

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 9 JUNE 2021

Present

Chairman: Cllr G. Stammers

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

Officers: M. Adamson-Drage (operations manager), A. Mullins (administrative officer), J. Wright (town clerk)

Absent: Cllr S. Williams

21/01/HR Election of Chairman and Vice-Chairman

It was proposed by Cllr J. Broom and seconded by Cllr G. Turner that Cllr G. Stammers is chairman of the Human Resources Committee.

There being no other nominations, Cllr G. Stammers was duly **ELECTED** as chairman.

It was proposed by Cllr J. Broom and seconded by Cllr B. Larcombe that Cllr D. Sarson is vice-chairman of the Human Resources Committee.

There being no other nominations, Cllr D. Sarson was duly **ELECTED** as chairman.

21/02/HR Terms of Reference

The terms of reference were noted.

21/03/HR Public Forum

There were no members of public present.

21/04/HR Apologies

None.

21/05/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 10 March 2021

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis, the minutes of the meeting held on 10 March 2021 were **ADOPTED**.

21/06/HR Disclosable Pecuniary Interests

There were none.

21/07/HR Dispensations

There were none.

21/08/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 10 March 2021

Local government 2021 pay claim

It was noted the pay claim, when accepted, would be backdated to 1 April 2021 and that this had been budgeted for at 2%.

Members' allowances

It was confirmed there was a list on the council website of which members claimed an allowance.

21/09/HR Update Report

Seafront attendant

The operations manager said there were three candidates for the post and Matt Johnson had been appointed, with a start date of 14 June 2021.

Members were disappointed with the low number of applicants. The support services manager outlined where the post had been advertised and said officers were also surprised with the lack of interest, especially as the evening seafront attendant post had received a lot of interest.

Cllr M. Ellis asked what induction training he would get as the evening seafront attendants had started without induction training, uniform or lone working guidance. She said there should be a training pack in the personnel files for members to see, and she felt members should also see employees' exit interviews.

The town clerk said exit interviews were confidential and unless employees gave explicit consent for members to see them, they would remain so. He said if employees knew their exit interviews would be seen by members, he doubted if some leavers would consent to an interview.

Several members felt they should be allowed to see exit interviews as the councillors were the employer, although it was pointed out the council was the employer, not individual members.

Cllr B. Larcombe said members could ask the town clerk if there were any underlying issues which should be brought to their attention from an exit interview, and an employee could choose to share their interview with members, if they wished.

21/10/HR Minutes of the Health and Safety Committee meeting on 6 May 2021

Cllr J. Broom said he had seen one of the evening seafront attendants not wearing hi-vis clothing.

The operations manager confirmed they were issued with hi-vis clothing and he would follow this up with the employees involved.

Cllr D. Sarson referred to issues around lone and late working and asked how the employee involved would be made to feel more secure.

The operations manager said this issue was raised by an employee who had left the organisation and felt others were vulnerable. He confirmed all the seafront attendants had now been given the appropriate training and he had met with them on their first shift to discuss any issues. He added there had been a long delay on the ordering of uniform but they were now kitted out.

Cllr G. Stammers said enforcement officers had bodycams to help protect them and suggested the Health and Safety Committee looked at getting them for the seafront attendants.

Members discussed the play park equipment as there were concerns some of the equipment didn't conform to British standards and that the wood on the pirate ship was in a poor condition. There was also concern two pieces of equipment were broken and had been for some time.

The operations manager said he didn't believe the British standards had changed, but the inspector who had carried out the recent inspection was particularly stringent on this issue. He said he had asked Eibe, the supplier of the equipment, for their comments on the inspection.

The operations manager said parts had been ordered from Eibe for the broken pieces of equipment but they were taking a long time to arrive. He added that the wood on the pirate ship was not supposed to be treated and was intended to split after time.

Proposed by Cllr J. Broom and seconded by Cllr D. Sarson, the minutes of the Health and Safety Committee meeting on 6 May 2021 were **RECEIVED**.

21/11/HR Human Resources' Annual Review

The town clerk highlighted the main points in the report. He said the pension review in 2022 could cause the wage bill to increase. He drew attention to the significant payroll variance in 2021-22 compared with 2020-21 and said this was due to furlough payments being received in 2020-21.

The town clerk said a pay increase was not expected this year but an employer offer of 1.5% had been made; the council had budgeted for a 2% increase so this would be manageable. He said the budget also assumed every employee was in the pension scheme because employees could join at any time in the year.

The town clerk said there was a relatively low level of sickness absence, excluding days where employees were not able to work due to self-isolation and Covid testing.

The town clerk said the narrowing of the pay differential between low-skilled and semi-skilled jobs was causing concern for some employees.

He said the return to work post-Covid would need to be carefully managed as some employees had greater concerns than others and it was important all views were respected.

The town clerk suggested member information was considered and said he would bring a report to the next meeting.

21/12/HR Evening Seafront Attendant Contract Extension

The operations manager said if members agreed the contract extension, it was the intention to employ one of the candidates who had applied for the permanent seafront attendant post as two of the evening seafront attendants would be leaving by the end of June. This would leave two evening seafront attendants until September.

Cllr M. Ellis asked if there was money in the budget for this.

The town clerk said there was no budget but the additional expenditure could be contained within the overall salaries budget because extra money was included in case employees joined the pension scheme mid-way through the year.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a contract extension for the evening seafront attendants to the first week of September 2021.

21/13/HR Achievement of a Level 5 Diploma in Human Resource Management

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, 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.

21/14/HR Works Supervisor/Lengthsman role – Spinal Column Point Banding Review

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, 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.

21/15/HR Exempt Business

a) Achievement of a Level 5 Diploma in Human Resource Management

Cllr G. Stammers congratulated the support services manager on achieving a Level 5 Diploma in Human Resource Management.

The support services manager left the meeting at 8.06pm.

Members congratulated Adrienne Mullins on achieving a Level 5 Diploma in Human Resources.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to note Adrienne Mullins has achieved a Level 5 Diploma in Human Resources Management and award two additional spinal column points to her current salary and pay scale.

The support services manager returned to the meeting at 8.14pm.

b) Works Supervisor/Lengthsman role – Spinal Column Point Banding Review

Cllr B. Larcombe said it was important to understand why an increase in the banding was being considered as overtime and hours worked were not a valid reason. He said if someone was working considerable overtime, it was a resourcing issue.

Cllr M. Ellis said when the operations supervisor and lengthsman roles were combined, it was unsure what the role would entail but it was probably more demanding than originally thought. She said the postholder had taken on more of a supervisor role than the lengthsman element and this was a reason for an increase.

Cllr J. Broom suggested re-grading the post and applying a new job title, although it was pointed out an employee couldn't just be given a new job title without proper consultation.

Cllr G. Stammers said the postholder had taken on a higher level of responsibility, which justified an increased banding.

The operations manager said since taking on the role, the head gardener post had also been removed so the postholder had also taken on this role and its responsibilities.

Members acknowledged the role had changed since its inception and no longer reflected the job description.

Proposed by Cllr J. Broom and seconded by Cllr K. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the re-banding of the post of works supervisor/lengthsman to spinal column point 19 to 22 and move the current incumbent onto spinal column point 22 with immediate effect on the basis of a new job description and person specification which reflects the current role.

The meeting closed at 8.28pm.