

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.