



John Wright
Town Clerk

Lyme Regis Town Council

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Human Resources Committee

Core Membership: Cllr B. Larcombe (chairman), Cllr G. Stammers (vice-chairman), Cllr J. Broom, Cllr K. Ellis, Cllr M. Ellis, Cllr C. Reynolds, Cllr D. Sarson, Cllr G. Turner, Cllr S. Williams

Notice is hereby given of a meeting of the Human Resources Committee to be held in the Guildhall, Bridge Street, Lyme Regis, on Wednesday 26 February 2020 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
21.02.20

The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.

If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.

If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.

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 15 January 2020 (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 15 January 2020

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. Town Clerk's Annual Appraisal

To allow members to consider the town clerk's performance over the last year and to consider his progression to spinal column point 45

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

9. Deputy Town Clerk, Appraisal

To allow members to consider the deputy town clerk's performance

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

10. Operations Manager, Spinal Column Point Progression

To allow members to consider the operations manager's performance and progression to the next spinal column point on his salary scale from 1 April 2020

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

11. Employees' Annual Spinal Point Column Progression and Pay Arrangements for Other Employees for 2020-21

To inform members of employees' progression through their spinal column point range arising out of their annual appraisals and of the pay arrangements for other council employees for 2020-21

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. Staffing Panel Recommendations

To allow members to consider recommendations from a staffing panel

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. Health and Safety Diploma Training

To allow members to consider health and safety diploma training for the operations manager

14. 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, and information relating to the financial or business affairs of any 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.

- (a) **Agenda item 8 – Town Clerk's Annual Appraisal**
- (b) **Agenda item 9 – Deputy Town Clerk, Appraisal**
- (c) **Agenda item 10 – Operations Manager, Spinal Column Point Progression**
- (d) **Agenda item 11 – Employees' Annual Spinal Point Column Progression and Pay Arrangements for Other Employees for 2020-21**
- (e) **Agenda item 12 – Staffing Panel Recommendations**

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 15 JANUARY 2020

Present

Chairman: Cllr B. Larcombe MBE

Members: Cllr J. Broom, Cllr K. Ellis, Cllr M. Ellis, Cllr D. Sarson,
Cllr G. Stammers, Cllr G. Turner

Officers: Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

19/30/HR Public Forum

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

19/31/HR Apologies

Cllr S. Williams – holiday

19/32/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 23 October 2019

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, the minutes of the meeting held on 23 October 2019 were **ADOPTED**.

19/33/HR Disclosable Pecuniary Interests

All members present declared a pecuniary interest in agenda item 10, Members' Allowances, as they had the opportunity to claim an allowance.

19/34/HR Dispensations

The town clerk said requests for a dispensation to speak and vote on agenda item 10, Members' Allowances, had been received from all members present as without the dispensations, there would not be enough members to participate in this item of business.

The town clerk confirmed he had granted dispensations to all members present on this basis.

19/35/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 23 October 2019

Staffing structure review

The town clerk said the meeting scheduled to take place on 10 January 2020 with the identified members had been deferred for several weeks.

Cllr B. Larcombe asked that the members were provided with information about pay spines and pay positions in preparation for the meeting

The town clerk said he would circulate a pack ahead of the meeting, to include job descriptions and pay scales.

Finance

The town clerk said it was hoped the finances would be up-to-date by the end of the financial year and as such, he expected the administrative assistant to continue working in finance for a couple of months beyond 31 March 2020. He said he didn't want to withdraw support too early, and a temporary administrative assistant was providing cover in the reception team for six months.

19/36/HR Update Report

Members noted the report.

19/37/HR To receive the minutes of the Health and Safety Committee meeting held on 1 November 2019

Members thanked the staff who had worked on the exterior of the Guildhall as it had been finished on time and was a vast improvement, especially the removal of the paint around the windows to reveal the original stone. Members agreed this should be included in the council's newspaper column.

The operations manager said since the committee meeting, he had obtained quotes for bodycams for the enforcement officers and two would be purchased for the safety of the staff.

Proposed by Cllr J. Broom and seconded by Cllr G. Stammers, the minutes of the Health and Safety Committee meeting held on 1 November 2019 were **RECEIVED**.

19/38/HR Health and Safety Audit – Audit and Policy

Cllr J. Broom praised the operations manager and his team for achieving such a good audit score. This was endorsed by all members and the town clerk.

The town clerk said it was an achievement for an organisation as small as the council to achieve such a high score and it would be difficult to improve on this in the future.

Proposed by Cllr J. broom and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to note the annual health and safety

audit with a score of 78% and the approve the revised health and safety policy.

19/39/HR Members' Allowances

The town clerk said Dorset Council's (DC) Remuneration Panel had met but notification of its meeting had not been given to town and parish councils or the Dorset Association of Parish and Town Councils, which meant the panel reached a decision on the level of members' allowances without any representations from councils. The town clerk added he had previously made a representation about the level of members' allowance for Lyme Regis town councillors, which had not been considered; DC had apologised for this.

The town clerk said the panel had recommended a 20% reduction in the allowance, although this was inconsistent with the panel's report which said the level of responsibilities and workloads had not changed.

The town clerk said the panel's findings had some status and there was an expectation local councils would follow the recommendations. However, this council could go against the recommendations but would need to be able to justify taking this decision. He added the report recommended the scheme be backdated to the beginning of the council year, which would mean some members would have to pay back the council if the new allowance was agreed.

The town clerk said the panel would be meeting again in 12 months and would be consulting town and parish councils.

Cllr B. Larcombe asked to what extent the allowance for town and parish councils was influenced by the allowance paid to DC members.

The town clerk said the allowance for DC members had increased from £5,000 a year to £13,000 a year, and the report assessed town and parish councillors' allowances as a percentage of that sum.

Cllr J. Broom suggested as this council had already set its budget based on the current level of allowance and the panel was due to meet again in late-2020, the allowance for Lyme Regis town councillors remained at the same level for the time being.

Members agreed this was an issue of principle and there needed to be some recognition in setting the allowances of not only electorate size, but also size of budget and the complexity of the council's business.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to keep the members' allowance at the current level, pending a further review by Dorset Council's Remuneration Panel in late-2020.

19/40/HR Environment Training

The operations manager suggested he undertook the training as he was the council's health and safety officer, and Cllr B. Bawden had also expressed an interest. He said they both felt the Institute of Environmental Management and Assessment (IEMA) course was the most suitable.

There was some concern about the cost of two people doing the training and members asked if there was a budget for this.

It was noted there was a training budget, as well as a health and safety budget.

Considering the cost, Cllr M. Ellis suggested one person did the training and if it was felt to be beneficial for another person to attend, the council could consider it again.

Several members felt it would be more appropriate for a member of staff to do the training rather than a member.

Proposed by Cllr M. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** the operations manager undertakes an IEMA foundation certificate in environmental management.

19/41/HR Finance Manager Recruitment

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs B. Larcombe, J. Broom and M. Ellis sit on the interview panel for the recruitment of a finance manager.

It was agreed the panel would meet on Monday 3 February 2020 to sift through the applications and interviews would be held on Monday 10 February 2020.

It was agreed the post would be advertised further afield than normal, including with South West Councils, on recruitment websites, and Dorset and Somerset newspapers.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the finance manager recruitment timetable, and to approve the job description and person specification.

19/42/HR Postholder 204, Six-Month Probation Report

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, 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 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.

19/43/HR Exempt Business

a) Postholder 204, Six-Month Probation Report

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve postholder 204's continued employment with the council.

The meeting ended at 7.43pm.

Committee: Human Resources

Date: 26 February 2020

Title: Matters arising from the minutes of the previous Human Resources Committee meeting held on 15 January 2020

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

19/37/HR – To receive the minutes of the Health and Safety Committee meeting held on 1 November 2019

Two bodycams have been purchased and delivered for the enforcement officers. Officers have requested the relevant software from Dorset Council to link the cameras to the system.

19/40/HR – Environment Training

The operations manager will start the five-day IEMA environmental management course in Plymouth on 30 March 2020.

Cllr B. Bawden has also completed the course in London at her own expense.

19/41/HR – Finance Manager Recruitment

Four applications were received for the post and all were selected for interview. Interviews took place on 10 February 2020, with Cllrs M. Ellis and J. Broom, and the town clerk on the panel.

The position has been offered to and accepted by Mark Russell, the current interim finance manager. He will take up the permanent position in May 2020 when his six-month fixed-term contract comes to an end.

John Wright
Town clerk
February 2020

Committee: Human Resources

Date: 26 February 2020

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Pension enrolment

The automatic re-enrolment date has come around and letters have been sent to all affected members of staff. At this stage, it's not clear whether this will result in any of those members of staff who have historically not been in the pension scheme choosing to enrol.

John Wright
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February 2020

2019/20 Objectives	Completion date
Projects	
To complete the re-roofing of the Swim, arts and crafts centre and the amusement arcade.	Apr 2020
To outline a project plan for the refurbishment of the council's offices and to deliver the project to the agreed timescale	TBA
To achieve a compliance score of 70% (category B assessment) in the next health and safety audit	Nov 2019
To improve experiences for visitors with disabilities, including an accessibility audit	Mar 2020
To promote Lyme Regis to walkers, watersports' enthusiasts and foreign visitors	Mar 2020
To deliver the first phase of the Langmoor and Lister Gardens' lighting project.	May 2019
To develop proposals for further lighting of Langmoor and Lister gardens	Sep 2019
To implement the ZatPark back office system	Apr 2019
To implement the approved options from the Strawberry Fields option appraisal	Mar 2020
To refurbish Henry's Way play area using Sec 106	Sep 2019
To implement the approved finding from the Hydrok study	Mar 2020
To submit a pre-planning application (incl. a heritage statement) for the Guildhall window	Apr 2018
To complete the second phase of day hut replacements on Marine Parade	Mar 2020
To introduce a signed walking trail (trim trail)	TBA
To conclude the use of assets on-and-around Monmouth Beach car park	Mar 2020
To work with members to develop an approach towards Dorset Council	Mar 2020
To end the TIC's lease with the council	Mar 2020
Following the approval of an asset management strategy develop a financed long-term implementation plan	Mar 2020
To obtain the gold standard of the Local Council Award Scheme	Sep 2020
Conclude the renewal of seafront railings	Mar 2020
To implement an induction programme for the new council administration	Jun 2020
Governance	
To achieve an unqualified external auditor's letter	Sep 2019
To comply with standing orders and financial regulations	Mar 2020
To retain the general power of competency	Mar 2020
Business systems and support	
To perform in accordance with the 2018-19 budget	Mar 2020
To examine external works' team expenditure and introduce appropriate controls	Mar 2020
To introduce preferred partners for the provision of building surveying and general building works	Mar 2020
To implement a strategy for the management and investment of the council's assets	Mar 2020

Committee: Human Resources

Date: 26 February 2020

Title: Health and Safety Diploma Training

Purpose of Report

To allow members to consider health and safety diploma training for the operations manager

Recommendation

Members approve health and safety diploma training for the operations manager

Background

1. Following the success of the recent health and safety audit and the health and safety progress made by the council in general, the operations manager has requested to undertake study to attain the National Examination Board in Occupational Safety and Health (NEBOSH) national diploma in health and safety.
2. The council is already fully funding a postgraduate diploma in human resources management for the administrative officer.

Report

3. The NEBOSH national diploma in health and safety is a prestigious and demanding course that is internationally recognised as a leading qualification for health and safety. The diploma itself is acknowledged by IOSH (Institute of Occupational Safety and Health) as fulfilling the technical requirements for application to chartered status.
4. This course is aimed at managers and professional health and safety practitioners and equips the holders to advise on effective management over a wide range of industry sectors. It is a level 6 qualification (UK National Qualifications Network) and as such is regarded as a university degree equivalent.
5. Entry to the NEBOSH national diploma will be accepted following an award of the NEBOSH national general certificate in health and safety or a relevant degree. The operations manager holds the NEBOSH national general certificate.
6. The diploma is split into four modules:

Unit	Area of study	Block release	Private study (minimum)
A	Managing Health and Safety	13 days	71 hours
B	Hazardous Agents in the Workplace	10 days	51 hours

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C	Workplace and Work Equipment Safety	10 days	51 hours
D	Workplace Based Assignment.	5 hours	72 hours

Unit A: Three blocks of four days of study (including one revision day) plus a one-day site visit. Three-hour exam

Unit B: Two blocks of four days of study, one revision day and one day site visit. Three-hour exam

Unit C: Two blocks of four days of study, one revision day and one day site visit. Three-hour exam

Unit D: A work-based assignment completed in the delegates own time.
Work-based assignment demonstrating sound knowledge of Units A–C

7. The diploma must be completed within a five-year period but the operations manager would like to complete it much sooner. This will be dependent on appropriate periods of absence from the office coinciding with the planned dates for the taught elements of the course.
8. The qualification costs £4,600+VAT with SSG Training and Consultancy in Plymouth. The operations manager has the opportunity to apply for enhanced learning credits funding as a legacy from leaving the military for up to five years. This could potentially fund up to £4,000 of the cost. The operations manager has requested that the council contribute the final 20% - £1,267+VAT.
9. Benefits to the council, once qualified, would include being able to conduct in-house audits, fire risk assessments, legionella risk assessments and advice. This would save the council a minimum of £1,000 a year in consultants' fees.
10. Any recommendations from this committee will be considered by the Full Council on 1 April 2020.

John Wright
Town clerk
February 2020