



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 7 November 2018 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
02.11.18

### 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 26 September 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 26 September 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. Issues arising from the Extraordinary Full Council on 7 August 2018**

To inform the committee of issues arising from the Extraordinary Full Council on 7 August 2018 and to allow members to consider if the finance assistant should be paid an additional increment for a qualification she obtained before she joined the council

**9. Driving Licence Training**

To allow members to consider costs for driving lessons for two employees who do not currently hold a licence but in becoming qualified, would become more efficient in their roles

**10. Christmas and New Year Working Arrangements**

To allow members to consider Christmas and New Year opening times and working arrangements, including the allocation of statutory leave days and the award of any discretionary leave days

**11. Finance Assistant Additional Payment**

To allow members to consider an additional payment to the finance assistant who has taken on additional duties in the absence of the finance manager

*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*

**12. Sickness Absence**

To inform members of sickness absence and reviews

*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*

### **13. 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 11 – Finance Assistant Additional Payment**

**b) Agenda item 12 – Sickness Absence**

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 26 SEPTEMBER 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 S. Williams

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

**Absent:** Cllr J. Scowen

**18/27/HR Public Forum**

There were no members of the public who wished to speak.

**18/28/HR Apologies**

Cllr G. Turner – coastguard training

**18/29/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 18 July 2018**

Proposed by Cllr J. Broom and seconded by Cllr O. Lovell, the minutes of the meeting held on 18 July 2018 were **ADOPTED**.

**18/30/HR Disclosable Pecuniary Interests**

There were none.

**18/31/HR Dispensations**

There were none.

**18/32/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 18 July 2018**

The town clerk said the work experience student had completed a very detailed report on the tip and this would be presented to the Town Management and Highways committee in November.

*Cllr Mrs M. Ellis arrived at 7.01pm.*

**18/33/HR      Update Report**

Members asked for it to be noted, the administrative assistant was a valuable member of the team and would be missed when she left the organisation.

**18/34/HR      Health and Safety Committee Minutes**

Members raised concerns about the safety of the office building and discussed its suitability for purpose.

Cllr O. Lovell said when the building was originally assessed to be used for offices, all requirements were met.

The town clerk said a recent fire risk assessment had been undertaken and only a couple of issues were flagged, which would be rectified soon.

Members discussed splits in the wood at Anning Road playpark and whether they should be treated regularly to avoid damage such as this.

Cllr J. Broom agreed to ask the operations manager to ensure this issue was included on the next Town Management and Highways agenda.

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, the minutes of the Health and Safety committee meeting held on 3 September 2018 were **RECEIVED**.

**18/35/HR      Gardener, Six-Month Probation Review**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, 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.

**18/36/HR      Operations Supervisor/Lengthsman, Six-Month Probation Review**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, 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.



**18/37/HR Individual Performance Recognition and Bonus Award Payments**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, 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.

**18/38/HR Post-holder 101 Sickness Absence**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, 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.**

**18/39/HR Post-holder 204 Sickness Absence**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, 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.

**18/40/HR Weed Spraying**

Members discussed the use of glyphosate products and whether there were any alternative options to using them.

The town clerk said most other councils in the country were using glyphosate, as it was still a licenced product until 2022. He said the operations manager had explored other options, however after speaking to Glastonbury Town Council who use a glyphosate-free alternative, it was clear no other products seemed to produce results.

### AGENDA ITEM 3

Cllr B. Larcombe said there was no credible alternative and, as there would only be six more applications before 2022, it was logical to continue and wait to see if the product was re-licensed.

Cllr O. Lovell said the operations manager would need to ensure spraying was undertaken during early hours when there was unlikely to be members of the public around.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to continue to sanction weed spraying with glyphosate-based products as instructed, whilst looking into an alternative product coming into effect in 2022.

Cllr D. Hallett voted against this motion.

#### **18/41/HR Gardener, Six-Month Probation Review**

Members discussed post-holder 206's progress and all agreed he was an asset to the team. However, there was one area of concern which members felt needed to be addressed before considering whether to confirm his permanent employment.

Proposed by Cllr J. Broom and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to extend the gardener's probation period for 3 months or until the results of an occupational health appointment can be discussed at this committee.

#### **18/42/HR Operations Supervisor/Lengthsman, Six-Month Probation**

The town clerk said the word 'probation' should not have been included in this report, it was just a review as post-holder 217 had already been in permanent employment with the council.

Members discussed how well post-holder 217 had taken to this new role and agreed he should be commended.

Proposed by Cllr S. Larcombe and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the operations supervisor/lengthsman's continued employment in that role.

#### **18/43/HR Individual Performance Recognition and Bonus Award Payments**

Members discussed the concept of a one-off payment to certain members of staff.

There was concern amongst members that giving payment to some employees and not others would be unfair and could create a divide in the workforce. It was thought that thank you letters would be more appropriate.

It was proposed by Cllr B. Larcombe to send a thank you letter, signed by the town clerk, to the cleansing team.

This motion was not seconded.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to send a letter, signed by the town clerk, to all staff to thank them for all their hard work during the season.

Cllr Mrs M. Ellis said she would like to see a report taken to the Strategy and Finance committee to discuss providing a contribution to an end-of-season drink for all members of staff.

There was general support for this.

**18/44/HR      Post-holder 101 Sickness Absence**

In light of post-holder 101's sickness absence, the town clerk said he had approached three different organisations to provide support to the finance team, focusing on budget setting and precept. He said he had he had successfully recruited someone on a part-time basis, who would be starting on Monday 1 October 2018. He said post-holder 101 had received a letter informing him of the part-time appointment.

Members noted the report of post-holder 101's sickness absence.

**18/45/HR      Post-holder 204 Sickness Absence**

Members noted the report of post-holder 204's sickness absence.

*The meeting ended at 8.49pm.*



**Committee:** Human Resources

**Date:** 7 November 2018

**Title:** Matters arising from the minutes of the previous Human Resources Committee meeting held on 26 September 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

**Report**

**18/34/HR – Health and Safety Committee Minutes**

A report on the splits in the wood at Anning Road play park will be considered by the Town Management and Highways Committee on 14 November 2018.

**18/40/HR – Weed Spraying**

The operations manager held a training session with the external works' team but spraying could not take place on that day due to the wind. A further training session will take place when there are suitable conditions which will include the use of chemicals.

**18/35/HR – Gardener, Six-Month Probation Review**

An appointment has been made for the employee to meet with an occupational health practitioner on 23 November 2018.

**18/43/HR – Individual Performance Recognition and Bonus Award Payments**

A report will be taken to the Strategy and Finance Committee on 28 November 2018 to allow members to consider whether to provide a contribution to an end-of-season drink for staff.

John Wright  
Town clerk  
November 2018

**Committee:** Human Resources

**Date:** 7 November 2018

**Title:** Update Report

**Purpose of Report**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**Administrative assistant**

Interviews for this post were held on 12 October 2018 and the successful candidate has accepted the post, subject to satisfactory references. Her start date is expected to be 19 November 2018.

**Amenities assistant**

Victoria Stocqueler's fixed term appointment ended on 28 October 2018. She is willing to cover some shifts over the winter, when required. The council would normally seek to recruit again in the spring. However, Victoria's performance has been satisfactory and she has indicated she would like to work in this role next year. Consequently, I propose the council enters into an agreement now with Victoria to secure her employment for next year.

John Wright  
Town clerk  
November 2018

**Committee:** Human Resources

**Date:** 7 November 2018

**Title:** Issues arising from the Extraordinary Full Council on 7 August 2018

**Purpose**

To inform the committee of issues arising from the Extraordinary Full Council on 7 August 2018 and to allow members to consider if the finance assistant should be paid an additional increment for a qualification she obtained before she joined the council

**Recommendation**

Members note the report and determine if the finance assistant should be paid an additional increment for a qualification obtained before she joined the town council

**Background**

1. On 8 August 2018, the Full Council resolved the following for action:
  - 'The roles and responsibilities within post holder 101's team be reviewed, including the division of current work between the two posts concerned, the potential for additional areas of work to be managed within that team in future and the position within the staff structure of post holder 101, and a report be brought back to the next meeting of the Human Resources Committee.
  - The undertaking of the Association of Accounting Technicians (AAT) qualification at level 3 by post holder 107 be reviewed to assess whether the post holder qualifies for an incremental enhancement in line with the council's already agreed policy.
  - That post holder 107 be supported in progressing to AAT level 4 as part of their approved personal development and training plan.
  - The need, in the short-term, for external, independent and specialist HR support be acknowledged and a formal procurement process be instigated as quickly as possible led by the town clerk in consultation with the chairmen of the Human Resources and Strategy and Finance Committees.
  - That post holder 105 be supported in taking an appropriate level 5 diploma in human resources so that, in the longer-term, in-house expertise is strengthened in this area, and it be noted that the likely cost is approximately £4,260+VAT for a two-year course, that the time requirement is around half a day per week and that such training is consistent with the personal training and development plan for the post holder.
  - That, on the basis of the actions referred to above, the council determines the grievance to be closed and that all parties, including Unison, be notified in writing accordingly.'
2. Reporting progress on these six resolutions is within the remit of this committee and is detailed below.

**Roles, responsibilities and staff structure**

3. The finance manager has been on sick leave since 10 August 2018. Consequently, this matter hasn't been progressed.

**Finance assistant, incremental enhancement**

4. Following consideration and recommendation from this committee, on 20 September 2017 the Full Council resolved to:

‘to agree employees are paid an additional spinal column point if they obtain a qualification during their employment with the council which is relevant to their job and that qualification is at a level 3 or above on the National Qualification Framework.’

5. As part of the contract of employment negotiations, the council's senior administrative assistant was paid an additional increment for a level 3 qualification in business administration which she obtained during her employment with the council but before the policy on qualification increments was introduced. This was reported to this committee on 24 April 2018.
6. The finance assistant joined the town council on 21 October 2014 with an Association of Accounting Technicians' (AAT) level 3 qualification.
7. This committee can recommend the extension of this policy to employees who held relevant qualifications when they joined the town council.

**Association of Accounting Technicians' qualification level 4**

8. On 18 September 2018, the council's finance assistant started on an AAT level 4 course at Yeovil College.

**Human Resources' support**

9. In September 2018, five human resources companies were interviewed by the chairman of the Human Resources Committee and the town clerk<sup>1</sup>: Motteram HR, Rebecca Bevins HR, Osprey HR, Quay HR Solutions and South West Councils.
10. The chairman of the Human Resources Committee and the town clerk concluded that Motteram HR and South West Councils best met the town council's business needs and agreed to award routine human resources' support to Motteram HR and specialist support to South West Councils.

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<sup>1</sup> The chairman of Strategy and Finance Committee couldn't attend the first day of meetings on 12 September 2018 when three companies were interviewed. Because of this, the chairman of Strategy and Finance, did not attend the other interviews. The administrative officer attended interviews with Rebecca Bevins HR, Osprey HR, Quay HR Solutions and South West Councils.

**Level 5 qualification in human resources**

11. On 12 September 2018, the council's administrative officer started a level 5 diploma in human resources' management with Busec.

**Grievance notification**

12. All parties, including Unison, were notified in writing that the council has determined the grievance closed.
13. Any recommendations from this committee will be considered by the Full Council on 12 December 2018.

John Wright  
Town clerk  
October 2018

**Committee:** Human Resources

**Date:** 7 November 2018

**Title:** Driving Licence Training

**Purpose**

To allow members to consider costs for driving lessons for two employees who do not currently hold a licence but in becoming qualified, would become more efficient in their roles

**Recommendation**

Members agree to pay for a proportion of driving lessons and examination costs for the seafront attendant and a gardener, where efficiency benefits of being able to drive could be realised

**Background**

1. Two employees, the seafront attendant and a gardener, who have recently employed, do not hold a driving licence. The person specifications for both roles refer to driving as a desirable, rather than an essential element for these positions.
2. While driving is not essential, it would allow the external works' team more flexibility if, for example, rather than conducting the litter bin rounds on foot, the mule could be used. This would make the job more efficient and free up time for other work tasks.

**Report**

3. Driving lessons are around £28 per hour. A theory test costs £31 and the test itself costs £62 on weekdays and £75 on a weekend. Fast pass intensive courses over one week with 10 hours of lessons, including both examinations, cost around £450.
4. Members are therefore asked to consider paying for a proportion of the costs. If this is agreed, members are asked to consider whether to pay for lessons per hour or the intensive course, and the proportion of the costs the council would be willing to pay.
5. Any recommendations will be considered by the Full Council on 12 December 2018.

Matt Adamson-Drage  
Operations manager  
November 2018



**Committee:** Human Resources

**Date:** 7 November 2018

**Title:** Christmas and New Year Working Arrangements

**Purpose of Report**

To allow members to consider Christmas and New Year opening times and working arrangements, including the allocation of statutory leave days and the award of any discretionary leave days

**Recommendation**

Members consider and instruct the town clerk on office closure over the Christmas and New Year period; the taking of statutory leave and the allocation of discretionary leave to employees during this period; the level of cover provided by the external works' team; and the level of pay and time-off-in-lieu paid to those who work over the Christmas and New Year period

**Background**

1. In addition to their annual leave, council employees have two statutory days' leave each year: statutory days are part of annual leave entitlement, when they are taken is a matter for the council to decide.
2. The council usually grants staff between one and a half and three days' discretionary leave over the Christmas and New Year holiday period.
3. Last year, the council's office closed at 12noon on Friday 22 December 2017 and re-opened at 9am on Tuesday 2 January 2018. Discretionary days were applied from 12noon on 22 December and on 27 December 2017; statutory days were taken on 28 and 29 December 2017.

**Office closure and statutory and discretionary leave**

4. If members apply the same amount of discretionary leave as last year, i.e. 1.5 days, the council's office would close at 12noon on Monday 24 December 2018 and re-open at 9am on Wednesday 2 January 2019. Discretionary leave would be applied from 12noon to 5pm on Monday 24 December and on Monday 31 December; statutory days would be applied on Thursday 27 December and Friday 28 December 2018.
5. Alternatively, members could grant a greater or lesser amount of discretionary leave which would inform the office's closure and re-opening over the Christmas and New Year period.

**External works' team and payment**

6. The full service provided by the external works' team ceases and re-commences on the same dates as the council's office closes and re-opens; the external works' team receive the same statutory leave and discretionary days as the office team.
7. In recent years, during the Christmas and New Year holiday period, a member of the external works' team has provided a full day's cover every day, except Christmas Day.
8. Those members of the external works' team who have worked over the Christmas and New Year period have been paid overtime and received time-off-in-lieu for the day worked. This arrangement has proved successful.
9. If the council retains this arrangement, in mid-December 2018 the operations manager will write to members to inform them of the external works' team's Christmas and New Year rota. The operations manager will also inform members about the working arrangements for Dorset Waste Partnership and West Dorset District Council's toilet cleaning contract.
10. In the event of an emergency, the town clerk, deputy town clerk and operations manager can be contacted when the office is closed during the Christmas and New Year holiday period.
11. Any recommendations from this committee will be considered by the Full Council on 12 December 2018.

John Wright  
Town clerk  
November 2018