



John Wright
Town Clerk

Lyme Regis Town Council

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Human Resources Committee

Core Membership: Cllr B. Larcombe (chairman), Cllr S. Williams (vice-chairman), Cllr J. Broom, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr S. Larcombe, Cllr O. Lovell, Cllr Mrs C. Reynolds, Cllr G. Turner.

Notice is hereby given of a meeting of the Human Resources Committee to be held in the Guildhall, Bridge Street, Lyme Regis, on 18 July 2018 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
13.07.18

AGENDA

1. Public Forum

Twenty minutes will be made available for public comment and response in relation to items on this agenda

Individuals will be permitted a maximum of three minutes each to address the committee

2. Apologies

To receive and record any apologies and reasons for absence

3. Minutes

To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 6 June 2018 (attached)

4. Disclosable Pecuniary Interests

Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting and to do so would amount to a criminal offence. Similarly if you are or become aware of a disclosable pecuniary interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

5. Dispensations

To note the grant of dispensations made by the town clerk in relation to the business of this meeting.

6. Matters arising from the minutes of the previous Human Resources Committee meeting held on 6 June 2018

To update members on matters arising from the previous meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the previous meeting

7. Update Report

To update members on issues previously reported to this committee

8. Health and Safety Committee Minutes

To receive the minutes of the Health and Safety Committee meeting held on 14 May 2018

9. Local Council Award Scheme

To inform members about progress in achieving the Quality Gold Award of the Local Council Award Scheme, to propose deferring the date for attaining this award until 31 March 2020 and to agree the actions required to attain the award

10. Improving Productivity

To allow members to consider areas where productivity can be improved in the external works' team

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

15. Exempt Business

To move 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 in view of the likely disclosure of confidential matters about information relating to an individual, 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

a) Agenda item 10 – Improving Productivity

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 6 JUNE 2018

Present

Chairman: Cllr B. Larcombe

Members: Cllr J. Broom, Cllr D. Hallett, Cllr Mrs M. Ellis, Cllr S. Larcombe, Cllr O. Lovell, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

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

18/1/HR Election of Chairman and Vice-Chairman

The mayor, Cllr Mrs M. Ellis opened the meeting.

Cllr S. Williams nominated Cllr B. Larcombe as chairman of the Human Resources Committee, seconded by Cllr G. Turner.

Cllr Mrs C. Reynolds nominated Cllr Mrs M. Ellis as chairman of the Human Resources Committee, seconded by Cllr S. Larcombe.

Cllr B. Larcombe was duly **ELECTED** as chairman of the Human Resources Committee.

Cllr D. Hallett nominated Cllr S. Williams as vice-chairman of the Human Resources Committee, seconded by Cllr J. Broom.

There being no other nominations, Cllr S. Williams was duly **ELECTED** as vice-chairman of the Human Resources Committee.

18/2/HR Terms of Reference

The terms of reference were received.

18/3/HR Public Forum

There were no members of the public present.

18/4/HR Apologies

There were none.

18/5/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 G. Turner, the minutes of the meeting held on 24 April 2018 were **ADOPTED**.

18/6/HR Disclosable Pecuniary Interests

There were none.

18/7/HR Dispensations

There were none.

18/8/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 24 April 2018

Cllr S. Williams said he still had concerns about the arrangements for staff working during extreme weather. He said there used to be a clear system and felt the team should be in making key parts of the town safe, such as Hallett Court.

Cllr Mrs M. Ellis said this was a matter for the Town Management and Highways Committee.

Cllr S. Williams said he would like to see a report on the issue on a future Town Management and Highways agenda.

Cllr O. Lovell arrived at 7.08pm.

The town clerk said this issue had been discussed twice already and the position was unlikely to change; he or the deputy town clerk would look at each case individually, in conjunction with the mayor, and make a decision.

Cllr O. Lovell apologised for arriving late.

The town clerk informed members a report on the issue of productivity would be brought to this committee on the 18 July 2018. He said members should remember this issue should be kept strictly confidential.

18/9/HR Update Report

Members noted the report.

18/10/HR Human Resources' Annual Review

The town clerk said he believed it was good practice to start the year with a report like this, i.e. to outline Human Resources information and issues.

Members discussed the job title of the new supervisor/lengthsman.

Cllr Mrs M. Ellis said members had previously decided there was no need for both a second lengthsman and an assistant manager, therefore they decided to combine the two roles and this was reflected in the job title.

Cllr S. Williams said he was concerned the council, on average, was paying male employees more than female.

The town clerk said payroll costs had increased due to two new posts being created, existing employees moving through their pay scale, additional employer pension contributions and the annual pay increase.

Cllr J. Broom queried two of the main themes from the staff appraisals; workload distribution and training opportunities.

The town clerk said he believed workload distribution could be largely resolved with the individuals concerned. He said there wasn't an issue with training opportunities, staff just wanted to discuss what courses may be available to them.

Cllr D. Hallett said some of the external works' team were reluctant to undertake spraying work as they had been informed by a trainer they personally would be liable for any issues that occurred rather than the council.

Cllr B. Larcombe said the council had corporate liability insurance and therefore staff would be covered under this. He asked if the operations manager could inform the external works' team of this at their next briefing.

Cllr Mrs M. Ellis asked for the operations manager to go back to the training provider and ask exactly what staff were told.

Members discussed the reporting of time-off-in-lieu and whether more detail was needed, however, no further decision was made.

18/11/HR Draft Contracts

Members noted the report.

18/12/HR An Issue Arising out of the New Contract of Employment

Proposed by Cllr Mrs M. Ellis and seconded by Cllr O. Lovell 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.

18/13/HR Lengthsman Probation

Proposed by Cllr Mrs M. Ellis and seconded by Cllr O. Lovell 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.

18/14/HR Work experience

The town clerk clarified the operations manager would be monitoring the work experience placement. He suggested the town council should aim to have four work experience students each year.

18/15/HR An Issue Arising out of the New Contract of Employment

The town clerk said one member of staff had not signed their contract of employment.

Proposed by Cllr S. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to proceed with a meeting between the employee who has not signed their contract, a member of the Human Resources Committee and the deputy town clerk.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllr S. Larcombe attends the meeting with the employee who has not signed their contract, along with the deputy town clerk.

18/16/HR Lengthsman Probation

Cllr B. Larcombe asked if this new role had developed well.

The town clerk said the role had developed but there was still progress to be made. He said both the lengthsman and lengthsman/supervisor would undertake training in areas such as highway maintenance, drainage clearance and verge cutting.

Proposed by Cllr S. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the lengthsman's continued employment with the council.

Proposed by Cllr S. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve annual pay progression of one spinal column point for the lengthsman from April 2018.

The meeting closed at 8.39pm.

Committee: Human Resources

Date: 18 July 2018

Title: Matters arising from the minutes of the previous Human Resources Committee meeting held on 6 June 2018

Purpose of the Report

To update members on matters arising from the previous meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the previous meeting.

Recommendation

Members note the report

18/10/HR – Human Resources Annual Review

The operations manager approached the training provider 'Nomix', to ascertain what staff were told about spraying during their training session. The trainers would have told individuals they would be responsible for spraying in accordance with instruction given on the course and in accordance with local procedures, including signing the area and environment risk assessing. Issues of liability would not have been discussed.

The operations manager has assured the gardening team that individuals would not be held accountable provided they followed the guidance from their training course, council procedures were followed and signing and risk assessing had been properly completed prior to spraying.

18/14/HR – Work Experience

Tom Murray, from Woodroffe School, spent a week with the council between 25 and 29 June 2018. He worked with all the teams within the external works' team across the week; maintenance, gardening, lengthsman, enforcement, cleansing and amenities. The operations manager also conducted a mock interview with him.

Eve Dawson from Beaminster School will undertake five days' work experience with the council, between 1 and 17 August 2018.

18/18/HR – An Issue Arising out of the New Contract of Employment

A meeting has been arranged by the deputy town clerk to meet with himself, the employee and Cllr S. Larcombe.

John Wright
Town clerk
July 2018

Committee: Human Resources

Date: 18 July 2018

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Amenities' Assistant

Victoria Stocqueler joined the council as the seasonal amenities' assistant on 16 June 2018.

John Wright
Town clerk
July 2018

**LYME REGIS TOWN COUNCIL
HEALTH AND SAFETY COMMITTEE**

MINUTES OF THE MEETING HELD ON MONDAY 14 MAY 2018

Present

Chairman: Cllr Mrs M. Ellis

Members: Cllr J. Broom, Cllr S. Williams

Officers: Mr M. Adamson-Drage (operations manager), Miss F. Heffernan (administrative assistant)

Apologies

Cllr S. Miller, Mr A. Jefferies

To confirm the accuracy of the minutes of the Health and Safety Committee meeting held on 12 March 2018

Proposed by Cllr S. Williams and seconded by Cllr Mrs M. Ellis, the minutes of the meeting held on 12 March 2018 were **ADOPTED**.

Matters Arising

Mr S. Williams asked how often the Anning Road playpark was checked.

The operations manager said staff checked the area once a week and filled in the book, and an external organisation carried out annual inspections. He said the health and safety audit had highlighted some issues in the playpark, such as graffiti, however they were all very low risk.

Accidents, Injuries and Near Misses

The operations manager told members new accident books had been purchased for the office, the cadet hut and the amenities hut and staff had been instructed as to how to fill them in correctly. He said there had been no incidents in the office or amenities hut, but two small, one-off incidents at the cadet hut.

Fire safety records/Playgrounds/Automated External Defibrillator (AED)

The operations manager said in the playground book there had been attention needed for the zip wire, and said external works' staff had been on a course therefore were qualified to check and fix this.

Cllr J. Broom arrived at 2.11pm.

AGENDA ITEM 8

The operations manager said the external works' staff updated the fire safety records weekly, checking one alarm in each location each time.

Cllr Mrs M. Ellis asked the operations manager to ensure the log book would be easy for someone else to pick up and update, should anyone be off sick.

The operations manager told members Evergreen were doing electric safety assessments in all council owned properties.

Members discussed areas which needed new fire extinguishers and areas in which emergency lighting had been checked. The operations manager suggested asking WESCO to check this annually.

The operations manager said the office was due a fire drill and this would be done in the next couple of months. He said there was an out-of-date fire extinguisher which he would demonstrate use of at the drill.

Inspections

The operations manager told members all equipment had been inspected by himself and replaced where necessary, as well as all equipment being clearly labelled. He said all equipment is checked by external works' staff before use.

Members discussed the wooden posts in the gardens and whether it would be feasible to replace them with a material which did not weather so easily.

Cllr Mrs M. Ellis suggested members could look at allocating some section 106 monies to this.

The operations manager said he had been doing spot inspections and had produced a cleaning rota for the cadet hut.

Training

The operations manager informed members of different training courses the external works' team had attended. He said a member of the office staff would be going on a Display Screen Equipment course to ensure the office complies with standard requirements.

The operations manager said he had produced a training spreadsheet which would be updated with each new training course members or staff went on.

Events H&S

The operations manager said all events organisers had been asked for an events management plan.

Members discussed the use of the flat roof area above the arcade and how it could be made more secure.

Cllr J. Broom suggested the use of heras fencing.

Cllr Mrs M. Ellis asked for this to be included on the next Town Management and Highways agenda.

Lone Working

The operations manager said the amenities attendants, enforcement officers and the cleansing operative all worked alone sometimes and some handled cash. He said it may be a good idea for each member of staff to text him to let him know when they arrived and left work for safety.

Members discussed CCTV cameras and their battery life.

The operations manager said enforcement officers were the only staff to use these at present, however other staff working alone could be provided with cameras should any issues occur.

Cllr Mrs M. Ellis said members needed to be aware which staff were working on which days.

The operations manager said he had started to create a spreadsheet which included shifts and holidays.

Next meeting date

Members agreed the next meeting of the Health and Safety Committee would be on Monday 13 August 2018 at 2pm.

The meeting ended at 3.08pm.

Committee: Human Resources

Date: 18 July 2018

Title: Local Council Award Scheme

Purpose of Report

To inform members about progress in achieving the Quality Gold Award of the Local Council Award Scheme, to propose deferring the date for attaining this award until 31 March 2020 and to agree the actions required to attain the award

Recommendation

Members defer the target date for achieving the Quality Gold Award of the Local Council Award Scheme to 31 March 2020 and approve the actions detailed in paragraph 16

Background

1. The attainment of the Quality Gold Award of the Local Council Award Scheme by 31 March 2018 was a council objective for 2017-18.
2. The Local Council Award Scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB).
3. Councils can apply for an award at one of three levels:
 - the Foundation Award demonstrates a council meets the minimum requirements for operating lawfully and according to standard practice
 - the Quality Award demonstrates a council achieves good practice in governance, community engagement and council improvement
 - the Quality Gold Award demonstrates a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.
4. The scheme sets out the criteria required to meet each level and covers selected aspects of the council's work.
5. The accreditation process for the Local Council Award Scheme is a form of peer review; councils are reviewed by experienced peers through the work of an accreditation panel.
6. To achieve the Quality Gold Award a council must publicise on its website how it meets the criteria.
7. The accreditation panel will assess the quality of the published documents and information.

What does the council need to do to qualify for the Quality Gold Award?

8. On 23 November 2016, the town clerk and administrative officer met with the council's lead member for the Local Council Award Scheme, Cllr Broom, to consider the council's state of readiness.
9. The collective assessment of the meeting was the council fared well on governance but had more work to do in relation to bio-diversity, and crime and disorder.
10. On community, the consensus was further work was required. It was felt in most instances the council knew what it wanted to achieve and do but this now had to be actioned, e.g. Lyme Voice had to be set up and made operational, regular newsletters needed to be published, the council had to properly consider and define its relationship with the community.
11. On development, the meeting concluded that although the council was strong on managing performance as a corporate body, this was its weakest area.
12. The meeting also felt the council would struggle to reassure an accreditation panel that it is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute.
13. To give the council the best possible chance of obtaining the Quality Gold Award, the meeting felt the implementation date should be deferred; the town clerk proposed 30 September 2018.
14. This was considered by the Human Resources Committee on 19 July 2017 and the committee's recommendation to defer the target date for achieving the Quality Gold Award of the Local Council Award Scheme to 30 September 2018 was approved by the Full Council on 20 September 2017.
15. Since September 2017, progress on redressing the council's weaknesses has been mixed:
 - an environmental policy has been drafted and will be considered by the Strategy and Finance Committee on 17 October 2018
 - developing a safer neighbourhood strategy has been allocated to LymeForward as an objective for 2018-19 and a meeting with Dorset's Police and Crime Commissioner took place on 19 April 2018. In addition, more regular meetings are taking place between representatives of the police and the town clerk. However, there isn't a published neighbourhood safety strategy and the council still needs to agree its approach to CCTV
 - the council has delegated a significant part of its community engagement work to LymeForward. Although LymeForward has undertaken significant work on the NHS clinical commissioning review and

dementia, a coherent community engagement strategy isn't apparent, nor has one been pursued by the council. One initiative that is about to go live is Lyme Voice: participants will be surveyed as part of the public's input in to Hydrock's transport survey

- development remains a weak area for the council. Although the council approved a learning and development plan for employees and members on 4 May 2016 and employees are being appraised and development needs are being identified and met, further learning and development work is required for members
- finally, the council would struggle to reassure an accreditation panel that it is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute.

16. The council still has work to do to meet the accreditation criteria for the Quality Gold Award of the Local Council Award Scheme and for this reason I am proposing the council should defer submitting its application until 31 March 2020. To strengthen the council's chances of obtaining this award, I propose the following:

- In conjunction with LymeForward and the police, the council takes the lead in developing a safer neighbourhood strategy. This strategy would be considered by the Tourism, Community and Publicity Committee on 23 January 2019
- The council determines its approach to CCTV by 31 December 2018
- A community engagement strategy is developed and considered by the Tourism, Community and Publicity Committee on 23 January 2019
- As part of its preparation for a new administration in May 2019, the council develops a comprehensive induction and training programme for members
- The council considers how to address the current internal conflict among members and what measures it can take to mitigate bringing the council into disrepute.

17. Any recommendations from this committee will be considered by the Full Council on 19 September 2018.

John Wright
Town clerk
July 2018