



John Wright
Town Clerk

Lyme Regis Town Council

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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

Notice is given of a meeting of the Human Resources Committee to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 23 February 2022 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
17.02.22

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 9 February 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 9 February 2022

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. Changes to the Living Wage

To inform members of changes to the Living Wage and the impact on the council's workforce

9. Town Clerk's Annual Appraisal

To allow members to consider the town clerk's annual appraisal for the last year

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. Deputy Town Clerk, Spinal Column Point Progression

To allow members to consider the deputy town clerk's annual appraisal summary and progression to the next spinal column point on his salary scale on 1 April 2022

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. Support Services Manager, Spinal Column Point Progression

To allow members to consider the support services manager's annual appraisal summary and progression to the next spinal column point of her salary scale on 1 April 2022

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. Operations Manager, Performance Appraisal Summary

To allow members to consider the operations manager's performance appraisal summary

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. Finance Manager's Appraisal

To allow members to consider the finance manager's annual appraisal summary

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

14. Spinal Point Column Progression and Pay Arrangements for Other Employees for 2022-23

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 2022-23

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

15. 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 9 - Town Clerk's Annual Appraisal**
- (b) **Agenda item 10 - Deputy Town Clerk, Spinal Column Point Progression**
- (c) **Agenda item 11 - Support Services Manager, Spinal Column Point Progression**
- (d) **Agenda item 12 - Operations Manager, Performance Appraisal Summary**

- (e) Agenda item 13 - Finance Manager's Appraisal**
- (f) Agenda item 14 - Spinal Point Column Progression and Pay Arrangements for Other Employees for 2022-23**

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 9 FEBRUARY 2022

Present

Chairman: Cllr G. Stammers

Members: Cllr J. Broom, Cllr D. Sarson, Cllr G. Turner

Officers: A. Mullins (support services manager), J. Wright (town clerk)

21/41/HR Public Forum

There were no members of public who wished to speak.

21/42/HR Apologies

Cllr M. Ellis – work commitments
Cllr B. Larcombe – on other council business
Cllr C. Reynolds – personal reasons

21/43/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 3 November 2021

Proposed by Cllr D. Sarson and seconded by Cllr G. Turner, the minutes of the meeting held on 3 November 2021 were **ADOPTED**.

21/44/HR Disclosable Pecuniary Interests

There were none.

21/45/HR Dispensations

There were none.

21/46/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 3 November 2021

Finance Manager Recruitment

The town clerk confirmed the assistant finance manager took up the post on 7 February 2022 as expected and she seemed to have settled into the role. He said the finance manager had attended her first Strategy and Finance Committee meeting and would continue to attend those meetings when required.

21/47/HR Update Report

Plumbing Training

Members were pleased to hear the maintenance operative was progressing well with his training and was taking on more plumbing tasks as they came up.

21/48/HR Minutes of the Health and Safety Committee meeting on 16 December 2021

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, the minutes of the Health and Safety Committee meeting held on 16 December 2021 were **RECEIVED**.

21/49/HR Health and Safety Policy Review

The town clerk asked members to conder the issue of eye tests as currently, office staff were reimbursed for eye tests but external works' staff were not. He suggested the council should consider parity between the two teams.

Members felt staff should be treated equally and the council did require the external works' staff to drive vehicles and do close-up work that required good eyesight.

Cllr G. Stammers said eye tests also picked up other things which affected the eyes, such as toxocariasis and Lyme Disease which could be related to their work.

As one of the proposed new sections of the policy was about asbestos management, Cllr G. Turner asked if there was still a lot of asbestos in the council's premises.

The town clerk said the biggest concern was the cadet hut and the asbestos roof but as long as it wasn't disturbed, it shouldn't cause too much of an issue, although officers were keeping an eye on subsidence of the building. However, he said there were not as many staff now using the building for rest facilities due to Covid and new zoning arrangements.

Cllr J. Broom asked why the policy needed to include reference to the Construction (Design and Management) Regulations 2015 as he said the council would be the client and would employ someone else to explain the requirements.

The town clerk said health and safety sat with the governance of the organisation and it had to be confident there were proper systems and processes in place. He said the council also had to be confident it employed someone who was competent enough to adhere to the regulations.

Proposed by Cllr D. Sarson and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the updated health and safety policy and to include in the policy that external works' staff are provided with an appropriate eyesight test if they request one.

21/50/HR Review of Employee Handbook – Part 2

The support services manager said the majority of the changes were to remove gender references, to reflect changes within the organisation and to reflect changes in legislation.

The support services manager said there was also a new section added in about making reasonable variations to timescales and processes when following a procedure, for example the bullying and harassment procedure, to allow greater flexibility as there had

recently been situations where it had been difficult to stick to the timescales for various reasons. She said any changes would be communicated to all parties.

Proposed by Cllr G. Turner and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed amendments to the staff handbook up to page 79.

21/51/HR Member Allowances

The town clerk said the outcome from the Dorset Parish Independent Remuneration Panel was disappointing; despite the council making representations historically and him personally being interviewed by the panel along with several other clerks, this hadn't made a difference and the panel had decided to continue basing the allowance on size of population.

The town clerk said this would mean a reduction in allowance but the panel had introduced a degree of flexibility so if a council felt it was being unfairly treated, it could increase its members' allowance by one band. He said this would mean instead of a reduction of £99, the allowance would increase to £534 per annum, which represented a small overall increase. He added that although most members didn't claim an allowance, he understood it was a matter of principle.

Cllr J. Broom said as the council had the General Power of Competence, he couldn't see why the council couldn't set its own level of members' allowance, although he understood this may be criticised by residents.

The town clerk said the legislation said councils should pay proper consideration to the recommendations of the panel. He said the ultimate test was whether the council could justify its decision to the electorate and one of the consequences of not following the panel's recommendations was the possibility of the council being open to judicial review of its decision-making processes.

Cllr D. Sarson asked when the next review would take place.

The town clerk said the last review was in 2019 and before that it was either in 2010 or 2012. He said an assessment that town and parish councillors were worth 3% of the value of a Dorset councillor didn't reflect the work and responsibilities of Lyme Regis Town council members

The town clerk said the council was also required to agree how much it would pay for other expenses, such as mileage and overnight stays, and those allowances needed to be displayed on the council's website.

Cllr J. Broom suggested all members claimed the allowance and then gave it to charity.

The town clerk said members could do what they liked with their allowance; the budget assumed every member claimed an allowance and as only a few did, it was always underspent.

Proposed by Cllr D. Sarson and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a basic members' allowance and the duties for the payment of travel and subsistence allowances, as detailed below:

- payment of basic members allowances at level 3
- mileage allowances in accordance with HM Revenue and Customs Mileage Allowance Payments (MAPs), paragraph 19
- the reimbursement of the standard or actual fare for travel on public transport, paragraph 19
- the payment of parking fees at the amount incurred, paragraph 19
- subsistence allowances on reimbursement of receipted expenditure within the maximum limits set out in paragraph 20
- room only subsistence for overnight absence, other than London, should be £85.92 incl. VAT or £112.96 incl. VAT in London

the implementation of these allowances is from 1 April 2022, they are reviewed annually and displayed on the council's website.

21/52/HR In-house Member Training

The town clerk said the proposed training was probably more applicable to newer members and useful as a refresher as it might help put things into context now members had the benefit of some experience. He said he intended to get the staff involved in delivering the training and suggested offering it up to neighbouring councils who might benefit from it.

The town clerk said he would put a programme together over the next 18 months. He said he would gauge when there was demand for the training, i.e. day times or evenings, and bring a programme to the next meeting.

Cllr G. Stammers said she felt it would help with decision-making and help improve the council's links with neighbouring councils.

21/53/HR Member Training and Development

The support services manager said there were a huge amount of courses, webinars, and e-learning available to members which were mainly virtual and although some were on specific dates and times, many were on demand and could be completed at members' convenience.

The support services manager said the member training budget was underspent and encouraged members to ask for more information about any topics that interested them.

21/54/HR Latest Covid-19 Position

The town clerk said there had been another government announcement with plans to remove all remaining Covid-19 restrictions after the February half term, including the requirement to isolate if you have the virus.

21/55/HR Postholder 218, Six-Month Probation Report

Proposed by Cllr G. Stammers 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.

21/56/HR Enforcement Officer Abuse

Proposed by Cllr G. Stammers 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.

21/57/HR Exempt Business

a) Postholder 218, Six-Month Probation Report

Cllr G. Stammers asked if the postholder would be offered to learn to drive.

The support services manager said this was within the members' gift and a precedent had been set as the council had previously paid for driving lessons for two employees to assist them in their roles.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve postholder 218's continued employment with the council.

b) Enforcement Office Abuse

The town clerk gave members details about the escalation of abuse towards one enforcement officer and how officers were dealing with this.

The meeting closed at 8.04pm.

Committee: Human Resources

Date: 23 February 2022

Title: Matters arising from the minutes of the previous Human Resources Committee meeting held on 9 February 2022

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

21/50/HR – Review of Employee Handbook – Part 2

It was intended to bring part three of the handbook review to this meeting. However, due to operational issues and the need to add in substantial sections on family policies, this has been deferred to the next meeting on 13 April 2022.

John Wright
Town clerk
February 2022

Committee: Human Resources

Date: 23 February 2022

Title: Changes to the Living Wage

Purpose of report

To inform members of changes to the Living Wage and the impact on the council's workforce

Recommendation

Members note the report

Background

1. Following consideration by the Human Resources Committee on 24 May 2014, the Full Council approved a policy of paying its employees the minimum hourly rate determined by the Living Wage Foundation¹; at that point in time, this was referred to as the Living Wage.
2. This was, and remains higher, than the government's minimum wage which confusingly changed its name in 2016 to the National Living Wage² for those over 23 years whilst retaining the minimum wage title for those categories under 23 and apprentices.
3. This issue was last reported to the Human Resources Committee on 15 September 2021. Members did not make a recommendation to Full Council but 'noted the report and agreed the council should keep its eye on the situation.'

Report

4. On 15 November 2022, the Living Wage Foundation announced a 40p per hour increase to the Real Living Wage for employees 18 years of age and older. This represents a 4.21% increase to the Real Living Wage, increasing it to £9.90 per hour outside of London. The London hourly rate is £11.05.
5. This increase has a direct impact on the council's three amenities' assistants who are currently paid at spinal column point (SCP) 3, i.e., £9.62 per hour. This is 28p per hour below the Real Living Wage. The amenities' assistants' contracts of employment recognise the proximity of their pay to the Real Living Wage and allows for the payment of a supplement to make good any difference. Amendments to their pay will be included in March's salary run and will be adjusted for any pay settlement that is reached for the 2021-22 pay award.
6. The increase also has a direct impact on a further 11 posts that start at SCP 4, i.e., £9.81 which is 9p below the Real Living Wage. Currently, only one employee is paid at SCP 4 and, depending on the outcome of the 2021-22 pay settlement, his pay will be adjusted in March's salary run.

¹ The Living Wage Foundation's Real Living Wage is determined by an independent panel who calculate the minimum hourly amount a person working a 40-hour week requires to live.

² The National Living Wage is based on a government target to reach 66% of median earnings by 2024

7. These 11 posts are semi-skilled and progress from SCP 4 to SCP 6 or 7. For these posts, pay differentials are eroded by disproportionate increases in the Real Living Wage. For information, the hourly pay for SCPs 4-7 is:

	£
SCP 4	9.81
SCP 5	10.01
SCP 6	10.21
SCP 7	10.41

8. As part of the 2021 budget, the Chancellor of the Exchequer announced the National Living Wage would increase to £9.50 (6.6%) on 1 April 2022.
9. Any recommendations from this committee will be considered by the Full Council on 6 April 2022.

John Wright
Town clerk
February 2022