

**LYME REGIS TOWN COUNCIL**  
**HUMAN RESOURCES COMMITTEE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 21 FEBRUARY 2018**

**Present**

**Chairman:** Cllr B. Larcombe

**Members:** Cllr J. Broom, Cllr D. Hallett, Cllr Mrs M. Ellis, Cllr S. Larcombe, Cllr Mrs C. Reynolds, Cllr S. Williams

**Officers:** Miss F. Heffernan (administrative assistant), Mr J. Wright (town clerk)

**Other members:** Cllr J. Scowen

**17/68/HR Public Forum**

There were no members of the public present.

**17/69/HR Apologies**

Cllr O. Lovell  
Cllr G. Turner – coastguard training

**17/70/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 10 January 2018**

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, the minutes of the meeting held on 10 January 2018 were **ADOPTED**.

**17/71/HR Disclosable Pecuniary Interests**

There were no disclosable pecuniary interests.

**17/72/HR Dispensations**

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

**17/73/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 10 January 2018**

Cllr B. Larcombe asked if actions had been taken since the health and safety audit.

The town clerk confirmed lots of points highlighted in the audit had already been rectified and the operations manager had the other issues in hand, including training. He said there was another health and safety committee meeting arranged for Thursday 1 March 2018 and a following audit arranged for November 2018.

**17/74/HR Update Report**

Members discussed the reasons for the office apprentice's resignation, this was considered in more detail under the relevant agenda item.

**17/75/HR Operations Manager, Six-Month Probation Review**

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.

**17/76/HR Operations Manager, Spinal Column Point Progression**

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.

**17/77/HR Deputy Town Clerk, Spinal Column Point Progression**

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.

**17/78/HR The Town Clerk's Annual Appraisal and Pay Scale Progression**

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.

**17/79/HR The Town Clerk's Objectives 2018-19**

Members discussed the town clerk's objectives and asked if it could be made clear who would be undertaking each objective.

The town clerk said he was happy to detail who would be responsible for completing each objective but made it clear he would be accountable for overseeing every objective as it was up to him to manage the office staff.

Cllr B. Larcombe requested the town clerk detail initial completion dates for town clerk's objectives in the future reports, so members could see when things had exceeded the target date.

The town clerk said he planned to meet with committee chairmen to collectively prioritise completion dates for his objectives and the other tasks and projects that were scheduled for completion in 2018-19. The town clerk said these objectives, tasks and projects would be allocated to the relevant committee for progress monitoring.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to accept the town clerk's objectives but with more refinement of respective dates to show if they have rolled over.

**17/80/HR Employees' Annual Spinal Column Point Progression and Pay Arrangements for Other Employees for 2018-19**

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.

**17/81/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.

**17/82/HR Backdated Payment for Non-Payment of Overtime**

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.

## **17/83/HR Apprentices**

Members discussed whether the council should recruit more apprentices as the external works' apprentice was coming to the end of his two-year contract and the office apprentice had handed in her notice.

Members asked the town clerk if the office apprentice had given a reason for her resignation.

The town clerk said she was hoping to go to university in September and had been offered a job with a higher rate of pay until then.

Members discussed whether the apprenticeship scheme should run continuously, or if the council should consider a different approach.

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to put the apprenticeship scheme on hold until a decision had been made about the Tourist Information Centre.

## **17/84/HR Exempt Business**

### **a) Operations Manager, Six-Month Probation Review**

Cllr B. Larcombe asked what training and development needs the town clerk felt would be of value to the operations manager, given the role was new to him.

The town clerk said he would discuss areas of development with the operations manager.

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to confirm the operations manager's continued employment with the council.

### **b) Operations Manager, Spinal Column Point Progression**

Members considered the operations manager's performance.

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the progression of the operations manager to spinal column point 34 from 1 April 2018.

### **c) Deputy Town Clerk, Spinal Column Point Progression**

Members considered the deputy town clerk's performance and asked for it to be recorded that the deputy town clerk was an asset to the council.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the progression of the deputy town clerk to spinal column point 39 from 1 April 2018.

**d) The Town Clerk's Annual Appraisal and Pay Scale Progression**

*The town clerk left the meeting at 8.02pm.*

Members considered the town clerk's performance over the year, objectives which had been met and areas for improvement.

Cllr Mrs M. Ellis said she was satisfied with the level of the town clerk's performance and all relevant points were included in the write up of his appraisal.

Members discussed an unresolved staffing issue and felt this needed to be addressed.

Proposed by Cllr C. Reynolds and seconded by Cllr J. Broom, members agreed to **RECOMMEND FULL COUNCIL** to approve the town clerk's progression to spinal column point 49.

*The town clerk returned to the meeting at 8.17pm.*

**e) Employees' Annual Spinal Point Column Progression**

The town clerk stated postholder 207 was currently on scp 20 and would progress to scp 21.

Cllr B. Larcombe asked for postholder names to be included alongside the post numbers in this kind of report.

The town clerk said he could do this, but historically this had not been favoured by some members of staff and there could be an adverse reaction to this request.

The town clerk said ahead of the appraisal system, the deputy town clerk and the operations manager had confirmed all staff who report to them should progress through their next spinal column point.

**f) Contracts of Employment**

The town clerk provided an update of the position reached with the negotiations and the areas which remained to be settled.

Members discussed the current position outlined and confirmed the negotiations should continue with the scope delegated.

The town clerk said he believed negotiations were coming to a close and he hoped to achieve an implementation date of 1 April 2018. He stressed that until this time, all discussions within this committee should be kept confidential so as not to undermine the negotiation process.

Cllr B. Larcombe told the committee the town clerk had made clear in this report any benefits the negotiations would have to himself, i.e. an additional two days leave.

Cllr D. Hallett asked why staff had not been provided with a copy of the Green Book.

The town clerk said the Green Book was a very large document which could be easily sourced online. He said employees could view a copy in the office.

The town clerk confirmed that amenities staff would be on zero hours' contracts.

Cllr B. Larcombe asked the town clerk if this was legal.

The town clerk stated the amenities staff met the requirements for zero-hours' contracts, i.e. they have no set hours, there is no mutual obligation from the council to provide hours for them and for them to accept work, the amenities staff could refuse work offered and they work the hours they choose.

The town clerk said he had taken advice from the council's human resources consultant on this matter who had confirmed zero hours' contracts were appropriate, but ultimately any decision on the contractual relationships was down to the council.

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** the following:

- To endorse the remuneration panel's recommendation to reassess the cleansing operative's spinal column point range to reflect enhanced pay, estimated at £4,900 per annum
- To endorse the remuneration panel's recommendation to back date payment to the cleansing operative's start date, 19 June 2017
- To recognise and endorse the benefit the town clerk gains from the employer's improved offer of annual leave, i.e. 27 days leave after five years' service

**g) Backdated Payment for Non-Payment of Overtime**

Members discussed the request from the trade union and claims from two employees for back-dated payment of the overtime rate, where the time worked was taken as TOIL at flat rate. The committee expressed support for the equal treatment of employees for overtime payment.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to approve backdated payments for non-payment of overtime for two years for postholders 104,105 and 106.

Cllr B. Larcombe suggested the committee should see monthly overtime payments and TOIL taken by employees.

The town clerk said he was happy to provide monthly financial information on the amount of overtime paid to employees.

*The meeting ended at 9.05pm.*