



John Wright
Town Clerk

Lyme Regis Town Council

Town Council Offices
Guildhall Cottage
Church Street
Lyme Regis
Dorset
DT7 3BS

email: enquiries@lymeregistowncouncil.gov.uk

Tel: 01297 445175

Fax: 01297 443773

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 **Tuesday** 13 February 2024 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
08.02.24

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 1 November 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 1 November 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. To receive the minutes of the Health and Safety Committee meeting on 7 December 2023

10. Employment Law Updates

To inform members of upcoming employment law updates

11. Town Clerk's Annual Appraisal

To allow members to consider the town clerk's annual appraisal summary and progression to the next spinal column point on his salary scale on 1 April 2024

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

12. Deputy Town Clerk, Spinal Column Point Progression

To allow members to consider the deputy town clerk's annual appraisal summary

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

13. Operations Manager, Performance Appraisal Summary

To allow members to consider the operation manager's annual appraisal summary and progression to the next spinal column point on his salary scale on 1 April 2024

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. Support Services Manager, Spinal Column Point Progression

To allow members to consider the support services manager's annual appraisal summary and progression to the next spinal column point on her salary scale on 1 April 2024

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. Finance Manager, Performance Appraisal Summary

To allow members to consider the finance manager's annual appraisal summary and progression to the next spinal column point on her salary scale on 1 April 2024

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. Acting Operations Manager, Annual Performance Appraisal

To allow members to receive the acting operation manager's annual appraisal summary and to note his spinal column point progression through his substantive grade

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. Spinal Point Column Progression and Pay Arrangements for Other Employees for 2024-25

To inform members of employees' progression through their spinal column point range arising out of their annual appraisals and of the pay arrangements for other council employees for 2024-25

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

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

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

19. 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 11 – Town Clerk's Annual Appraisal**
- b) **Agenda item 12 – Deputy Town Clerk, Spinal Column Point Progression**
- c) **Agenda item 13 – Operations Manager, Performance Appraisal Summary**
- d) **Agenda item 14 – Support Services Manager, Spinal Column Point Progression**
- e) **Agenda item 15 – Finance Manager, Performance Appraisal Summary**
- f) **Agenda item 16 – Acting Operations Manager, Annual Performance Appraisal**
- g) **Agenda item 17 – Spinal Point Column Progression and Pay Arrangements for Other Employees for 2024-25**
- h) **Agenda item 18 – Administrative and Community Engagement Assistant, Six-Month Probation Review**

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 1 NOVEMBER 2023

Present

Chairman: Cllr G. Stammers

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

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

23/32/HR Public Forum

There were no members of the public present.

23/33/HR Apologies

Cllr C. Reynolds – illness

23/34/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 13 September 2023

Proposed by Cllr D. Sarson and seconded by Cllr B. Bawden, the minutes of the meeting held on 13 September 2023 were **ADOPTED**.

23/35/HR Disclosable Pecuniary Interests

There were none.

23/36/HR Dispensations

There were none.

23/37/HR Matters arising from the minutes of the Human Resources Committee meeting held on 13 September 2023

Human Resources Committee – Objectives

Cllr B. Bawden said it was intended to run another round of Carbon Literacy training for members and employees in January 2024, jointly delivered with Weymouth Town Council. If there were any remaining spaces on the course, they would be offered to surrounding parishes.

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

Cllr B. Larcombe asked as this was a two-year fixed term appointment, if the refurbishment of the office didn't go ahead, would the employment be ended.

The town clerk said there were still a significant number of projects planned for 2023-24, totalling £460k, in addition to projects already underway in 2023-24, so there would be plenty of work for the employee.

Cllr P. May said the council needed a list of its assets and he understood one of the employee's tasks would be to compile this, giving members the opportunity to plan when maintenance was required, so it was a good decision to retain this post.

Employee exit interviews

The support services manager said both employees had agreed members could see their full exit interviews. Members agreed they should be emailed to them.

The town clerk reminded members the exit interviews were sensitive and confidential.

23/38/HR Update Report

National Joint Council (NJC) trade union pay claim

The town clerk said an update had been received earlier that day confirming GMB and Unison had agreed to the pay deal, which meant the deal could go forward as two of the three unions had agreed. He said it was intended to implement this from the November pay. He added that the increase was around 9% for the lower paid workers and 3.88% further up the scale.

23/39/HR Human Resources Committee – Objectives

The town clerk said the health and safety audit had taken place and the initial assessment was very good. He said the score was 95% last year and this would be difficult to improve on.

Cllr B. Larcombe asked if the civility and respect programme would be extended to staff, as well as members. He said although the council had a process for dealing with issues between staff, it was triggered by events, so the civility and respect programme could help stop staffing issues developing.

The town clerk said there was a code of conduct for staff but acknowledged civility and respect was a different concept and should be considered alongside staffing policies.

23/40/HR Wellbeing Policy

Cllr G. Stammers said she felt paragraph 5.5 was too intrusive and dictatorial to employees, which members agreed with.

It was agreed the examples given in the paragraph would be removed.

Cllr B. Bawden said she thought it was a good policy and she welcomed the references to adjustments for disabilities.

Cllr B. Larcombe asked if this was a template of a national policy.

The support services manager said a template policy had been used but had been adapted to fit the organisation, as template policies often didn't reflect the way the council worked.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the draft wellbeing policy, with an amendment to paragraph 5.5 to remove the examples.

23/41/HR Christmas and New Year Working Arrangements

Cllr C. Aldridge asked if the public toilets would be closed on Christmas Day and if this had been the case in the past. She also asked if there was a specific number to call in the event of an emergency or whether there was a rota.

The town clerk confirmed Christmas Day was the only day the toilets would be closed. He said the details of who to contact in an emergency were in the council's emergency procedure. He said he was happy to be contacted outside of work hours, as long as members didn't abuse this.

Cllr P. May said he didn't have the acting operations manager's contact details but it was confirmed they were in the emergency procedure.

Cllr B. Larcombe said there were a lot of complaints about Dorset Council's toilets not being open on New Year's Day this year and asked who would unlock these.

The town clerk said the town council couldn't do anything about Dorset Council's toilets but officers would put a request in for them to be opened. He said there was an event planning meeting coming up with the organisers of the Lyme Lunge so this could be raised at that meeting.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to apply 1.5 days' discretionary leave over the Christmas and New Year period, so the council's services cease at 12noon on Friday 22 December 2023 and re-commence at 9am on Tuesday 2 January 2024; discretionary leave is applied from 12noon to 5pm on Friday 22 December and Wednesday 27 December; statutory days are applied on Thursday 28 December and Friday 29 December 2023; that members of the external works' team who work over the Christmas and New Year period are paid overtime and receive time-off-in-lieu for the day worked; and that the 1.5 discretionary days are not applied to the enforcement officers, cleansing operative and seafront attendant.

23/42/HR Review of Councillor Data and Information 2022-23

Cllr C. Aldridge asked if there could be another column added to the attendance figures to show how many committees each member sat on.

Cllr B. Larcombe said he felt the attendance percentages were misleading without further detail to give context. He asked whether the information would go on the council's website, considering next year was an election year. He added that he thought his own attendance was incorrect.

The town clerk said he felt it was important this information was in the public domain but it should be presented in the same way the principal authority presented its attendance figures.

Cllr B. Bawden agreed the information should include the number of committees each member was on and an explanation of how the figure was calculated.

Cllr G. Stammers felt if it was listed how many committees each member was on, the rest was self-explanatory.

It was proposed by Cllr B. Bawden to have for public consumption a list of all council meetings, the actual number of meetings attended by each member, the percentage attended and the number of committees each member sat on.

This motion was not voted on.

The town clerk said officers could provide members with whatever information they wanted but he emphasised the publicised information should be in the same format as the principal authority.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to change the format of the member attendance figures to follow the same format as principal authorities and to supplement it with an addendum to show the number of committees each member sits on.

Cllr B. Larcombe said the council website should display which committees each member sat on.

The support services manager said this information was already on the website and was up-to-date.

Proposed by Cllr P. May and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** to look at the proposal 'to change the format of the member attendance figures to follow the same format as principal authorities and to supplement it with an addendum to show the number of committees each member sits on' and confirm to members whether this would fit with current policy and follow the principal authority's method for publishing member attendance figures.

The meeting closed at 7.42pm.

Committee: Human Resources

Date: 13 February 2024

Title: Matters arising from the minutes of the Human Resources Committee meeting held on 1 November 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

23/38/HR – Update Report

National Joint Council (NJC) trade union pay claim

On 1 November 2023, it was confirmed agreement had been reached by the National Joint Council (NJC) for local government services on rates of pay applicable from 1 April 2023.

Employees were written to on 14 November 2023 confirming their new rates of pay. This was the basis of the monthly pay going forward from the November 2023 pay. The increase was also backdated to 1 April 2023, which was also included in the November 2023 pay.

23/40/HR – Wellbeing Policy

The wellbeing policy was issued to employees on 2 January 2024.

23/42/HR – Review of Councillor Data and Information 2022-23

Cllr B. Bawden has provided some guidance on how Dorset Council publishes its member attendance data. This will be applied to member attendance data for town councillors and then displayed on the town council website.

John Wright
Town clerk
February 2024

Committee: Human Resources

Date: 13 February 2024

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Maintenance operative

Following the resignation of the maintenance operative in October 2023, gardener/maintenance person Jamie Grant expressed an interest in transferring to the role. Following discussion with the chairman and vice-chairman of this committee, Jamie was offered the post and accepted. He started in the role on 2 January 2024.

This left a gardener/maintenance person vacancy, which was advertised in November 2023.

Gardener/maintenance operative

Following on from the above staffing changes, a gardener/maintenance person vacancy was advertised in November 2023, with a closing date of 5 December 2023. By the deadline, 20 applications and one late application had been received. Four people were invited to interview and Simon Allman was appointed. Simon started in the role on 2 January 2024.

On 22 January 2024, gardener/maintenance person Matt Davies handed in his notice. The council's Recruitment and Selection Procedure states: 'Appointable candidates who are unsuccessful will be informed that if the same or a similar post is available within 12 months, they may be considered for that vacancy'. As previous interviews for a gardener/maintenance person had taken place within the last month, officers were able to consider those who had been interviewed. This was also discussed with the chairman of this committee, who sat on the interview panel.

Stuart Christie, who was previously interviewed, was offered the role and accepted. Stuart will start on 19 February 2024.

Amenities assistant

Amenities assistant Janet Doran is retiring at the end of March 2024. Her position has been advertised, with a closing date of 16 February 2024. Interviews will be held on 21 February 2024.

John Wright
Town clerk
February 2024

Committee: Human Resources

Date: 13 February 2024

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 March 2024.

John Wright
Town clerk
February 2024

Objective	Budget	Completion date	Lead officer	Comments
Obtaining a health and safety audit score of 85%+	N/A	December 2023	MAD PW	<p>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. Audit score of 99% achieved and reported to the Full Council on 13 December 2023.</p>
Delivering the Civility and Respect agenda to members	N/A	December 2023 May 2024	AM	<p>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. Report on preparing for the new administration considered by the Full Council on 13 December 2023. It was noted a report would be brought to the annual meeting of the Full Council in May 2024 to introduce the new administration to the Civility and Respect project. The report will include a model pledge, but will propose the pledge is not signed until the council is confident it can comply with its conditions.</p>

LYME REGIS TOWN COUNCIL

HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD ON THURSDAY 7 DECEMBER 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 (administrative and community engagement assistant)

Apologies J. Wright
M. Adamson-Drage
A. Jefferies

Minutes

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

Matters Arising

Water Ingress

The acting operations manager said there had been problems with the roofing contractor and the primer used. He said a topcoat had been applied in certain locations and the primer was not applied beforehand, therefore it had to be stripped and reapplied. He said the work was weather dependant and was still ongoing.

Cllr D. Sarson asked if the rubbish had been cleared.

The acting operations manager said the rubbish had been cleared away but the insulation and the eco matting was still visible, he said this was part of the reinstatement works and would be cleared once the work was completed. He said with the current wet weather it was likely the work would be completed in the new year.

Cllr G. Stammers asked if there was a reason for the cheapest quote.

The acting operations manager said the contractor was highly recommended.

Wooden Handrails in the Gardens

The acting operations manager said the budget had been agreed to replace the wooden handrails to metal handrails and a contractor had been appointed. He said the contractor would be commencing work in the new year to install the first section of metal handrails. He said the remaining budget for the project would be carried over into the next financial year.

Missing piece of concrete outside Rise / Swim

The acting operations manager said the piece of concrete needed to be fixed and it would be an easy repair job using a specialised product to fill in the current hole. He said he would use the same product as the facias contractor used by looking back through their specifications.

Cllr D. Sarson asked if it was a danger to the public.

The acting operations manager said it was best to get it fixed as soon as possible but it was not currently in the middle of a path or footway.

Annual health and safety audit

The acting operations manager said the health and safety audit took place on a yearly basis and was started in 2017. He said in 2017 the town council achieved a score of 30% and the score for 2023 was 99%, the score on the audit was the highest it had been since the audit had been introduced and there were no minors, just observations. He said a risk assessment regarding snake bites had not been completed in time and therefore the score was not 100%.

Cllr G. Stammers asked how often the risk assessment needed to be updated.

The acting operations manager said that the risk assessment needed to be updated yearly but the review was due in September 2023 and had been missed off the radar. He said the other observation from the audit had been the chalet park at Monmouth Beach and one of the chalet plots was in a particularly bad state. He said there was a heras fence all around the chalet but the next door chalet kept removing the fence to reveal access to his parking space.

Health and safety policy and procedures

The acting operations manager said the policy needed to be reviewed by the health and safety sub-committee and passed through the official human resources committee. He said the town clerk was the responsible officer for all health and safety within the organisation.

Cllr D. Sarson asked about asbestos management.

The acting operations manager said there was asbestos in the cadet hut and the harbour master's store. He said the roof slates, downpipes and guttering were composite asbestos and the asbestos would be removed before the staff move into the store.

Members discussed the alterations on the document and the acting operations manager was confident he had made the necessary changes and updates.

Updates from last meeting

The committee reviewed items 6-9 first as stated on the agenda.

Item 6: Wall at St Michael's Church

The acting operations manager said a budget of 30K had been approved and a contractor had been appointed but the work was weather dependant. He said he had received a phone call from a gentleman that lived in the flats adjacent to the wall to request the rubble be cleared from the path to make the walkway safe. He said the external works team would remove the rubble from the path.

Item 7: Facias along the seafront commercial properties

The acting operations manager said these works had been completed and praised the contractor that had been appointed.

Item 8: Acorn health and safety external annual audit

This update had been addressed earlier in the meeting.

Item 1. Accidents, Injuries and Near Misses - review

The acting operations manager said no injuries had been reported but there had been two vehicle accidents since the last meeting.

- (1) The acting operations manager said on 9 October 2023 a member of staff had been driving the Hi-sun electric vehicle, turning left into Pooles Court, did not see the vehicle in front, and drove into the side of the member of the public's van. He said this had to go through the insurance because it was a lease hired van.
- (2) The acting operations manager said on 26 October 2023 there was a vehicle accident between a works van and a member of staff's personal vehicle, both being driven by staff members. He said the members of staff involved were happy not to go through the insurance process.

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.

The acting operations manager said new Defibrillator pads had been ordered and fitted. He said enquiries were being made to install a Defibrillator at the new amenities hut, funding had been applied for and it was estimated to be under budget.

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

Main themes from the monthly inspection:

- Roof leaking in cadet hut
- Power tools stored incorrectly on the workbench in workshop
- Defib coming up
- Incorrect storage of ladders
- Workshop walkway needs repainting to show clear walkway path
- Uneven floor in the office (upstairs – third floor)
- Waiting on health surveillance questionnaires from D. Cheney, M. Johnson, S. Turner
- Downstairs office heater not working correctly
- All windows create drafts and leak water when it rains
- Office staff need to do manual handling training
- DSE training for M. Green, J. Wright, A. Mullins, M. Adamson-Drage
- Cracks in the gardens paths – ongoing
- Handrails in Monmouth Beach car park need attention

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

Targets 1-15 achieved.

Item 5. Training

Completed since the previous meeting:

Toolbox talks:

- COSHH
- Cement
- Diisocyanates
- Driving safely
- Accident reporting
- Protecting the public
- Abrasive wheels
- Legionella
- Scaffold towers
- Sharps
- Alcohol
- Illegal drugs
- Prescription drugs
- Dust and lungs
- Workshop safety
- Litter picking

DSE:

- A. Shepherd, N. Cleal, K. Newman, J. Smith

Fire alarm drill:

- A. Mullins, J. Wright, P. Williams, K. Newman, C. Austin, N. Cleal, S. Cox

Fire training:

- J. Smith

Health Surveillance questionnaire received from:

- M. Bujniewicz, A. Legg, S. Hossack, M. Davies, K. Sparks, J. Grant, S. Pilsbury, P. Williams, A. Jefferies, J. West

Updated risk assessments:

- Dogs
- Stinging insects and snakes

(Risk assessments valid for 1 year)

Courses booked:

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

Item 9. Any other business

No other business.

Item 10. Next meeting date

The next meeting has been set to take place on Thursday 7th March 2024 at 2pm.

The meeting ended at 3:02pm.

DRAFT

Committee: Human Resources

Date: 13 February 2024

Title: Employment Law Updates

Purpose of Report

To inform members of upcoming employment law updates

Recommendation

Members note the upcoming employment law updates

Report

1. Various changes to employment law are due to be implemented this year and are at different stages of parliamentary approval.

National Living Wage – 1 April 2024

2. The National Living Wage age band will be expanded to include workers aged 21 and over. The National Living Wage rate will increase from £10.42 to £11.44 per hour. This council has a policy to pay all workers at least the Real Living Wage; if pay falls below the rate, they will be paid a supplement to take them up to the Real Living Wage.

Holiday entitlement – 1 April 2024

3. Rolled-up holiday pay will be introduced as an alternative method to calculate holiday pay for irregular hours workers or part-year workers. This allows employers to include an additional amount with every payslip to cover workers' holiday pay, as opposed to paying holiday pay when a worker takes annual leave. This can apply to leave years beginning on or after 1 April 2024.
4. This change will apply to the amenities staff and will amount to a variation of contract. Consultation with amenities staff will therefore need to take place before contracts can be amended.

The Flexible Working (Amendment) Regulations (SI 2023/1328) – 6 April 2024

5. Current legislation around flexible working requires an employee to have at least 26 weeks' service to be entitled to make a flexible working request. The new legislation will make this a day one right.
6. The current legislation allows for one flexible working request to be made within a 12-month period; the new legislation will allow for two requests per 12-month period. Employers will have two months to deal with requests and must consult with the employee before responding. Employers should ask why the change is required, as it might be a temporary arrangement to fit in with other commitments.
7. The new legislation also means the employee does not have to explain in their request what effect the change in arrangements might have on the employer.

Draft Carer's Leave Regulations 2024 – 6 April

8. Subject to parliamentary approval, the draft Carer's Leave Regulations 2024 will introduce a new statutory right to unpaid carer's leave for employees. This will entitle employees to one week of unpaid leave during any 12-month period and this will be a day one right.
9. Carer's leave may be requested for a dependent with a long-term physical or mental care need but no evidence is needed to check an employee's eligibility. This is why it is essential this leave is unpaid, or the scheme may be exploited.

Paternity Leave (Amendment) Regulations 2024 – 6 April 2024

10. Subject to final parliamentary approval, the draft Paternity Leave (Amendment) Regulations 2024 will make significant changes to paternity leave, allowing it to be taken in the first 52 weeks after birth or adoption and in two separate weeks.
11. Current legislation requires fathers and partners to take leave during the first eight weeks after birth or placement for adoption and it must be taken in one two-week block. Current legislation also requires employees to notify their employer that they wish to take leave 15 weeks before the expected week of childbirth; the new legislation will reduce the notice period for each term of absence to four weeks.

Maternity Leave, Adoption Leave and Shared Parental Leave (Amendment) Regulations 2024 – 6 April 2024

12. Subject to parliamentary approval, the Maternity Leave, Adoption Leave and Shared Parental Leave (Amendment) Regulations 2024 will give extra protection against redundancy during pregnancy and for a period of 18 months after the birth or placement of a child. This applies to those taking maternity, adoption or shared parental leave.

Proposed new rates – 8 April 2024

13. The rate for statutory leave and pay, including statutory shared parental, maternity, adoption, paternity and parental bereavement pay is proposed to rise to from £172.48 to £184.03 per week.
14. The rate for statutory sick pay is proposed to rise from £109.40 to £116.75.

The Employment Rights (Amendment, Revocation and Transitional Provision) Regulations 2023 – 1 July 2024

15. The Employment Rights (Amendment, Revocation and Transitional Provision) Regulations 2023 will permit employers with less than 50 employees to consult directly with staff affected by TUPE (Transfer of Undertakings (Protection of Employment)), rather than elected representatives. This will also apply where a transfer of 10 or less people is proposed.
16. This is only allowed if there are no existing employee representatives in place.

Neonatal Care Leave – October 2024 earliest

17. Neonatal Care Leave will allow a maximum of 12 weeks to be added to an employee's maternity or paternity leave if their baby is hospitalised before 28 days old and for at least one week. This would be paid at the statutory rate.

The Worker Protection (Amendment of Equality Act 2010) Act – Late-October 2024

18. This legislation would introduce a new proactive duty on employers to take reasonable steps to prevent sexual harassment of their employees. Those reasonable steps could include training and having relevant policies in place.
19. Tribunals will have the power to uplift sexual harassment compensation by up to 25% where an employer is found to have breached the duty.

Stable and predictable contracts – Autumn 2024

20. This legislation would allow workers with a lack of predictability in their working hours to request a more stable working pattern. Employers can refuse requests.

Pensions (Extension of Automatic Enrolment) Act 2023

21. The minimum age for an employee to be enrolled into a workplace pension will be reduced from 22 to 18.
22. The new legislation will also remove the lower earnings limit that requires an employee to earn at least £192 a week or £833 a month before being automatically enrolled into a scheme.
23. A date for the introduction of this legislation has not yet been announced, although it is expected to be in 2024.
24. Any recommendations from this committee will be considered by the Full Council on 13 March 2024.

Adrienne Mullins
Support services manager
February 2024