



John Wright  
Town Clerk

## Lyme Regis Town Council

Town Council Offices  
Guildhall Cottage  
Church Street  
Lyme Regis  
Dorset  
DT7 3BS

Tel: 01297 445175

Fax: 01297 443773

email: [enquiries@lymeregistowncouncil.gov.uk](mailto:enquiries@lymeregistowncouncil.gov.uk)

### Human Resources Committee

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

Notice is given of a meeting of the Human Resources Committee to be held at the Guildhall, Bridge Street, Lyme Regis on Wednesday 3 November 2021 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
28.10.21

*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.*

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond.

### 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 September 2022 (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 September 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**

There are no updates.

### **8. Minutes of the Health and Safety Committee meeting on 9 September 2021**

### **9. Health and Safety Audit 2021**

To inform members of the health and safety audit for 2021

### **10. Review of Employee Handbook**

To allow members to consider proposed amendments to the employee handbook

### **11. Christmas and New Year Working Arrangements**

To allow members to consider Christmas and New Year working arrangements, including: the allocation of statutory leave, the award of discretionary leave, cover arrangements and remuneration

### **12. Finance Manager Recruitment**

To update members on the recruitment of a finance manager and to inform members of contingency arrangements that can be pursued if an appointment isn't made

### **13. 2021-22 Pay Award and Industrial Action Ballot**

To inform members of 2021-22 pay award developments and the possibility of industrial action

**14. Member Training and Development**

To inform members of upcoming training and development opportunities

**15. Exempt Business**

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 15 SEPTEMBER 2021

**Present**

**Chairman:** Cllr G. Stammers

**Members:** Cllr J. Broom, Cllr M. Ellis, Cllr B. Larcombe, Cllr C. Reynolds,  
Cllr D. Sarson, Cllr G. Turner

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

**21/16/HR Public Forum**

There were no members of public present.

**21/17/HR Apologies**

Cllr K. Ellis – work commitments  
Cllr S. Williams – illness

**21/18/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 9 June 2021**

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, the minutes of the meeting held on 9 June 2021 were **ADOPTED**.

**21/19/HR Disclosable Pecuniary Interests**

There were none.

**21/20/HR Dispensations**

There were none.

**21/21/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 9 June 2021**

**Seafront attendant**

Cllr M. Ellis asked if the seafront attendant had had any interim talks with his line manager to check everything was ok before his six-month probation interview.

The town clerk said his induction was completed on his first day and a one-month interview was conducted, all in accordance with the induction policy.

## **Works Supervisor/Lengthsman role – Spinal Column Point Banding Review**

Cllr B. Larcombe asked what progress had been made on the drafting of a new job description for the works supervisor/lengthsman.

The support services manager said the operations manager was discussing it with the works supervisor/lengthsman as his line manager.

### **21/22/HR Update Report**

#### **Members' allowances**

Cllr C. Reynolds asked if there had been any response since the council responded to the members' allowance survey and whether the Dorset Parish Independent Remuneration Panel would make the decision on the level of the allowance.

The town clerk said there had not been a response as the survey deadline hadn't yet passed. He said the panel would take into account the survey submissions and he believed Dorset Council would want to complete the process before budget-setting, therefore a decision was expected in the autumn.

The town clerk said the council wasn't bound by the panel's decision and could choose to do something different, but it had to pay proper regard to its decision.

### **21/23/HR Human Resources' Annual Review for Members**

The town clerk said a report was presented to the previous meeting about staff and it was felt appropriate that the committee looked at what was going on in the member domain.

The support services manager said if members agreed, it was intended to publish the information in the report on the council website. Members agreed this was a good idea.

Cllr M. Ellis asked how much was in the budget for training as all the training in 2020-21 had been undertaken by the same member. She said if all members chose to do the same amount of training, there may not be enough in the budget.

The town clerk said the office publicised training events from DAPTC as they were received but he agreed it was something that needed to be kept track of. He said members needed to undertake more training as it contributed towards the Local Council Award Scheme. However, the council hadn't progressed with scheme because lack of member training and member behaviour were issues which would affect progression.

It was agreed a list of upcoming training courses and events would be brought to this committee so all members had an opportunity to see what was available.

Members discussed representation on external bodies. Cllr C. Reynolds felt more members needed to put themselves forward to be representatives to avoid others being appointed to too many groups.

The town clerk said the time to think about this was when appointments are made to organisations for 2022-23 and to perhaps consider putting a cap on the number of organisations a member could be appointed to.

Cllr G. Stammers said as a new member, she felt more information about what the role involved and what was expected of them would help members make an informed decision about whether they wanted to be a representative.

Cllr M. Ellis said the council needed to check if the organisations wanted a representative as she had been appointed to several organisations for three years and had never been invited to participate.

It was agreed the town clerk would write to the organisations before the new council year to ask organisations if they still wanted a representative and to ask them their expectations of the representative.

#### **21/24/HR    The Impact of the Living Wage**

The town clerk said this committee had considered the issue of the impact of the Living Wage on the council's lower paid employees several times and needed to keep it on the radar, as the increase in the government's National Living Wage had been in excess of inflation and local government pay awards.

The town clerk said the gap between both the National Living Wage and the real living Wage and the council's lower paid employees was getting narrower because it was pushing up the pay of the non-skilled workers, which impacted on the pay of the semi-skilled workers. He said he could foresee a situation where lower paid workers could be determined by the National living Wage Living Wage.

Members noted the report and agreed the council should keep its eye on the situation.

#### **21/25/HR    National Insurance Increase from 1 April 2022**

Members noted the report.

#### **21/26/HR    Homeworking**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, 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.

#### **21/27/HR    Exempt Business**

##### **a)    Homeworking**

Members considered the deputy town clerk's request for some homeworking and agreed he was always accessible and responsive, regardless of whether he was in the office or working from home.

Cllr C. Reynolds agreed a homeworking policy was required as it was understood the government was considering homeworking for the winter to help prevent the spread of Covid.

Cllr B. Larcombe felt the deputy town clerk's request was workable because he undertook project management work which had defined outcomes and performance management could be judged by outturn. He said the council needed to carefully consider what it meant for the rest of the office staff as not every role was suited to homeworking.

Cllr M. Ellis agreed and said if there were any further requests from staff to work from home, each request would need to be considered on its own merits.

Cllr J. Broom felt the policy should include a more specific termination clause and suggested either party should be required to give three months' notice to terminate the agreement. This was agreed by members.

Cllr J. Broom asked if there would be a review of any homeworking arrangements each year.

The town clerk said a review would be included as part of the annual appraisal process but this could be made clearer in the policy. Members agreed this.

Cllr B. Larcombe asked if there would be an annual homeworking assessment where the council inspected the employee's home.

The support services manager said officers did not feel it would be necessary to inspect employees' homes and that a self-assessment of their own work area, which employees currently did for the office, would be sufficient.

Cllr J. Broom asked if the deputy town clerk would be required to come into the office when the town clerk was not in.

The town clerk said the deputy town clerk could still fulfil his deputising role remotely but he would be flexible and could come into the office if absolutely necessary. He said there were now other experienced managers who could step in if neither the town clerk nor deputy town clerk were in the office.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the homeworking policy, with the addition of a three-month termination clause for either party and an annual review of any homeworking arrangement.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a homeworking request from Mark Green, deputy town clerk, to work from home on up to two days per week.

*The meeting closed at 8.03pm.*

**Committee:** Human Resources

**Date:** 3 November 2021

**Title:** Matters arising from the minutes of the previous Human Resources Committee meeting held on 15 September 2021

**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**

**21/21/HR – Matters arising from the minutes of the previous Human Resources Committee meeting held on 9 June 2021**

**Works Supervisor/Lengthsman role – Spinal Column Point Banding Review**

The works supervisor/lengthsman's job description has been amended as per the council's instruction. The main changes are as follows:

- To undertake responsibilities as head groundsman
- To regularly read and sign risk assessments
- To ensure daily inspections are carried out on PPE
- To order external staff clothing as required and keep a staff clothing stock
- To co-ordinate the beach surf rake rota
- Minor highways' repairs on town council operated areas
- Cleaning of gullies, ditches and sewers in liaison with Dorset Council under the agency agreement
- Checking and maintenance of public rights of way in liaison with Dorset Council under the agency agreement
- Based in the works' depot/office for at least half of the time and on tools for the remainder

**21/22/HR – Update Report**

**Members' allowances**

The closing date for the questionnaire on members' allowances was 30 September 2021. The town clerk is making enquiries about the Independent Parish Remuneration Panel's timetable for making recommendations. Further details will be provided through briefing.

**21/23/HR – Human Resources' Annual Review for Members**

Information contained in the report will now be published on the website.



## **21/24/HR – The Impact of the Living Wage**

The 2022-23 budget will include increases to the living wage, e.g., 23+ years £8.91 to £9.50, an increase of 6.6%.

## **21/26/HR – Homeworking**

The homeworking policy will be incorporated into the employee handbook.

The deputy town clerk will work from home on a Wednesday and Thursday each week but will still attend council meetings on Wednesday evenings, as required.

John Wright  
Town clerk  
October 2021

LYME REGIS TOWN COUNCIL

HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD ON THURSDAY 9 SEPTEMBER 2021  
AT 2PM IN LYME REGIS TOWN COUNCIL OFFICE

**Chairman:** Cllr J Broom

**Members:** Cllr S. Williams, Cllr G. Stammers, Mr A. Jefferies (staff member, enforcement officer), Mr K. Knight (staff member).

**Officers:** Mr M. Adamson-Drage (operations manager), John Wright (town clerk). Mrs E Pawsey (secretary).

**Apologies** J Wright (town clerk), Cllr S. Williams, Mr K Knight (staff member)

**To confirm the accuracy of the minutes of the Health and safety Committee meeting held on 6 May 2021**

Proposed by Mr M. Adamson-Drage (operations manager) and seconded by Cllr J. Broom, the minutes of the meeting held on 6 May 2021 were **ADOPTED**.

**Matters Arising**

The operation manager informed members as follows:

1. AED inspection sheets were made available for members to inspect. The operations manager explained that the process for registering the AED has changed and is now registered with "The Circuit" on a monthly basis. If it is not registered as operational on a monthly basis the combination code for the AED will not be released by the Ambulance service on 999 calls. The operations manager also informed members that the hinges of the casing had to be oiled and that the code buttons were also degrading due to the weather conditions. The whole case may need replacing in the near future.
2. RIDDOR – The employee who broke their ankle is now back at work and has completed a period of light duties.
3. The council have not yet made a formal decision on when to serve notice on the Harbourmasters store, this is likely to happen after a meeting with Dorset Council on 28 September 2021. We are also waiting for clarification from our solicitor as to how much notice we need to give.
4. The structure work on the playground bank is now complete.
5. The mower ramps that are on order have still not been received.
6. The operations manager will tell all outside staff that they all need to be wearing Hi-Vis PPE. **(operations manager to action)**
7. Cllr G. Stammers told the meeting that she was aware the security guards were not happy working alone and did not feel safe. The operations manager said that he contacted their manager.

## **Item 1. Accidents, Injuries and Near Misses**

The operations manager informed members all accident books had been checked and there had been only one accident in the gardens when a seed pod had exploded into an employees' eye.

The operations manager said they were provided with goggles and were advised to wear them, but it was not mandatory that they do so. Members questioned whether it should be mandatory, the operations manager said the employees must take some responsibility for themselves.

## **Item 2. Fire Safety Records/Playgrounds/Automated External Defibrillator (AED)**

### **Fire Safety & Automated External Defibrillator**

The operations manager informed members all weekly and monthly records and checks had been recorded and were up to date. The AED review was discussed in matters arising, minuted above.

Members were informed that a fire drill had taken place on 7 September 2021 for the office staff and this had not happened as regular as it should due to Covid-19. The office staff were given instruction on how to operate a Co2 and water extinguisher. Some office staff were not present at the drill and training and would be caught up with before the next meeting of this committee.

### **Playgrounds**

The playground check records were made available for members.

## **Item 3. Operations Manager Monthly Inspections and Regular Inspections**

The operations manager showed members the monthly health and safety inspection sheet and went through some of the items it contained. He also explained that the managers are emailed with any ongoing issues for them to put right.

Cllr J Broom asked how we know that the PPE records were being signed regularly by staff and were they checked? The operations manager said that the employees were trusted to sign this, However, he suggested in future he would get the works supervisor to counter sign them as a way of double checking

**Action Operations Manager**

The operations manager explained that the amount of time using any vibrating equipment was monitored using the manufacturing instructions and a recently purchased Hand Arm Vibration monitor (HAVi)

## **Item 4. H&S Policy Statement of intent targets**

The list of 15 targets from the policy was given to members as part of the agenda and each item was discussed and the following raised:

1. To have zero accidents amongst employees and others by engaging with staff to create a positive safety culture and empowering staff to create and review risk assessments for work they undertake in consultation with management

*There was not zero accidents for the quarter. However, all employees should be aware of all Health and Safety risks, take responsibility for keeping themselves safe and report any concerns they have to either their manager or staff health and safety representative (Rep).*

5. Achieve and maintain health, safety and risk control systems in line with occupational health and safety best practice and conduct systematic risk assessments and reviews

*The COSHH risk assessments were overdue for review.*

12. Ensure all employees are competent to fulfil their tasks

*All staff were sent on appropriate courses for their jobs unfortunately due to Covid-19 some of these qualifications have lapsed. However, they are now being booked and will be brought up to date.*

14. Ensure that deliberate breaches of health and safety rules and procedures lead to disciplinary action

*Outside staff that should be wearing Hi-Vis PPE will be told that from 14 September 2021 if they do not comply to the rules, they will be subject to disciplinary action.*

**Operations Manager to Action**

### **Item 5. Training – Completed since last meeting**

The operations manager said no formal external courses had taken place as these were not feasible due to Covid-19. Courses have now been booked for October 2021.

Display Screen Equipment (DSE) assessments have taken place in the office (one outstanding) and fire drill and fire training have taken place (three staff outstanding).

The operations manager explained that he gave a Talk Box talk weekly and he showed and explained the spreadsheet to members.

### **Item 6. H & S Committee – Staff terms of reference**

A Draft copy was shown and explained to the members and it will be brought back to the next meeting for further discussions and approval.

The operations manager said that both H & S Reps had been allocated email addresses which will be made available to all.

### **Item 7. Slope Mowing**

The mowing of slopes was discussed including how to make it easier and avoid injuries. The operations manager discussed options of using automatic machines and gave some samples of ideas to members to take away and look at.

It was also suggested that we could look at hiring/borrowing equipment from others. This will be brought back to the next meeting.

**Action: Operations Manager**

### **Item 8. Any Other Business**

The operations manager informed members that we have now relinquished the Town Mill Steps to Dorset Council

### **Next meeting date**

It was decided the next meeting would take place on Thursday 16 December 2021 in the meeting room at LRTC offices at 2pm.

*The meeting ended at 3:35pm.*

**Committee:** Human Resources

**Date:** 3 November 2021

**Title:** Health and Safety Audit 2021

**Purpose of Report**

To inform members of the health and safety audit for 2021

**Recommendation**

Members note the report

**Background**

1. Dorset Health and Safety Ltd conducted health and safety audits for the council in 2017 (scored 33%), 2018 (scored 61%) and 2019 (scored 78%). An audit was not conducted in 2020 due to the pandemic. In line with best practice the operations manager has sought and changed to a new auditor for 2021, Acorn Safety.

**Report**

2. Acorn Safety conducted the audit on 13 October 2021. Acorn Safety audits are normally constructed using 'major' non-compliance, 'minor' non-compliance and 'observations' and they have converted their scoring structure into a percentage-based system so we can compare to previous years' audits.
3. The 2021 audit, at **appendix 9A**, scored 85% and highlights 14 minor non-compliances with seven observations. The operations manager will commence a programme of work to address the minor non-compliances, some of which simply require small additions to the health and safety policy.
4. The operations manager would like to thank all the health and safety committee members and staff for playing their part in keeping the safety standards of the organisation at the forefront of their thinking in everything we do and in preparing for the recent health and safety audit. It takes a lot of consistent regular effort from members and staff to maintain, and improve, standards year on year – to which this audit result is testament.
5. Any recommendations from this committee will be considered by the Full Council on 22 December 2021.

Matt Adamson-Drage  
Operations manager  
November 2021

**Committee:** Human Resources

**Date:** 3 November 2021

**Title:** Review of Employee Handbook

**Purpose of Report**

To allow members to consider proposed amendments to the employee handbook

**Recommendation**

Members approve the proposed amendments to the staff handbook

**Background**

1. In April 2018, the council introduced new contracts of employment. An amended employee handbook was also introduced alongside the contracts.
2. All human resources' policies and procedures were incorporated into the handbook. All employees were issued with a handbook and new employees are provided with a copy when they join.
3. The council is not legally required to provide an employee handbook but it is good practice as it outlines the relevant policies and procedures and working practices.
4. The policies and procedures within the handbook were formally reviewed every three years and had varying review dates. When the handbook was updated, it was intended it would be reviewed every three years as a whole.

**Report**

5. We are now at the point of the three-year review. As the handbook is over 100 pages long, it is intended to bring reports to this committee in either two or three more manageable parts.
6. Officers have reviewed the handbook up to page 47. The suggested amendments are shown as tracked changes at **appendix 10A**.
7. The proposed amendments are primarily to reflect changes in legislation since 2018, or to strengthen policies and procedures and provide more clarity.
8. Any recommendations from this committee will be considered by the Full council on 15 December 2021.

Adrienne Mullins  
Support services manager  
October 2021

**Committee:** Human Resources

**Date:** 3 November 2021

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

**Purpose of Report**

To allow members to consider Christmas and New Year working arrangements, including: the allocation of statutory leave, the award of discretionary leave, cover arrangements and remuneration

**Recommendation**

Members consider and instruct the town clerk on service 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. 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. Historically, the council has granted staff between one and a half and three and a half days' discretionary leave over the Christmas and New Year period.
3. Last year, members resolved to apply 1.5 days' discretionary leave from 12noon to 5pm on Thursday 24 December and Tuesday 29 December 2020; to apply statutory days on Wednesday 30 December and Thursday 31 December 2020; to agree members of the external works' team provide a full day's cover every day, except Christmas Day; for members of the external works' team who provide cover to be paid overtime and time-off-in-lieu for the day worked; and to extend the 1.5 discretionary days to the enforcement officers.

**Service closure and statutory and discretionary leave**

4. If members apply 1.5 days' discretionary leave over the Christmas and New Year period, the council's services would cease at 12noon on Friday 24 December 2021 and re-commence at 9am on Tuesday 4 January 2022. Discretionary leave could be applied from 12noon to 5pm on Friday 24 December and Wednesday 29 December; statutory days would be applied on Thursday 30 December and Friday 31 December 2020.
5. Alternatively, members could grant a greater or lesser amount of discretionary leave which would inform service closure over the Christmas and New Year period.

**External works' team and payment**

6. The external works' team receive the same statutory leave and discretionary days as the office team.

7. During the Christmas and New Year closure, cover will be provided by the cleansing operative and seafront attendant every day, except Christmas Day, as part of their contract. If there are days which are not covered by these two employees, another member of the external works' team will step in. The enforcement officers also work during this period.
8. Historically, members of the external works' team who work over the Christmas and New Year period have been paid overtime and receive time-off-in-lieu for the day worked. This arrangement has proved successful. This does not apply to the cleansing operative or seafront attendant as the days are already factored into their monthly salary enhancements.
9. If the council retains this arrangement, in mid-December 2021 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 Dorset Council's toilet cleaning contract.
10. Last year, the council extended the 1.5 discretionary days to the enforcement officers. Members may wish to consider this concession, again, also considering the impact this would have on other members of staff who work non-standard hours or part-time.
11. In the event of an emergency, the town clerk, deputy town clerk and operations manager can be contacted during the Christmas and New Year period.

John Wright  
Town clerk  
October 2021



**Committee:** Human Resources

**Date:** 3 November 2021

**Title:** Finance Manager Recruitment

### **Purpose of Report**

To update members on the recruitment of a finance manager and to inform members of contingency arrangements that can be pursued if an appointment isn't made

### **Recommendation**

Members note the report and approve the implementation of contingency arrangements by the town clerk subject to consultation with the chairman of Strategy and Finance and the chairman of Human Resources

### **Background**

1. On 30 September 2021, the council's finance manager, Mark Russell, resigned. Mark is required to give three months' notice; his last day of service is 31 December 2021.
2. Because his resignation was shortly after the last meeting of this committee, the town clerk held discussions with the chairmen of the Strategy and Finance and Human Resources Committees to agree a recruitment process and agree an interview panel.
3. Members were canvassed on the merits of recruiting to the finance manager vacancy; there were no objections to the recruitment.
4. A panel of Cllr M. Ellis, chairman Strategy and Finance; Cllr G. Stammers, chairman Human Resources; Adrienne Mullins, support services manager; and John Wright, town clerk, was agreed.
5. No amendments to the job description and person specification were identified.
6. The job was advertised in Lyme Online, the Midweek Herald, the Sidmouth Herald, Dorset Council's website, DAPTC, the town council's website, social media, Indeed and South West Councils.
7. The closing date for applications was 12 noon Wednesday 27 October 2021; two applications were received. In both instances, the applications were in response to discussions with recruitment agencies<sup>1</sup>; there were no direct responses to the ads.
8. Shortlisting took place on 29 October 2021 and interviews are scheduled for 4 November 2021.

---

<sup>1</sup> Recruiting through an agency will incur an 'introduction' fee. This is likely to be around 20% of the successful applicants first year's salary.

## **Moving forwards**

9. If both candidates are selected for interview, there's the possibility an appointment can be made.
10. There is also the possibility that neither candidate is assessed as appointable.
11. To prepare for the latter, officers will further contact recruitment agencies to assess the availability of an interim appointment.
12. Officers will also develop plans to best utilise existing employees to provide a solution. This is likely to be a temporary arrangement which would be subject to review.
13. Readvertising the vacancy remains an option, but this is unlikely to produce applicants.
14. Any recommendations from this committee will be considered by the Full Council on 15 December 2021.

John Wright  
Town clerk  
October 2021

**Committee:** Human Resources

**Date:** 3 November 2021

**Title:** 2021-22 Pay Award and Industrial Action Ballot

**Purpose of Report**

To inform members of 2021-22 pay award developments and the possibility of industrial action

**Recommendation**

Members note the report

**Background**

1. On 27 July 2021<sup>2</sup>, the National Employers for local government services informed the council of its 'full and final' pay offer to the three unions representing local government services' employees. The offer is:
  - with effect from 1 April 2021, an increase of 2.75% on pay point 1<sup>3</sup> and 1.75% on pay point 2 and above
  - completion of the outstanding work of the joint Term-Time Only review group
  - a national minimum agreement on home working for all councils
  - an agreement on a best practice national programme of mental health support for all local authorities and school staff
  - a joint review of the provisions in the Green Book for maternity/paternity/shared parental/adoption leave.
2. During September and early-October 2021, the unions consulted their memberships with a recommendation to reject the National Employers' offer. In the subsequent ballots, Unison members voted 79% to 21% to reject the offer, Unite members voted 81% to 19% to reject the offer, and GMB members voted 75% to 25% to reject the offer.
3. The unions subsequently requested an improved pay offer and announced their intention to prepare to conduct ballots for industrial action.
4. On 19 October 2021, the National Employers met to consider the unions' request and reaffirmed that its pay offer made on 27 July 2021 is 'full and final'.
5. The National Employers also urged the unions to reconsider their decision to ask their members to vote for industrial action so that local government employees could receive the 2021-22 pay award.
6. The National Employers' argument centres around its obligation to represent the interests of local authorities by ensuring any pay offer is affordable and fair to both employers and employees.
7. The unions' principal argument is the National Employers' offer is significantly short of its claim for a minimum 10% increase on all grades; the unions state in real term pay has eroded by 20% over the last 10 years and refer to current levels of inflation.

---

<sup>2</sup> This was an increase on the National Employers' May 2021 offer of 1.5% on all pay points effective from 1 April 2021.

<sup>3</sup> The minimum pay grade for LRTC employees is pay point 3

### **Industrial action ballots**

8. A ballot of employees must be taken in accordance with strict legal requirements before action is called for or endorsed.
9. Any action will only be lawful where at least 50% of those eligible to vote have voted and the ballot produces a majority in favour of industrial action.
10. In previous disputes, all three unions have balloted members on an aggregated basis, i.e., 50% of their national memberships were required to vote.
11. On this occasion, it is possible one or more of the unions may ballot independently. This means industrial action could be taken at each organisation where a single union turn-out of over 50% is secured at a ballot and a majority of those members vote in favour of strike action.
12. Ballot action is expected to begin in November 2021.

### **Union representation at LRTC**

13. Union membership, determined by the subscription deduction through payroll, is four.
14. Any recommendations from this committee will be considered by the Full council on 15 December 2021.

John Wright  
Town clerk  
October 2021

**Committee:** Human Resources

**Date:** 3 November 2021

**Title:** Member Training and Development

**Purpose of Report**

To inform members of upcoming training and development opportunities

**Recommendation**

Members note the report and inform officers if they wish to attend any training courses

**Background**

1. At the previous meeting of this committee on 15 September 2021, member training was discussed as part of the annual review for members. It was noted the take-up of training by members was low and agreed a list of upcoming training courses and events would be brought to this committee so all members had an opportunity to see what was available.

**Report**

2. Details of training provided by the Dorset Association and Parish and Town Councils (DAPTC) and the Society of Local Council Clerks (SLCC) are at **appendix 14A**.
3. Any recommendations from this committee will be considered by the Full council on 15 December 2021.

Adrienne Mullins  
Support services manager  
October 2021

<b>Name of course/training</b>	<b>Course/training description</b>	<b>Date(s)</b>	<b>Location</b>	<b>Provider</b>	<b>Cost</b>
Should you hold face-to-face meetings – Assess the risk	Why in-person meetings, government legislation and guidance, risk assessment, controlling the risks and becoming Covid-19 safe, checklist – what, why and how	Anytime – pre-recorded webinar	Online	SLCC	Free
Holding meetings by webinar	How to hold council meetings by webinar	Anytime – pre-recorded webinar	Online	SLCC	Free
Operating Events and Activities in a Covid Secure Way	The ‘how to’ of designing Covid secure events and activities and Covid risk assessments. Covers best practice and provides practical solutions.	2 November 10am-12pm	Online	SLCC	£70 + VAT
Marketing, Branding and Communications	How to communicate in a way that builds long-term trust.	2 November 2pm-3pm	Online	SLCC	£35 + VAT
Code of Conduct and Register of Interests	Code of conduct, register of interests, complaints procedure	4 November 2pm-3.15pm	Online	DAPTC	Free
Code of Conduct and Register of Interests	Code of conduct, register of interests, complaints procedure	8 November 6.30pm-7.45pm	Online	DAPTC	Free
Code of Conduct and Register of Interests	Code of conduct, register of interests, complaints procedure	9 November 12pm-1.45pm	Online	DAPTC	Free
Working Together	Series of working together webinars with Dorset Council	9 November 4.30pm-5.30pm	Online	DAPTC	TBC
Common Land	Historical context, what is common land, types of common land, register of common land and the Commons Act 2006, ownership, management, works, de-registration	11 November 2pm-3pm	Online	SLCC	£35 + VAT
Dynamic Public Speaking	How you deliver your words and the words you use to make you a person of influence and positive change.	16 November 10am-11am	Online	SLCC	£35 + VAT
Using Facebook Groups Effectively	How a Facebook group can help engage and interact with parishioners	17 November 10am-11am	Online	SLCC	£35 + VAT

Budgeting Basics	Rules on precept setting vs budget setting, why set a budget, what goes into a budget, getting started, management/review/forecasting	18 November 11am-12pm	Online	SLCC	£35 + VAT
Committees, Sub-Committees and Working Groups	Benefits of having committees and working groups, forming committees and terms of reference, types of committees and their structures, delegating, who can sit on committees, voting rights, public admission, minutes and agendas.	22 November 2pm-2.45pm	Online	SLCC	£20 + VAT
Approaching Feedback with Positivity	To create an environment for an open and honest conversation, tackling difficult conversations.	23 November 10am-11.30am	Online	SLCC	£35 + VAT
Code of Conduct	A look at the new model code of conduct, the background behind the code, key provisions, grey areas.	24 November 10am-11.30am	Online	SLCC	£35 + VAT
Powerful Confidence	Skills in self-reflection, confident inner voice.	25 November 10am-11am	Online	SLCC	£35 + VAT
Time Management	Understand the barriers and pressure points, valuing your time, planning, handling distractions, effective delegation, time management tips	1 December 10am-11am	Online	SLCC	£35 + VAT
Budgeting Basics	Rules on precept setting vs budget setting, why set a budget, what goes into a budget, getting started, management/review/forecasting	2 December 2pm-3pm	Online	SLCC	£35 + VAT
Rights of Way	Public and private rights of way, maintenance, ownership, obstructions, easement, common land, village greens	10 December 10am-11.30am	Online	SLCC	£35 + VAT

Committees, Sub-Committees and Working Groups	Benefits of having committees and working groups, forming committees and terms of reference, types of committees and their structures, delegating, who can sit on committees, voting rights, public admission, minutes and agendas.	16 December 10.30am- 11.15am	Online	SLCC	£20 + VAT
Committees, Sub-Committees and Working Groups	Benefits of having committees and working groups, forming committees and terms of reference, types of committees and their structures, delegating, who can sit on committees, voting rights, public admission, minutes and agendas.	11 January 10.30am- 11.15am	Online	SLCC	£35 + VAT
GDPR	Meeting legal obligations, reviewing data security and data breach procedures	Anytime – one-day course	Online	SLCC	£30 + VAT
Modern Slavery Essentials	The extent of modern slavery in the UK, how to spot signs of a victim, what to watch out for as an employer, how to report concerns	Anytime – 45-60 minute course	Online	DAPTC	£14
Display Screen Equipment Workstation Assessment	Information on posture, making adjustments to the workstation	Anytime – 45-60 minute course	Online	DAPTC	£14
Stress Management Essentials	Prevent, reduce and manage stress levels	Anytime – 45-60 minute course	Online	DAPTC	£14
Time Management Essentials	Principles of effective time management, techniques and coping mechanisms to be more effective	Anytime – 45-60 minute course	Online	DAPTC	£14
Persona Safety Essentials	Tips and strategies to be more safety conscious, minimising vulnerability, avoiding situation and environments that place you at greater risk	Anytime – 45-60 minute course	Online	DAPTC	£14



Health and Safety Essentials	The importance of health and safety to keep employees safe and healthy	Anytime – 45-60 minute course	Online	DAPTC	£14
Data Protection Essentials	Complying with current data protections regulations, avoiding serious legal consequences	Anytime – 45-60 minute course	Online	DAPTC	£14
Equality, Diversity and Inclusion	Understanding of the equality and diversity legislation	Anytime – 45-60 minute course	Online	DAPTC	£14
SLCC Practitioners' Conference	For clerks and councillors, covering time management, tending process, VAT, elections in Wales, learn how to say no, success stories, networking sessions	15-17 February 2022	Online	SLCC	£199 + VAT