

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.