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Town Clerk

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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 P. May, Cllr C. Reynolds, Cllr R. Smith, 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 30 November commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
24.11.22

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 27 September 2022 (attached)

4. Disclosable Pecuniary Interests

Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting and to do so would amount to a criminal offence. Similarly if you are or become aware of a disclosable pecuniary interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

5. Dispensations

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

6. Matters arising from the minutes of the Human Resources Committee meeting held on 27 September 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. To receive the minutes of the Health and Safety Committee meeting held on 22 September 2022

9. Christmas and New Year Working Arrangements

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

10. Amenities Assistant, Six-Month Probation Review

To allow members to confirm the amenities assistant's (post holder 302) permanent appointment

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. Administrative and Community Engagement Assistant, Six-Month Probation Review

To allow members to confirm the administrative and community engagement assistant's (post holder 104) permanent appointment

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. Maintenance Operative, Six-Month Probation Review

To allow members to confirm the maintenance operative (post holder 210) permanent appointment

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. Pay Review

To allow members to consider South West Councils' review of employees' pay

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. 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 10 – Amenities Assistant, Six-Month Probation Review**
- (b) Agenda item 11 – Administrative and Community Engagement Assistant, Six-Month Probation Review**
- (c) Agenda item 12 – Maintenance Operative, Six-Month Probation Review**
- (d) Agenda item 13 – Pay Review**

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY 27 SEPTEMBER 2022

Present

Chairman: Cllr D. Sarson

Members: Cllr B. Larcombe, Cllr P. May, Cllr C. Reynolds

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

Absent: Cllr R. Smith

22/18/HR Public Forum

There were no members of the public who wished to speak.

22/19/HR Apologies

Cllr J. Broom – unwell
Cllr M. Ellis – work commitments
Cllr G. Stammers – holiday
Cllr G. Turner

22/20/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 15 June 2022

Proposed by Cllr C. Reynolds and seconded by Cllr P. May, the minutes of the meeting held on 15 June 2022 were **ADOPTED**.

22/21/HR Disclosable Pecuniary Interests

There were none.

22/22/HR Dispensations

There were none.

22/23/HR Matters arising from the minutes of the Human Resources Committee meeting held on 15 June 2022

Pay review

Cllr B. Larcombe asked if there was any update on the progress of the pay review. He asked how the review was being done and whether it was a job evaluation or a pay comparison.

The town clerk said the interviews with staff were currently taking place and the aim was a completion date of 21 October 2022. He said it was a pay comparison, but South West Councils was carrying the process and extracting parts of the job evaluation process,

using the Greater London Provincial Council scheme. He said South West Councils had been asked to draw comparisons and he had confidentially provided information on comparable salaries from other Dorset councils, and they had also been asked to draw comparisons in terms of relevant parts of the labour market.

Cllr B. Larcombe asked if they would be looking at job titles.

The town clerk said they would be looking at job content.

22/24/HR Update Report

Local government pay 2022-23

The town clerk said the outcome of the Unison ballot had been announced; a third of the membership had voted and two-thirds had voted in favour of accepting the employers offer. Therefore, as far as Unison was concerned, the offer was accepted. However, the two other unions, Unite and GMB were yet to state their positions and the outcomes would not be known until after 21 October 2022.

The town clerk said if accepted, he anticipated any pay increase to be paid to employees in November and it would be backdated to April 2022.

22/25/HR To receive the minutes of the Health and Safety Committee meeting held on 23 June 2022

Cllr D. Sarson asked that the minutes of the meetings were circulated to all members, not just the members of the committee.

Cllr B. Larcombe asked if there was an update on the incident of the child being injured at the bowls club.

Cllr D. Sarson said the Health and Safety Committee had been informed that signage had been installed and that the council's insurance company had confirmed the council was not at risk.

The town clerk said it was not the town council's concern; it was a matter between the bowls club and the claimant.

Cllr B. Larcombe said the cracks in the pathways in the seafront gardens were a concern and asked if this was being dealt with by the Town Management and Highways Committee.

The town clerk said discussions had taken place with the chairman of that committee and there were proposals to rectify the problem. He said it would be included in the budget-setting process and it would be a proposal for expenditure in 2023-24.

Cllr B. Larcombe asked if the cadet hut was still deemed safe.

The town clerk said it had been inspected structurally and by an asbestos surveyor and it was safe. However, it was not intended to be used as a mess facility for employees going forward, just as storage. However, if this position changed, there was £100,000 in the budget for the cadet hut.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, the minutes of the Health and Safety Committee meeting held on 23 June 2022 were **RECEIVED**.

22/25/HR Menopause Policy

Cllr C. Reynolds said the Equality Act 2010 would be an important thing for the council to remember in other considerations.

Proposed by Cllr P. May and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed Menopause Policy.

22/26/HR Vexatious Complaints' Policy and Guidance

Cllr B. Larcombe said as someone who had been on the receiving end of this kind of behaviour, he welcomed this policy and guidance and felt members shouldn't underestimate the impact of this.

The town clerk said the introduction of this policy and guidance was staff driven. He said each case needed to be treated on an individual basis and it placed the onus on managers to agree an approach to each case. He said in the past, both members and officers had tended to agree an approach and then breached it immediately so there needed to be a consolidated approach to deal with each matter.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Vexatious Complaints' Policy and Guidance.

22/27/HR Review of Employee Handbook – Part 4

The support services manager confirmed this was the fourth and final part of the handbook, which completed the review.

Cllr B. Larcombe asked if the final copy of the handbook provided to the employees would include an index of the changes made so they could see what had been amended.

The support services manager said the final copy would not include the amendments but the main changes would be communicated to the employees.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed amendments to the staff handbook from page 80 onwards.

22/28/HR Review of Councillor Data and Information 2021-22

Cllr B. Larcombe noted that the attendance figures were against the committees that members sat on but asked if there were figures available to show members' total attendance, so the public could see how many meetings they attended.

The support services manager said the attendance figures took into account if a member was not on a committee as members shouldn't be judged against committees they did not sit on.

Cllr B. Larcombe said he felt this wasn't an accurate reflection of a member's commitment as some members might not sit on any committees and their attendance was 100%, but

another member may have a lower attendance percentage but attend more meetings overall. He asked if the information in the report would be published on the council website.

The town clerk said although the council wasn't required to publish the information, it would do so as a matter of good governance and transparency.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to publish on the council website an indication of how members' percentage of attendance at meetings related to the number of committee meetings they attended, in a way that is easiest for officers to achieve.

The town clerk said members needed to be mindful of the audience and volume of the audience and the relative workload when making such decisions.

22/29/HR Finance Manager Six-Month Review

Proposed by Cllr D. Sarson 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.

22/16/HR Exempt Business

a) Finance Manager Six-Month Review

Members acknowledged the challenging circumstances the finance manager had worked under since being in post and the way she had stepped up to the role.

The town clerk confirmed that when the finance manager was appointed, she started on the bottom of the salary scale for the post.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the finance manager's progression to spinal column point 26, effective from 1 July 2022

The meeting closed at 7.56pm.

Committee: Human Resources

Date: 30 November 2022

Title: Matters arising from the minutes of the Human Resources Committee meeting held on 27 September 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

22/24/HR – Update Report

Local government pay 2022-23

In July 2022, the employers' side offered £1,925 on all scale points plus and additional day's leave.

The National Joint Council (NJC) unions balloted their members on whether to accept the offer. Unison and GMB accepted the final offer but Unite rejected. The full trade union side meeting took place on 1 November 2022, at which agreement was reached on pay awards.

Employees were notified on 2 November 2022 of the agreement and their new annual salary. The increases were included in the November payroll and backdated to April 2022.

The NJC has also agreed that from 1 April 2023, all employees covered by the National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement.

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

22/25/HR – To receive the minutes of the Health and Safety Committee meeting held on 23 June 2022

The minutes of the Health and Safety Committee will be circulated to all members in future, in addition to inclusion on this agenda.

22/25/HR – Menopause Policy

The Menopause Policy will be included in the updated employee handbook.

22/26/HR – Vexatious Complaints' Policy and Guidance

The Vexatious Complaints' Policy and Guidance will be included in the updated employee handbook.

22/27/HR – Review of Employee Handbook – Part 4

The amended handbook has not yet been issued to employees as the Strategy and Finance Committee is yet to review the Equality and Diversity Policy. Once this has been reviewed, the updated policy will be incorporated into the handbook and the final version issued to employees. The major changes and additions will be communicated to employees.

22/28/HR – Review of Councillor Data and Information 2021-22

Members' attendance data is being compiled and will be published on the website when available.

John Wright
Town clerk
November 2022

LYME REGIS TOWN COUNCIL

HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD ON THURSDAY 22nd SEPTEMBER 2022
AT 2PM IN LYME REGIS TOWN COUNCIL OFFICE

Chairman: Cllr J Broom

Members: Cllr G. Stammers, Cllr D. Sarson, Mr A. Jefferies (staff member), Mr P. Williams (staff member).

Officers: Mr J. Wright (town clerk), Mr M. Adamson-Drage (operations manager), Miss C. Austin (secretary).

Apologies Mr J. Wright (town clerk), Cllr G. Stammers.

Minutes

Cllr J. Broom (chairman) asked for members to acknowledge that the minutes were a true record of meeting. Proposed by Mr A. Jefferies and seconded by Cllr D. Sarson.

Matters Arising

Overdue Fire Drill:

The operations manager explained that office staff had undertaken a fire drill on Tuesday 20th September, there is only one member of staff (a new starter) to undertake a fire drill.

Bowls Club accident:

Signage had been installed at The Bowls club. The operations manager explained the process regarding the insurance claim and public liability insurance was discussed. The Town Council's insurance company was content that the Town Council was not at risk.

Tarmac – Gardens paths:

The operations manager explained that drawings of the redesign of the gardens tiered paths had been sent for costing to HC Lewis and would be considered at budget setting for next year. The operations manager explained that the plan is to remove the tarmac and replace with gravel paths.

Cllr J. Broom asked about wheelchair access but Mr P. Williams pointed out that wheelchair users can still access the woodland walkway path that is currently gravel, and no complaints have arisen.

Playground equipment splinters:

The operations manager explained that the external works team had investigated and rectified the playground splinters issue at the Anning Road play park.

Woodmead Car Park – wall damage:

The team have also cleared the material left by the wall after the incident in Woodmead car park. Repair work to the wall is to be carried out internally. And the driver is to be approached regarding insurance costs.

Remote Control Mower:

The remote-control mower is to be put forward on the Town Management Committee agenda. The operations manager has completed a costing report which also indicates how many accidents have happened involving the sloped lawns.

Policy reviews:

- a. Legionella
- b. Management of PPE
- c. Weed spraying

All policies have been rewritten and updated.

Item 1. Accidents, Injuries and Near Misses

The operations manager was pleased to report a quarter with no accidents reported.

Item 2. Fire safety records / Playgrounds / Automated External Defibrillator (AED)

A New AED unit was purchased and fitted. It is now much easier to access.

Monthly checks up to date

Weekly checks up to date

Fire Safety Log up to date

Item 3. Ops Manager Monthly Inspection and Regular Inspections

Main themes from the monthly inspection were:

- Cadet hut repairs/rebuild
- Face fitting delay due to covid
- Asbestos check every 6 months
- Fire training for staff
- Office repairs – leaky windows, too cold/ too hot depending on the time of the year
- Tarmac repairs on gardens paths :
- Stile lane, cemetery paths

The operations manager mentioned a fall of a local woman on the tarmac path in the cemetery. Paths need maintenance.

The operations manager will add the tarmac repairs to budget setting.

Wooden hand rails in the gardens need replacing with metal ones. Operations manager to also add this to budget.

Action: Operations Manager / Works Supervisor

Item 4. H&S Policy Statement of Intent targets

Targets 1-15 achieved.

Item 5. Training

Completed since last meeting:

- Display screen training completed for new members of staff
- Abrasive wheel training completed in June for MB and AG
- Toolbox talks:
- HAVS and noise completed in July
- COSHH / Cement completed in August

- Legionaires / Scaffold towers / Sharps completed in September
- AG booked onto playground inspection course – 13th October
- Manual handling course needs to be booked for office staff

Action: Operations Manager

Item 6. H&S Audit actions

Actions to complete:

- Risk assessments – For Dogs, Stinging insects and Snakes.
- Insurance documents – Preferred Contractors to be checked.
- Surveillance / questionnaires – Health Surveillance Questionnaires to be issued to all staff.

Next Audit due in October.

Action: Operations Manager

Item 7. Any Other Business

No other business

Item 8. Next meeting date

It was decided the next meeting would take place on Thursday 8th December 2022 in the meeting room at LRTC offices at 2pm.

The meeting ended at 2:45pm.

Committee: Human Resources

Date: 30 November 2022

Title: Christmas and New Year Working Arrangements

Purpose of Report

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

Recommendation

Members consider and instruct the town clerk on service closure over the Christmas and New Year period; the taking of statutory leave and the allocation of discretionary leave to employees during this period; the level of cover provided by the external works' team; and the level of pay and time-off-in-lieu paid to those who work over the Christmas and New Year period

Background

1. Council employees have two statutory days' leave each year: statutory days are part of annual leave entitlement, when they are taken is a matter for the council to decide.
2. Historically, the council has granted staff between one and a half and three and a half days' discretionary leave over the Christmas and New Year period.
3. Last year, the council resolved to apply 1.5 days' discretionary leave over the Christmas and New Year period, so the council's services ceased at 12noon on Friday 24 December 2021 and re-commenced at 9am on Tuesday 4 January 2022; to apply discretionary leave from 12noon to 5pm on Friday 24 December and on Wednesday 29 December; and to apply statutory days on Thursday 30 December and Friday 31 December 2021.
4. The council also resolved not to extend the 1.5 discretionary days to the enforcement officers.

Service closure and statutory and discretionary leave

5. If members apply 1.5 days' discretionary leave over the Christmas and New Year period, the council's services would cease at 12noon on Friday 23 December 2022 and re-commence at 9am on Tuesday 3 January 2023. Discretionary leave could be applied from 12noon to 5pm on Friday 23 December and Wednesday 28 December; statutory days would be applied on Thursday 29 December and Friday 30 December 2022.
6. Alternatively, members could grant a greater or lesser amount of discretionary leave which would inform service closure over the Christmas and New Year period.

External works' team and payment

7. The external works' team receive the same statutory leave and discretionary days as the office team.
8. During the Christmas and New Year closure, cover will be provided by the cleansing operative and seafront attendant every day, except Christmas Day, as part of their contract. If there are

days which are not covered by these two employees, another member of the external works' team will step in. The enforcement officers also work during this period.

9. Historically, members of the external works' team who work over the Christmas and New Year period have been paid overtime and receive time-off-in-lieu for the day worked. This arrangement has proved successful. This does not apply to the cleansing operative or seafront attendant as the days are already factored into their monthly salary enhancements.
10. If the council retains this arrangement, in mid-December 2022 the operations manager will write to members to inform them of the external works' team's Christmas and New Year rota. The operations manager will also inform members about the working arrangements for Dorset Waste Partnership and Dorset Council's toilet cleaning contract.
11. In the event of an emergency, the town clerk, deputy town clerk and operations manager can be contacted during the Christmas and New Year period.
12. Any recommendations from this committee will be considered by the Full Council on 14 December 2022

John Wright
Town clerk
November 2022