

LYME REGIS TOWN COUNCIL
HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY 13 FEBRUARY 2024

Present

Chairman: Cllr G. Stammers

Members: Cllr C. Aldridge, Cllr P. May, Cllr D. Sarson,

Officers: C. Austin (administrative and community engagement assistant), J. Wright (town clerk)

24/43/HR Public Forum

There were no members of the public present.

24/44/HR Apologies

Cllr C. Reynolds – illness
Cllr B. Bawden
Cllr M. Ellis
Cllr P. Evans – illness
Cllr B. Larcombe
Cllr G. Turner

24/45/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 1 November 2023

Proposed by Cllr C. Aldridge and seconded by Cllr P. May, the minutes of the meeting held on 1 November 2023 were **ADOPTED**.

24/46/HR Disclosable Pecuniary Interests

There were none.

24/47/HR Dispensations

There were none.

24/48/HR Matters arising from the minutes of the Human Resources Committee meeting held on 1 November 2023

Review of Councillor Data and Information 2022-23

Cllr P. May asked whether it had been agreed what data would be used to show member's attendance records on the website.

The town clerk said officers would follow the instruction. He said he was unsure if officers had implemented the data on the website yet but he would check and inform councillors through the members' briefing.

24/49/HR Update Report

Members noted the report.

24/50/HR Human Resources Committee – Objectives

Cllr C. Aldridge asked when the objectives for this committee would be set for 2024/25.

The town clerk said he was waiting until a committee structure had been set and agreed by the council before allocating objectives to committees and lead officers.

24/51/HR To receive the minutes of the Health and Safety Committee meeting on 7 December 2023

Cllr P. May said officers should be commended for achieving the high score on the health and safety audit.

Cllr D. Sarson asked if the operations manager would be taking back responsibility for health and safety.

The town clerk said day-to-day operational management of the external works' team was the acting operations managers' responsibility while the operations manager completed his phased return to work.

24/52/HR Employment Law Updates

Cllr G. Stammers asked what rolled-up holiday pay entailed.

The town clerk said when he first started with the organisation the amenities staff had their leave rolled-up and included in their pay because they were working on zero hour contracts. This practice was stopped because it was illegal. He said a change in legislation meant that once again, any staff on zero hour contracts would now be able to legally have their holiday pay rolled up into their salary. Discussions would need to take place with affected staff.

Cllr P. May asked if the council automatically adopted the changes in legislation.

The town clerk said the report detailed all the current changes and that members needed to be aware of what was happening.

Cllr G. Stammers asked if the town clerk could see any challenges with the changes to flexible working arrangements.

The town clerk said historically there had been requests to increase hours worked and there had been a request to reduce hours worked. He said some

requests had been agreed and some had been refused; it depended on the impact each request had on the overall delivery of the town council services and what was feasibly possible for the organisation. He said the changes to legislation would be implemented across all employment sectors.

24/53/HR Town Clerk's Annual Appraisal

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, 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.

Proposed by Cllr D. Sarson and seconded by Cllr C. Aldridge, members **RESOLVED** that the town clerk remained in the meeting for this discussion.

24/54/HR Deputy Town Clerk Spinal Column Point Progression

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, 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.

24/55/HR Operations Manager, Performance Summary Appraisal

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, 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.

24/56/HR Support Services Manager, Spinal Column Point Progression

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, 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.

24/57/HR Finance Manager, Performance Appraisal Summary

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, 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.

24/58/HR Acting Operations Manager, Annual Performance Appraisal

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, 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.

24/59/HR Spinal Column Point Progression and Pay Arrangements For Other Employees for 2024/25

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, 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.

24/60/HR Administrative and Community Engagement Assistant, Six-Month Probation Review

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, 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.

24/61/HR Exempt Business

- a) **Town Clerk's Annual Appraisal**

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the town clerk's progression to spinal column point 47 on 1 April 2024

b) Deputy Town Clerk, Spinal Column Point Progression

Members noted the report.

c) Operations Manager, Performance Summary Appraisal

Proposed by Cllr C. Aldridge and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the operation's manager's progression to spinal column point 33 on 1 April 2024

d) Support Services Manager, Spinal Column Point Progression

Proposed by Cllr G. Stammers and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the support services manager's progression to spinal column point 31 on 1 April 2024

e) Finance Manager, Performance Summary Appraisal

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the finance manager's progression to spinal column point 28 on 1 April 2024

f) Acting Operations Manager, Annual Performance Appraisal

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the acting operations manager's progression to spinal column point 24 on 1 April 2024.

Proposed by Cllr G. Stammers and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to award a ex gratia payment of £750 in recognition of performance and dedication to the organisation, to the acting operations manager and acting operations supervisor.

g) Spinal Column Point Progression and Pay Arrangements For Other Employees for 2024/25

Proposed by Cllr D. Sarson and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to note the spinal column point progressions for post holders 217, 216, 203, 206, 215, 202, 210, 218, 107, 106, 104, 109 and 110.

h) Administrative and Community Engagement Assistant, Six-Month Probation Review

Proposed by Cllr C. Aldridge and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the administrative and community engagement assistant's (post holder 109) continued employment with the council, effective from 12 January 2024.

The meeting closed at 8.11pm.