



John Wright  
Town Clerk

## Lyme Regis Town Council

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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 P. Evans, 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 1 November 2023 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
25.10.23

*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 13 September 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 13 September 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. Wellbeing Policy**

To allow members to consider the draft wellbeing policy

#### **10. Christmas and New Year Working Arrangements**

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

#### **11. Review of Councillor Data and Information 2022-23**

To allow members to consider 2022-23 councillor data and information

#### **12. Exempt Business**

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 13 SEPTEMBER 2023

**Present**

**Chairman:** Cllr G. Stammers

**Members:** Cllr B. Bawden, Cllr M. Ellis, Cllr P. Evans, Cllr B. Larcombe, Cllr D. Sarson, Cllr G. Turner

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

**23/14/HR Public Forum**

There were no members of the public present.

**23/15/HR Apologies**

Cllr C. Aldridge – holiday  
Cllr P. May – holiday  
Cllr C. Reynolds – illness

**23/16/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 14 June 2023**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the meeting held on 14 June 2023 were **ADOPTED**.

**23/17/HR Disclosable Pecuniary Interests**

There were none.

**23/18/HR Dispensations**

There were none.

**23/19/HR Matters arising from the minutes of the Human Resources Committee meeting held on 14 June 2023**

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

Cllr D. Sarson asked if there had been a good response to the job vacancy.

The town clerk said the response was better than anticipated; there were eight applicants and five would be interviewed.

Cllr B. Larcombe asked if it was made clear this was a temporary post with no possibility of extension.

The support services manager said it was outlined in the advert and would be made clear to the successful applicant.

### **Evening seafront attendant**

Cllr M. Ellis said as there were no applicants for this post, she was concerned about recruitment for next year and felt the council needed to be more proactive and advertise the post earlier.

The town clerk said the council decided not to have an evening seafront attendant but then changed its mind so it was advertised late in the year. He said the Town Management and Highways Committee had decided to employ attendants much earlier in the season, but there was a budget implication to this, which would need to be agreed through the budget-setting process. If agreed, he said the council could try and engage with students from the Woodroffe School.

Cllr M. Ellis asked if members could have a post-summer review to the Town Management and Highways Committee so members could see the positives and negatives and prepare for next year.

### **23/20/HR Update Report**

#### **Amenities assistants**

It was confirmed that when the wedding stewards were covering shifts at the amenities hut, they were paid the rate for the role, rather than the rate they were usually paid as wedding stewards.

### **23/21/HR Human Resources Committee – Objectives**

Cllr B. Larcombe asked if the training requirements related to Carbon Literacy would come under the Environment or Human Resources Committee.

The town clerk said it was understood the council already had silver accreditation from the Carbon Literacy Organisation because the council had been invoiced for it. He said when the council sets the budget for 2024-25, this would include a budget for training but it had been agreed not all staff would be put on the silver level training and that training would be tailored to specific jobs.

### **23/22/HR 2024-25 Budget Proposals**

Cllr B. Larcombe asked if staff were comfortable with the level of IT and whether there were any gaps that needed to be filled in terms of awareness and skills.

The town clerk said the competency level was good within the office and if any employee said they needed to improve in a particular area, a course would be found to train them.

Cllr B. Larcombe asked if there was a training package available to help with the objective to go paperless.

The town clerk said he felt staff could manage this themselves but it had been pushed back because it was labour intensive.

Cllr B. Bawden said the Parish Online system could help the council make information publicly available at a relatively low cost and suggested they were asked to do a presentation of their services to the council.

Cllr B. Larcombe asked if there was a training need for the operations manager to manage the asset management register.

The town clerk said it was hoped the new property and projects assistant would be able to take on this work.

The town clerk said there had been discussions with the acting operations manager and acting operations supervisor about management training, which could be resourced in this year's training budget as there was an annual budget allocated for these purposes. However, if the council wanted to do a proper induction and development programme for the new council administration and deal with some of the member relationship issues, this would cost a significant amount.

Cllr M. Ellis suggested a budget for unexpected employment issues.

The town clerk said there was already a contingency built into the staffing budget.

Proposed by Cllr D. Sarson and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to allocate £20,000 in the 2024-5 budget for induction and development work with the new council administration.

**23/23/HR To receive the minutes of the Health and Safety Committee meeting held on 7 September 2023**

Cllr D. Sarson said the acting operations manager had done very well in covering the meeting and health and safety matters.

Proposed by Cllr D. Sarson and seconded by Cllr G. Stammers, the minutes of the Health and Safety Committee meeting on 7 September 2023 were **RECEIVED**.

**23/24/HR Pregnancy Loss Policy**

Cllr M. Ellis said it was important for the council to have this policy in place as pregnancy loss was a bereavement.

Cllr B. Larcombe said the policy defined what the council should do as an employer but also pointed towards provisions already in place. He asked what the council's policy was on compassionate leave.

The support services manager said the town clerk had the discretion to grant up to 10 days' paid compassionate leave and 10 days' unpaid and this would apply to pregnancy loss. However, the specific timescales were not defined in the employee handbook.

Cllr B. Larcombe said he felt it would be helpful to have a framework to manage employees' expectations.

The town clerk said he was happy to make the decision based on the individual situation and he always tried to be reasonable in the length of time granted. He said

he would normally grant five days for an immediate family member but this wasn't set in stone and having a firm set of rules could make things quite difficult to manage.

Cllr G. Stammers said there was a reference in the policy to 'pregnant people' and asked that this be changed to 'pregnant women'.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed pregnancy loss policy, with an amendment to paragraph 4.2 to replace 'pregnant people' with 'pregnant women'.

### **23/25/HR Employee Time Recording**

Following a request from the Strategy and Finance Committee to discuss this, the town clerk said the council could consider introducing systems for recording the time staff worked but there wasn't really an issue that needed resolving. He said external works' staff now went straight to their work area and a manager and supervisor knew where they were. The system worked and there was a high level of trust so if the council did introduce a system of time recording, staff would see this as a trust issue.

The town clerk said he felt it would be a step backwards, setting up clocking in systems around the town, which would also have a cost implication.

Cllr M. Ellis asked how wedding stewards recorded their time.

The town clerk said they were paid a set two hours per ceremony, although officers could check when the alarm system was turned on and off if necessary. For other lone workers, such as the cleansing operative, he had a set round and if work was not completed, the line manager would know there was an issue. In the case of all external works' staff, the town clerk said the acting operations manager knew what work had been completed against the work that had been allocated so there were plenty of checks and balances that could be carried out.

Cllr B. Larcombe said on a number of occasions when he had called the office, staff had told him they didn't know if another member of staff was in that day.

The town clerk said he wanted staff to be aware of everyone else's whereabouts and if they were going out; he said this would be discussed with staff and managers should be setting an example.

### **23/26/HR Employee Assistance Programme**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, 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.

**23/27/HR Fraud**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, 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.

**23/28/HR Employee Exit Interviews**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, 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.

**23/29/HR Gardener and Maintenance Person (post holder 204), Six-Month Probation Review**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, 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.

**23/30/HR Gardener and Maintenance Person (post holder 215), Six-Month Probation Review**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, 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.

**23/31/HR Exempt Business**

**a) Employee Assistance Programme**

Cllr B. Larcombe asked if the programme could be extended to members.

The support services manager said she would find out and report back to the Full Council meeting.

Cllr B. Bawden felt this was a good benefit for employees as everyone was much more conscious of mental health and it was helpful to have an organisation removed from the council for employees to be able to talk things through.

The town clerk said it also offered an extra layer of protection if an employee took the council to an employment tribunal.

Proposed by Cllr D. Sarson and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** approve the introduction of an employee assistance programme, to appoint PAM Wellbeing to provide this service, and to look into whether the service could be extended to members.

## **b) Fraud**

The support services manager read out a letter which the relevant manager had asked to be presented to the committee.

The town clerk said discussions had taken place with the relevant line manager regarding an issue with timesheets as they had been signed off for two years without picking up the discrepancies. He added that submitting inaccurate timesheets was gross misconduct and the council could dismiss the staff involved, although there was no suggestion of this.

Cllr B. Larcombe said as the timesheets were signed off by the line manager, this would be part of the employees' defence because they were authorised. He said he had previously suggested the supervisor line managed the staff involved because he had more visibility of them. He asked if the supervisor knew of the discrepancies with the timesheets.

The town clerk said the supervisor was not aware of the discrepancies with the timesheets but was now managing the staff involved.

Cllr B. Larcombe asked the town clerk what he intended to do in relation to the line manager.

The town clerk said he would inform the line manager that the letter had been read out at this meeting.

Members agreed they understood the issues involved but the matter still had to be addressed with the line manager.

## **c) Employee Exit Interviews**

Cllr B. Bawden said the interviews didn't make for comfortable reading and asked if the employees could be asked if they would be happy, given the number of references to members, for members to see the full exit interviews.

Cllr M. Ellis agreed members should see the full exit interviews as all the issue the raised were of members' concern because they could make changes.

The town clerk said he would be happy, with the employees' consent, to provide the full interviews to members but there was no obligation on them to consent. He asked members to bear in mind that when some employees left the organisation, they had



issues which may have caused them to leave and therefore mainly negative comments would come across in their interviews.

Cllr M. Ellis asked if any of the issues raised by the two employees had been brought up during their annual appraisals.

The town clerk said some of the issues had been brought up during their appraisals.

Cllr B. Larcombe said there was no requirement for an employee to have an exit interview but they did have the right to ask for an interview. He said the two employees could write to members at any time with their views, it didn't have to be part of an exit interview, and how members responded was in their gift.

Cllr B. Bawden said if members didn't know employees' concerns, they were less able to be effective as an employer.

Cllr M. Ellis said in her own workplace, employees were asked to do a regular talk back survey and suggested this was something the council could consider so members knew how employees were feeling and being treated by managers. She said the issues could then be dealt with as they were happening, rather than when they left.

Cllr B. Larcombe said as the council was such a small organisation, he felt it would be a sad state of affairs if there had to be a survey of employees to find out what the issues were.

Proposed by Cllr B. Bawden and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to ask the two former administrative and community engagement assistants if they would be willing for members of the Human Resources Committee to see their full exit interviews.

**d) Gardener and Maintenance Person (post holder 204), Six-Month Probation Review**

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the gardener and maintenance person's (post holder 204) continued employment with the council, effective from 20 August 2023.

**e) Gardener and Maintenance Person (post holder 215), Six-Month Probation Review**

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the gardener and maintenance person's (post holder 215) continued employment with the council, effective from 20 August 2023.

*The meeting closed at 8.54pm.*

**Committee:** Human Resources

**Date:** 1 November 2023

**Title:** Matters arising from the minutes of the Human Resources Committee meeting held on 13 September 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**

**23/19/HR – Matters arising from the minutes of the Human Resources Committee meeting held on 14 June 2023**

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

There were eight applicants for the post and five were interviewed. Jonathan (Jon) Smith was appointed and started in the role on 9 October 2023.

**Evening seafront attendant**

A post-summer review will be considered by the Town Management and Highways Committee, as requested by Cllr M. Ellis.

**23/21/HR – Human Resources Committee – Objectives**

It has been confirmed by the Carbon Literacy Organisation (CLO) that the council does not have silver accreditation as invoices are issued at the time of application, rather than the time of award. There is still some work to do to achieve silver accreditation and Cllr B. Bawden and the deputy town clerk have met with the CLO to understand what is required. Further updates will be reported to the Environment Committee.

**23/24/HR – Pregnancy Loss Policy**

The pregnancy loss policy will be issued to all employees as an addendum to the employee handbook.

**23/26/HR – Employee Assistance Programme**

Enquiries were made about whether the employee assistance programme (EAP) could be extended to members and this would be reported to the Full Council.

The chosen supplier, PAM Wellbeing has confirmed members can be included in the programme and there will be no additional cost; the minimum headcount is 50 so the price would not increase until we exceed that amount. Therefore, the annual cost will remain at £600 for all employees and members.

The only thing that needs to be made clear is the literature cannot be tailored to refer to 'members and employees', everyone would be referred to as 'employees'. If a member calls the service, they will be asked who they 'work for' but wouldn't need to provide any details such as job title.

### **23/28/HR – Employee Exit Interviews**

The two former administrative and community engagement assistants have been asked if they would be willing for members of the Human Resources Committee to see their full exit interviews and their responses are awaited. Any updates will be reported verbally to the meeting.

John Wright  
Town clerk  
October 2023

**Committee:** Human Resources

**Date:** 1 November 2023

**Title:** Update Report

**Purpose of Report**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**Temporary Lengthsman**

There were six applicants for this post and three people were interviewed. Steve Pilsbury was appointed and started in the role on 18 October 2023.

**National Joint Council (NJC) trade union pay claim**

It was reported to the previous meeting that GMB would conduct an industrial action ballot of members in over 2,000 employers in September and October, asking members to vote for strike action.

The unions are due to meet after the GMB ballot closes on 24 October 2023 and it is hoped a settlement will thereafter be agreed and paid, hopefully in time for the November pay.

**Maintenance operative**

The maintenance operative Anthony Grainger has handed in his notice. His last working day will be 10 November 2023.

John Wright  
Town clerk  
October 2023

**Committee:** Human Resources

**Date:** 1 November 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 13 December 2023.

John Wright  
Town clerk  
October 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 health and safety audit in Oct/Nov 2023 Acorn carried out the health and safety audit on 23 October 2023. The report will be brought to the next committee meeting on 20 December 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. Report will be taken to the Strategy and Finance Committee

**Committee:** Human Resources

**Date:** 1 November 2023

**Title:** Wellbeing Policy

**Purpose of Report**

To allow members to consider the draft wellbeing policy

**Recommendation**

Members approve the draft wellbeing policy

**Report**

1. Every UK employer has a duty of care requirement to look after the health and safety of employees, including their wellbeing.
2. According to the Chartered Institute of Personnel and Development (CIPD) 'fostering employee wellbeing is good for people and the organisation. Promoting wellbeing can help prevent stress and create positive working environments where individuals and organisations can thrive. Good health and wellbeing can be a core enabler of employee engagement and organisational performance.'
3. This council doesn't yet have a wellbeing policy. However, several policies have been implemented recently to improve employee wellbeing, such as homeworking, family-friendly policies within the employee handbook, and menopause.
4. The operations manager and support services manager are trained mental health first aiders and occupational health services are available to employees when returning from long-term sickness absence.
5. At the previous meeting of this committee on 13 September 2023, it was recommended and subsequently resolved by the Full Council on 25 October 2023 to implement an employee assistance programme to help employees deal with personal problems that might adversely impact their work performance, health and wellbeing.
6. Other measures in place which support good mental health and wellbeing include special leave arrangements, which may be granted on compassionate grounds, flexible working policies, including overtime and time-off-in-lieu arrangements, and support for alcohol and/or drug dependency.
7. These responsibilities, aims and measures have now been pulled together into a wellbeing policy, **appendix 9A**.
8. A draft objective for 2024-25 is to introduce employee benefits, which would further enhance employee wellbeing. If or when these are introduced, the policy would be updated.

9. Any recommendations from this committee will be considered by the Full Council on 13 December 2023.

Adrienne Mullins  
Support services manager  
October 2023



## Policy

### Wellbeing

#### 1. Introduction

- 1.1 Promoting and protecting the mental wellbeing of the workforce is important for individuals' physical health, social wellbeing and productivity. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work.
- 1.2 Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems and support them once they are at work.
- 1.3 One of the main concerns in promoting the wellbeing of staff is to encourage positive mental health. It is therefore recognised that positive action must be taken to reduce the occurrence of workplace stress. The Health and Safety Executive defines stress as being "the adverse reaction people have to excessive pressures or other types of demand placed on them". However, it is important that the difference between 'pressure' and 'stress' be acknowledged: pressure does not necessarily give rise to stress and pressure can sometimes motivate. While acknowledging that pressure and stress may also be caused by a range of issues external to the workplace, the council's prime responsibility is to address work-related stress.

#### 2. Policy Statement

- 2.1 Lyme Regis Town Council is committed to the protection and promotion of the mental health and wellbeing of all staff.
- 2.2 The council shall continuously strive to improve the mental health environment and culture of the organisation by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to its employees.
- 2.3 The council shall continuously strive, as far as is reasonably practicable, to promote mental health throughout the organisation by establishing and maintaining processes that enhance mental health and wellbeing.
- 2.4 The council recognises employees' wellbeing and performance are linked: by improving employees' wellbeing, we should improve individual and organisational performance and this will result in more effective and efficient services to our service users.

#### 3. Policy Aims

- 3.1 To provide a working environment that promotes and supports the mental health and wellbeing of all employees.
- 3.2 To prevent work-related illness and injury and to use the workplace as an opportunity for general health improvement.
- 3.3 To respond early when health problems arise and ensure the necessary interventions are readily available.

- 3.4 To ensure appropriate rehabilitation support and workplace adaptations are available for those who have been out of the workplace because of ill health, enabling them to return to work as soon as possible.

#### **4. Scope**

- 4.1 This policy will comply with health and safety legislation and best practice guidelines.
- 4.2 This policy will be developed in accordance with existing organisational policies and procedures.
- 4.3 This policy will be owned at all levels of the organisation, developed and implemented across all teams, evaluated and reviewed as appropriate.

#### **5. Responsibilities**

##### **5.1 The council**

The council has a legal duty of care to employees to ensure health at work, as set out in the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. It will ensure its policies and practices reflect this duty and review the operation of these documents at regular intervals.

##### **5.2 Managers**

The council's Health and Safety Policy requires managers to assess the risks of injury associated with the work they manage, and take steps to eliminate, reduce and control these risks. Risk assessments should be reviewed annually.

- 5.3 Managers must also ensure they take steps to reduce the risks to employee health and wellbeing by:

5.3.1 Ensuring the right people are recruited to the right jobs and that a good match is obtained between individuals recruited and job descriptions/person specification;

5.3.2 Keeping employees in the team up-to-date with developments at work and how these might affect their job and workload;

5.3.3 Ensuring employees know who to approach with problems concerning their role and how to pursue issues with senior management;

5.3.4 Making sure jobs are designed fairly and that work is allocated appropriately between teams;

5.3.5 Ensuring workstations are regularly assessed to ensure they are appropriate and fit for purpose. If line managers are approached by employees with health concerns they should:

5.3.5.1 Ensure any information that an employee chooses to share with them is treated in confidence;

5.3.5.2 Seek HR advice on how to support the employee. Managers must also be familiar with the council's human resources policies.

##### **5.4 Employees**

Employees are encouraged to raise concerns when their health is affecting their work with their line manager or another manager. Any health-related information disclosed by an employee during discussions with managers is treated in confidence.

5.5 Employees should take responsibility for managing their own health and wellbeing, by adopting healthy behaviours, e.g. a balanced diet, moderating alcohol consumption and quitting smoking, and informing their manager if they believe their work or their work environment is affecting their health.

#### 5.6 Employees with a disability

The council is committed to making all reasonable adjustments to accommodate employees with a disability. Where disabilities are identified pre-employment or if the council becomes aware of them in the course of employment, managers and colleagues must carefully consider any reasonable adjustments, document and, if appropriate, implement them to enable employees to function optimally as soon as reasonably practicable.

5.7 Few people with disability experience unchanging conditions; the conditions resulting in their disability, their role and their workplace environment are all subject to change. Adjustments should be reviewed periodically and may need to change accordingly.

### 6. **Training and communications**

6.1 Line managers and employees will regularly discuss individual training needs to ensure employees have the necessary skills to adapt to ever-changing job demands. An examination of training needs will be particularly important prior to, and during, periods of organisational change.

6.2 The annual appraisal is an important tool for managers and employees to communicate any issues and training requirements. This allows managers to give employees regular feedback on their performance, and for them to raise concerns.

6.3 Important messages and updates will be communicated to employees in a variety of means, including weekly team meetings, full staff briefings, one-to-one meetings and email.

### 7. **Other support measures**

7.1 Other measures available to help employees maintain their health and wellbeing include:

7.1.1 Special leave arrangements

7.1.2 Family-friendly policies

7.1.3 Flexible working policies

7.1.4 An employee assistance programme

7.1.5 Support from trained mental health first aiders within the organisation

7.1.6 Support for alcohol and/or drug dependency

7.1.7 Access to an occupational health service

**Committee:** Human Resources

**Date:** 1 November 2023

**Title:** Christmas and New Year Working Arrangements

### **Purpose of Report**

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

### **Recommendation**

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

### **Background**

1. Council employees have two statutory days' leave each year: statutory days are part of annual leave entitlement, when they are taken is a matter for the council to decide.
2. Historically, the council has granted staff between one-and-a-half and three-and-a-half days' discretionary leave over the Christmas and New Year period.
3. Last year, along with the two days' discretionary leave, the council resolved to apply 1.5 days' discretionary leave over the Christmas and New Year period, so the council's services ceased at 12noon on Friday 23 December 2022 and re-commenced at 9am on Tuesday 3 January 2023; discretionary leave was granted from 12noon to 5pm on Friday 23 December and on Wednesday 28 December; and statutory days were taken on Thursday 29 December and Friday 30 December 2022.
4. The council also resolved not to extend the 1.5 discretionary days to the enforcement officers.

### **Report**

#### **Service closure and statutory and discretionary leave**

5. If members apply 1.5 days' discretionary leave over the Christmas and New Year period, the council's services would cease at 12noon on Friday 22 December 2023 and re-commence at 9am on Tuesday 2 January 2024. Discretionary leave could be applied from 12noon to 5pm on Friday 22 December and Wednesday 27 December; statutory days would be applied on Thursday 28 December and Friday 29 December 2023.
6. Alternatively, members could grant a greater or lesser amount of discretionary leave which would inform service closure over the Christmas and New Year period.

#### **External works' team and payment**

7. The external works' team receive the same statutory leave and discretionary days as the office team.

8. During the Christmas and New Year closure, cover will be provided by the cleansing operative and seafront attendant every day, except Christmas Day, as part of their contract. If there are days which are not covered by these two employees, another member of the external works' team will step in. The enforcement officers also work during this period.
9. Historically, members of the external works' team who work over the Christmas and New Year period have been paid overtime and receive time-off-in-lieu for the day worked. This arrangement has proved successful.
10. This arrangement does not apply to the enforcement officers, cleansing operative and seafront attendant; the Christmas and New Year period is already factored into their working monthly patterns and salary enhancements.
11. If the council approves the retention of this arrangement, in mid-December 2023 the acting operations manager will write to members to inform them of the external works' team's Christmas and New Year rota. The acting operations manager will also inform members about the working arrangements for Dorset Waste and Dorset Council's toilet cleaning contractor over the Christmas and New Year period.
12. In the event of an emergency, the town clerk, deputy town clerk and acting operations manager can be contacted during the Christmas and New Year period.
13. Any recommendations from this committee will be considered by the Full Council on 13 December 2023.

John Wright  
Town clerk  
October 2023

**Committee:** Human Resources

**Date:** 1 November 2023

**Title:** Review of Councillor Data and Information 2022-23

**Purpose of Report**

To allow members to consider 2022-23 councillor data and information

**Recommendation**

Members note the report

**Report**

**2022-23 and 2023-24 councillor establishment**

1. There are 14 seats on the council; 12 members are elected and two co-opted.
2. There was one change in establishment in 2022-2023: Cllr John Broom died in January 2023 and Cllr Stuart Cockerell was elected in April 2023. There was one change in the establishment in 2023-24: Cllr Tara Webb was removed from office in April 2023 and Cllr Philip Evans was elected in July 2023.

**Gender profile**

3. There are currently nine male members (64%) and five female members (36%). In 2021-22 the number of female councillors was 43% and was above the national average of 36%. The number of female members is now below the national average of 41%.

**Meeting attendance**

4. There were 54 meetings of the Full Council and its committees in 2022-23. Attendance figures take into account if a member is not on a committee, if someone left or joined the council part-way through the year, and also Cllr Broom’s long-term sickness absence before his death.
5. Attendance figures are as follows:

Cllr Caroline Aldridge	76%
Cllr Belinda Bawden	79%
Cllr John Broom	44%
Cllr Richard Doney	75%
Cllr Michaela Ellis	91%
Cllr Brian Larcombe	74%
Cllr Philip May	90%
Cllr Cheryl Reynolds	90%
Cllr David Ruffle	74%
Cllr David Sarson	88%
Cllr Rob Smith	67%
Cllr Gill Stammers	86%
Cllr Graham Turner	76%

Cllr Tara Webb	10%
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7. The number of actual meetings attended was as follows:

Cllr Caroline Aldridge	32
Cllr Belinda Bawden	33
Cllr John Broom	12
Cllr Richard Doney	12
Cllr Michaela Ellis	32
Cllr Brian Larcombe	39
Cllr Philip May	38
Cllr Cheryl Reynolds	36
Cllr David Ruffle	26
Cllr David Sarson	42
Cllr Rob Smith	23
Cllr Gill Stammers	35
Cllr Graham Turner	43
Cllr Tara Webb	2

8. As Cllr Stuart Cockerell joined the council at the very end of the 2022-23 council year, he has not been included in the attendance figures but attended all four of the meetings he was invited to. Cllr Philip Evans has not been included because this report focuses on data from 2022-23 and he joined the council in 2023-24.

### **Members' and mayoral allowance**

9. The members' allowance was set by the Dorset Parish Independent Remuneration Panel in 2021 at Level 2<sup>1</sup> which is £400 per annum, i.e., 3% of a Dorset Council members' annual allowance. The scheme proposed by the remuneration panel allows town and parish councils to increase members' allowances by one further level based on budget, size, number and complexity of operations and breadth of commercial activity. On 6 April 2022, the Full Council approved a recommendation from this committee to pay councillors a level 3 allowance, i.e., 4%, of £534 per annum. This was uplifted in 2022-23 to £543.60 in line with the increase of Dorset Council members' annual allowance.
10. On 6 April 2022, following a recommendation from this committee, the Full Council approved mileage rates in accordance with HM Revenue and Customs Mileage Allowance Payments and expenses in line with Dorset Parish Independent Remuneration Panel's recommendations<sup>2</sup>.
11. The panel also recommends that if a council pays an enhanced basic allowance to its chairman, it should not be more than twice that paid to other members. This council set its mayoral allowance in 2022-23 at £4,700.
12. Six members received an allowance for the whole or part of 2022-23: Cllr C. Aldridge, Cllr B. Bawden, Cllr P. May, Cllr C. Reynolds, Cllr R. Smith, and Cllr T. Webb.

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<sup>1</sup> The level for each local council is determined by the size of electorate.

<sup>2</sup> Expenses along with allowances have recently been uplifted in line with increases in Dorset Council members and are displayed on the town council's website.

## Training and development

13. During 2022-23, the following training and development was undertaken by members:

	<b>Training</b>	<b>Date</b>
Cllr B. Larcombe	Carbon literacy	April 2022
Cllr C. Aldridge	Carbon literacy	April 2022
Cllr R. Doney	Carbon literacy	April 2022
Cllr D. Sarson	Carbon literacy	April 2022
Cllr B. Bawden	Carbon literacy	April 2022
Cllr G. Stammers	Carbon literacy	April 2022
Cllr D. Ruffle	Carbon literacy	April 2022
Cllr P. May	Asset tour	July 2022
Cllr C. Aldridge	Asset tour	July 2022
Cllr P. May	Chairing meetings (in-house)	September 2022
Cllr C. Aldridge	Chairing meetings (in-house)	September 2022
Cllr D. Sarson	Chairing meetings (in-house)	September 2022
Cllr P. May	Governance (in-house)	October 2022
Cllr P. May	Finance and risk (in-house)	October 2022
Cllr P. May	Operating environment (in-house)	October 2022
Cllr B. Bawden	Networking event	March 2023

## Monitoring officer

14. No complaints were referred for investigation by the monitoring officer in 2022-23.

## Representation on external bodies

15. In 2022-3, members represented the council on 23 external organisations. The number of organisations represented by each member was:

Cllr Caroline Aldridge	4
Cllr Belinda Bawden	1
Cllr John Broom (until January 2023)	3
Cllr Richard Doney	1
Cllr Michaela Ellis	3
Cllr Brian Larcombe	3
Cllr Philip May	1
Cllr Cheryl Reynolds	4
Cllr David Ruffle	3
Cllr David Sarson	3
Cllr Rob Smith	2
Cllr Gill Stammers	1
Cllr Graham Turner	0
Cllr Tara Webb (until April 2023)	0

16. Although Cllr Stuart Cockerell joined the council in the 2022-23 year, he was not appointed to any external bodies until the 2023-24 council year.



17. Any recommendations from this committee will be considered by the Full Council on 13 December 2023.

Adrienne Mullins  
Support services manager  
October 2023