



John Wright
Town Clerk

Lyme Regis Town Council

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Human Resources Committee

Core Membership: Cllr C. Aldridge, Cllr B. Bawden, Cllr M. Ellis, Cllr B. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr D. Sarson, 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 14 June 2023 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
09.06.23

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 2023/24

2. **Terms of Reference**

To allow the committee to receive its terms of reference

3. **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

4. Apologies

To receive and record any apologies and reasons for absence

5. Minutes

To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 12 April 2023 (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 12 April 2023

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

To update members on issues previously reported to this committee

10. To receive the minutes of the Health and Safety Committee meetings held on 9 March and 8 June 2023

11. Health and Safety Committee Membership

To allow the committee to consider appointing new members to the Health and Safety Committee.

12. Two-year, fixed-term post to support the delivery of project, asset management and property-related work

To consider the creation of a two-year, fixed-term post to support the delivery of project, asset management and property-related work

13. Human Resources' Annual Review

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

14. Exempt Business

Committee: Human Resources

Date: 14 June 2023

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 2023/24

Recommendation

- a) The committee receives nominations for the chairman of this committee and elects its chairman for the council year 2023/24
- b) The committee receives nominations for the vice-chairman of this committee and elects its vice-chairman for the council year 2023/24

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 26 July 2023.

John Wright
Town clerk
June 2023

Committee: Human Resources

Date: 14 June 2023

Title: Terms of Reference

Purpose

To allow the committee to receive its terms of reference

Recommendation

The committee receives its terms of reference

Background

1. The terms of reference for the Human Resources Committee, along with the general terms of reference that apply to all the council's committees is attached, **appendix 2A**.
2. Any recommendations from this committee will be considered by the Full Council on 26 July 2023.

John Wright
Town clerk
June 2023

Terms of Reference

2. Committees – General

- 2.1 The purpose of the council's committees is to consider issues under their remit. Issues will normally be outlined in a report prepared by officers and each report may include a recommendation.
- 2.2 Any recommendation(s) from a council committee will be considered at the subsequent meeting of the Full Council. Any decision or recommendation from a council committee has no status until it has been adopted by the Full Council by way of a resolution. This is unless a committee has devolved powers, i.e. Planning in respect of making recommendations direct to Dorset Council on planning applications.
- 2.3 Each committee will:
- 2.3.1 Elect its chairman and vice-chairman from among its membership;
 - 2.3.2 Confirm the accuracy of the minutes of the last committee meeting;
 - 2.3.3 Agree and review the terms of reference for sub-committees, working or advisory groups that report to the committee;
 - 2.3.4 Receive nominations to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.5 Elect chairmen and vice-chairmen to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.6 Appoint any new sub-committees, working or advisory groups, confirmation of their terms of reference, the number of members (including, if appropriate, substitute councillors), receipt of nominations and the election of chairmen and vice-chairmen to them;
 - 2.3.7 To examine on behalf of the council various policies, strategies and plans relating to its subject area and to report these to the Full Council;
 - 2.3.8 To undertake reviews or policy development tasks in relation to any matters falling within the remit of the committee;
 - 2.3.9 To work with other relevant committees of the council where an area of work is shared with that committee.
- 2.4 Council-approved projects and objectives will be delegated to the relevant committee.
- 2.5 No business may be transacted at a committee meeting of the Full Council unless at least one third of the whole number of members of the committee are present and in no case shall the quorum of a meeting be less than three.

5. Human Resources Committee

5.1 The purpose of the Human Resources Committee is to consider member and officer issues, including:

- 5.1.1 To consider breaches of the council's code of conduct for members and, based on the report of Dorset Council's monitoring officer, recommend to Full Council any sanctions that should be applied to that member under the council's voluntary code.
- 5.1.2 To undertake an annual review the council's code of conduct and make recommendations to the Full Council on any revisions that are required.
- 5.1.3 To consider the establishment structures, staffing levels, job descriptions, person specifications, job evaluations, and the remuneration levels
- 5.1.4 To ensure that the council has policies and procedures in place to meet its human resources and health and safety statutory responsibilities
- 5.1.5 To consider and review human resources and health and safety policies and procedures
- 5.1.6 To appoint the town clerk, deputy town clerk. operations manager, support services manager and finance manager
- 5.1.7 To appraise the performance of the town clerk and set his/her annual objectives
- 5.1.8 To consider grievances and complaints against the town clerk
- 5.1.9 To consider appeals against grievance and disciplinary decisions made by officers
- 5.1.10 To annually consider the development of the council's workforce
- 5.1.11 To commission periodic surveys to assess employee satisfaction
- 5.1.12 To annually consider levels of member and staff attendance, the number and type of complaints against employees, the number and type of grievances, disciplinaries and employment tribunals
- 5.1.13 To consider incidents of whistleblowing by employees
- 5.1.14 To monitor the learning and development of members and staff.

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 12 APRIL 2023

Present

Chairman: Cllr G. Stammers

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

Officers: J. Wright (town clerk), G. Rood (administrative assistant)

22/77/HR Public Forum

There were no members of the public present.

22/78/HR Apologies

Cllr R. Smith

22/79/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 22 February 2023

Proposed by Cllr C. Reynolds and seconded by Cllr P. May, the minutes of the meeting held on 22 February 2023 were **ADOPTED**.

22/80/HR Disclosable Pecuniary Interests

There were none.

22/81/HR Dispensations

There were none.

22/82/HR Matters arising from the minutes of the Human Resources Committee meeting held on 22 February 2023

Pay review

Proposed by Cllr G. Stammers and seconded by Cllr D. Sarsons, 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.

22/83/HR Update Report

National Joint Council (NJC) trade union pay claim

Cllr G. Stammers said the unions were being balloted and the outcome was awaited.

Cllr B. Larcombe asked if any former members of staff would receive the backdated pay award.

The town clerk said they would.

22/84/HR Civility and Respect

The town clerk said the first phase of the Civility and Respect project had been completed by the Society of Local Council Clerks, the National Association of Local Councils, and One Voice Wales, and signed off in November 2022. The town clerk said phase 2 would look at sanctions and interventions.

The Civility and Respect 'pledge', which local councils were asked to sign up, and training were an integral part of phase 1.

The town clerk said changing the culture of the organisation and how councils represented themselves was more important than changing legislation and implementing more sanctions. He said collectively there needed to be a shared view of what was acceptable behaviour.

He said Civility and Respect probably needed to be considered by Full Council and suggested this council wasn't yet in a position to sign the pledge as it would be setting itself up to fail.

Cllr G. Stammers said members should go through the details of the project to understand it properly and to understand what it means to work together. Cllr G. Stammers also suggested the pledge should be amended to reflect how Lyme Regis Town Council worked.

The town clerk said at this point, the council should recognise the pledge's purpose and principles, review its own procedures, and take advantage of training opportunities. Signing up to the pledge should be deferred until the council felt it could realistically adhere to it.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** that members recognised the principles outlined in the Civility and Respect pledge and officers prepare a draft pledge which is adapted to fit the organisation and ready for the new intake of councillors to sign up to in 2024.

22/85/HR Town Clerk's Retirement Interview

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.

22/86/HR Exempt Business

a) Matters arising from the minutes of the Human Resources Committee meeting held on 22 February 2023 (Pay review)

The town clerk said appeals from seven employees had been considered by South West Councils and although it had resulted in increased points for two posts, this hadn't resulted in re-grading for any of the employees. As such, the process was now complete.

b) Town Clerk's Retirement Interview

Members noted the report.

The meeting closed at 7.48pm.

DRAFT

Committee: Human Resources

Date: 14 June 2023

Title: Matters arising from the minutes of the Human Resources Committee meeting held on 12 April 2023

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

22/83/HR – Update Report

National Joint Council (NJC) trade union pay claim

Two of the three unions, GMB and Unite, have carried out consultative ballots among their members.

GMB rejected the pay offer by 64% to 36% and said it “plans to move to industrial action in some areas”.

Unite rejected the pay offer by 75% to 25% and plans to conduct a formal ballot for industrial action, which was expected to run from late-May to early-July.

Unison did not consult its members on the pay offer, but instead will move straight to a formal ballot for industrial action, which started on 23 May 2023 and will close on 4 July 2023. Unison will be balloting on a disaggregated basis, which means strike action could be taken at each individual council/school where a turnout of over 50% is secured (if members vote in favour of strike action). If Unison meets the threshold for lawful industrial action to take place, its timetable means strike action may not start in councils until August and in schools from September.

John Wright
Town clerk
June 2023

Committee: Human Resources

Date: 14 June 2023

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Amenities assistant

A vacancy has arisen on Saturday afternoons at the amenities hut. This shift has been advertised for a fixed period between 17 June and the end of October, working every Saturday between 3pm and 9pm.

The closing date for applications is midday on Monday 12 June and a verbal update will be given at the meeting.

Evening seafront attendant

The vacancies for two evening seafront attendants for the summer season have been advertised. It has been advertised for a fixed period between 10 July and 10 September 2023, working variable days and hours to provide cover every day.

The closing date for applications is midday on Monday 19 June.

Administrative and community engagement assistants

The closing date for these two posts was on 23 May 2023, by which time 10 applications had been received. Interviews were held on 25 May 2023 and Anne-Marie Shepherd and Kate Newman were appointed.

Anne-Marie is due to start on 19 June 2023 and Kate's start date is to be confirmed.

John Wright
Town clerk
June 2023

LYME REGIS TOWN COUNCIL

HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD ON THURSDAY 9th MARCH 2023
AT 2PM IN LYME REGIS TOWN COUNCIL OFFICE

Chairman: Cllr D. Sarson

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), P. Williams

Minutes

Cllr D. Sarson 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:

Cllr D. Sarson asked for an update regarding the quotes on the gardens paths, The Operations manager explained that the matter may have to go to tender.

Item 1. Election of Chair.

Cllr G. Stammers nominated Cllr D. Sarson to chair the Health and Safety Committee. This was seconded by A. Jefferies and Cllr D. Sarson accepted.

Item 2. Accidents, Injuries and Near Misses - review

No accidents, injuries or near misses to report.
Insurance claims that were potentially ongoing were discussed.

Item 3. Fire safety records / Playgrounds / Automated External Defibrillator (AED) – review

All Fire safety records up to date.

All Playground Checks up to date. Including annual inspections on

- Skatepark
- Henry's Way
- Anning Road

AED records up to date.

Fire Drill is upcoming for office staff.

Item 4. Ops Manager Monthly Inspection and Regular Inspections - review

Actions are highlighted in the monthly inspection reports.

Main themes from the monthly inspection:

- Buildings need attention. The Office is still a high priority. Some other assets are marked in orange on the H&S operations board.
- Disabled lift access was discussed.

Item 5. H&S Policy Statement of Intent targets - review

Targets 1 to 15 achieved.

Item 6. Training

Completed since the previous meeting:

Toolbox talks:

- Driving / Moving vehicles 28th February
- Nailgun 2nd February
- Asbestos awareness 24th January
- Electrical Safety 24th January
- Pallet Truck training 24th January

P. Williams completed the Operational Playground Safety course, 7th March

Courses booked:

IPAF cherry picker course – 22nd March

Scaffold tower course – 9th May

Item 7. Annual Playground Inspections reports

All playground inspections are either low risk or very low risk. Highlighted in blue or green in the reports.

Item 8. Hi-Vis Policy for gardening team

It was agreed that members of the gardening team did not need to wear Hi-Vis jackets due to the nature of working in the gardens and for some due to allergies to the material. Cllr D. Sarson suggested that staff were to wear Hi-Vis vests or tabbards when working in close proximity to a road. The operations manager assured that they would.

Item 9. Collapsed Vault – St Michael's churchyard

The area where the vault is situated is not close to a public footpath.

There were questions over responsibility.

It was agreed that staff would fill the vault in with earth to eliminate the immediate safety risks.

Item 10. Any other business

It was agreed that this committee wants to raise the concerns over officers safety and working conditions within the Guildhall Cottages at the next Human Resources Committee on the 12th April 2023.

Action: Operations Manager

Item 11. Next meeting date

The next meeting has been set to take place on Thursday 8th June 2023 at 2pm.

The meeting ended at 2:45pm.

LYME REGIS TOWN COUNCIL
HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD ON THURSDAY 8th JUNE 2023
AT 2PM IN LYME REGIS TOWN COUNCIL OFFICE

Chairman: Cllr D. Sarson

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).

Minutes

Cllr D. Sarson asked for members to acknowledge that the minutes were a true record of meeting. Proposed by Cllr G. Stammers and seconded by the operations manager. Carried.

Matters Arising

Collapsed vault at St Michaels:

The works supervisor reported that the vault had been filled in and the headstone would be reset shortly.

Action: Works Supervisor

Item 1. Accidents, Injuries and Near Misses - review

Two accidents were recorded in the last three months:

A member of maintenance staff cut his head when an 1100ltr bin lid fell back on him while he was leaning into the bin. Staff will be informed to open the bin lids fully when in use.

Action: Operations Manager

A member of gardening staff pruning roses was deeply cut by a rose thorn when pruning but he was not wearing the properly issued pruning gloves and was only wearing regular maintenance gloves. The member of staff will be informed of the importance of wearing the appropriate PPE. **Action: Operations Manager**

No other injuries or near misses were reported.

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

A fire drill for the office had been conducted in May and everyone was now in date. An emergency light in the Guildhall had failed and a new light was on order. All Fire safety records up to date.

All Playground Checks up to date.

The works supervisor noted that there had been some anti-social behaviour and drug use going on underneath the pirate ship in Anning Rd play park and he would endeavour to block

the entrance to the crawl space. Cllr D. Sarson confirmed that there was some anti-social behaviour and drug use going on at Henry's Way playpark from time to time.

AED records up to date.

The operations manager spoke about the requirement to confirm the status of the AED on 'The Circuit' website on a monthly basis and that the Ambulance Service would put AED's that had been used 'out-of-action' on their systems until a further status check had been undertaken by the owners of the AED. The Jubilee Pavilion AED had potentially been used on Sunday 3rd June and after inspection on Monday confirming it hadn't been used, the operations manager had it returned its' status to fully operational.

The works supervisor mentioned the COTC pavilion now had an AED owned by others and being maintained by HeartSafe, not this council.

Item 3. Ops Manager Monthly Inspection and Regular Inspections – review

Actions are highlighted in the monthly inspection reports and disseminated to managers.

Main themes from the monthly inspection:

- Buildings need attention. The Office is still a high priority. Some other assets are marked in orange on the H&S operations board.

There was some discussion about the leaking Cadet Hut roof and what would happen to the Cadet Hut once staff were working from the store at Monmouth car park.

Item 4. H&S Policy Statement of Intent targets - review

Target 1: To have zero accidents.
Not achieved.

Targets 2-3: achieved

Target 4: Comply with all current applicable H&S legislation.

The operations manager mentioned that although we are largely compliant the actions from the legionella risk assessment that had been reviewed that morning with the Legionella contractor had yet to be completed. These would be actioned as soon as possible.

Action: Operations Manager

Targets 5-15: achieved.

Item 5. Training

Completed since the previous meeting:

- IPAF cherry picker course and additional course – 22nd March
- PASMA Scaffold tower course – 9th May

Toolbox talks since the previous meeting:

- Strimmers
- Ladders
- Hedgetrimmers

Courses booked:

- IOSH Working Safely - 31 July (six new staff plus potentially the support services manager and finance manager).

Item 6. Railings Outside the Amusements

A member of public had fallen off the walkway outside the amusements arcade onto Marine Parade. Railings on this area had been suggested by the member of the public as a remedial measure.

Falls of over 1 metre are required to be protected and therefore, due to the much smaller height of the raised surface, the committee did not make a recommendation.

Item 7. Woodmead Car Park drainage gulley's

A member of the public had twisted an ankle due to standing in a drainage gulley at their parked vehicle. It was also noted that there were complaints from time to time about potential damage to cars travelling over these drainage gulley's, albeit at a slow speed.

The works supervisor reported that this had been looked at before and that there was no off-the-shelf solution that he was aware of to cover the gulley's that would be able to take the weight of a vehicle. Solutions included bespoke fabrication of a cover or digging up and burying the drainage. Both were costly solutions for a relatively minor issue and the committee made no recommendations.

Item 8. Glass panel smashed on the seafront roof

It was reported by the operations manager that no-one had witnessed how the panel came to be damaged – there was no CCTV as the camera that had viewed this area had been on loan and was removed some months ago. A replacement panel was in the process of being ordered. The committee made no recommendations.

Item 9. Any other business

a. Councillors were asked by the operations manager if they would like to be replaced on the committee as the new council year was the right time for a change if required. They had both served for some time and Cllr D. Sarson was now the Mayor and would be extremely busy. They both asked for a report to be brought to the next HR committee to ask for volunteers but both members may wish to remain on the committee.

b. The Fire Brigade had closed the path on Tuesday 6 June at 4.45pm at the town mill steps. There were loose large stones above head height and some had fallen onto the metal stairs. DC had been informed and were in the process of investigating.

c. The footpath along the River Lim by Jordan flats was being repaired by DC.

d. A trip hazard, a large hole in the surface, in front of the Cart Rd beach huts reported last Friday 2nd June had been repaired this week by the maintenance team.

e. Cllr D. Sarson asked about the cracked paths in the gardens. The operations manager reported that HC Lewis, tarmac contractor, would be coming to repair a trial area in the autumn and then a contract would go out for tender for the rest of the work.

Item 10. Next meeting date

The next meeting has been set to take place on Thursday 7th September 2023 at 2pm.

The meeting ended at 2:49pm.

DRAFT

Committee: Human Resources

Date: 14 June 2023

Title: Health and Safety Committee Membership

Purpose

To allow the committee to consider appointing new members to the Health and Safety Committee

Recommendation

Members consider appointing new members to the Health and Safety Committee

Background

1. The Health and Safety Committee consists of two councillors (Cllr D. Sarson, chairman and Cllr G. Stammers), two staff members, the operations manager, the town clerk and a secretary. All members of the committee, except the secretary, have voting rights. The committee meets quarterly for around an hour. The next meeting is on Thursday 7 September 2023 at 2pm.

Report

2. Both current members have served on the committee for some time and the new council year presents an opportunity for new members to step forward to undertake the councillor roles if they would wish to volunteer.
3. Any recommendations from this committee will be considered by the Full Council on 26 July 2023.

Matt Adamson-Drage
Operation manager
June 2023

Committee: Human Resources

Date: 14 June 2023

Title: Two-year, fixed-term post to support the delivery of project, asset management and property-related work

Purpose of Report

To consider the creation of a two-year, fixed-term post to support the delivery of project, asset management and property-related work

Recommendation

Members consider the creation of a two-year, fixed-term post to support the delivery of project, asset management and property-related work

Background

1. The deputy town clerk has a range of responsibilities, including the lead on planning-related issues, public transport and park and ride, digital connectivity and external IT. His primary focus is, however, on property and asset-related matters, including property-related project and asset management, lease renewals, rent reviews, major repairs and renewals, and compliance with asset related legislation such as parts of the Local Government Transparency Code 2015.
2. As a result of changes made to the staff and management structure in 2019, he has no staff reporting directly to him and there is very limited capacity within the rest of the team for regular support to be provided.
3. In a normal period, the workload is heavy but manageable. However, the council has recently agreed several major objectives for 2023/24 and 2024/25 which will add to that workload considerably.
4. These objectives include:
 - The refurbishment of the council offices (and Guildhall)
 - The refurbishment of the harbour Store
 - The refurbishment of the cemetery lodge
 - The provision of a multi-use games area (MUGA)
 - Repair of the church wall
5. The delivery of these objectives on time and within budget will require significant input from the deputy town clerk and is likely to take up the majority of his time during large parts of the second half of 2023, 2024 and the first half 2025. Delivery of these objectives is also a very high-profile activity for the council and one which will take up the majority of its discretionary spend during the next two years.
6. Concern about the capacity to deliver these objectives was raised by members during discussions about the preferred office option at the meeting of Strategy and Finance on 22 March 2023.

Report

7. After consideration about how best to ensure timely and effective delivery of both objectives-related and 'routine' property work, the view is that the appointment of appropriate support on a two-year, fixed-term contract would be the best and most cost-effective way forward.
8. Such an appointment would not add to the permanent staff establishment. The temporary additional cost could reasonably be attributed to the delivery of the objectives and treated as a cost of their delivery, especially the office project, which will be the largest single temporary demand on the time of the deputy town clerk during the remainder of 2023 and 2024.
9. If members are supportive of proceeding in this way, the suggestion is that the post reports directly to the deputy town clerk for its temporary duration and be graded in the range spinal column points 17-22 (£26,845-£29,439, subject to pay award). This reflects the level of work complexity and responsibility. The slightly wider than normal range would allow some scope to 'tailor' the salary according to the experience and ability of any successful applicant and the precise work which they were able to take on.
10. To this basic salary cost would need to be added the usual employer on-costs for National Insurance and pension contributions (if taken up). These could add a further 35.25% to the total cost of employment.
11. A suggested job description and person specification are attached as **appendices 12A and B**.
12. If approved, the intention would be to advertise the availability of the post immediately, interview during early-July with an intended start date immediately following the school summer holiday, i.e., Monday 4 September 2023. The creation of any temporary post would have to be subject to **retrospective approval** by Full Council on 26 July 2023.

John Wright
Town clerk
June 2023



Lyme Regis Town Council

Job Description

Job Title	Property and Projects Assistant	Grade	SCP 17-23 (£26,845-£29,439)
Section	Office Staff	Hours	37 hours' per week
Reporting To	Deputy Town Clerk	Working Pattern	<ul style="list-style-type: none"> • Two year-fixed term contract • Monday to Friday, 9am-5pm with some evening, weekend and bank holiday work

Job Purpose

- To ensure the town council's assets are managed and utilised to maximum benefit, that projects and objectives are delivered on-time and within budget, that the council operates in accordance with legislation and its approved policies are implemented.
- To assist the deputy town clerk in the delivery of his responsibilities.

Main Duties

- To work with the deputy town clerk to manage and control budgets, assets and resources; in particular, to assist on all major property and asset-related strategy and investment projects and objectives and to ensure proper financial control and performance management measures are implemented and adequate performance and other data is maintained on issues such as rates of return, etc.
- To liaise with the council's commercial and other tenants and to assist with the carrying out of lease renewals and rent reviews.
- To help maintain and update all the council's property and asset-related records and information and to ensure compliance with all relevant legislation, including the Local Government Transparency Code 2015.
- To assist on matters relating to strategic and local planning and development and on issues relating to strategic and public transport and other infrastructure issues, including community infrastructure levy.

Supervision

- None

Contacts

- Members of the public
- Council commercial and other tenants

- Elected members
- LRTC staff
- External consultants and contractors
- Partner organisations, stakeholders and statutory authorities

General

- This job description contains the principal duties relating to this post and does not describe in detail all the tasks required to carry them out.
- Duties may vary from time-to-time without changing the character of the post or the level of responsibility.

Special Notes Or Conditions

- The post holder will be expected to work some evenings, weekends and bank holidays.



Lyme Regis Town Council

Person Specification

Job Title	Property and Projects Assistant	Grade	SCP 17-23 (£26,845-£29,439)
Section	Office Staff	Hrs	37 hours' per week
Reporting To	Deputy Town Clerk	Working Pattern	<ul style="list-style-type: none"> • Two year-fixed term contract • Monday to Friday, 9am-5pm with some evening, weekend and bank holiday work

Assessment Criteria	Essential	Desirable
Educational Qualifications	GCSEs in English and Maths, minimum grade C.	A degree or relevant professional/vocational qualification.
Work related experience and associated vocational training	<p>Minimum of three years' relevant experience, e.g. administration, finance, legal, property, asset management or building works.</p> <p>Experience of working on own initiative and as part of a team.</p>	<p>Some local government experience.</p> <p>Working in a property, projects, legal or asset environment.</p> <p>Experience of working with external organisations or with commercial organisations or businesses.</p>
Knowledge	<p>IT Literate</p> <p>Knowledge of business, property records and administrative procedures.</p>	Understanding of budgetary control, property law or asset management processes and accounting procedures.
Personal skills and qualities	<p>Good writing and communication skills.</p> <p>Strong numerical, analytical and problem-solving skills.</p> <p>Accurate and precise record keeping.</p>	

	<p>Ability to work under pressure.</p> <p>Ability to organise work and ensure deadlines are met.</p> <p>Good negotiating and influencing skills.</p> <p>Good project and time management skills.</p> <p>Instils trust, respects confidentiality, and inspires confidence.</p> <p>Ability to develop strong relationships and promote the Council's interests with external organisations and partners.</p> <p>Possesses a 'can-do' attitude.</p>	
Special working conditions	Some evening, weekend and bank holiday work.	

Committee: Human Resources

Date: 14 June 2023

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 17 permanent full-time posts and nine permanent part-time posts where the employee works, on average, one or more days a week; the permanent establishment is 21.53 full-time equivalents (FTEs).
5. In addition, the council has six wedding stewards. The council is also in the process of recruiting two part-time temporary seasonal posts from 10 July to 10 September 2023¹ and an amenities assistant between June and end-October. The council's staffing structure is attached, **appendix 13A**.
6. The amendments from the 2021-22 establishment are:
 - In 2022-23, the deletion of the full-time assistant finance manager post and the creation of a finance assistant post working 34 hours per week.
 - The administrative assistant post working 29.6 hours per week has been re-designated to an administrative and community engagement assistant

Staff turnover and recruitment 2022-23

7. The turnover rate² for 2022-23 was 20.44%. The turnover rate for 2020-21 was 0% and for 2021-22, it was 18.13%.

¹ The cost of the temporary seasonal posts may be met by Dorset Council from a Covid recovery grant.

² The turnover rate is based on full-time equivalents in the establishment.

Gender profile and pay gap

8. The council has 19 permanent male employees and seven permanent female employees; nine of these employees are part-time. Of the nine part-time employees, six are female and three are male.
9. On average, the council paid its male employees 3.67% more than its female employees. This has increased from 0.95% in 2022-23. In the UK, the gender pay gap is 9.4%, both full and part-time, but the gap in the public sector is 15.1%, both in favour of males.

Pay multiples

10. The highest paid council employee, the town clerk, earns 2.27 times more than the median employee, i.e., £54,532 against a median salary of £24,054. In 2022-23, the ratio was 2.56.

Payroll costs

11. The payroll costs for 2021-22 (actual) and 2022-23 (actual), and 2023-24 (budget) are detailed below:

	2021-22	2022-23	2023-24
		£	£
Salary	582,867	621,454	670,951
On cost NI	49,508	56,793	64,209
On cost pension	101,993 ³	103,758	142,109 ⁴
Total	734,369	782,005	877,269

12. In 2021-22, the total payroll cost was 33.57% of actual income and in 2022-23 it was 37.79%⁵ of actual income. For 2023-24, payroll cost is budgeted at 46.32%⁶ of income. Due to prudent budgeting assumptions, the council's income will probably exceed £2,000,000 in 2023-24, there will be staff vacancies and, after adjusting for overstated employer pension contributions the total payroll cost as a percentage of actual budget is likely to be c42%.
13. The variances between actual 2022-23 and budgeted 2023-24 payroll costs are:
 - A 6% assumption for the 2023-24 pay award⁷
 - 19 employees progressing through their new pay grades; this is partially offset by four new employees starting at the bottom of the pay scale
 - The consequential increases in employer pension and National Insurance contributions arising from the above
 - Employer pension contributions for six employees⁸ who are not in the pension scheme.

³ On cost pensions include £3,413 added years' pension.

⁴ The 2023-24 employer's pension contribution assumes all employees are in the Local Government Pension Fund. The actual budget spend at 31 March 2024 is forecast at c.£112,00.

⁵ The actual income for 2022-23 was £2,069,610.

⁶ The budget income for 2023-24 is £1,893,657.

⁷ The current employers' pay offer of £1,925 can be contained within this assumption

⁸ This excludes the amenities staff and wedding stewards

Wage increases and the living wages

14. The council is part of a 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.
15. In 2020-21, the NJC pay settlement was 2.75% and in 2021-22 it was 1.7%. In 2022-23, the NJC pay settlement was £1,925 for all employees; this equated to 9.80% for the council's lowest paid employees and 3.75% for the council's highest paid employee.
16. In addition, the 2022-23 pay review increased the pay of 19 of the council's 26 permanent employees; the top grade of the median salary in the organisation increased from £21,968 to £24,948.
17. The council's policy is to pay its employees the Real Living Wage as determined by The Living Wage Foundation; it is currently £10.90 per hour for employees outside London⁹. This is higher than the government's National Living Wage which is £10.42 per hour from 1 April 2023 for employees over 23 years of age.
18. The 2022-23 pay review means the council no longer pays any of its employees a supplement to achieve the Real Living Wage; The lowest paid council employees is paid at SCP 5, i.e., £11.21 per hour.
19. The 2022-23 pay review has increased the gap between the median salary hourly rate of the Real Living Wage which, in the recent years up until 2022 had reduced annually.
20. The pay review appears to have strengthened recruitment; recent recruitment for gardening and administrative staff have attracted 20 and 10 applications, respectively.

2023-24 Pay Award

21. The employers' side have offered a flat rate increase of £1,925 for all employees.
22. Two of the three unions, GMB and Unite, have carried out consultative ballots among their members.
23. GMB rejected the pay offer by 64% to 36% and said it "plans to move to industrial action in some areas".
24. Unite rejected the pay offer by 75% to 25% and plans to conduct a formal ballot for industrial action, which was expected to run from late-May to early-July.
25. Unison did not consult its members on the pay offer, but instead will move straight to a formal ballot for industrial action, which started on 23 May 2023 and will close on 4 July 2023. Unison will be balloting on a disaggregated basis, which means strike action could be taken at each individual council/school where a turnout of over 50% is secured (if members vote in favour of strike action). If Unison meets the threshold for lawful industrial action to take place, its timetable means strike action may not start in councils until August and in schools from September.

⁹ 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.

26. Resolution is unlikely until autumn 2023.

Pension arrangements

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

28. Nationally, employee contributions to the scheme are determined by salary and range from 5.5 to 12.5%. Town council employees' contributions range from 2.75%¹⁰ to 8.5%.

29. The employer contribution is 22%.

30. The pension scheme is re-valued every three years, and this can lead to changes in employer and/or employee contributions¹¹. The scheme was last re-valued in 2022-23; this re-valuation did not result in any material changes to pension contributions.

31. The scheme is scheduled for re-evaluation in 2025-26, for implementation on 1 April 2026.

Trade Union membership

32. Two employees have their trade union fees deducted and paid through their salary. Employees can also pay fees direct to a trade union.

Appraisals

33. All employees have had an annual appraisal for 2022-23. The main themes from the appraisals were: the condition of the council's accommodation, member behaviour, inconsistencies in decision-making, some tensions within teams in the external works' team, a general lack of trust towards the management team, and the inside-outside staff divide remains. For some, the pay review was also an issue.

34. 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.

35. The appraisal process includes employees' learning and development objectives for the forthcoming year.

Learning and development

36. During 2022-23, one employee continued their qualification studies:

- Naomi Cleal – AAT Accountancy Professional Diploma (Level 4). Naomi aims to complete her qualification by end-September 2023
- Shanie Cox – AAT Accounting Diploma (Level 2). Shanie is expected to complete her qualification by end-July 2023. She is then aiming to complete a Level 3 Diploma, also in accounting.

¹⁰ 2.75% represents a 50% employee contribution. Two employees pay 50% contributions.

¹¹ When the scheme was re-valued in 2016-17, employer contributions increased from 16.5% to 22%.

37. The following training courses were completed by various employees:

- Excel introduction
- Employment law update
- Misuse of social media as a tool to intimidate and harass employees
- Social media training
- Agenda-setting and minute-taking
- Fire training
- First aid
- Mental Health First Aid
- Manual handling
- Display Screen Equipment
- Data security
- Face Fit (mask) training
- PASMA tower scaffold
- Cherry picker (IPAF Cat1b)
- Work at height
- Safe use of ladders
- Abrasive wheel mounters
- Playground inspection
- Operational playground inspection (supervisors' course)
- Chapter 8 training (highways closure for events)

38. 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

39. In 2022-23, there was one grievance and one disciplinary.

Sickness and absence

40. In 2022-23, 184 days were lost through sickness absence; this includes 45 days lost through Covid-related absence: 138 days (32 days Covid related) in the external works team and 46 days (13 days Covid related) in the office team.

41. This compares favourably to 2022-23 when a total of 231 days were lost through sickness absence.

42. Including days lost through Covid-19, the average sickness absence per employee was 8.53 days (3.29%). Excluding days lost through Covid-19, the average sickness absence per employee was 6.44 days (2.48%).

43. The Office for National Statistics reports a national sickness absence rate of 2.6% in 2022¹².

¹² [Sickness absence in the UK labour market - Office for National Statistics \(ons.gov.uk\)](https://ons.gov.uk)

Time-off-in-Lieu (TOIL)

44. In 2022-23, the amount of TOIL taken by employees greater than half a day totalled 76.5. This is compared with 50 days in 2021-22.

Policies and Procedures

45. The council's human resources policies and procedures are incorporated into the employee handbook. The handbook was reviewed over a period of 18 months in 2021 and 2022 and will now be re-issued to staff.
46. 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; leavers; vexatious complaints; menopause; homeworking; parental bereavement leave; parental leave; adoption leave; shared parental leave; and maternity/adoption/paternity support leave.

Challenges 2023-24

47. The human resources issues faced by the council in 2023-24 include:
- the narrowing of the pay differential between semi-skilled and managerial jobs in the council
 - the impact of inflation
 - improved mess facilities and the condition of the council's offices
48. Any recommendations from this committee will be considered by the Full Council on 26 July 2023.

John Wright
Town clerk
June 2023

Adrienne Mullins
Support services manager

