

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 10 JANUARY 2018

Present

Chairman: Cllr B. Larcombe

Members: Cllr J. Broom, Cllr D. Hallett, Cllr Mrs M. Ellis, Cllr S. Larcombe, Cllr J. Scowen, Cllr G. Turner

Officers: Mr M. Adamson-Drage (operations manager), Miss F. Heffernan (administrative assistant), Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

17/54/HR Public Forum

There were no members of the public present.

17/55/HR Apologies

Cllr O. Lovell
Cllr Mrs C. Reynolds
Cllr S. Williams

17/56/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 8 November 2017

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, the minutes of the meeting held on 8 November 2017 were **ADOPTED**.

17/57/HR Disclosable Pecuniary Interests

There were no disclosable pecuniary interests.

17/58/HR Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/59/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 8 November 2017

There were no matters arising.

17/60/HR Update Report

Members noted the report.

17/61/HR Contracts of Employment

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

Cllr G. Turner arrived at 7.01pm.

17/62/HR Postholder 209, Six-Month Probation Review

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom members agreed **RECOMMEND TO FULL COUNCIL** to approve postholder 209's continued employment and approve an increase of one spinal column point from 19 January 2018.

17/63/HR Postholder 207, Six-Month Probation

Proposed by Cllr Mrs M. Ellis and seconded by Cllr G. Turner agreed to **RECOMMEND TO FULL COUNCIL** to approve postholder 207's continued employment and approve an increase of one spinal column point, backdated to 10 October 2017.

17/64/HR Contracts of Employment

The town clerk said collective consultations with the trade union were nearing completion. He said there had been a delay as the union representatives had not been able to make some of the scheduled meetings.

The town clerk drew members' attention to the main issues the council was facing with the proposed new contracts and asked for guidance on negotiating positions. Cllr B. Larcombe called for a show of hands to confirm the level of support members gave to discussions continuing with the trade union, on the basis the town clerk had outlined in the following:

- A revised offer of leave entitlement
- To enter negotiations about buying-out additional and future entitlement of leave
- Negotiating parameters of how many years a buy-out would apply to
- To indicate to the trade union the council would re-examine pay of postholder 207

Cllr B. Larcombe said the effect of any potential changes to these or any other contract elements as a consequence of the discussion with the trade union would be brought back to the committee.

The town clerk reminded members of the importance of these discussions remaining confidential.

Cllr Mrs M. Ellis said if other members approached committee members to discuss these issues, they should be directed to the town clerk.

17/65/HR Local Government Pay 2018 and 2019

Members noted the report.

17/66/HR Health and Safety Committee

Cllr B. Larcombe asked why the scores from the health and safety audit were so low.

The operations manager said a lot of the areas which the council scored low in were easily fixable; some were things which had been actioned but were not recorded. He said the council had never undertaken a full health and safety audit, therefore there were a large number of issues identified, but he had begun to make changes.

The town clerk said although this would be a big piece of work, the council was committed to rectifying the issues as quickly as possible.

The operations manager asked if members were happy for health and safety issues to continue to be brought to the Human Resources committee.

Members discussed this and concluded the Health and Safety Committee would continue to report to the Human Resources Committee.

Proposed by Cllr B. Larcombe and seconded by Cllr S. Larcombe members agreed to **RECOMMEND TO FULL COUNCIL** to endorse the Health and Safety Committee's action plan.

17/67/HR Recruitment Timetable: Operations Supervisor, Seafront Attendant and Second Lengthsman

Second Lengthsman

Members discussed taking on a second lengthsman. It was suggested it may be a better idea to wait six months to see what additional services the town council may need to take on from Dorset County Council (DCC).

The operations manager said he was looking to train both lengthsman together, and wanted this to be undertaken before any additional services were taken on. In the meantime, he said there was plenty of work to undertake.

It was proposed by Cllr D. Hallett that the council does not take on a second lengthsman. This motion was not seconded.

It was proposed by Cllr J. Broom the council waits three months before taking on a second lengthsman. This motion was not seconded.

Cllr Mrs M. Ellis said now was a better time of year to recruit than in three months' time when there would be lots of seasonal jobs available and this may hinder the council's chances of recruiting the right person.

Cllr Mrs M. Ellis proposed members approve the job description and person specification for the posts of operations supervisor and seafront attendant, and approve the recruitment timetable for three new posts of operations supervisor, seafront attendant and lengthsman. This motion was not seconded.

Proposed by Cllr S. Larcombe and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to wait three months before recruiting another lengthsman.

Seafront Attendant

Members discussed the need for a seafront attendant and the tasks the postholder would be required to complete.

The operations manager said the seafront attendant would be expected to work 47 hours in the summer, 27 hours in the winter and 37 hours in the shoulder months. He said the postholder would work alternate hours to the cleansing operative so there would be someone on duty at all times.

The town clerk said the council had struggled to recruit a seasonal litter picker in 2017. If the council recruited a seafront attendant this would be instead of a seasonal litter picker.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the job description and person specification for the post of seafront attendant.

Operations Supervisor

The operations manager said he thought the council should recruit to this post as it would free up a lot of his time for the more strategic and operational tasks rather than having to spend time organising the low level and routine tasks.

Members discussed whether recruitment for this position would be internal or external. There was some concern that promoting internally could cause friction between staff.

The town clerk said another option could be to recruit a lengthsman/supervisor.

It was proposed by Cllr B. Larcombe to advertise for a lengthsman/supervisor. This motion was not seconded.

The town clerk suggested the operations manager, in consultation with the chairman of the committee, produced a job description and person specification for the post, which illustrated the distinction between the role of the operations manager, the new lengthsman/supervisor and the existing lengthsman role.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe members agreed to **RECOMMEND TO FULL COUNCIL** not to recruit an operations supervisor and instead of employing a second lengthsman, incorporate both roles into a lengthsman/supervisor post and to advertise this post both internally and externally.

17/67/HR Employee Handbook

Cllr B. Larcombe asked if officers could make it clearer where changes had been made when providing members with documents of this type, through tracked changes.

The meeting ended at 9.17pm.