this policy apply to?

2.1 This policy applies to employees only. It does not apply to agency workers, consultants, self-employed contractors, volunteers or interns.

3. Neonatal care

3.1 **Neonatal care** is medical care of a child that starts within 28 days of birth. This covers any hospital treatment, including treatment in a special care baby unit (SCBU), local neonatal unit (LNU) or neonatal intensive care unit (NICU), as well as treatment in a maternity home, clinic or hospital outpatient department. It also includes ongoing monitoring and home visits from healthcare professionals directed by a consultant and arranged by the hospital where the child was an inpatient. It can include palliative or end of life care.

4. Entitlement to neonatal care leave

4.1 Neonatal care leave (NCL) is available once a child has received neonatal care for an uninterrupted period of seven days, not counting the day on which the neonatal care starts. Each uninterrupted week of neonatal care is a **qualifying week**. Part weeks are not included.

4.2 In adoption cases, a qualifying week only includes time spent in neonatal care after the date the child was placed with you or, for adoption from overseas, after the date the child entered the UK.

4.3 You are entitled to one week of NCL for each qualifying week of neonatal care, up to a maximum of 12 weeks.

5. Eligibility for neonatal care leave

5.1 You may be eligible for neonatal care leave if you are:

a) The child's parent;

b) Their intended parent under a surrogacy arrangement;

c) Their adopter or prospective adopter via a UK adoption agency or an adoption from overseas;

d) The partner of any of the above at the date of birth or (in the case of adoptions) at the date of placement by a UK adoption agency or the date the child entered the UK if adopting from overseas;

and you have or expect to have responsibility for the child's upbringing (or, if you are the partner of the child's mother, the main responsibility apart from any responsibility of the mother).

6. Taking neonatal care leave

6.1 NCL cannot be taken during the **waiting period** which is the first week of neonatal care. In many cases you may already be on maternity, paternity, adoption, or shared parental leave during the waiting period. If not, please talk to your manager if you need time off, which may be available as paid holiday or unpaid time off for dependents (see our Time Off for Dependents Policy).

6.2 NCL can be taken any time after the waiting period, up to 68 weeks after the date of birth.

6.3 The rules for taking NCL depend on whether NCL is being taken in a Tier 1 period or a Tier 2 period. The rules are more flexible during a Tier 1 period.

6.4 The **Tier 1 period** starts after the waiting period and lasts until seven days after neonatal care has ended. If you want to start NCL during a Tier 1 period:

a) Please notify your manager on or before the day you want to start your NCL. If you are giving notice on the day, this should be before the time you are due to start work. If you have already started work, you will start NCL on the following day. You may be able to take the rest of the day off under our Time Off for Dependants Policy where necessary.

b) You must tell your manager the child's date of birth, the date neonatal care started and, if it has ended, the date it ended. You must give all the information required under paragraph 7 in writing within 28 days of the start of NCL.

c) You can take NCL in one continuous period or split into multiple periods of one or more whole weeks.

d) Where you intend to remain on NCL for more than one week, please notify your manager as soon as possible and in any case by the start of each subsequent week of NCL.

6.5 The **Tier 2 period** lasts from the end of the Tier 1 period until 68 weeks after the date of birth. If you want to start NCL during a Tier 2 period:

a) You must give 15 days' notice to take one week of NCL, or 28 days' notice to take two or more weeks of NCL.

b) The notice must be in writing and must contain the information set out at paragraph 7.

c) NCL must be taken as one continuous period of a whole number of weeks.

6.6 If your child is discharged from neonatal care, but neonatal care starts again within the first 28 days after birth for a further qualifying week or more, the Tier 1 period will resume until 7 days after neonatal care ends.

6.7 Where neonatal care is ongoing when you give the notice required by paragraph 6.4 or paragraph 66.5, please notify your line manager once the neonatal care ends. If your child starts to receive neonatal care again, please notify your line manager the start and end dates of the further period of neonatal care as soon as possible in each case.

7. Written information required

7.1 You must provide the following information in writing:

a) Your name.

b) Your child's date of birth.

c) In UK adoption cases, the date of placement, or in overseas adoption cases, the date your child entered Great Britain.

d) The start and end dates (if known) of any period(s) of neonatal care.

e) The date the period of NCL started or will start.

f) The number of weeks of NCL you intend to take or have taken.

g) A declaration that the purpose of the NCL is to care for your child.

8. Cancelling NCL in the Tier 2 period

8.1 You can cancel any future weeks of NCL or return early from NCL by telling us at least one week in advance. Shorter notice may be accepted if your manager agrees. However, you cannot return to work part-way through a week of NCL, as it must be taken in whole weeks.

9. Neonatal care pay

9.1 You may qualify for statutory neonatal care pay (SNCP) during NCL if your average earnings are not less than the lower earnings limit set by the government each tax year, and you have at least 26 weeks' continuous employment by the end of the **relevant week**, which is:

a) the 15th week before the expected week of childbirth (in birth and surrogacy cases);

b) the week in which the adoption agency or local authority notified you of a match (in UK adoption cases); or

c) the week before the neonatal care starts (in any other case).

You will already meet these criteria if you have qualified for statutory maternity pay (SMP), statutory paternity pay (SPP), statutory adoption pay (SAP) or Statutory Shared Parental Pay (ShPP).

9.2 SNCP is only payable in respect of whole weeks of NCL, at the same rate as statutory paternity pay. The rate is set by the government each tax year.

10. Interaction with other family leave

10.1 Taking NCL does not affect your entitlement to other family leave and pay, such as maternity leave and pay (see our Maternity Leave Policy), adoption leave and pay, (see our Adoption Leave Policy), paternity leave and pay (see our Paternity Leave Policy), shared parental leave and pay (see our Shared Parental Leave Policy) or parental leave (see our Parental Leave Policy).

10.2 If you are taking maternity, adoption, paternity, parental or shared parental leave at the time your child starts neonatal care, you can take your NCL after that leave ends. You must give the relevant period of notice and written information set out above.

10.3 If your NCL is interrupted by the start of another pre-booked period of statutory family leave (such as paternity leave, parental leave or shared parental leave) then the interrupted NCL period will resume straight away after the other leave, provided you are still in the Tier 1 period (that is, if neonatal care is still ongoing or has ended within the last week). If you are now in a Tier 2 period (that is, the neonatal care ended more than a week ago) the remainder of the interrupted NCL must be added onto any further period of NCL that you are intending to take.

10.4 Alternatively, if we agree, you may delay the start of the other leave until immediately after the end of your NCL.

10.5 When booking a period of NCL in the Tier 2 period you must ensure it will not be interrupted by the start of another period of family leave that you have booked.

10.6 For information about time off and other support for neonatal loss, please see our Parental Bereavement Leave Policy.

PAPER E

Officer Report to the Personnel Committee
Report Author: Rachel Allbones
Report Date: 9 January 2026

Gainsborough TOWN COUNCIL

Subject: Marshalls Cleaning Provision

1. Summary

To consider the future cleaning provision at Marshalls Sports Ground following the departure of the Council's Cleaning Operative and the introduction of an interim external cleaning service.

2. Background

Gainsborough Town Council leased Marshalls Sports Ground from West Lindsey District Council on 14 January 2011, with cleaning provision originally provided by ISS.

On 9 March 2015, sole management of the contract was transferred to the Town Council, which constituted a TUPE transfer.

The Council's Cleaning Operative left employment on 15 November 2025. The post was contracted for 8 hours per week, worked on Monday, Wednesday and Friday mornings.

From 17 November 2025, the Council engaged Office Maid to undertake cleaning duties at Marshalls on an interim basis. The service consists of two operatives attending twice per week for two hours each, on Monday and Thursday mornings.

The current arrangement with Office Maid has proved to be highly flexible, with the Operations Manager able to request that operatives focus on specific areas of cleaning as required, depending on operational needs and usage of the facility.

3. Financial Implications

The former Cleaning Operative was employed on SCP 4 at £13.05 per hour, equating to approximately £104.40 per week, excluding employer on-costs such as National Insurance and pension contributions.

Office Maid charge £156.60 per week and provide all cleaning materials and consumables. There are no additional employment-related on-costs to the Council.

4. Options

Option 1 – Employee a Cleaning Operative

Recruit a new employee to undertake cleaning duties at Marshalls, re-establishing an in-house provision. This option would include employment responsibilities and associated on-costs.

Advantages

- Direct control over staffing, hours, and cleaning standards.
- Greater flexibility to adjust duties in response to events, bookings, or additional requirements.
- Improved continuity and familiarity with the site.
- Supports local employment and maintains an in-house service.

Disadvantages

- Higher overall cost once employer on-costs (National Insurance, pension contributions, holiday pay, and sickness cover) are included.

- Management time required for recruitment, training, supervision, and performance management.
- Requirement to provide cleaning materials, equipment, and personal protective equipment.
- Reduced resilience during periods of absence, requiring alternative cover arrangements.

Option 2 – Continue to current arrangement with Office Maid
Maintain the existing external cleaning arrangement. There is currently no formal contract in place, and the service can be cancelled at any time.

Advantages

- Lower weekly cost compared to employing a member of staff.
- No employer liabilities or on-costs for the Council.
- Cleaning materials and consumables are provided by the contractor.
- Built-in resilience, as cover for sickness or absence is the responsibility of the contractor.
- Flexible arrangement with the ability to cancel at any time.

Disadvantages

- Potentially less direct control over individual operatives and cleaning methods.
- Reliance on an external provider, which may affect continuity.
- Current arrangement is informal and not secured by a contract.
- Limited ability to reallocate duties beyond the agreed cleaning specification.

5. Recommendation

That the Personnel Committee considers the options presented and determines whether to proceed with the recruitment of a Cleaning Operative or to continue with the current external cleaning arrangement at Marshalls Sports Ground.

PAPER F

PAPER G

PAPER H