

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 15 JUNE 2022

Present

Chairman: Cllr G. Stammers

Members: Cllr J. Broom, Cllr M. Ellis, Cllr P. May, Cllr C. Reynolds, Cllr D. Sarson

Officers: A. Mullins (support services manager), P. Williams (operations supervisor), J. Wright (town clerk)

22/01/HR Election of Chairman and Vice-Chairman

Cllr G. Stammers arrived at 7.03pm.

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

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

It was proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds that Cllr D. Sarson is vice-chairman of the Human Resources Committee.

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

22/02/HR Public Forum

S. Davies

S. Davies, chairman of LymeForward, spoke in relation to minute number 21/77/HR, Staffing and Recruitment. She said on behalf of the directors of LymeForward CIC, everything now seemed to be clear and transparent regarding community engagement but it wasn't when they were seeking answers and clarification a few months ago. She quoted sections from the minutes referring to community engagement. S. Davies said she wished to remind the committee that at no point did LymeForward state it would not sign the grant agreement because discussions never reached that phase, owing to the fact they were led to believe the council would define community engagement objectives and this clearly did not happen. She said they were then asked to set a number of objectives and they advised they could not agree to such a request as it was too vague, the council's priorities were unknown, along with the timeframe, cost implication and preferred methodology. S. Davies said at the meeting, Cllr B. Larcombe said he didn't feel he knew enough about what the community engagement would involve and what it aimed to do. She said having undertaken an extensive review of all the

documentation, including the term grants policy and terms of reference from the Human Resources Committee, they would now be writing to the mayor to request a full review.

22/03/HR Apologies

Cllr B. Larcombe – personal commitments
Cllr R. Smith - work commitments
Cllr G. Turner – work commitments

22/04/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 3 November 2021

Proposed by Cllr D. Sarson and seconded by Cllr J. Broom, the minutes of the meeting held on 23 February 2022 were **ADOPTED**.

22/05/HR To confirm the accuracy of the minutes of the extraordinary Human Resources Committee meeting held on 15 March 2022

Proposed by Cllr J. Broom and seconded by Cllr G. Stammers, the minutes of the extraordinary meeting held on 15 March 2022 were **ADOPTED**.

22/06/HR Disclosable Pecuniary Interests

There were none.

22/07/HR Dispensations

There were none.

22/08/HR 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

Cllr M. Ellis was concerned that the discussion at the extraordinary meeting digressed from the item on the agenda and that the chairman should ensure members stuck to the point. She was also concerned that reference was made to the 'behaviour of a small number of members' and she didn't feel it was appropriate for members to make these kinds of comments about others.

The town clerk suggested when all the committee chairmen were appointed, a meeting was held with the mayor to set out the standards required at meetings.

22/09/HR Update Report

Members noted the report.

22/10/HR To receive the minutes of the Health and Safety Committee meeting held on 17 March 2022

Cllr M. Ellis asked if there could be dates included next to the health and safety audit actions in future minutes so members could see if they had been resolved.

Proposed by Cllr J. Broom and seconded by Cllr C. Reynolds, the minutes of the Health and Safety Committee meeting held on 17 March 2022 were **RECEIVED**.

22/11/HR Appointment of Members to the Health and Safety Committee

As there could be up to two staff members on the committee and one of the representatives had left the council, Cllr M. Ellis asked who the new staff representative would be.

The operations supervisor said the staff were currently voting for their representative and they would hopefully be in place by the next meeting.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint Cllrs D. Sarson, G. Stammers and J. Broom to the Health and Safety Committee.

22/12/HR Review of Employee Handbook – Part 3

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed amendments to the employee handbook related to maternity/adoption/paternity support leave; shared parental leave; adoption leave; parental leave; and parental bereavement leave.

22/13/HR Human Resources' Annual Review

The town clerk highlighted the main points in the report and members noted it.

22/14/HR Pay Review

Cllr G. Stammers said if members were inclined to carry out a pay review, there were two potential options for South West Councils to do this: they could speak to employees and evaluate their job and pay, or they could ask employees to do their own written evaluation.

The town clerk said any review should be conducted externally to determine if it pays its employees a fair rate. He said he couldn't underestimate the feeling of resentment among staff that the council said it would carry out a pay review three years but didn't go ahead with it.

Cllr M. Ellis asked if there was anyone else other than South West Councils the council could approach for competitive quotes.

The town clerk said he could also approach Motteram HR, which had helped the council with the introduction of new contracts, and there were other companies available.

Cllr J. Broom said he would support using South West Councils as the council was already a member. He also felt there should be a full root and branch review of the whole staffing system, but it was important to note pay could go down as well as up.

Cllr G. Stammers agreed a full review was preferable and felt it would show the council valued its employees.

Cllr C. Reynolds asked if the council would have to implement the findings if it was determined pay should go down.

The town clerk said the council was not bound by the findings of the review. He said following the 2014 review, the council decided to pay the middle rate of local town councils but there were some councils that had made a conscious decision to pay more and it seemed smaller councils with smaller budgets paid better rates, particularly to lower paid staff.

The town clerk said the council could decide to pay in the top quartile in the region but it couldn't do that without the data from the pay review, which would involve looking at comparable jobs. He said if this committee agreed to South West Councils carrying out the review, he could have a discussion with them before Full Council to start the process, which would hopefully mean the outcome of the review could be brought back to this committee in September 2022.

The town clerk said the figures quoted by South West Councils in 2019 were subject to inflation but provided they were roughly the same amount, he would go ahead and instruct South West Councils; otherwise, he would report back to the Full Council on 27 July 2022.

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to commission a full independent review of employees' pay by South West Councils.

22/15/HR Ex Gratia Payment

Proposed by Cllr M. Ellis and seconded by Cllr J. Broom, 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 Request for Unreduced Early Pension Payment

Proposed by Cllr M. Ellis and seconded by Cllr J. Broom, 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.

22/17/HR Exempt Business

a) Ex Gratia Payment

Proposed by Cllr D. Sarson and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to make a £100 ex gratia payment to the lengthsman for early morning work for the Platinum Jubilee celebrations.

b) Request for Unreduced Early Pension Payment

Proposed by Cllr C. Reynolds and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from a former employee for early payment of an unreduced pension.

The meeting closed at 8.04pm.