

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.