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Town Clerk

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Human Resources Committee

Core Membership: Cllr G. Stammers (chairman), Cllr D. Sarson (vice-chairman), Cllr C. Aldridge, Cllr B. Bawden, Cllr M. Ellis, Cllr B. Larcombe, Cllr P. May, Cllr C. Reynolds, 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 13 September 2023 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
08.09.23

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. **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 14 June 2023 (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 14 June 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

7. Update Report

To update members on issues previously reported to this committee

8. Human Resources Committee – Objectives

To allow members to review progress of the committee's 2023-24 objectives

9. 2024-25 Budget Proposals

To allow members to consider human resources' objectives for 2024-25 ahead of the formal launch of the budget-setting process at the Strategy and Finance Committee on 11 October 2023

10. To receive the minutes of the Health and Safety Committee meeting held on 7 September 2023

11. Pregnancy Loss Policy

To allow members to consider adopting a pregnancy loss policy

12. Employee Time Recording

To detail the council's current employee time-recording arrangements and to consider the merits of introducing a 'clocking-in' system.

13. Employee Assistance Programme

To allow members to consider introducing an employee assistance programme

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. Fraud

To provide members with further information about the fraudulent recording of timesheets by a group of employees

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. Employee Exit Interviews

To allow members to consider issues arising from two employees' exit interviews

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

16. Gardener and Maintenance Person (post holder 204), Six-Month Probation Review

To allow members to confirm the gardener and maintenance person's (post holder 204) 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

17. Gardener and Maintenance Person (post holder 215), Six-Month Probation Review

To allow members to confirm the gardener and maintenance person's (post holder 215) 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

18. 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 – Employee Assistance Programme

- (b) Agenda item 14 – Fraud**
- (c) Agenda item 15 – Employee Exit Interviews**
- (d) Agenda item 16 – Gardener and Maintenance Person (post holder 204), Six-Month Probation Review**
- (e) Agenda item 17 – Gardener and Maintenance Person (post holder 215), Six-Month Probation Review**

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 14 JUNE 2023

Present

Chairman: Cllr G. Stammers

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

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

23/01/HR Election of Chairman and Vice-Chairman

It was proposed by Cllr D. Sarson and seconded by Cllr C. Reynolds that Cllr G. Stammers is chairman of the Human Resources Committee.

It was proposed by Cllr B. Bawden and seconded by Cllr B. Larcombe that Cllr C. Aldridge is chairman of the Human Resources Committee.

Cllr G. Stammers was duly **ELECTED** as chairman.

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

It was proposed by Cllr B. Bawden and seconded by Cllr B. Larcombe that Cllr C. Aldridge is vice-chairman of the Human Resources Committee.

Cllr D. Sarson was duly **ELECTED** as vice-chairman.

23/02/HR Terms of Reference

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, the terms of reference were **RECEIVED**.

23/03/23 Public Forum

There were no members of the public present.

23/04/HR Apologies

Cllr P. May – holiday

23/05/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 12 April 2023

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, the minutes of the meeting held on 12 April 2023 were **ADOPTED**.

23/06/HR Disclosable Pecuniary Interests

There were none.

23/07/HR Dispensations

There were none.

23/08/HR Matters arising from the minutes of the Human Resources Committee meeting held on 12 April 2023

National Joint Council (NJC) trade union pay claim

Cllr B. Larcombe asked for further clarification on union membership within the staff team and how the council may be affected if there was strike action.

The town clerk said two employees had deductions from their salary for union membership but it was believed one other employee paid directly to the union, so three employees could potentially take strike action. As such, he didn't think it would adversely affect the council. He added that there was unlikely to be a resolution to the pay dispute before the autumn.

23/09/HR Update Report

Administrative and community engagement assistants

Cllr B. Larcombe asked if, as the employer, the council should be made aware of any issues with the two employees who had left the organisation.

The support services manager said one employee was still with the organisation and had not yet had their exit interview, and the other employee was in the process of confirming the accuracy of the notes of their exit interview. She said there were potentially some issues which needed to be brought to members' attention.

The town clerk said exit interviews were not shared with members unless individuals asked for them to be or circulated them themselves.

Cllr M. Ellis said she felt members should see all exit interviews as the employer.

The town clerk said exit interviews were entirely voluntary and he didn't think employees would be inclined to do them if they knew they would be shared with members. He said members had this same conversation every time someone left the organisation but it was council policy that exit interviews were confidential and the only people who had sight of them were the employee's line manager and if necessary, the town clerk.

The support services manager said the new administrative and community engagement assistant, Kate Newman, would start on 12 July 2023.

Cllr B. Larcombe asked when the request was made to members to fill these posts; even though they were established posts, he felt members should have had the opportunity to approve them.

The town clerk said it was done via email so there would be no delay in the recruitment process.

Amenities assistant

The support services manager said Isaac Redwood-Davies had been appointed to the role and he would start on 17 June 2023.

Cllr B. Bawden asked if any members were involved in the recruitment and interview process of employees in general, and if not, she asked if they should be.

The town clerk said the council's recruitment and selection policy said members would be involved in the appointment of managers but for all other staff, managers appointed to the roles. He said in the past, members had been asked to sit on interview panels if the panel was short.

Civility and Respect

Cllr B. Larcombe asked if the council had a timeframe it was working towards to achieve the principles of the civility and respect agenda.

The town clerk said the focus was on the new council administration. He said he had tried to arrange training on governance but had struggled to get members to commit to it and as part of that training he intended to talk more about civility and respect.

Evening seafront attendant

Cllr M. Ellis asked if there had been any applicants for the role.

The support services manager said there hadn't been as many applicants as hoped but the closing date was still five days away.

23/10/HR To receive the minutes of the Health and Safety Committee meetings held on 9 March and 8 June 2023

Proposed by Cllr D. Sarson and seconded by Cllr G. Stammers, the minutes of the Health and Safety Committee meetings on 9 March and 8 June 2023 were **RECEIVED**.

23/11/HR Health and Safety Committee Membership

Cllrs D. Sarson and G. Stammers said they were happy to continue on the committee and no other members wished to replace them.

Proposed by Cllr C. Reynolds and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs G. Stammers and D. Sarson continue as the members representatives on the Health and Safety Committee.

23/12/HR Two-year, fixed-term post to support the delivery of project, asset management and property-related work

Cllr C. Aldridge asked if the pay roll costs outlined in the Annual Human Resources' Review later in the agenda included this post.

The town clerk said this post was not included in the payroll costs referred to later in the agenda; this post would come under the projects' budget because the projects had generated the need for the additional resource. He said the on-costs stated in the report for National Insurance and pension contributions had been over-stated.

Cllr B. Larcombe said the council would have to be clear from the outset this was a temporary position and there was no prospect of permanency as the employee could still acquire rights. As this was project management, he asked if members could have a progress report on projects as there was work taking place on a number of them but members didn't know what that was. He felt members should have a quarterly RAG (red, amber, green) report.

The town clerk said every committee was now receiving a progress report against the objectives but if there were important junctions in a project, there would be a more substantial report. He felt it was over-the-top to introduce a colour coding system for small projects. He reminded members it was only two months into the financial year and there had already been progress on a number of projects; each one had a completion date and if there were delays in the timescales, these were being reported to the committees.

Cllr M. Ellis said with the upcoming workload, this post was going to be required to support the deputy town clerk. She said the job description stated it was a two-year fixed-term post and this could be emphasised during the interviews.

Cllr C. Aldridge asked for clarification that the deputy town clerk currently had no staff reporting directly to him. She also noted a lot of the asset and property related projects would be devolved to the Town Management and Highways Committee, which the operations manager would be taking forward, and asked if there was the possibility of cross team working.

The town clerk confirmed the deputy town clerk currently had no staff reporting directly to him as this freed him up to concentrate on asset management, although in the town clerk's absence, the deputy town clerk assumed all staffing responsibilities.

The town clerk said for those projects being managed by the Town Management and Highways Committee, some would be managed by the deputy town clerk, usually the major works, and some by the operations manager, usually the smaller projects. He said there were a lot of major projects planned for this year, the main one being the refurbishment of the council offices, so the council needed to have the resources in place to deliver them.

Proposed by Cllr C. Reynolds and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to create a two-year, fixed-term post to support the delivery of project, asset management and property-related work.

23/13/HR Human Resources' Annual Review

Cllr C. Aldridge said the themes arising from employee appraisals all seemed to be related to employees' concerns but there was nothing about delivery against objectives

and nothing about the positive things they were doing, which she felt the members would want to know about.

The town clerk said the purpose of this report was to inform members about issues they should be aware of, which had been raised through appraisals. He said most of the interactions with employees were positive about the council and morale was quite good, but there were exceptions. He added that in March every year, reports were brought to this committee detailing the managers' appraisals and these referred to progress against objectives.

Cllr C. Aldridge said payroll costs appeared to increase significantly in 2023-24, which she felt was a concern given the council couldn't assume its income would go up in the same way.

The town clerk said payroll costs against income looked artificially high at this time of year; actual income would be up to £250k higher than budgeted and the budget included the total amount of pension contributions the council could be liable for, pension contributions were overstated by c.£30k because not all employees joined the pension scheme. He added that at the end of the year, around 42% of income would be salary costs.

The town clerk acknowledged budget income wasn't rising as fast as the labour costs, which had included a pay increase of £1,925 on all pay points and a pay review which added an additional £25k to the salaries budget.

The meeting closed at 8.01pm.

Committee: Human Resources

Date: 13 September 2023

Title: Matters arising from the minutes of the Human Resources Committee meeting held on 14 June 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

23/08/HR – Matters arising from the minutes of the Human Resources Committee meeting held on 12 April 2023

National Joint Council (NJC) trade union pay claim

The three NJC trade unions wrote to the employers' side on 16 August 2023, urging them to return to the negotiating table with an improved pay offer for 2023.

This followed an industrial action ballot by UNISON, when three-quarters of those balloted voted in favour of strike action. In Unite's industrial action ballot, the requirements for industrial action were passed in 23 employers and Unite members are not preparing to announce industrial action in England and Wales. Unite is also re-balloting in certain councils, where action is strongly supported by reps and members.

GMB will conduct an industrial action ballot of members in over 2,000 employers in September and October, asking members to vote for strike action.

The employers wrote back to the trade unions on 17 August 2023 to reiterate the offer on the table was 'full and final'.

23/09/HR – Update Report

Administrative and community engagement assistants

Kate Newman took up the post on 12 July 2023, initially working two days a week due to family commitments. Kate will go up to three days a week from 13 September 2023.

Evening seafront attendant

There was one applicant for this post in the first round of recruitment. The applicant was interviewed and was offered the position but turned down the offer. The post was re-advertised but there were no applicants. As such, the post has remained unfilled.

23/12/HR – Two-year, fixed-term post to support the delivery of project, asset management and property-related work

The post has been advertised, with a closing date of midday on Monday 11 September. Interviews will be held on Friday 15 September.

The post has been widely advertised, including on the council's website, social media and noticeboards, in newspapers in Dorset, Somerset and Devon, on Dorset Council's website, on local government organisation websites, e.g. DAPTC, and online recruitment websites.

John Wright
Town clerk
September 2023

Committee: Human Resources

Date: 13 September 2023

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Amenities assistants

During the summer period when the amenities assistants have taken annual leave, there have been some shifts where there has been no one available to cover. This meant that on several occasions, the amenities hut was closed.

To address this, the wedding stewards were asked if they would be willing to cover shifts on an ad hoc basis as they are already employed by the council on a casual basis. Several of the stewards said they were willing to cover shifts and we now have a bank of workers who we can call on if required.

Operations manager cover

As agreed by the Full Council on 6 September 2023, the operations supervisor Pete Williams will act up as operations manager while he is on long-term sickness absence. In turn, the lengthsman, Mark Bujniewicz will act up as operations supervisor. These cover arrangements have been agreed until 31 March 2024.

Work placement

Alex Gould, a student at Kingston Maurward College, has joined the council on a work placement. Alex is working towards a NVQ Level 3 in Horticulture and is required to complete a weekly one-day work placement. Alex will be working with us on Wednesdays and will mainly be based in the Langmoor and Lister Gardens.

John Wright
Town clerk
September 2023

Committee: Human Resources

Date: 13 September 2023

Title: Human Resources Committee – Objectives

Purpose

To allow members to review progress of the committee's 2023-24 objectives

Recommendation

Members note the report

Background

1. During the 2023-24 budget-setting process, objectives were agreed for the year and a budget estimate identified against each project.

Report

2. The objectives have been assigned to committees and members can review progress at each meeting.
3. This committee's 2023-24 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 8A**. Updates are highlighted in yellow.
4. Any recommendations from this committee will be considered by the Full Council on 25 October 2023.

John Wright
Town clerk
September 2023

Objective	Budget	Completion date	Lead officer	Comments
Obtaining a health and safety audit score of 85%+	N/A	December 2023	MAD PW	Audit scheduled for autumn 2023. Acorn contacted to undertake H&S audit in Oct/Nov 2023
Delivering the Civility and Respect agenda to members	N/A	December 2023 May 2024	AM	Report introducing the Civility and Respect project to be brought to this committee on 12 April 2023. Report to November HR to outline project timetable for working with the new administration.

Committee: Human Resources

Date: 13 September 2023

Title: 2024-25 Budget Proposals

Purpose of Report

To allow members to consider human resources' objectives for 2024-25 ahead of the formal launch of the budget-setting process at the Strategy and Finance Committee on 11 October 2023

Recommendation

Members identify human resources' objectives for 2024-25

Background

1. On 10 October 2023, the 2024-25 budget-setting process commences with a budget briefing for members. The formal process starts the following day with the presentation of a series of budget-related reports to the Strategy and Finance Committee.
2. The budget is taken through two committee cycles and concludes at the Full Council on 13 December 2023.

Report

3. This item has been placed on all committee agendas in the run-up the Strategy and Finance Committee on 11 October 2023; the Strategy and Finance Committee on 11 October 2023 formally starts discussion on the 2024-25 budget and the five-year financial plan.
4. Members are asked to identify any human resources-related objectives that need to be considered alongside other committee objectives during the budget-setting process.
5. Any recommendations from this committee will be considered by the Strategy and Finance Committee on 11 October 2023 and the Full Council on 25 October 2023.

John Wright
Town clerk
September 2023

LYME REGIS TOWN COUNCIL

HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD ON THURSDAY 7 SEPTEMBER 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), C. Austin (secretary)

Apologies M. Adamson-Drage

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 acting operations manager. Carried.

Matters Arising

No matters arising.

Item 1. Accidents, Injuries and Near Misses - review

No accidents, injuries or near misses were reported.

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

All Fire safety records up to date.

All Playground Checks up to date.

AED records up to date.

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

Main themes from the monthly inspection:

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

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

Targets 1-15 achieved.

Item 5. Training

Completed since the previous meeting:

- IOSH Working Safely – 31st July 2023
- Equality and Diversity training – 19th June and 5th July (all staff)

Toolbox talks since the previous meeting:

- COSHH
- Diisocyanates

Courses booked:

- Currently no training is booked. Staff are aware that training is available to them.

Item 6. Wall at St Michael's Church

The wall is to be repaired. Works are due to start week commencing: September 18 2023 and is anticipated to be completed in approximately 4 weeks from the start date.

Item 7. Facias along the seafront commercial properties

The work on the facias to the commercial properties along the seafront is due to commence Monday 11 September and is anticipated to be completed in approximately 2 weeks, however, the work will be weather dependant.

Item 8. Defibrillator awareness and CPR training session

It was reported by the acting operations manager that a free CPR training session and defibrillator awareness course is taking place on Saturday 30 September at 10:00 at the Woodmead Halls. Members were encouraged to attend and to help spread awareness for the event within the community.

Item 9. Any other business

Health and Safety audit is due in October 2023.

COSHH training for external staff is due in November 2023.

Item 10. Next meeting date

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

The meeting ended at 2:47pm.

Committee: Human Resources

Date: 13 September 2023

Title: Pregnancy Loss Policy

Purpose

To allow members to consider adopting a pregnancy loss policy

Recommendation

Members approve the adoption of the proposed pregnancy loss policy

Background

1. The council issues new staff with a contract of employment and an employee handbook. The handbook includes all the standard family-friendly policies, including maternity, maternity/adoption/paternity support, shared parental leave, adoption leave, parental leave, and parental bereavement leave.
2. There are statutory provisions included in these policies so they must be included in the handbook. Any additional family-friendly policies can be introduced at the discretion of the council.

Report

3. It is proposed to introduce a pregnancy loss policy, **appendix 11A**, to help managers provide appropriate practical and emotional support to an employee affected by miscarriage, ectopic or molar pregnancy (loss of a pregnancy before 24 weeks gestation), and to offer guidance to employees who suffer pregnancy loss, as well as their close relatives and friends.
4. Under the council's Maternity Scheme, if an employee gives birth to a stillborn baby after 24 weeks of pregnancy or their baby is born alive but later dies, they remain entitled to the benefits of maternity leave and pay. However, if an employee suffers pregnancy loss before 24 weeks, there is no entitlement to these benefits.
5. However, many people would still consider a miscarriage a bereavement. Therefore, the purpose of a pregnancy loss policy is to outline the support and time off arrangements an employee will be offered at what can be an extremely difficult time.
6. The advice from Acas (Advisory, Conciliation and Arbitration Service) is that employers should introduce a policy to outline its position on pregnancy loss.
7. Any recommendations from this committee will be considered by the Full Council on 25 October 2023.

Adrienne Mullins
Support services manager
September 2023

Policy

Pregnancy Loss

1. Introduction

- 1.1 This policy is intended to help managers provide appropriate practical and emotional support to an employee affected by miscarriage, ectopic or molar pregnancy (loss of a pregnancy before 24 weeks gestation), and to offer guidance to employees who suffer pregnancy loss, as well as their close relatives and friends.
- 1.2 For ease, the word 'miscarriage' has been used to refer to all these types of loss.
- 1.3 The policy covers topics and issues that some people may find difficult or upsetting. Further support is available on the Miscarriage Association's website:
<https://www.miscarriageassociation.org.uk/information/miscarriage-and-the-workplace/>
- 1.4 Miscarriage affects both women and men. It is often both physically and emotionally painful, with effects that can last for a very long time. Everyone's needs are different and everyone will experience their loss differently, so it is important not to make assumptions about how they feel or want to be treated.
- 1.5 Partners, as well as grandparents and other close relatives, might be affected by the miscarriage and the council will need to consider how best to support them.

2. If the loss occurs at work

- 2.1 A pregnancy loss may happen at work. The council may not be aware that an employee is pregnant: she is not obliged to tell her manager of her pregnancy until 15 weeks before her estimated due date, or as soon as is reasonably practicable after then (approximately six months pregnant).¹
- 2.2 If an employee suspects she has started to lose her baby she may have bleeding, severe abdominal pain, and may be faint or collapse. She may be very distressed and panicked, embarrassed and frightened.
- 2.3 The council can help by ensuring she has quick access to a toilet and it may be necessary to call her preferred contact or colleague to assist her in getting home or to hospital. In severe cases, an ambulance may need to be called.
- 2.4 If a woman's partner, relative or close friend is told of the loss while at work, they may need to leave at short notice to provide practical and emotional support.
- 2.5 Line managers should carefully consider how to explain the sudden absence of the employee in order to respect their privacy, especially as they might not want others to know the details or that they were pregnant.

¹ <https://www.gov.uk/working-when-pregnant-your-rights>

3. Recording leave and absence

- 3.1 Pregnancy and maternity is one of the protected characteristics under the Equality Act 2010 and it is against the law to discriminate against someone because of this protected characteristic.
- 3.2 Therefore, time off during and after a miscarriage is protected as 'pregnancy-related' leave. If an employee has suffered an early or late miscarriage, any sick leave should be recorded as sickness absence in the 'pregnancy-related' category. Any period of sick leave will not count towards sickness absence trigger points, as outlined in the Sickness Absence Policy.
- 3.3 For periods of absence longer than seven days, the employee will need to obtain a Fitness for Work statement from her doctor or health professional.
- 3.4 During any period of absence, the employee will receive sick pay; the qualifying periods are outlined in the contract of employment.
- 3.5 If the employee is not the woman who has experienced the physical loss, for example it might be a partner or a grandparent, but needs to take time off work following the loss, compassionate leave should be considered. This is entirely at the town clerk's discretion.

4. Future leave

- 4.1 Women who have had a miscarriage, and perhaps their partners, may need time off in the future to attend appointments related to their loss.
- 4.2 In any future pregnancy, additional scans and monitoring may be required. This should always be accommodated. Employees have a right to paid time off for antenatal care. Partners of pregnant people have a statutory right to time off to attend two antenatal appointments.
- 4.3 Requests by partners for additional time off to attend further scans or other antenatal appointments should also be accommodated wherever possible, allowing employees to work flexibly or take annual leave to attend.

5. Talking about miscarriage

- 5.1 It's important to acknowledge the loss rather than to ignore it, unless the woman requests otherwise. The line manager should not make light of it. The Miscarriage Association has more information on [talking about miscarriage in the workplace](#).
- 5.2 The shock of losing a pregnancy may make it difficult for the employee to contact their line manager to tell them what has happened, and/or to discuss what happens next with work. They may find [this page from the Miscarriage Association](#) helpful.
- 5.3 At an appropriate point, someone should speak to them about what they would like colleagues to know about their loss. This could be their line manager or another trusted colleague. If they do not wish to share this information, their wishes should be respected.

6. Facilitating return to work

- 6.1 When an employee is ready to return to work, their line manager should offer them a meeting where any specific needs can be discussed.

- 6.2 This might include a temporary workplace adjustment, which is aimed at enabling a person to remain at work rather than taking sick leave, for example working from home or a phased return to work. This can be particularly important if an employee has ongoing hospital appointments to attend.
- 6.3 It might also be very difficult for someone who has suffered a miscarriage to work closely with or near to a colleague who is pregnant or has recently given birth. If this is the case, it may also be worth exploring whether working in a different location would be possible.

7. External support

- 7.1 The following organisations may be able to provide advice and support:

Miscarriage Association

www.miscarriageassociation.org.uk

01924 200799

info@miscarriageassociation.org.uk

Information and support to help you through a miscarriage, ectopic pregnancy or molar pregnancy.

Citizens Advice Bureau

www.bridportca.org.uk

Lyme Regis outreach – call 01308 456594 for an appointment

Free and confidential advice on benefits, work, and family

Ectopic Pregnancy Trust

ectopic.org.uk

020 7733 2653

Information and support for ectopic pregnancy

Maternity Action

maternityaction.org.uk

020 7253 2288

info@maternityaction.org.uk

Information on rights and benefits around pregnancy, pregnancy loss and maternity

Mind

mind.org.uk

Information on mental health support including Wellness Action Plans and reducing stress at work

Sands

sands.org.uk

0808 164 3332

helpline@sands.org.uk

Information and support for stillbirth and neonatal death

Committee: Human Resources

Date: 13 September 2023

Title: Employee Time Recording

Purpose of Report

To detail the council's current employee time-recording arrangements and to consider the merits of introducing a 'clocking-in' system.

Recommendation

Members consider the report and instruct the town clerk

Background

1. At the Strategy and Finance Committee on 12 July 2023 members considered a report on fraudulent activity. During the discussion, members noted a clocking in and out system was now being used by amenities assistants, and a member asked if a similar system should be used for office staff, so members had a sense of hours and attendance.
2. As this issue, among others considered during discussion of this report, had human resources' implications, it was agreed it would be referred to the Human Resources Committee for further discussion.

Legal considerations

3. The requirement for keeping working time records in the UK is set out in the Working Time Regulations 1998². These regulations were introduced to implement the European Union's Working Time Directive (WTD) into UK law.
4. The WTD sets minimum standards for working time, breaks, and rest periods across EU member states. Under the Working Time Regulations and WTD, employers are legally required to keep 'adequate' records of the hours worked by people who have opted-out of the 48-hour working week.
5. There are no legal requirements to record working hours for other purposes although an employer may choose to do this for other reasons, particularly payment.

² Employers must keep records showing that: working time, including overtime, for workers who have not opted out of the 48-hour maximum working week, does not exceed an average of 48 hours for any seven-day period; young workers' (under 18 years old) working time does not exceed eight hours per day, or 40 hours per week; night workers' normal hours of work do not exceed an average of eight hours in any 24-hour period, or, where the work involves hazards or physical or mental strain, night workers do not work for more than eight hours in any 24-hour period; no young worker works between 10pm and 6am, or between 11pm and 7am if the contract requires them to work after 10pm; night workers can take up a free health assessment before commencing night work, and throughout employment as a night worker.

Current working and time recording arrangements

6. The following details the working patterns and time recording in place for the council's workforce. Council employees operate to different work patterns and their working hours are recorded and supervised in different ways.

The office team

7. Members of the office team who choose to or are required to take time-off-in-lieu (TOIL), keep a record of their hours worked, i.e., start and end times and time taken for lunch. This is a condition of taking TOIL; TOIL is authorised by a manager.
8. If a member of the office team chooses not to take TOIL, they are allocated set hours and are monitored against those set hours by their manager.

The external works team

9. The operations supervisor, five gardeners, two maintenance operatives and the lengthsman are dispersed and start work at their designated locations; previously, most of the external works team met at the cadet hut and were allocated daily tasks.
10. The start time for external works team employees working standard hours is 8am to 4pm, Monday to Thursday and 8am to 3.30pm on Friday. There is no time recording mechanism in place for these employees, but the operations supervisor regularly checks the arrival and departure of employees. The operations supervisor is satisfied with the timekeeping of these employees.
11. Two gardeners work annualised hours. In April, May, June and September they work 47 hours per week from 7am to 5pm, in July, August October and November they work 37 hours' per week (daily start and end times are the same as their colleagues) and from December to March they work 27 hours' per week.
12. For four months of the year, these employees work two hours a day unsupervised. The operations supervisor reports there are no timekeeping issues with either employee.
13. The two enforcement officers work annualised hours. From April to August, they work 47 hours per week, in September and October, 37 hours' per week, and from November to March 27 hours' per week.
14. The 47 hours' per week shift pattern is 7am-5pm and 11am-9pm, the 37 hours' per week shift pattern is 8am to 4pm and 11am to 7pm, and the 27 hours' per week shift pattern is 9am to 4.15pm and 10.45am to 6pm.
15. For significant periods during the summer, employees work unsupervised. The operations supervisor reports there are no known timekeeping issues with either employee. Having said this, the town clerk is concerned about their taking of rest days and annual leave during the summer and will make amendments to their rotas for 2024.
16. The seafront attendant and the cleansing operative work annualised hours. From May to August, they work 47 hours' per week, in February and September they work 37 hours' week in October, March and April, and from November to February they work 27 hours' per week.
17. For significant periods during the summer, employees work unsupervised. The operations supervisor reports there are no timekeeping issues with either employee.

18. The amenities team has four permanent part-time staff who cover the following opening times: April and May, 9am to 6pm, June to September 9am to 9pm, October 9am to 6pm and November to March, 10am to 4pm at weekends and school holidays.
19. From June to September, the dominant shift pattern is 9am to 3pm and 3pm to 9pm. Time worked by these employees is recorded by the cash till system. Time worked must be recorded for these employees because they are employed on zero hours' contracts.

Report

20. An employer needs to understand the working times of its employees to work out payroll and holiday entitlement, to know exactly who is in the building if an emergency arises, and to prevent fraud, lateness, and absence.
21. To summarise, some employees are required to record their working hours manually and others record theirs through a cash till system. In addition, the timekeeping of employees working standard hours is monitored by their managers and the works supervisor.
22. Employees working non-standard hours are not required to record their start and end times and these times are not regularly supervised; to some extent, this is a price the council pays for introducing annualised hours.
23. If there is any suspicion of non-compliance, and these are few, ad hoc checks take place, and performance standards and relevant data are reviewed.
24. For example, the cleansing operative has set rounds and the seafront attendant has set tasks. If the rounds and tasks are not completed, this may result in suspicion about start or end times which would result in further investigation.
25. Timekeeping compliance is based on trust, which is the general approach taken towards all employee-related issues. In recent years, this approach has generally worked well; the workforce is generally committed to the organisation and morale is good.
26. The differences in recording hours have never been raised as an issue by any section of the workforce.
27. Any recommendations from this committee will be considered by the Full Council on 25 October 2023.

John Wright
Town clerk
September 2023