

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 Sheila Bibb

Councillor Nigel Bowler

Councillor Dennis Dannatt

Councillor Paul Key

Councillor Kenneth Woolley

Councillor Caz Davies (sub)

Councillor Stephen Blogg

Councillor Richard Craig

Councillor Paul Hooton

Councillor Doug Owles

Councillor Richard Thompson (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 11 March 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

PC26/067 Apologies for Absence

To note apologies for absence.

PC26/068 Declarations of Interest

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

PC26/069 Dispensation Requests

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

PC26/070 Items for Exclusion of Public and Press

To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960, section 1 (2), and to resolve accordingly.

PC26/071 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 11 February 2026.

Paper A (pages 3 to 7)

PC26/072 Equality and Diversity Policy Review

To review and adopt updated Equality and Diversity Policy.

Paper B (pages 8 to 13)

PC26/073 Caretaker Recruitment

To consider proposed recruitment pack for Caretaker positions.

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

Paper C (pages 14 to 39)

PC26/074 Items for Notification

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

- i. Data Protection Policy for HR-related Data – May 2026
- ii. Staff Handbook Review
- iii. Call-out Provision
- iv. Shared Parental Leave Policy Review
- v. Adoption Leave Policy Review
- vi. Parental Bereavement Policy Review
- vii. Child and Vulnerable Adult Welfare and Safeguarding Policy Review
- viii. No Smoking Policy Review
- ix. Mobile Phone Policy Review

PC26/075 Time and Date of Next Meeting

To note the next Personnel Committee meeting is scheduled for Wednesday 13 May 2026 at 6:30pm.

Rachel Allbones
Town Clerk
Richmond House
Gainsborough

Friday, 06 March 2026

PAPER A

Gainsborough Town Council

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DRAFT PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 11 February 2026** 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 Paul Hooton

Councillor Doug Owles

Councillor Richard Thompson (sub)

Councillor Nigel Bowler

Councillor Paul Key

Councillor Kenneth Woolley

In Attendance:

Rachel Allbones

Sean Alcock

Town Clerk

Operations Manager

PC26/052 Apologies for Absence

Apologies for absence were received from Councillors S Blogg, D Dannatt.

PC26/053 Declarations of Interest

No declarations of interest were made.

PC26/054 Dispensation Requests

No dispensation requests were received.

PC26/055 Items for Exclusion of Public and Press

RESOLVED: To exclude the public and press from items PC26/063 and PC26/064 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC26/056 Minutes of the Previous Meeting (Paper A)

RESOLVED: That the minutes of the Personnel Committee meeting held on Wednesday 14 January 2026 be approved as a as a true and accurate record and signed by the Chair.

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

RESOLVED: Under Standing Order 10.1f the order of business was changed to take item PC26/064 next.

PC26/064 Personnel Matter (Paper I)

RESOLVED: To approve request as per page 14.

Note: Councillor Key voted against the above resolution.

Note: Councillor Woolley left the meeting at 6:53pm.

PC26/057 Sickness Absence Policy Review (Paper B)

RESOLVED: To adopt the reviewed Sickness Absence Policy with the inclusion of "or voluntary" in point 4 below.

During periods of sickness absence, employees must not undertake paid or voluntary work for another employer or for any business established by the employee without prior written permission.

Note: Councillor Key voted against the above resolution.

PC26/058 Whistleblowing and Confidential Reporting Policy Review (Paper C)

RESOLVED: To adopt the reviewed Whistleblowing and Confidential Reporting Policy.

PC26/059 Expenses Policy Review (Paper D)

RESOLVED: To adopt the reviewed Expenses Policy.

PC26/060 Dignity at Work Policy Review (Paper E)

RESOLVED: To adopt the reviewed Dignity at Work Policy.

PC26/061 Pension Discretions Policy Review (Paper F)

RESOLVED: To adopt the reviewed Pension Discretions Policy.

PC26/062 Acting up / Additional Duties Policy (Paper G)

RESOLVED: To remove from the Council's policy portfolio the Acting Up / Additional Duties Policy.

PC26/063 Caretaker Provision (Paper H)

RESOLVED:

- i. To appoint two permanent Caretakers on individual contracts, with combined hours of up to 40 per week.
- ii. To prepare working hours arrangements, allowing for potential seasonal variations.
- iii. To prepare a recruitment pack, including a job description and person specification, for approval at the next meeting.
- iv. That the unbudgeted salary cost be earmarked at Year End.
- v. To investigate options for tracking work mobile phones to assist with lone working arrangements.
- vi. To continue with regular users acting as key holders. Options for upgrading the locking system to be referred to the Property and Services Committee.

PC26/065 Items for Notification

Initialled:

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

- i. Equality and Diversity Policy – March 2026
- ii. Data Protection Policy for HR-related Data – April 2026
- iii. Call-out Provision
- iv. Shared Parental Leave Policy Review
- v. Adoption Leave Policy Review
- vi. Parental Bereavement Policy Review
- vii. Child and Vulnerable Adult Welfare and Safeguarding Policy Review
- viii. No Smoking Policy Review
- ix. Mobile Phone Policy Review

PC26/066 Time and Date of Next Meeting

RESOLVED: To NOTE the next Personnel Committee meeting scheduled for Wednesday 11 March 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:50pm.

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

PAPER B

Equality and Diversity Policy

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Document History

Adopted by Council –
Reviewed & Adopted – 13 March 2024
Reviewed & Adopted – 31 March 2026

1. Our Commitment

- 1.1 The Council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.
- 1.2 This policy is intended to assist the Council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.
- 1.3 Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

2. The law

- 2.1 It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".
- 2.2 Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.
- 2.3 The Council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

3. Types of unlawful discrimination

- 3.1 Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.
- 3.2 In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.
- 3.3 Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.
- 3.4 Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

- 3.5 Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.
- 3.6 Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that ~~he/she has~~ they have a particular protected characteristic when ~~he/she does not~~ they don't, in fact, have that protected characteristic.
- 3.7 Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.
- 3.8 Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because ~~he/she~~ they made or supported a complaint or raised a grievance under the Equality Act 2010, or because ~~he/she is~~ they're suspected of doing so. However, an employee is not protected from victimisation if ~~he/she~~ they acted maliciously or made or supported an untrue complaint.
- 3.9 Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

4. Equal opportunities in employment

- 4.1 The Council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

4.2 Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

4.3 Working practices

The Council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the Council considers it has good reasons, unrelated to any protected characteristic, for doing so. The Council will comply with its obligations in relation to statutory requests for contract variations. The Council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

4.4 Equal opportunities monitoring

The Council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

- 4.5 The Council treats personal data collected for reviewing equality and diversity in accordance with the Data Protection Policy. Information about how data is used and the basis for processing is provided in the Council's Privacy Notices.

5. Dignity at work

- 5.1 The Council has a separate Dignity at Work Policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

6. People not employed by the Council

- 6.1 The Council will not discriminate unlawfully against those using or seeking to use the services provided by the Council.
- 6.2 You should report any bullying or harassment by suppliers, visitors or others to the Council who will take appropriate action.

7. Training

- 7.1 The Council will raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.
- 7.2 The Council will raise awareness of all staff engaged to work at the Council to help them understand their rights and responsibilities under the Dignity at Work Policy and what they can do to help create a working environment free of bullying and harassment. The Council will provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.

[We have carried out an assessment to assess the risk of different forms of harassment, including sexual harassment and third-party harassment, occurring in our workforce, including in [different roles [and departments]], the steps we could take to reduce those risks and which of those possible steps are reasonable. This risk assessment will be reviewed [regularly OR annually]. [The current assessment is available on the [Intranet]].

[We will take active steps to try to prevent third-party harassment of staff. If any third-party harassment of staff occurs, we will take steps to remedy any complaints and to prevent it happening again. Action may include warning the harasser about their behaviour, banning them from our premises, reporting any criminal acts to the police, and sharing information with other branches of the business.]

8. Your responsibilities

- 8.1 Every employee is required to assist the Council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the Council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.
- 8.2 Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the Council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

9. Grievances

- 9.1 If you consider that you may have been unlawfully discriminated against, you should use the Council's grievance procedure to make a complaint. If your complaint involves bullying

or harassment, the grievance procedure is modified as set out in the Dignity at Work Policy.

- 9.2 The Council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

10. Monitoring and review

- 10.1 This policy will be monitored periodically, but at least biennially by the Council to judge its effectiveness and will be updated in accordance with changes in the law. In particular, the Council will monitor the treatment and outcomes of any complaints of harassment, sexual harassment or victimisation we receive to ensure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved and workforce training is targeted where needed; the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups and will review its ~~Equal Opportunities~~ Equality and Diversity Policy in accordance with the results shown by the monitoring. If changes are required, the Council will implement them.
- 10.2 Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.
- 10.3 This is a non-contractual procedure which will be reviewed from time to time.

PAPER C