



John Wright
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 4 January 2023 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
22.12.22

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 30 November 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 30 November 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 8 December 2022

9. Health and Safety – Annual Audit and Annual Policy Review

To report the annual audit to members and allow members to consider any changes to the health and safety policy

10. Pension Access

To allow the council to determine a policy approach to employees who have reached the state retirement age and want to access their pension

11. The Town Clerk's Objectives 2023-24

To approve the town clerk's objectives for 2023-24

12. Carbon Literacy and Performance Management

To allow members to consider the integration of carbon literacy and performance management

13. The Pay Review and the Enforcement Officers' Remuneration

To allow members to members to consider the payment of the council's enforcement officers

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

To allow members to confirm the administrative and community engagement assistant's (post holder 109) 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

15. Exempt Business

To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

- (a) Agenda item 13 – The Pay Review and the Enforcement Officers' Remuneration**
- (b) Agenda item 14 – Administrative and Community Engagement Assistant, Six-Month Probation Review**

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 30 NOVEMBER 2022

Present

Chairman: Cllr G. Stammers

Members: Cllr M. Ellis, Cllr B. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr D. Sarson, Cllr R. Smith, Cllr G. Turner

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

Guests: S. Smith (South West Councils)

22/31/HR Public Forum

There were no members of the public present.

22/32/HR Apologies

Cllr J. Broom – unwell

22/33/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 27 September 2022

Proposed by Cllr P. May and seconded by Cllr D. Sarson, the minutes of the meeting held on 27 September 2022 were **ADOPTED**.

22/34/HR Disclosable Pecuniary Interests

There were none.

22/35/HR Dispensations

There were none.

22/36/HR Matters arising from the minutes of the Human Resources Committee meeting held on 27 September 2022

Pay award

Cllr B. Larcombe asked in the context of the pay review later in the agenda, would the proposed pay values take into account the pay award, so the figures presented would have the pay award added.

The town clerk said it was important members understood the pay review and the pay award were two separate things; the annual pay award was agreed nationally and the pay review was an assessment of the pay of the council's employees.

Cllr B. Larcombe asked when it came to budgeting, would it be presented as a combined amount.

The town clerk said in the Strategy and Finance Committee agenda, any outcomes of the pay review had been made absolutely clear in terms of budget assumptions, and the budget also included the £1,925 per annum, per employee which had been agreed through national negotiations.

22/37/HR Update Report

Members noted the report.

22/38/HR To receive the minutes of the Health and Safety Committee meeting held on 22 September 2022

Proposed by Cllr D. Sarson and seconded by Cllr M. Ellis, the minutes of the Health and Safety Committee meeting held on 22 September 2022 were **RECEIVED**.

22/39/HR Christmas and New Year Working Arrangements

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to apply 1.5 days' discretionary leave over the Christmas and New Year period, so the council's services cease at 12noon on Friday 23 December 2022 and re-commence at 9am on Tuesday 3 January 2023; apply discretionary leave from 12noon to 5pm on Friday 23 December and Wednesday 28 December; and apply statutory days on Thursday 29 December and Friday 30 December 2022.

22/40/HR Amenities Assistant, Six-Month Probation 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.

22/41/HR Administrative and Community Engagement Assistant, Six-Month Probation 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.

22/42/HR Maintenance Operative, Six-Month Probation 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.

22/43/HR Pay 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.

22/44/HR Exempt Business

a) Amenities Assistant, Six-Month Probation Review

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the amenities assistant's (post holder 302) continued employment with the council, effective from 19 October 2022.

b) Administrative and Community Engagement Assistant, Six-Month Probation Review

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the administrative and community engagement assistant's (post holder 104) continued employment with the council, effective from 9 November 2022.

c) Maintenance Operative, Six-Month Probation Review

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the maintenance operative's (post holder 210) continued employment with the council, effective from 24 November 2022.

d) Pay Review

The town clerk said members had already agreed a sum of £25,000 in the first round of the 2023-24 budget-setting process for the outcomes of the pay review. He said part of the review affected him and he could leave the meeting if members felt it necessary, but he felt it would be useful for him to stay. He suggested the support services manager was allowed to stay to clerk the meeting.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members **RESOLVED** that the town clerk remains in the meeting for this discussion.

The chairman invited S. Smith from South West Councils to present her report.

S. Smith said the review did not look at individual people, it looked at the jobs they were doing. She explained how the review process had worked, using the Greater London Provincial Scheme, which was designed specifically for local government. She said she used the information she gathered from employee questionnaires to give each role a number of points, which gave a ranking structure so each job could be seen in comparison with others, starting with the town clerk's role and working downwards.

S. Smith said there were some concerns about what the current pay structure looked like. She said the review was making sure there were no problems relating to equal pay, it looked for fairness so there were the same amount of scale points and the same amount of progression, it looked for affordability, and it aimed to minimise the impact on employees.

S. Smith said she had created an 11-grade structure with an equal amount of points in each band. She said she had deleted spinal column points (SCP) 1 and 2 as the recent national pay award had deleted SCP 1 and it was likely SCP 2 would be deleted in the near future. She said she hoped she had achieved something positive for all employees, with everyone either staying where they were or seeing their long-term progression increased, with the exception of two postholders who would need to enter into a period of pay protection. She said this meant they would have their salary topped up for a year or two to protect their pay because they would be adversely affected by the review.

Cllr B. Larcombe asked where the proposed pay structure placed the organisation in relation to others.

S. Smith said they hadn't benchmarked the council against other councils because they didn't have that information; they only had basic data which gave an overview of what other councils were paying, but this was only based on job title.

S. Smith said her advice to members would be to give real consideration to everything she had presented to them because there were some real concerns with the current pay structure if it was left as it was. She believed the proposals addressed those issues.

Cllr B. Larcombe asked if the questionnaires had been checked and whether the review had found any tendencies or trends that needed to be addressed, or any efficiencies that could be made.

S. Smith said this wasn't within the remit of the review and that the questionnaires had been completed by herself, checked by the employee and the town clerk.

Cllr R. Smith asked how the review dovetailed into the national pay award.

S. Smith said the national pay award was announced in November and had been backdated to April 2022 but members needed to separate this from the pay review.

Members discussed the two postholders whose proposed new grade was at a lower level than their current salary and therefore whether the council should offer a period of pay protection.

The town clerk suggested while they were in post, the council offered lifetime pay protection. He said further consideration would also need to be given to payment for anti-social hours for these postholders and it was important the council set a date to deal with this efficiently.

Cllr C. Reynolds was also concerned about one of the postholders who would not receive a pay increase because they were already at the lower end of the pay scale. She felt members should look at their pay scale again and felt although the council had paid South West Councils to provide advice, it didn't mean the council had to take it.

The town clerk said any employees who were not happy with the outcome of the review could appeal and any appeals would be dealt with by South West Councils. He said the council had commissioned a report and he advised members not to try and change the outcomes if they didn't agree with something.

S. Smith said if the council reviewed the pay scale of one employee, it would undermine the whole process.

It was proposed by Cllr P. May and seconded by Cllr M. Ellis to accept and implement South West Councils' review of employees' pay and to bring a report to the next meeting of the Human Resources Committee to consider anti-social hours payments for postholders 207 and 208.

It was proposed by Cllr R. Smith to accept and implement South West Councils' review of employees' pay and to bring a report to the next meeting of the Human Resources Committee to consider anti-social hours payments for postholders 207 and 208 and to further review the pay of postholder 209.

The town clerk said postholder 209 and any other employees would have a right of appeal and he would suggest this was the method adopted. He said if members picked out individual employees to pay them more, the pay differentials would change.

S. Smith said this would open the council to challenge from all employees because everyone would like to be paid more but it was important the council created a structure that was based on evidence.

Cllr R. Smith withdrew his motion and members voted on the earlier motion.

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to accept and implement South West Councils' review of employees' pay and to bring a report to the next meeting of the Human Resources Committee to consider anti-social hours payments for postholders 207 and 208.

The meeting closed at 8.12pm.

Committee: Human Resources

Date: 4 January 2023

Title: Matters arising from the minutes of the Human Resources Committee meeting held on 30 November 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

22/43/HR – Pay Review

All employees were written to on 15 December 2022 to inform them of the findings of the pay review and managers discussed the outcomes with their teams. Employees have a right of appeal against their own pay review and have been given until 31 January 2023 to notify their line manager if they wish to do so. Appeals will be determined by South West Councils.

John Wright
Town clerk
December 2022

LYME REGIS TOWN COUNCIL

HEALTH AND SAFETY COMMITTEE

**MINUTES OF THE MEETING HELD ON THURSDAY 8 DECEMBER 2022
AT 2PM IN LYME REGIS TOWN COUNCIL OFFICE**

Chairman: Cllr J Broom

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

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

Apologies J. Wright (town clerk), Cllr J. Broom

Minutes

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

Matters Arising

Tarmac - Gardens paths:

The operations manager explained that meetings between Max Lewis of HC Lewis and Peter Chapman, the council's geotechnical engineer, had occurred. Further plans had been drawn up for a section of path. Max Lewis was to draw up a quote based on the plan for a short section of path.

Heath Surveillance Questionnaires:

The operations manager explained that health surveillance questionnaires had been sent out to relevant outside staff and only one return was outstanding. The H&S audit had observed that it might be an idea to include all staff in health surveillance but this was only advice. The operations manager reported that the town clerk and support services manager decided that questionnaires did not need to be sent to all staff. It was noted that in some situations health surveillance is required by law and the current health surveillance was meeting that requirement. At LRTC staff working in noisy or vibrating environments and those working in conditions that could affect the lungs or the skin all complete annual health surveillance questionnaires.

Manual handling training:

A course had been booked for 12 December 2022.

Woodmead Car Park – wall damage:

The wall had been repaired and costs were minimal.

Item 1. Accidents, Injuries and Near Misses

The operations manager reported that there had been accidents and near misses recorded.

Injury: The lengthsman pulled his wrist, ripping brambles out when clearing a hedge. Due to a swollen wrist, his duties were reduced to 'light duties' until recovered.

Near miss: Due to severe weather conditions and torrential rain the meeting room window required the deployment of hydro snakes within the room. The downstairs office bay window had a similar significant amount of water coming in and hydro snakes were similarly deployed. Due to the positioning of the electrical sockets in both rooms, there was a risk of electrocution of staff and potentially electrical fires. The main reception area also had water coming in under the front door right up to the front desk. The floor took several days to dry out.

A. Jefferies also commented on a health and safety concern where the cleansing operative experienced a litter bin bag splitting on removal, resulting in the staff member being covered in dog faeces. The member of staff contacted the operations manager for advice.

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

A replacement AED is needed in 3 years.

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:

- Buildings need attention. The office is now marked red as a high priority. Other assets are marked in orange, such as the cemetery mortuary.
- The cemetery wall will be repaired as it is highly likely that the responsibility falls to the town council.
- Cemetery paths – there has been an insurance claim from a member of the public that tripped on an uneven path in the churchyard grounds.
The deputy clerk will continue to investigate the responsibilities surrounding the managed churchyard and paths within it.

Item 4. H&S Policy Statement of Intent targets

Target 1: to have zero accidents - not achieved.

H&S policy requires annual review in December 2022. It is intended to present the H&S policy for review, unchanged, to the next HR committee.

Action: Operations Manager

Item 5. Training

Completed since the last meeting:

Toolbox talks:

- Alcohol and Drugs
- Dust and Lung Health
- Litter Picking
- Workshop Safety
- Weather Exposure
- Use of Solvents
- Hand Protection

- Protecting the Public

Manual handling training booked for December 12th 2022.

Item 6. H&S Audit actions

Minor Non-compliance:

- *Pre-Use / Pre-Start checks should be signed off as completed every day*

Members of the committee were content not to action this item. Signing everyday was seen as an unnecessary protocol. Staff carry out daily pre-start checks from the checklists next to the machines in the cadet hut.

Observations:

- *COSHH inventory could be held next to the Fire Exit of buildings to take out for the fire brigade*
- *Asbestos – regular photographs are advised*
- *Public liability insurance – consider asking contractors yearly for their liability insurance – preferred contractors only checked every 3 years at present*
- *Consider health surveillance for all staff – to capture mental health risks*
- *Consider constructing a risk assessment for Giant Hogweed*
- *Consider the housekeeping in the cadet hut*
- *Consider PAT testing the electric wall heaters on the ground floor of the office. These should be on 5 year EICR inspections. Include on the next inspection*
- *Consider adding a section in the H&S policy for young persons, vulnerable workers, disabled workers and pregnant workers*
- *Plot 18 in the Chalet park – Harris fencing had fallen over*

Action: Operations Manager

Item 7. Any Other Business

Nil

Item 8. Next meeting date

It was decided the next meeting would take place on Thursday 9 March 2023 in the meeting room at LRTC offices at 2pm.

The meeting ended at 2:45pm.

Committee: Human Resources

Date: 4 January 2023

Title: Health and Safety – Annual Audit and Annual Policy Review

Purpose

To report the annual audit to members and allow members to consider any changes to the health and safety policy

Recommendation

- a) Members note the 2022 audit
- b) Members review and renew the health and safety policy unchanged

Background

1. Health and safety audits have been conducted towards the end of each year since 2017. Scores appear below. In broad terms, scores below 70% represent more serious non-compliance.
 - 2017: 33% DHS Ltd
 - 2018: 61% DHS Ltd
 - 2019: 78% DHS Ltd
 - 2020: No audit due to COVID lockdowns
 - 2021: 85% Acorn H&S

Report

Audit

2. The audit was conducted by Acorn Health and Safety in October 2022. This is the second year they have conducted the audit. The council reviews its preferred health and safety auditor every three years.
3. The 2022 audit score was 95%. This represents one minor non-compliance with 10 observations. For specific details the audit is at **appendix 9A**.
4. Members should be aware this is a high score and members and staff should be congratulated for their sharp focus and determination on the health and safety of the organisation.

Policy review

5. The health and safety policy is reviewed annually. This year, officers are recommending renewal of the policy unchanged. The current policy is at **appendix 9B**.

6. Any recommendations from this committee will be considered by the Full Council on 15 February 2023.

Matt Adamson-Drage
Operations manager
December 2022

Committee: Human Resources

Date: 4 January 2023

Title: Pension Access

Purpose of Report

To allow the council to determine a policy approach to employees who have reached the state retirement age and want to access their pension

Recommendation

Members determine a policy approach to employees who have reached the state retirement age and want to access their pension

Background

1. The employee handbook includes a section on flexible retirement which is taken from the Statement of Policy on The Local Government Pension Scheme 2014 Discretions, **appendix 10A**.
2. On 14 September 2022, this committee considered a Retirement Policy and Procedure which was approved by resolution of the Full Council on 26 October 2022.
3. The local Government Pension Scheme (LGPS) requires local authorities to have a policy position on flexible retirement. The policy position could be, the town council will consider each application on its own merits.

Report

4. If an employee chooses, benefits from the LGPS are paid in full at state retirement age.
5. If an employee wishes to carry on working beyond the state retirement age without making any changes to their employment status, they can:
 - take their LGPS pension in full and stop making pension contributions. At this point, employer contributions cease
 - not take their LGPS pension and continue to pay into the scheme. Employer contributions continue at the defined rate.
6. These decisions are entirely in the gift of the employee.
7. At state retirement age, an employee can carry on working and access their pension pot if one of two criteria are met. These criteria are at the discretion of the employer:
 - the employee can request flexible retirement, i.e., reduce their hours or move to a less senior position and take some or all the benefits they have built up¹
 - terminate their employment with the council and be re-employed with a minimum employment gap of one working day.
8. In considering its policy position, the council should be mindful of financial cost and operational impact.

¹ An employee can currently submit a flexible retirement request at 55 years' old.

9. Any recommendations from this committee will be considered by the Full Council on 15 February 2022.

Adrienne Mullins
Support services manager
December 2022

Regulation	Policy Decision
<p>Regulation 30 (6) & (8) [R] and 11 (2) [TP]</p> <p><u>Flexible retirement</u></p> <p>Whether all or some benefits can be paid if an employee reduces their hours or grade (flexible retirement).</p> <p>Whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement.</p>	<p>There is no blanket consent for staff to flexibly retire and draw immediate payment of pension benefits. Each flexible retirement request will be considered on its merits and will only be agreed if it is in the council's interest to do so.</p> <p>The council will not normally exercise this discretion. This does not however preclude the council from waiving the actual reduction in exceptional circumstances should it so decide.</p>

Committee: Human Resources

Date: 4 January 2023

Title: The Town Clerk's Objectives 2023-24

Purpose of Report

To approve the town clerk's objectives for 2023-24

Recommendation

Members approve the town clerk's objectives for 2023-24 detailed in appendix 11A

Background and report

1. The administration of the council's governance process, the management of the council's business activities and services, the delivery of approved projects, and the ability to respond to external events, form the basis for the town clerk's 2023-24 workplan and objectives.
2. As in previous years, the town clerk's objectives are identified against three headings: projects, governance, and business systems & support, **appendix 11A**.
3. For 2023-24, projects include estimated costs and identify the committees responsible for monitoring and delivery. If costs are not identified against a project or objective, they are not applicable or are funded from operational budgets.
4. In addition to the projects approved by the Full Council 14 December 2022, and routine governance and business requirements of the council, the town clerk has added nine other ongoing projects which will require officer input and possible member consideration in 2023-24. Some of these projects have allocated budgets which will be accrued from 2022-23 to 2023-24, others are funded from 2023-24 operational budgets. Two projects, the office refurbishment/relocation and remodelling the park and ride may require significant budget allocations in 2024-25:
 - remedy water ingress to the Jubilee Pavilion
 - determine the future use of the Jubilee Pavilion
 - install a new amenities' hut
 - undertake repairs to the fascia above SWIM, the antiques and crafts centre and amusement arcade
 - re-determine use of the trailer park and accreted land
 - office refurbishment/relocation
 - a review of Transparency Code and the General Data Protection Regulation compliance
 - further progress towards a digital office, including the development of a long-term planning tool and a digital asset mapping system
 - re-modelling park and ride for 2024 and beyond.
5. **Appendix 11A** does not contain the priority 3 projects which were considered by members during the 2023-24 budget-setting process, i.e., solar panels on council buildings (£10,000), the renewal of two store doors at the Marine (arade Shelters (£15,000), a Queen Elizabeth II memorial (£30,000), an employee benefits package (£10,000), an electronic notice board

(£3,000), improved welcome signs (£7,000) town bus extras (£5,000). The priority 3 list totals £80,000.

6. Identifying either the children's play park or the multi-use games area as a memorial to Queen Elizabeth II and using the environmental budget to fund solar panels reduces the priority 3 total to £40,000. There is a real possibility that the remaining projects could be funded from other project underspends in 2023-24. Any such decisions would be considered by members and assessed against the council's overall financial position at the time.
7. Through the annual appraisal process, delegation of objectives and projects to managers will take place.
8. Any recommendations from this committee will be considered by the Full Council on 15 February 2023.

Cllr Michaela Ellis
Mayor
December 2022

2023-24 Objectives	Budget, £K	Completion date	Committee
Projects			
Replace 1 x parking machine	5	Sept '23	TMH
Renew cemetery chapel roof	18	Sept '23	TMH
To replace 1 x tractor	40	Sept '23	TMH
To undertake refurbishment of the 'harbour master's store and cemetery lodge	100	Mar '24	S&F/TMH
Retarmac cemetery paving	15	Sept '23	TMH
Undertake repairs to woodland bridge	5	Sept '23	TMH
Undertake repairs to Bell Cliff steps and railings	5	Dec '23	TMH
Replace door to Langmoor room	7	Jun '23	TMH
Undertake footpath repairs in the gardens	100	Mar '24	TMH
Improve CCTV provision	38	Mar '24	TMH
Undertake repairs to the fascia of SWIM, crafts & antique centre and amusement arcade	10	Jun '23	TMH
Undertake repairs to church wall (subject to confirmation of ownership and liability)	30	Dec '23	TMH
Support the sculpture trail	6	Jun '23	TCP
Complete Strawberry Fields' option appraisal	10		S&F
Organise the Coronation celebrations	20	Apr '23	TCP
Enhance wedding packages	2	Jun '23	TCP
Introduce a bursary scheme with local clubs	30	Jun '23	TCP
Support the introduction of a repairs' cafe	15	Jun '23	TCP
Identify locations and install gym equipment	25	Mar '24	TMH
Install water refill stations at the Candles on the Cobb Pavilion	0.3	Jun '23	TMH
Install monkey bars in Anning Road Playing Fields	5	Sept '23	TCP
Determine the development of either a children's play area in Lister Garden or multi-use games area	150	Jun '23	S&F
Introduce a beach volleyball facility	0.5	April '23	TCP
Re-model park & ride for 2024 and beyond		Mar '24	S&F
Replace the amenities hut	55,000 ²	Jun '23	TMH
Remedy water ingress to the Jubilee Pavilion	50,000 ³	Jun '23	TMH

² Budget approved 2022-23 and will be accrued into 2023-24

³ Budget approved 2022-23 and will be accrued into 2023-24

Complete repairs to the facia above SWIM, the crafts & antique centre, and amusement arcade	10,000 ⁴	Jun '23	TMH
Determine the use of the trailer park and accreted land		Apr '23	TMH
Determine the future use of the Jubilee Pavilion		Mar '23	S&F
Governance			
To achieve an unqualified external auditor's letter		Sep 2023	S&F
To comply with standing orders and financial regulations		Mar 2024	S&F
To retain the general power of competency		Mar '24	S&F
The timely renewal of all policies and procedures		Mar '24	S&F
Obtaining an H&S audit of 85%+		Dec '23	HR
Business systems and support			
To perform in accordance with the 2023-24 budget		Mar '24	S&F
To identify preferred partners for the provision of professional services and building works		Sept '23	TMH
To implement a strategy for the management of and investment in the council's assets		Mar '24	S&F
To determine the future of the council's offices		Mar '23	S&F
Review Transparency Code and GDPR compliance		Mar '24	S&F
Progress digital office: document storage, planning tool, digital asset mapping		Mar '24	S&F

⁴ Budget approved 2022-23 and will be accrued into 2023-24

Committee: Human Resources

Date: 4 January 2023

Title: Carbon Literacy and Performance Management

Purpose of Report

To allow members to consider the integration of carbon literacy and performance management

Recommendation

Members note the report and instruct the town clerk

Background

1. On 6 July 2022, the Environment Committee made the following recommendation to Full Council:

‘that the Human Resources Committee considers ways of integrating Carbon Literacy into the performance management and assessment systems of the organisation.’
2. The recommendation was approved by resolution of the Full Council on 27 July 2022.

Report

3. On 17 October 2022, a meeting took place between the chairman of the Environment Committee, Cllr R. Smith, Cllr B. Bawden, and the town clerk to consider the resolution.
4. The meeting reviewed the carbon literacy accreditation guidance and concluded four things needed to be done. This report has been expanded to include a further recommendation from the Environment Committee on 6 July 2022:

‘to approve the proposal to seek Carbon Literacy organisational accreditation at Silver level.’
5. The four actions are:
 - a) A significant proportion of carbon literacy performance management requirements are about setting objectives and key performance indicators (KPIs). These are operational requirements that best sit with the Environment Committee.

There is already a top 10 strategic plan for carbon net zero by 2030 and the town clerk suggests this is extended to include the performance measurement of other objectives, including relevant objectives identified through carbon literacy training and objectives of external bodies in receipt of council funding. The town clerk will address this in a separate report to the Environment Committee on 25 January 2023.
 - b) 20% of the council’s workforce (six employees) must undertake carbon literacy training. This requirement has been met.
 - c) Green and carbon literacy content must be posted on the council’s website. The Environment Committee will receive a progress report on 25 January 2023.

- d) A one-page case study on an environmental project is required. Project proposals will be submitted to the Environment Committee on 25 January 2023.
- 6. Moving forwards, the council could go beyond its policy position and seek gold level accreditation which requires 50% of the workforce undertaking carbon literacy training.
- 7. Alternatively, the council could tailor its environmental training to specific needs, e.g., the operations manager and town clerk receive policy training and the finance team requirement procurement training.
- 8. The council's training budget for 2023-24 is c.£10,000.
- 9. Any recommendations from this committee will be considered by the Full Council on 25 February 2023.

John Wright
Town clerk
December 2023