



John Wright  
Town Clerk

## Lyme Regis Town Council

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### Human Resources Committee

**Core Membership:** Cllr J. Broom, Cllr M. Ellis, Cllr B. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, 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 15 June 2022 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
10.06.22

*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. Election of Chairman and Vice-Chairman

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2022/23

#### 2. 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*

#### 3. Apologies

To receive and record any apologies and reasons for absence

**4. Minutes**

To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 23 February 2022 (attached)

**5. Minutes**

To confirm the accuracy of the minutes of the extraordinary Human Resources Committee meeting held on 15 March 2022 (attached)

**6. 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.

**7. Dispensations**

To note the grant of dispensations made by the town clerk in relation to the business of this meeting.

**8. Matters arising from the minutes of the Human Resources Committee meeting held on 23 February 2022 and the extraordinary meeting held on 15 March 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

**9. Update Report**

There are no updates.

**10. To receive the minutes of the Health and Safety Committee meeting held on 17 March 2022**

**11. Appointment of Members to the Health and Safety Committee**

To allow the committee to appoint members to the health and safety committee

**12. Review of Employee Handbook – Part 3**

To allow members to consider proposed amendments to the employee handbook

**13. Human Resources' Annual Review**

To allow members to receive an annual report on key human resources' information

**14. Pay Review**

To allow members to consider whether to commission an independent review of employees' pay

**15. Ex Gratia Payment**

To allow the committee to consider making an ex gratia payment to an employee for early morning work for the Platinum Jubilee celebrations

*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*

**16. Request for Unreduced Early Pension Payment**

To allow members to consider a request from a former employee for early payment of an unreduced pension

*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*

**17. 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 15 – Ex Gratia Payment**

**(b) Agenda item 16 - Request for Unreduced Early Pension Payment**

**Committee:** Human Resources

**Date:** 15 June 2022

**Title:** Election of Chairman and Vice-Chairman

**Purpose of Report**

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2022/23

**Recommendation**

- a) The committee receives nominations for the chairman of this committee and elects its chairman for the council year 2022/23
- b) The committee receives nominations for the vice-chairman of this committee and elects its vice-chairman for the council year 2022/23

**Background**

- 1. The terms of reference for the council's committee structure state each committee will elect its chairman and vice-chairman from among its membership.
- 2. Consequently, nominations are sought for the chairman and the vice-chairman of this committee.
- 3. The relevant standing orders that inform and govern the election of chairmen and vice-chairmen are detailed below.
- 4. Standing order 3.t states:

'Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members request, voting may be by signed ballot.'

- 5. Standing order 8.a states:

'Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.'

6. Standing order 8.b. states:

'As the first business of a council is to elect a chairman (the mayor in the case of Lyme Regis Town Council) who is also an ex-officio voting member of all committees, they are in a position to open and chair a sub-committee meeting temporarily, with the benefit of a casting vote, until a committee chairman is elected. In the Mayor's absence, the Deputy Mayor could officiate in the same way, The town clerk or other officer cannot open or chair a committee or sub-committee meeting.

7. The election of the chairman and vice-chairman of the Human Resources Committee will be reported to the Full Council on 27 July 2022.

John Wright  
Town clerk  
June 2022

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 23 FEBRUARY 2022

**Present**

**Chairman:** Cllr G. Stammers

**Members:** Cllr J. Broom, Cllr M. Ellis, Cllr B. Larcombe, Cllr G. Turner

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

**21/58/HR Public Forum**

There were no members of public present.

**21/59/HR Apologies**

Cllr C. Reynolds – appointment  
Cllr D. Sarson – illness

**21/60/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 9 February 2022**

Proposed by Cllr G. Turner and seconded by Cllr G. Stammers, the minutes of the meeting held on 9 February 2022 were **ADOPTED**.

**21/61/HR Disclosable Pecuniary Interests**

There were none.

**21/62/HR Dispensations**

There were none.

**21/63/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 9 February 2022**

Members noted the report.

**21/64/HR Update Report**

Members noted the report.

**21/65/HR Changes to the Living Wage**

The town clerk said following the announcement in November 2021 that the Real Living Wage had increased to £9.90 an hour, it was getting to the point where the

pay scales of the lowest paid employees were encroaching on the pay of the semi-skilled employees.

Cllr B. Larcombe said it wasn't about encroachment or catching up with others, it was about the underpinning, and the level of the underpinning was faster than the re-assessment of the existing rates above them. He asked what was happening in other councils, such as Dorset Council (DC).

The town clerk said he sensed DC was not dissimilar to this council. He said every couple of years one of the clerks from a town council in Dorset asked other councils for salary data and shared it with other councils, so this would give an idea of where the council stood.

The town clerk said pay was now becoming a talking point among the staff, partly due to there being no resolution yet to this year's pay negotiations, compounded by rising inflation.

Members also acknowledged National Insurance increases were also impacting on wages.

The town clerk said he had discussed with the chairman of this committee that there should be a more in-depth discussion in June ahead of the 2022-23 budget-setting process, by which time this year's pay negotiations would hopefully be concluded, there would hopefully be a sense of the parameters of next year's pay award, and a sense of the inflationary trend.

Cllr J. Broom asked what the pay claim was likely to be.

The town clerk said the 2021-22 offer was 1.75% but negotiations hadn't yet started for 2022-23, although there was talk of 3 or 4%. However, he said many councils couldn't afford this, with the downward pressure on them, the withdrawal of revenue support grants, and pressure to keep council tax increases to a minimum.

The town clerk said he sympathised with the semi-skilled workers in the organisation who felt they were struggling to live on their monthly salary, however, the overall package provided to employees was good, with a generous pension scheme, sick pay, and a 37-hour week instead of 40. He said opportunities to increase income, including overtime and moving to annualised hours, were offered but not always taken up by employees.

## **21/66/HR Town Clerk's Annual Appraisal**

Proposed by Cllr G. Stammers 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.

**21/67/HR Deputy Town Clerk, Spinal Column Point Progression**

Proposed by Cllr G. Stammers 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.

**21/68/HR Support Services Manager, Spinal Column Point Progression**

Proposed by Cllr G. Stammers 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.

**21/69/HR Operations Manager, Performance Appraisal Summary**

Proposed by Cllr G. Stammers 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.

**21/70/HR Finance Manager's Appraisal**

Proposed by Cllr G. Stammers 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.

**21/71/HR Spinal Column Point Progression and Pay Arrangements for Other Employees for 2022-23**

Proposed by Cllr G. Stammers 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.



Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

**21/72/HR Exempt Business**

**a) Town Clerk's Annual Appraisal**

Cllr B. Larcombe said it had been a challenging two years and the shape the council was in now was a credit to the town clerk and his staff.

Cllr G. Stammers said the diversifying of the council's operations was also a credit to the town clerk and his staff.

**b) Deputy Town Clerk, Spinal Column Point Progression**

Cllr B. Larcombe asked if the town clerk was happy with the deputy town clerk's working from home arrangements.

The town clerk said it was early days and it had been clouded by the working from home arrangements for all office staff due to Covid. He said the deputy town clerk was struggling to work from home on Wednesdays as he had had to attend some meetings, as well as evening council meetings, but there was no reason why he couldn't join council meetings virtually.

Cllr B. Larcombe wanted to thank the deputy town clerk for handling the works to the Guildhall.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the deputy town clerk's progression to spinal column point 36 on 1 April 2022.

*The support services manager left the meeting at 7.35pm.*

**c) Support Services Manager, Spinal Column Point Progression**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the support services manager's progression to spinal column point 26 on 1 April 2022.

*The support services manager returned to the meeting at 7.44pm.*

**d) Operations Manager, Performance Appraisal Summary**

Members noted the report.

**e) Finance Manager's Appraisal**

Members noted the report.

**f) Spinal Point Column Progression and Pay Arrangements for Other Employees for 2022-23**

Members noted the report.

*The meeting closed at 8.22pm.*

## LYME REGIS TOWN COUNCIL

## EXTRAORDINARY HUMAN RESOURCES COMMITTEE

## MINUTES OF THE MEETING HELD ON TUESDAY 15 MARCH 2022

**Present**

**Chairman:** Cllr G. Stammers

**Members:** Cllr J. Broom, Cllr B. Larcombe, Cllr D. Sarson, Cllr G. Turner

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

**Absent:** Cllr C. Reynolds

**21/73/HR Public Forum**

There were no members of public present.

**21/74/HR Apologies**

Cllr M. Ellis – working

**21/75/HR Disclosable Pecuniary Interests**

There were none.

**21/76/HR Dispensations**

There were none.

**21/77/HR Staffing and Recruitment**

The support services manager explained the need to recruit quickly to the admin team as the front desk always required staffing, which meant other employees had to provide cover and were not focusing on their own jobs. She said officers had already spoken to the members about making changes to the admin team because the council had moved to more online services and the way the public interacted with the council had changed; this recruitment presented the council with an opportunity to introduce those changes. She emphasised that the level of work had not changed, just the way in which the work was carried out and perhaps the type of person that was required to carry it out.

The support services manager said the officers also felt it was an opportunity to incorporate into the role some community engagement type work and to merge this with the admin function. She said officers also felt having two part-time employees at three days a week each would provide better coverage and flexibility for the front desk, which would help to cover for annual leave and sickness and create less disruption for the rest of the office.

Cllr G. Stammers asked the support services manager to explain more about the need to build up capacity and resilience within the team in creating the two proposed posts.

The support services manager said she was currently covering all the basic requirements but was struggling to achieve anything beyond this, although she had many ideas for community engagement which she would like to progress but didn't have the capacity to incorporate into her role. She said there were other elements of her role, such as managing the burial records, the website and social media, that no one else in the organisation was currently able to manage and this was a weakness that needed addressing. She added that the two posts could help build up resilience by covering these and other roles.

The town clerk said the job description reflected the role of the admin assistant job 15 years' ago when most of the council's engagement was over the front desk, but the job was moving away from this. He said the council no longer had a relationship with LymeForward, which meant the council had to be the vehicle for community engagement, so the aim was to change the job role to strengthen the council's engagement with the community.

The town clerk said these posts would be at no extra cost as it was already included in the budget, and there was an incidental saving to the council as it was no longer paying LymeForward a grant of £10,000 per year.

Cllr G. Turner asked why there was a need for two posts and why there couldn't be one post with more hours.

The support services manager said there was already a budget for a community engagement post for two days a week and the senior administrative assistant worked four days a week, which meant there were six days of labour available. However, officers were proposing two posts, each at three days a week.

Cllr J. Broom asked why the community engagement work couldn't be carried out by an external organisation.

The town clerk said it had been difficult to have a dialogue with LymeForward for some time and a considerable amount of officer time had been spent in trying to resolve this issue. He said contracting the work out to an external organisation meant the council had no control over it and most other councils carried out their own community engagement.

The town clerk said the only other organisation that was likely to be able to carry out community engagement was Lyme Regis Development Trust, but he felt the council should be given the chance to do this work itself.

Cllr J. Broom asked why the administrative role couldn't be increased to five days a week and the community engagement role an additional two days.

The support services manager said there was no reason why this couldn't happen, although this would mean increasing the staffing budget and officers felt merging the admin and community engagement roles would provide better flexibility and resilience.

Cllr B. Larcombe asked what would happen if LymeForward came back to the council and asked for the grant to be reinstated.

The town clerk said the council had spent a considerable amount of time debating LymeForward's grant and to withdraw and then reinstate it would not be the optimum decision. He said the 2022-23 staffing budget had been increased by £10,000 to undertake community engagement work and this had been informed by the issues that were emerging with LymeForward.

Cllr B. Larcombe asked what the community engagement work would entail as he didn't feel there was enough work to fill two days. He said in terms of public relations, a lot of the problems were to do with the behaviour of a small number of members and he felt no amount of community engagement work would change that.

The town clerk said the way in which the council engaged with the community was different, so the job could entail engaging through social media, Lyme Voice or organising and facilitating meetings, as well as meeting the requirements of GDPR, the Transparency Code and accessibility regulations.

Cllr B. Larcombe said given reports of less people going into the council office and more services being available online, he asked how much staff time had been saved and could therefore be transferred into doing the other online tasks which were being proposed in the new roles.

The town clerk said he couldn't give a definitive answer about how much staff time was saved but the purpose of creating the two proposed roles was also to build up resilience, create flexibility, as well as building in community engagement work, all within the agreed budget.

Cllr G. Stammers said the new members of staff would also pick up tasks which currently only the support services manager was able to do, which would also free her up to manage the team in terms of community engagement and the requirements which officers had already explained were not being met.

Cllr D. Sarson said it was important for members to make a quick decision on this recruitment, but this wasn't to suggest all the proper processes wouldn't be followed. He said not recruiting immediately would put extreme pressure on the existing admin team if they had to fill in for two months and members had a duty of care to staff.

Cllr B. Larcombe said as a council, it was required to sign off expenditure and recruitment was one of the biggest overheads, so it was entirely right that this committee had the opportunity to discuss and approve it. He felt the auditor would have a view if the council didn't sign off expenditure and said the process had to be followed, so the council could demonstrate the post was required.

The support services manager said recruitment had previously been within the remit of officers, other than for manager appointments, so when a vacancy arose, the recruitment would proceed without requiring authorisation from the council. She said this position had only changed during Covid when the council was in a difficult financial position and therefore felt it should scrutinise the need for every position before recruiting.

The town clerk said most organisations had an agreed establishment and if it was within the budget, the officers were authorised to proceed with recruitment, therefore he didn't think the auditor would have an issue. He said the auditor might have a view if the recruitment exceeded the agreed budget, but that wasn't the case here.

Cllr B. Larcombe said he didn't feel he knew enough about what the community engagement would involve and would aim to do.

The support services manager gave some examples of the types of community engagement the council could pursue. She said this was also the rationale for combining it with the admin function, as the two roles were closely linked and the ways in which the council may engage with the community were already part of the admin function.

The town clerk emphasised that this did not represent an overspend on budget, it was aiming to move with the times, it built in flexibility and resilience and all the disagreements seemed to be about the process. He said there appeared to be so much negativity about something that he felt was a common-sense proposal.

Cllr G. Stammers said by employing two people, one person could have a particular skill set and the other person could have a different skill set, so all the required skills would be met.

Cllr J. Broom asked if the posts would be advertised in Somerset.

The support services manager said the posts would be advertised in local newspapers, two of which were in the Archant and Newsquest groups which had websites where the jobs would also be advertised, expanding the reach.

Proposed by Cllr D. Sarson and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve changes to the staffing structure to replace the current senior administrative assistant post with two part-time posts at three days a week, to incorporate community engagement work and a re-focus on more IT-based skills, based on the amended job descriptions and person specifications.

*The meeting closed at 8.18pm.*

**Committee:** Human Resources

**Date:** 15 June 2022

**Title:** Matters arising from the minutes of the Human Resources Committee meeting held on 23 February 2022 and the extraordinary meeting held on 15 March 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**

**21/77/HR – Staffing and Recruitment**

Following the committee's decision to create two part-time posts to incorporate community engagement work, recruitment commenced to appoint two administrative and community engagement assistants.

Interviews took place on 13 April 2022 and there were several appointable candidates. Cara Austin started in the role on 9 May 2022 and will be working Mondays, Thursdays and Fridays. Gail Rood started in the role on 7 June 2022 and will be working Mondays, Tuesdays and Wednesdays.

This is in addition to the admin assistant Kerry Weekley, who works Tuesday to Friday.

John Wright  
Town clerk  
June 2022

**Committee:** Human Resources

**Date:** 15 June 2022

**Title:** Update Report

**Purpose of Report**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**Amenities' assistant**

The new amenities' assistant Roger Saunders took up the post on 3 April 2022.

**Maintenance operative**

The new maintenance operative Anthony Grainger took up the post on 23 May 2022.

**Finance**

The assistant finance manager left the post on 6 May 2022 during her six-month probation period. Following consultation with the chairman and vice-chairman of this committee, recruitment began immediately for the post of finance assistant and the closing date was on 6 June 2022. Interviews were held on 9 June 2022 and an offer of employment has been made, subject to satisfactory references. All being well, the new incumbent will take up the post on 11 July 2022.

**2021-22 pay award**

Agreement on rates of pay applicable from 1 April 2021 was reached on 28 February 2022. An increase of 1.75% was agreed. The increased rates were paid in the March payroll and backdated to April 2021. Employees who had left the council since 1 April 2021 were also paid the backdated amount up until their last day of employment.

The National Joint Council for local government services (NJC) agreed to recommence the review of Term-Time Only working arrangements, which was paused at the outbreak of the pandemic.

The NJC also agreed to enter into discussions on homeworking policies, mental health support and maternity etc leave.

The 2022-23 pay claim has been tabled by the NJC unions (Unison, GMB and Unite) – this is outlined in more detail in agenda item 13.

John Wright  
Town clerk  
June 2022  
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LYME REGIS TOWN COUNCIL

HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD ON THURSDAY 17 MARCH 2022  
AT 2PM IN LYME REGIS TOWN COUNCIL OFFICE

**Chairman:** Cllr J Broom

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

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

**Apologies** Mr A. Jefferies (staff member), Mr K. Knight (staff member), J Wright (town clerk), Mrs E Pawsey (secretary).

**To confirm the accuracy of the minutes of the Health and Safety Committee meeting held on 16 Dec 2021**

Proposed by Cllr G. Stammers and seconded by Cllr J. Broom, the minutes of the meeting held on 16 Dec 2021 were **ADOPTED**.

**Matters Arising**

The operation manager informed members as follows:

*Item 1.* The operations manager had checked with the council insurers who had informed him that as long as staff were adequately trained to do the required work then the council was insured to work on other buildings.

*Item 3.* Bridge inspections by DC had appeared to have commenced. Inspectors were seen on site recently. The operations manager would chase this up for the paperwork.

**Action: Operations Manager**

Air conditioning units had been serviced in February.

The outstanding homeworking DSE assessment had been completed. It was not required to necessarily visit staff at home as all staff had been adequately trained to assess their own workstations.

*Item 4.* An outside sink had been fitted at the Cadet Hut and staff had been instructed that the indoor sink was not to be used for cleaning maintenance equipment.

*Item 5.* The operations manager showed the committee members a training courses proposal from SSG Ltd covering the next few months and he was intending to book these courses as soon as possible.

**Action: Operations Manager**

*Item 7.* Members were appraised of the latest developments in tackling the H&S audit actions. Items in red required action by the operations manager:

1. Unsafe Act/Unsafe Condition added to the investigation template.

2. Additions have been made to the H&S Policy.
3. Machinery risk assessments to be drawn up.
4. Pre-start up signing sheets have been provided.
5. Safe systems of work - methods to be drawn up.
6. A quarterly approach to risk assessment review would be adopted.
7. Permanent Homeworkers would be provided with a DSE assessment template.
8. Employees now sign to confirm receipt and understanding of PPE issued.
9. Chemical storage incompatibilities would be addressed through the COSHH risk assessment review process.
10. Fire blankets had been purchased.
11. Emergency exits at the cadet hut would be re-assessed by the Fire Risk assessor soon but in the past he had disagreed with the H&S auditors suggestions. To be reviewed post-FRA review.
12. The asbestos inspection programme had been updated to include current photographs.
13. No vehicle checks were being conducted by staff using their own vehicles at work. Staff would be told that their own vehicles should not be used at work.
14. Preferred contractors insurance documents would be checked annually.
15. Health surveillance questionnaires on mental health for all staff will be drafted and discussed at the March H&S committee.  
(This topic prompted further discussion around mental health on the annual health surveillance questionnaire for all staff and during the recruitment process).
16. Zoonosis/Biological hazards are now included in the H&S Policy and in some of the individual risk assessments.
17. Legionella risk assessments are completed every two years and the H&S Policy has been amended as such.
18. Legionella: Hot water is now also checked.
19. Vulnerable workers, Young workers, Disabled-Employee or Visitor and Pregnant/Expectant workers are now included in the H&S Policy – RA's will be written up as required.
20. Permits to Work are issued, if required (hot works etc), following a contractor safety brief.  
(It was also agreed at this meeting that contractors would sign as having read and understood the contractors safety brief going forward).
21. RA's for bees, snakes, wasps etc and dog enforcement will be undertaken.
22. It was agreed that the town council should heras fence chalet site 18.

**Action Operations Manager**

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

The operations manager informed members all accident books had been checked and there had been no accidents or near missed recorded in the last three months.

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

#### **Fire Safety**

The operations manager informed members all weekly and monthly records and checks had been recorded and were up to date. The files were available for members.

In addition the Fire Risk Assessments conducted in February had been recently received from Vale Fire Safety. The operations manager said that main comments were around 3yr electrical safety certificates for council buildings, PAT testing and Fire doors in the office. There was some discussion about whether the 5yr electrical safety certificates, that the

council has, was sufficient and members agreed that it was. Annual PAT testing was being conducted over the next two to three weeks.

The fire doors in the office would be reviewed with the main refurbishment of the building later in the year. The operations manager would request that the Deputy Town Clerk adds this to the project specification.

**Action: Operations Manager**

The committee also noted that some members of office staff were overdue for a fire drill and fire training.

**Action: Operations Manager**

### **Playgrounds**

The playground check records were up to date and were available for members.

### **Automated External Defibrillator (AED)**

The AED check records were up to date and were available for members.

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

The operations manager showed members the monthly health and safety inspection sheet.

The operations health and safety magnetic board was discussed. Items with a red or orange token were discussed.

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

The list of 15 targets from the policy was read out and each were discussed with the organisations compliance in mind. The following was 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.

*It was noted that this was the first time that the organisation had achieved zero accidents in the previous three months.*

2. Maintain a safe and healthy working environment including safe systems of work in consultation with staff.

*It was noted that the audit had highlighted some deficiencies in safe systems of work and the operations manager was addressing this.*

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

The operations manager said that manual handling, abrasive wheel, working at height, safe use of ladders, first aid and adult mental health first aid, courses were in the process of being booked. In the last quarter toolbox talks on asbestos, electrical safety, and driving safely/moving vehicles, had been conducted.

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

The operations manager explained the draft terms of reference for staff members and the relevant regulations that safety committees fall under. The terms of reference were agreed and staff members would serve for a minimum of two years from the month of May and would undertake the IOSH Managing Safely Course on appointment.

### **Item 7. Any Other Business**

It was agreed that a further councillor member for the health and safety committee would be requested at the next Human Resources Committee meeting.

**Action: Operations Manager**

### **Item 8. Next meeting date**

It was decided the next meeting would take place on Thursday 23 June 2022 in the meeting room at LRTC offices at 2pm.

*The meeting ended at 3:30pm.*

**Committee:** Human Resources

**Date:** 15 June 2022

**Title:** Appointment of Members to the Health and Safety Committee

**Purpose of Report**

To allow the committee to appoint members to the health and safety committee

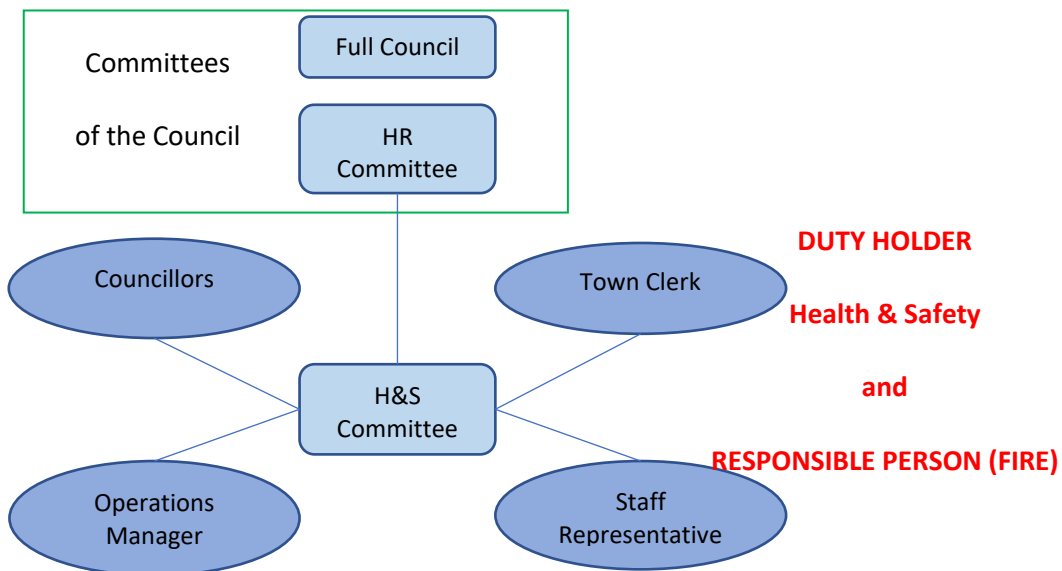
**Recommendation**

The committee appoints at least two members to the health and safety committee

**Background**

1. The health and safety policy details the organisation for the health and safety committee: ‘The Health and Safety Committee meets quarterly and reports to the Human Resources Committee of the council’.
2. It consists of at least two councillors, the town clerk, the operations manager, up to two staff representatives and the secretary.
3. The diagram below, from the health and safety policy, details responsibilities:

**Organisation and Responsibility**



4. Nominations will be sought for the chairman and the vice-chairman of the Health and Safety Committee at the next meeting of that committee. The election of the chairman and vice-chairman will be reported to the Full Council on 27 July 2022.

Matt Adamson-Drage  
Operations manager  
June 2022

**Committee:** Human Resources

**Date:** 15 June 2022

**Title:** Review of Employee Handbook – Part 3

**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.
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 several manageable parts.
6. The first section of the handbook up to page 47 was brought to the meeting on 3 November 2021, the amendments were recommended for approval and subsequently approved by Full Council on 15 December 2021.
7. The second section of the handbook up to page 79 was brought to the meeting on 9 February 2022, the amendments were recommended for approval and subsequently approved by Full Council on 16 February 2022.

**Report**

8. The next section of the handbook was the council's maternity scheme. This required a significant re-write and several other family policies have been added in, as follows, **appendix 12A**:
  - Maternity/Adoption/Paternity Support leave
  - Shared Parental Leave
  - Adoption Leave
  - Parental Leave
  - Parental Bereavement Leave
9. The final part of the handbook will be presented for review to the next meeting of this committee on 14 September 2022.

10. Any recommendations from this committee will be considered by the Full council on 16 February 2022.

Adrienne Mullins  
Support services manager  
June 2022



**Committee:** Human Resources

**Date:** 15 June 2022

**Title:** Human Resources' Annual Review

### **Purpose of Report**

To allow members to receive an annual report on key human resources' information

### **Recommendation**

Members note the report

### **Background**

1. This report provides information on the council's establishment, staff turnover and recruitment, gender profile, pay multiples, human resources' budget, pay, pensions, overtime and time-off-in-lieu (TOIL), appraisals, learning and development, grievances and disciplinaries, and sickness and absence.
2. The report draws comparison between the 2020-21, 2021-22 and 2022-23, where appropriate.
3. The report also details the main human resources challenges for 2022-23.

### **Establishment 2022-23**

4. The council has 18 permanent full-time posts and eight permanent part-time posts where the employee works one or more days a week; the permanent establishment is 22.06 FTEs. In addition, the council has six wedding stewards and is in the process of recruiting two temporary seasonal posts and a security company to patrol the seafront and gardens from 11 July to 4 September 2022<sup>1</sup>. The council's staffing structure is attached, **appendix 13A**.
5. The amendments from the 2021-22 establishment are:
  - the creation of an additional post (14.8 hours per week) to assist the council with community engagement<sup>2</sup>
  - the deletion of the senior administrative assistant post (29.6 hours per week) from the establishment
  - from the above, the creation of two new administrative and community engagement assistant posts (2 x 22.2 hours per week)
  - a reduction in the finance manager's hours from 37 to 30 per week
  - an increase in the finance assistant/assistant finance manager's hours from 23 to 37 hours.

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<sup>1</sup> The cost of the temporary seasonal posts and the security company are paid for from a £20,000 grant from Dorset Council's Contain Outbreak Management Fund for summer demand services

<sup>2</sup> This addition to the establishment was approved by the Full Council, 15 December 2021

7. The council currently has one vacancy; a finance assistant/assistant finance manager. This post is being recruited to.

### Staff turnover and recruitment 2020-21

8. The turnover rate<sup>3</sup> for 2021-22 was 18.13%; the turnover rate includes one internal promotion and one retirement. The turnover rate for 2020-21 was 0%.

### Gender profile and pay gap

9. The council has 18 permanent male employees and seven permanent female employees; eight of these employees are part-time. Of the eight part-time employees, three are male and five are female.
10. On average, the council paid its male employees 0.95% more than its female employees. In the UK, the gender pay gap for full-time employees is 7.9% and 15.4% for all employees, i.e., full and part-time employees, both in favour of males.

### Pay multiples

11. The highest paid council employee, the town clerk, earns 2.56 times more than the median employee, i.e., £51,334 against a median salary of £20,043.

### Payroll costs

12. The payroll costs for 2020-21 (actual), 2021-22 (actual) and 2022-23 (budgeted) are detailed below:

	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Salary	498,609	582,867 <sup>4</sup>	592,616
On cost NI	47,428	49,508	58,907
On cost pension	93,488	101,993 <sup>5</sup>	130,375
<b>Total</b>	<b>639,526</b>	<b>734,369</b>	<b>781,898</b>

13. In 2020-21, the total payroll cost as a percentage of actual income was 46.6%<sup>6</sup> and in 2021-22, it was 33.57% of actual income. For 2022-23, payroll cost is budgeted at 43.84% of income. Due to prudent budgeting assumptions, the council's income will probably exceed £2,000,000 in 2022-23 and, in all probability, the total payroll cost as a percentage of actual budget will be ≤ 40.00%.

14. The variances between actual 2021-22 and budgeted 2022-23 payroll costs are:

- the council's national insurance contributions increased by 1.25% on 1 April 2022<sup>7</sup>

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<sup>3</sup> The turnover rate is based on full-time equivalents in the establishment.

<sup>4</sup> Salary and NI on costs include the salaries of 2021 summer seasonal staff. These posts were funded by a grant from Dorset Council.

<sup>5</sup> On cost pensions include £3,413 added years' pension.

<sup>6</sup> The payroll cost as a % of actual income in 2020-21 is distorted by a reduction in salary expenditure resulting from the receipt of furlough payments and the loss of c.£300,000 in income because of Covid-19 restrictions.

<sup>7</sup> On 9 September 2021, the government announced from 1 April 2022 employers' national insurance contributions would rise by 1.25% to 15.05%. The estimated cost of this increase is £4,500

- pay inflation at 3% is included in the 2022-23 budget
- Employers' pension contributions for six<sup>8</sup> employees who are not in the pension scheme are included in the 2022-23 budget
- The creation of an additional establishment post at 14.4 hours per week at SCP 4-7
- Pay increases for seven<sup>9</sup> employees who progressed through their salary range on 1 April 2022 are included in the 2022-23 budget.

### **Wage increases and the living wage**

15. The council is part of national negotiating framework on pay: the National Joint Council for Local Government Services (NJC). The NJC consists of the employers' body, the Local Government Association, and the trade unions, UNISON, Unite and GMB.
16. In 2020-21, the NJC pay award was 2.75% and in 2021-22 it was 1.7%.
17. 2022-23 pay negotiations have not commenced but on 6 June 2022 the trade union side lodged their claim to the NJC. The claim seeks:
 

“A substantial increase with a minimum of £2,000 or the current rate of RPI – whichever is greater – on all spinal column points. In addition, a COVID-19 recognition payment; a national minimum agreement on homeworking policies for all councils and the introduction of a home working allowance; an urgent review of all mileage rates currently applying; a review and update of NJC terms for family leave and pay; a review of term time only contracts and consideration of retainers; reduction in the working week (without loss of pay) to 35 hours (34 in London) plus one additional day of annual leave.’
18. The council's policy is to pay its employees the 'real' living wage as determined by The Living Wage Foundation; it is currently £9.90 per hour for employees outside London<sup>10</sup>. This is higher than the government's National Living Wage which is £9.50 per hour from 1 April 2022 for employees over 23 years of age.
19. The lowest paid council employees are paid at SCP 3, i.e., £9.82 per hour. To achieve The Living Wage Foundation's 'real' living wage, these employees receive a supplement of £0.08 per hour.
20. There is a separate report on this agenda about employee pay.

### **Pension arrangements**

21. Of the council's permanent employees eligible to join the Local Government Pension Scheme (LGPS), 16 are in the scheme.

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<sup>8</sup> This excludes the amenities staff and wedding stewards

<sup>9</sup> This is offset in part by employees at the higher end of their grade who have left the council or been promoted

<sup>10</sup> The new rates are typically announced in November as part of Living Wage Week, but in response to an unprecedented rise in the cost of living, the Living Wage Foundation has taken the decision to bring the rate announcement forward to September, outside of Living Wage Week. Employers will be encouraged to pay staff the rate as soon as possible.

22. Nationally, employee contributions to the scheme are determined by salary and range from 5 to 12%. Town council's employees' contributions range from 2.25%<sup>11</sup> to 8.5%.
23. The employer contribution is 22%.
24. The pension scheme is re-valued every three years, and this can lead to changes in employer and/or employee contributions<sup>12</sup>. The scheme was last re-valued in 2019-20; this re-valuation did not result in any material changes to pension contributions.
25. The scheme is scheduled for re-evaluation in 2022-23, for implementation on 1 April 2023.

### **Appraisals**

26. All employees have had an annual appraisal for 2021-22. The main themes from the appraisals were low pay and the need for an independent job evaluation and pay review. For some, mess facilities and the condition of the council's offices were also an issue.
27. 2022-23 objectives are informed by the council's 2022-23 budget, the corporate plan and operational requirements. These objectives inform the individual employee's annual objectives.
29. The appraisal process includes employees' learning and development objectives for the forthcoming year.

### **Learning and development**

30. During 2022-23, one employee continued their qualification studies:
  - Naomi Cleal – AAT Accountancy Professional Diploma (Level 4). Naomi aims to complete her qualification by December 2022.
31. The following training courses were completed by various employees in the external works' team:
  - Playground inspection
  - Working at height
  - Manual handling
  - Safe use and inspection of ladders
  - Chainsaw
32. All staff have undergone data security training.
33. Both the office and external works' teams continue to have weekly briefings within their own teams, as well as a full staff briefing following Full Council meetings. The external works' team also have fortnightly toolbox talks.

### **Grievances and disciplinaries**

34. In 2021-22, there were no grievances or disciplinaries.

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<sup>11</sup> 2.9% represents a 50% employee contribution. Three employees pay 50% contributions.

<sup>12</sup> When the scheme was re-valued in 2016-17, employer contributions increased from 16.5% to 22%.

## **Sickness and absence**

35. In 2021-22, 231 days were lost through sickness absence; this includes 61 days lost through Covid-related absence: 192 days (39 days Covid related) in the external works team and 39 days (22 days Covid related) in the office team.
36. Of the 231 days' sickness absence, 155 days (16 days Covid related) were taken by three employees.
37. This compares unfavourably to 2020-21 when a total of 86 days were lost through sickness absence: 75 in the external works' team, 17 in the office team. Of the 75 days lost through sickness absence in the external works' team, 36 were lost through isolation resulting from Covid-19 testing.
38. Including days lost through Covid-19, the average sickness absence per employee was 10.47 days (5.01%). Excluding days lost through Covid-19, the average sickness absence per employee was 7.71 days (3.69%).
39. Excluding the long-term sickness absence of three employees, the average sickness for the remainder of the council's workforce was 3.99 days (1.91%).
40. The Chartered Institute of Personnel and Development report a national sickness absence rate of 4.6 days per worker (2.2%) in 2021. Nationally, approximately one in four absences was related to Covid-19.

## **Time-off-in-Lieu (TOIL)**

41. In 2021-22, the amount of TOIL taken by employees greater than half a day totalled 50 days. This is in line with historic levels, except for 2020-21 when only 11 TOIL days were taken. The main reason for the low level of TOIL in 2020-21 was the flexibility around extended periods of home working and employees not taking TOIL accrued.

## **Policies and Procedures**

42. The council's human resources policies and procedures are incorporated into the employee handbook; they were last reviewed in 2018 alongside the introduction of new contracts of employment. It is intended to review the handbook every three years; as such, the review is currently underway.
43. The following policies and procedures are contained within the handbook: employee code of conduct; recruitment and selection; induction; probation; learning and development; disciplinary; grievance; bullying and harassment; pensions; performance appraisal; capability; sickness absence; member-officer relations; family policies (parental leave, shared parental leave, maternity and paternity; social media; use of company vehicles and use of personal vehicles for work purposes; whistleblowing; equality and diversity; lone working; health and safety; retirement; and leavers.
44. In 2020, parental bereavement leave up to two weeks was introduced and will be incorporated into the handbook during the review. The homeworking policy, approved by the Full Council on 27 October 2021, will also be incorporated into the handbook.

## Challenges 2022-23

45. The human resources issues faced by the council in 2022-23 include:

- employees' pay, including the narrowing of the pay differential between low-skilled and semi-skilled jobs in the council, and the impact of inflation
- decisions around and/or resulting from an independent job evaluation and pay review process
- Recruitment and retention
- Improved mess facilities and the condition of the council's offices

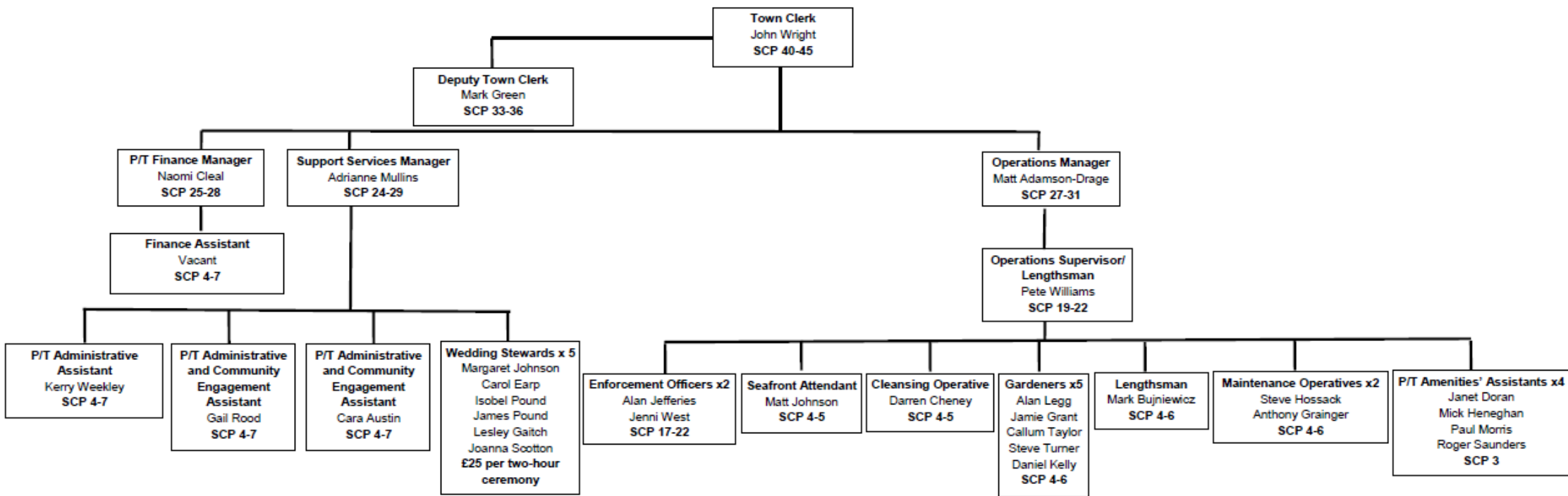
There is a separate report on this agenda which considers employee pay.

46. Any recommendations from this committee will be considered by the Full Council on 27 July 2022.

John Wright  
Town clerk  
June 2022

Adrienne Mullins  
Support services manager

APPENDIX 13A



**Committee:** Human Resources

**Date:** 15 June 2022

**Title:** Pay Review

**Purpose of Report**

To allow members to consider whether to commission an independent review of employees' pay

**Recommendation**

Members consider the report and instruct the town clerk

**Background**

1. The last review of employee pay was undertaken by the town clerk in 2014. The purpose of the review was to pay each employee the 'market rate' for their job. The review was considered by this committee and approved by the Full Council on 8 October 2014. The findings of the review were implemented on 1 April 2015.
2. On 19 June 2019, this committee considered a report on staffing structure and pay review and recommended to the Full Council that:

'a review of the staffing structure and pay be undertaken by South West Councils subject to a budget/cost being reported to and approved by Full Council.'
3. On 4 September 2019, the Full Council considered costed proposals from South West Councils and resolved:

'not to pursue a review of the staffing structure and pay by South West Council.'
4. The council has considered aspects of employee pay several times over the last three years as part of its annual human resources' reviews, assessments of the impact of living wage increases on its lower paid employees and pay differentials, and the increase in employee (and employer) national insurance contributions.
5. On 15 September 2021, as part of the discussion on the impact of the living wage on the council's lower paid employees, this committee, 'noted concerns and agreed the council should keep its eye on the situation.'
6. The issue of employee pay was again raised in discussion by this committee on 23 February 2022.

**Report**

7. The annual employee performance appraisals are complete, and the main concern raised by employees were low pay, the erosion of pay differentials, and the need for an independent job evaluation and pay review.
8. These responses were not unexpected: in recent years annual pay settlements in local government have been below the national average and have not been concluded on a timely basis; increases in the living wages have reduced pay differentials between 'unskilled' and 'semi-skilled' employees; the advertised pay rates of traditionally lower paid employment locally now exceed the pay of the majority of the council's employees; the council is not big enough to accommodate career development and pay aspirations; the consumer price index



hit 9% in April 2022; and the Bank of England forecast high inflation continuing until the end-2022 and possibly longer.

9. Following a turnover rate of 0% in 2020-21, the town council's turnover rate increased to 18.13% in 2021-22. In 2022-23, two more employees have left the council's employment.
10. Despite wide-spread advertising, the number of applicants for vacancies has been comparably low. There were two applicants for the finance manager vacancy, two rounds of recruitment produced three candidates for the finance assistant/assistant finance manager vacancy and four candidates for the maintenance operative vacancy.
11. There's a growing feeling among employees that the council's decision not to undertake an independent pay review in 2019 equates to members not taking seriously the pay of its employees; this view is compounded by employees' understanding of the annual surpluses made by the council and its reserve.
12. In addition, many of the council's employees are now at the top of their pay grade and are not eligible for any future increments.
13. To put employees' pay in perspective, the council's median salary is £20,043 (£10.42 per hour) which, after deductions, generates a take home pay of £1,356 per month; 12 of the council's employees earn £20,043 or less.

#### **What do we know about employees' pay?**

14. In 2014, the council's objective was to pay the 'going rate' for comparable jobs in the sector. At that point in time, this objective was largely met.
15. Earlier this year, a review of pay was undertaken across some, but not all, of Dorset's town councils; this was a voluntary exercise undertaken by town clerks. The information supplied suggests larger towns<sup>13</sup> have similar rates of pay to ourselves and smaller town councils pay their frontline staff higher salaries.
16. However, data collection was limited, and this reduces the validity of any conclusions which can be drawn from this exercise. Also, it was restricted to town councils, only. Because of the upward movement in pay of comparative private sector jobs, comparison outside of our sector is increasingly relevant.
17. Discussions with other Dorset town clerks has confirmed pay, recruitment and retention concern them for the same reasons stated in paragraph 8.
18. Irrespective of its outcome, an independent pay review would at least satisfy members and staff about the level of remuneration offered by the council. To be clear, this is an exercise which is separate from the national annual pay review and its purpose would be to determine whether Lyme Regis Town Council is paying its employees appropriate remuneration for their jobs.

#### **Cost**

19. When SW Councils was approached in 2019, it submitted two quotes against two options:
  - Option one involved South West Councils spending time with each employee to gain an understanding of their job. The discussion would be based around a standard job

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<sup>13</sup> Larger towns are defined by size of operation. Using this categorisation, Dorchester, Lyme Regis, Swanage and Weymouth are assessed as large towns.

evaluation questionnaire. The estimated consultancy time was 6.5 days at a cost of £4,842.50, plus travel expenses, plus VAT.

- Option two involved South West Councils briefing employees to help them understand what the job evaluation scheme will be looking at and how to complete a job evaluation questionnaire. The town clerk would be responsible for assisting postholders in completing job evaluation questionnaires. Completed job evaluation questionnaires would be forwarded to South West Councils for evaluation. The estimated consultancy time was 4 days at a cost of £2,980, plus travel expenses, plus VAT.

20. The prices would need to be revised.

21. Any recommendations from this committee will be considered by the Full Council on 27 July 2022.

John Wright  
Town clerk  
June 2022