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Town Clerk

Lyme Regis Town Council

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Human Resources Committee

Core Membership: Cllr G. Stammers (chairman), Cllr C. Aldridge, Cllr M. Ellis, Cllr S. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr J. Trevena. Cllr G. Turner

Notice is given a meeting of the Human Resources Committee to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 18 December 2024 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
13.12.24

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 11 September 2024 (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 11 September 2024

To update members on matters arising from the previous meetings 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 2024-25 objectives

9. To receive the minutes of the Health and Safety Committee meeting held on 13 June 2024

10. Annual Health and Safety Audit

To allow members to receive the 2024 health and safety audit

11. Technology for In-situ Dynamic Risk Assessments

To allow members to consider the recommendation from the Health and Safety Committee to purchase technology to carry out in-site dynamic risk assessments and smart technology to host the technology

12. The Town Clerk's Objectives 2025-26

To approve the town clerk's objectives for 2025-26

13. Human Resources' Annual Review

To allow members to receive an annual report on key human resources' information

14. Employment Law Update

To inform members about the new duty to prevent sexual harassment in the workplace

To inform members about the Employment Rights Bill

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

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

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

16. Request to Transfer Pension Rights

To allow members to consider allowing postholder 210 to transfer previous pension rights into the Local Government Pension Scheme (LGPS) after the prescribed deadline date

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. 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 15 – Gardener and Maintenance Person (post holder 204), Six-Month Probation Extension Review**
- b) **Agenda item 16 – Request to Transfer Pension Rights**

LYME REGIS TOWN COUNCIL
HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 11 SEPTEMBER 2024

Present

Chairman: Cllr G. Stammers

Members: Cllr C. Aldridge, Cllr M. Ellis, Cllr S. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr J. Trevena, Cllr G. Turner

Other members: Cllr P. Evans, Cllr A. Wood

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

24/23/HR Election of Vice-Chairman

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

Cllr M. Ellis was duly **ELECTED** as vice-chairman.

24/24/HR Public Forum

There were no members of the public present.

24/25/HR Apologies

There were none.

24/26/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 29 May 2024

Proposed by Cllr M. Ellis and seconded by Cllr P. May, the minutes of the meeting held on 27 May 2024, were **ADOPTED**.

24/27/HR To confirm the accuracy of the minutes of the extraordinary Human Resources Committee meeting held on 24 July 2024

Proposed by Cllr P. May and seconded by Cllr M. Ellis, the minutes of the extraordinary meeting held on 24 July 2024, were **ADOPTED**.

24/28/HR Disclosable Pecuniary Interests

There were none.

24/29/HR Dispensations

There were none.

24/30/HR Matters arising from the minutes of the Human Resources Committee meeting held on 29 May 2024 and the extraordinary meeting held on 24 July 2024

Members noted the report.

24/31/HR Update Report

Members noted the report.

24/32/HR Human Resources Committee – Objectives

Members noted the report.

24/33/HR 2025-26 Budget Proposals

More health and safety training for staff was suggested as an objective.

The town clerk said if members thought of any other objectives to let officers know so they could be fed into the budget discussions at the Strategy and Finance Committee meeting.

24/34/HR To receive the minutes of the Health and Safety Committee meeting held on 13 June 2024

Proposed by Cllr G. Stammers and seconded by Cllr P. May, the minutes of the Health and Safety Committee meeting held on 13 June 2024 were **RECEIVED**.

24/35/HR Health and Safety Policy Review

It was suggested the policy introduction should be amended as follows: "...the town council regards health, safety and welfare as a primary and essential objective."

Members discussed whether greater emphasis needed to be placed on health and safety to prevent accidents.

The town clerk said he was confident the policy sets out the rules and procedures but accidents did happen and on occasions employees did not follow the procedures.

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the health and safety policy, with an amendment to the introduction as follows: "...the town council regards health, safety and welfare as a primary and essential objective."

24/36/HR Career Break Policy

It was suggested the following could be added into the policy: "Each application will be considered on a case-by-case basis."

It was agreed this would be added to section 7, Career break application process.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the career break policy and procedure, with the following addition to section 7: "Each application will be considered on a case-by-case basis."

24/37/HR Christmas and New Year Working Arrangements

Proposed by Cllr C. Reynolds and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to apply three days' discretionary leave over the Christmas and New Year period, so the council's services cease at 5pm on Friday 20 December 2024 and re-commence at 9am on Thursday 2 January 2025; discretionary leave is applied on Monday 23, Tuesday 24 and Friday 27 December; statutory days are applied on Monday 30 December and Tuesday 31 December 2024; 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 three discretionary days are not applied to the enforcement officers, cleansing operative and seafront attendant.

24/38/HR Increasing the Hours of Postholder 101

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, 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.

24/39/HR Qualification Payment

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, 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.

24/40/HR Gardener and Maintenance Person (post holder 205), Six-Month Probation Review

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, 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.

24/41/HR Gardener and Maintenance Person (post holder 204), Six-Month Probation Review

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, 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.

24/42/HR Amenities Assistant (post holder 301), Six-Month Probation Review

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, 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.

24/43/HR Sickness Absence

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, 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.

24/22/HR Exempt Business

a) Increasing the Hours of Postholder 101

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve increasing postholder 101's hours from 30 hours per week to 37 hours per week from 1 November 2024 and, as a consequence of this decision, approve unbudgeted expenditure of £3,923 in 2024-25

b) Qualification Payment

Proposed by Cllr P. May and seconded by Cllr R. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** approve an additional spinal column increment for postholder 107 in recognition of a level 3 qualification and unapproved 2024-25 budget expenditure of £276, and for the chairman of the Human Resources Committee to write to the postholder to congratulate them on their qualification.

Cllr P. Evans left the meeting at 7.31pm.

c) Gardener and Maintenance Person (post holder 205), Six-Month Probation Review

Proposed by Cllr G. Stammers and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the gardener and maintenance person's (post holder 205) continued employment with the council, effective from 2 July 2024

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

Members noted the postholder had been involved in an accident in the workplace during his probation.

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to extend the gardener and maintenance person's postholder 204's (post holder 204) probation by three months.

e) Amenities Assistant (post holder 301), Six-Month Probation Review

Proposed by Cllr C. Reynolds and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the amenities assistant's (post holder 301) continued employment with the council, effective from 1 October 2024

f) Sickness Absence

Officers updated members on a further meeting which had taken place with the employee and the next steps.

The meeting closed at 7.54pm.

Committee: Human Resources

Date: 18 December 2024

Title: Matters arising from the minutes of the Human Resources Committee meeting held 11 September 2024

Purpose of the Report

To update members on matters arising from the previous meetings 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

24/35/HR – Health and Safety Policy Review

Following approval by this committee and the Full Council, two small errors were noticed in the policy. These changes did not substantially alter the policy so the amendments were made. The updated policy was emailed to members and published on the website on 10 December 2024.

24/36/HR – Career Break Policy

The career break policy was amended as per this committee's suggestion and issued to staff on 11 November 2024.

24/37/HR – Christmas and New Year Working Arrangements

The Christmas and New Year opening hours have been communicated to staff and publicised on the council's website and social media.

The enforcement and cleansing rota will be emailed to members.

24/38/HR – Increasing the Hours of Postholder 101

Postholder 101's new working arrangements took effect from 1 November 2024.

24/39/HR – Qualification Payment

The new pay arrangements for postholder 207 in recognition of a level 3 qualification were implemented from the November 2024 pay.

24/40/HR – Gardener and Maintenance Person (post holder 205), Six-Month Probation Review

Postholder 205's permanent appointment was confirmed in writing on 11 November 2024.

24/41/HR – Gardener and Maintenance Person (post holder 204), Six-Month Probation Review

The extension of postholder 204's probation by three months was confirmed in writing on 11 November 2024. A report is elsewhere on this agenda to consider the postholder's permanent appointment following this extension.

24/42/HR – Amenities Assistant (post holder 301), Six-Month Probation Review

Postholder 301's permanent appointment was confirmed in writing on 11 November 2024.

24/43/HR – Sickness Absence

The postholder returned to work on 13 November 2024 on a phased return over several weeks. The postholder is now working full-time.

John Wright
Town clerk
December 2024

Committee: Human Resources

Date: 18 December 2024

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

National Joint Council (NJC) trade union pay claim

It was announced on 22 October 2024 that agreement had been reached between the National Employers and the Joint Trade Union Side (Unison, GMB and Unite) on the new rates of pay for 2024-25, applicable from 1 April 2024.

Pay rates up to spinal column point 43 have been increased by £1,290 per annum. Pay points above this have been increased by 2.50%.

The new rates of pay were implemented from the November 2024 payroll, including back payment to 1 April 2024.

Amenities assistant

Amenities assistant Paul Morris left the council on 3 November 2024. Paul was a seasonal worker who didn't normally work in the winter, other than to cover other employees' shifts. His regular shifts were due to start again in April 2025 so recruitment to this post will start in February 2025.

Seafront attendant/cleansing operative

Michael Sankey continues to be employed as a seafront attendant/cleansing operative, initially covering staff sickness and then covering a career break. Members are reminded that Michael's contract will come to an end on 31 January 2025, and the seafront attendant, Matt Johnson, will return to work from a career break on 1 February 2025.

Civility and Respect Agenda and External Support

Following the receipt of proposals from two consultants, South West Councils were appointed to lead a cultural and behavioural change programme with the council. The appointment was made by the member panel delegated to work with the town clerk on this project.

A letter from the mayor and the chairman of this committee was sent to members on 29 November 2024 to introduce South West Councils and the two consultants who would be leading this work.

On 9 December 2024, members and employees were sent a link to a survey to allow participants to share their views on decision-making, communication, relationships, wellbeing, change and satisfaction within the organisation.

The deadline for completing the survey is 11pm on Sunday 5 January 2025.

John Wright
Town clerk
December 2024

Committee: Human Resources

Date: 18 December 2024

Title: Human Resources Committee – Objectives

Purpose

To allow members to review progress of the committee's 2024-25 objectives

Recommendation

Members note the report

Background

1. During the 2024-25 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 2024-25 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 12 February 2025.

John Wright
Town clerk
December 2024

APPENDIX 8A

<p>Induction and development with the new administration</p>	<p>20</p>	<p>December 2024 Ongoing</p>	<p>JW</p>	<p>HR</p>	<p>Report on the appointment of a consultant to work with members to be considered by the Human Resources Committee on 29 May 2024. A programme of induction will be delivered between May and July 2024. This will include the delivery of the Civility and Respect agenda.</p> <p>Council agreed the mayor, deputy mayor and chairman of HR would work with the town clerk to appoint the consultant. Three consultants identified, brief to be refined to emphasise work required at design and implementation stages of the project.</p> <p>South West Councils appointed. Meetings have taken place between the identified members and officers and briefings provided to members. Programme starts mid-January 2025.</p>
<p>Obtaining a health and safety audit score of 85%+</p>		<p>December 2024</p>	<p>MAD AT</p>	<p>HR</p>	<p>Audit to be carried out in November 2024.</p> <p>Three quotes obtained for a new auditor. WC Consultancy appointed.</p> <p>Health and safety audit took place on 20 September 2024 and was reported to the Health and Safety Committee on 6 December 2024. A report is elsewhere on this agenda.</p>

LYME REGIS TOWN COUNCIL

HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD ON FRIDAY 6 DECEMBER 2024
AT 2PM IN LYME REGIS TOWN COUNCIL OFFICE

Chairman: Cllr P. May

Members: Cllr G. Stammers, A. Jefferies (staff member), P. Williams (staff member)

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

Apologies J. Wright – personal commitment

Minutes

The chairman asked for members to acknowledge the minutes were a true record of the meeting. Proposed by Cllr G. Stammers and seconded by A. Jefferies, Carried.

Matters Arising

Health and Safety audit

The operations manager said the audit had been completed by a new company after being completed by Acorn for the past 3 years.

Members discussed the targets and action plan of the audit. The operations manager said a lot of targets were not met due to the staff handover and the audit taking place within his first week in post, he was unable to find necessary information, but that the organisation was adhering to these targets, and he has since found the information needed for the audit.

The chairman asked for; “health and safety officer”, “safety manager”, “facilities manager” and “fire safety officer” to be amended to “operations manager” to fit the organisation as all targets under the titles were the responsibility of the operations manager.

The works supervisor said the risk assessments were ongoing, and the team planned to do them all, but the work would have to slot in around other work commitments.

Cllr G. Stammers asked if some risk assessments needed updating or if some didn't exist.

The operations manager said some didn't exist at all but would be actioned as soon as possible.

The operations manager said the fire safety targets had not been met due to the nature of the current office building. He said this would be remedied by moving premises.

The operations manager said the COSHH risk assessments were not specific to tasks because the COSHH folders do not tell staff how to use the products.

The works supervisor said a method statement could be created to make the COSHH risk assessments more relevant and explain how to use the products for tasks specific to staff. He said staff were working to the correct process, however, to be compliant, it needed to be documented, recorded and signed for.

The operations manager said all COSHH risk assessments would be modified and adapted to make them more user friendly and compliant.

Action: The operations manager to bring a summary of all risk assessments, including complete and incomplete RA's to next meeting of this committee.

Action: The operations manager to modify and adapt COSHH risk assessments.

The way forward with Risk Assessments

Cllr G. Stammers said new employment law states staff should do a new risk assessment before starting every job. She said this would be very difficult to record and document.

The operations manager said the way forward for risk assessments needed to be discussed at length. He said dynamic risk assessments should be recorded and documented. He said staff needed to do dynamic risk assessments every time they assessed a task environment and there were changes to the task environment.

Members discussed the option of external staff to verbally relay risk assessment information to the office administration team, to record and document. It was agreed this would be a considerable task and consideration should be given to the existing demands on the administrative team.

The operations manager said most organisations had switched to a modern approach of using technology to record and document risk assessments. He said there was software available to generate risk assessments that staff could complete using technology such as smart phones or tablets. It was agreed the current standard handsets were not fit for purpose.

Action: the operations manager and works supervisor to bring a report on costing for technology and software to the meeting of the Human Resource Committee on 18 December 2024.

Proposed by Cllr G. Stammers and seconded by the works supervisor, members agreed to **RECOMMEND TO HUMAN RESOURCES** the purchase, in principle, of technology in order that all staff members to whom it is relevant, can carry out in situ dynamic risk assessments as required by employment law. Each staff member must carry out a risk assessment for each task undertaken. A number of staff, particularly on the outdoor teams have several different jobs during their working day and carrying out an individual risk assessment on paper is an onerous task and can be overlooked easily. All risk assessments must be transferred to the office and kept for reference. The Health and Safety Auditor concluded that these every day assessments are not always carried out and has instructed that they be so. And the purchase of smart phones for staff that are required to make numerous risk assessments during their working day along with 'tick box' software and a back-office package to transfer straight to the cloud would ensure expediency and compliance with employment law.

Cart Road Safety measures with Cobb Road closure.

Members discussed the measures put in place to manage the temporary traffic arrangements on Cart Road during the Cobb Road closure. Members praised staff responsiveness both in the office and external teams.

The works supervisor advised Cobb Road had reopened under traffic management, using a traffic light system.

Item 1. Accidents, Injuries and Near Misses

The operations manager said there had been no vehicle or public accidents, but there had been 3 staff accidents since the last meeting. He said two members of staff had sustained injuries to the elbow and machinery had all been checked, all machinery was in working order. He said the works supervisor had set varied tasks and introduced time limit on tasks for both staff members, where repetitive movement of the elbow was involved.

The operations manager said there had been another staff accident where a staff member had responded to a call from a member of the public regarding metal sticking out of the concrete on the shower block, due to weather conditions eroding the concrete and revealing the metal. He said the staff member had trodden on the metal, and it had pierced his foot. He said it had required a tetanus injection and antibiotics.

The works supervisor said the remaining concrete had been checked for any more damage and protruding metal and the staff member had been advised to wear footwear with steel midsoles to prevent an accident of this nature happening again. He said the team would risk assess the beach area after stormy weather and check for debris and damage.

The chairman suggested a toolbox talk to all staff.

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

All Fire safety records up to date.

All Playground Checks up to date.

AED records up to date.

It was noted the fire extinguisher at cemetery lodge had been temporarily moved whilst the store is under construction.

Item 3. Ops Manager Monthly Inspection and Regular Inspections

The operations manager said the main themes were much the same as before and the issues with the cadet hut would soon be resolved as staff were due to move into the new beach store premises in the new year. He said the issues with the office building would be resolved as soon staff could relocate to the new office.

Item 4. H&S Policy Statement of Intent targets

Target 1 – not met, due to injuries reported.

Targets 2 to 15 – met.

Item 5. Training

Training completed since last meeting:

Playground inspection course.

Emergency First Aid for both internal and external teams.

Toolbox talks.

- Driving safely
- Employees Duties (H&S and PPE responsibilities)

Training booked:

Working at Height

Safe Use of Ladders

Item 6: The Dangerous Substances and Explosive Atmosphere Regulations (DSEAR) Assessments.

Members noted the attached assessments.

Item 7. Any other business

The works supervisor said the vehicle checks sheets were fit for purpose. He said staff needed to check the vehicle every time before use, even if it had been used already the same day. He said it was important to know what member of staff was driving a vehicle at what time.

Item 8. Next meeting date

The next meeting date is scheduled for Friday 14 March 2025 at 2pm.

The meeting ended at 3:24pm.

Committee: Human Resources

Date: 18 December 2024

Title: Annual Health and Safety Audit

Purpose

To allow members to receive the 2024 health and safety audit

Recommendation

Members note the 2024 annual health and safety audit

Background

1. Health and safety audits have been conducted towards the end of each year since 2017. Scores appear below. In broad terms, scores below 70% represent more serious non-compliance.
 - 2018: 61% DHS Ltd
 - 2019: 78% DHS Ltd
 - 2020: No audit due to COVID lockdowns
 - 2021: 85% Acorn H&S
 - 2022: 95% Acorn H&S
 - 2023: 99% Acorn H&S

Report

Audit

2. The audit was conducted by WT Consultancy in September 2024. This is the first year they have conducted the audit. The council reviews its preferred health and safety auditor every three years.
3. The auditor didn't provide an overall percentage score but instead provided an executive summary of the audit and an action plan for to be addressed. For specific details, the audit is at **appendix 10A**.
4. Members should be aware that this audit identifies several deficiencies that will be addressed as a matter of urgency; some have already been rectified or identified as already actioned.
5. The Health and Safety Committee also considered the audit at its meeting on 6 December 2024 and a recommendation has been made as a result of those discussions. A report is elsewhere on this agenda.

6. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

Adrian Turner
Operations manager
December 2024

Committee: Human Resources

Date: 18 December 2024

Title: Technology for In-situ Dynamic Risk Assessments

Purpose

To allow members to consider the recommendation from the Health and Safety Committee to purchase technology to carry out in-site dynamic risk assessments and smart technology to host the technology

Recommendation

Members agree the council subscribes to a risk assessment platform provider (cost not exceeding £1,500 per annum) and purchases four smart tablets (cost not exceeding £2,000) to operate the preferred system as soon as practicable

Background

1. Health and safety audits have been conducted towards the end of each year since 2017. Scores appear below. In broad terms, scores below 70% represent more serious non-compliance.
 - 2018: 61% DHS Ltd
 - 2019: 78% DHS Ltd
 - 2020: No audit due to COVID lockdowns
 - 2021: 85% Acorn H&S
 - 2022: 95% Acorn H&S
 - 2023: 99% Acorn H&S
2. The 2024 audit was conducted by WT Consultancy in September 2024. This is the first year they have conducted the audit. The council reviews its preferred health and safety auditor every three years.
3. The 2024 audit was considered by the Health and Safety Committee on 6 December 2024.

Report

Audit Findings

4. One of the critical areas the auditor identified that required immediate attention was the lack of suitable and sufficient dynamic risk assessments.
5. The Health and Safety Committee made the following recommendation to this committee:

“the purchase, in principle, of technology in order that all staff members to whom it is relevant, can carry out in situ dynamic risk assessments as required by employment law. Each staff member must carry out a risk assessment for each task undertaken. A number of staff, particularly on the outdoor teams have several different jobs during

their working day and carrying out an individual risk assessment on paper is an onerous task and can be overlooked easily. All risk assessments must be transferred to the office and kept for reference. The Health and Safety Auditor concluded that these every day assessments are not always carried out and has instructed that they be so. And the purchase of smart phones for staff that are required to make numerous risk assessments during their working day along with 'tick box' software and a back-office package to transfer straight to the cloud would ensure expediency and compliance with employment law."

Options to fulfil the recommendations

6. The first option is to subscribe to a health and safety platform provider that produces compliant risk assessments on a mobile device. Indicative costs are as follows:
 - Provider 1 – £453.34 per annum including 300mb storage.10 users
 - Provider 2 – £960 per annum.10 user
 - Provider 3 – £1,449 per annum.10 users
7. The second option is to purchase suitable smart tablets or phones to operate the system Indicative costs are as follows:
 - Option 1 – ipad mini £500 per tablet + mobile contract – £15 per month
 - Option 2: Samsung Galaxy £369 per tablet + mobile contract – £15 per month
8. If agreed, officers will carry out further in-depth investigations on the risk assessment system options offered by suppliers and subscribe to a suitable option that provides the most effective solution.
9. This would be unbudgeted expenditure in the 2024-25 budget.
10. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

Adrian Turner
Operations manager
December 2024

Committee: Human Resources

Date: 18 December 2024

Title: The Town Clerk's Objectives 2025-26

Purpose of Report

To approve the town clerk's objectives for 2025-26

Recommendation

Members approve the town clerk's objectives for 2025-26 which are detailed

Background and report

1. The administration of the council's governance process, the management of the council's business activities and services, the delivery of approved projects, and the ability to respond to external events, form the basis for the town clerk's 2025-26 objectives.
2. The town clerk's objectives are identified under three headings: governance, business activities and services, and projects.

Governance

To achieve an unqualified external auditor's letter
To comply with standing orders and financial regulations
To implement all internal audit recommendations
To retain the general power of competence
To review policies and procedures on their review dates

Business activities and services

To action all recommendations from the annual health and safety audit and achieve a compliance score of 85%+, or equivalent
To perform in accordance with the 2025-26 budget
To manage the council's investments
To develop a long-term asset management plan
To finalise Transparency Code and GDPR compliance
To progress the 2030 carbon net zero plan
Progress digital office: document storage, planning tool, digital asset mapping

Projects

3. There are 11 projects from 2024-25 which will be completed in 2025-26. Some projects are partially complete, others haven't started. Irrespective of spend to date, the full budgets for these projects are detailed. For each project, the appropriate amount will be accrued into the 2025-26 financial year. They are:

Reinstate a town bus service	£55,000
Relocate the council's offices to St Michael's Business Centre	£100,000
Undertake work to church walls	£55,000
Undertake repairs to garden paths in the Langmoor and Lister gardens	£100,000
Complete the installation of CCTV cameras and secure a link to Dorset Council's control centre	£86,000
Undertake strawberry Fields' options' appraisal	£10,000
Undertake repairs to the Guildhall window and passageway	£50,000
Undertake repairs to Bell Cliff steps and railings	£25,000
Induction and development work with the new administration	£20,000
Support River Lim Action Group projects	£7,900

4. The 2025-26 projects approved by the Full Council on 11 December 2024 are:

Replace and repair gardens handrails	£10,000
Undertake works to church walls	£5,000
Invest in the sculpture trail	£6,000
Undertake repairs to Guildhall window and passageway	£50,000
Complete repairs to paths in the Langmoor and Lister Gardens	£100,000
Purchase a cement mixer	£1,000
Dispose of the council's Church Street office	£10,000
Undertake a feasibility study for the cadet hut site	£4,000
Undertake joint works to The Lynch with Dorset Council	£7,000
Undertake VE day events	£1,000
Continue with the bursary scheme	£5,000
Promote and support The Woodroffe School Youth Council	£4,000
Undertake earth removal at Ware Cliff	£120,000
Include a secure room in new offices at St Michaels	£5,000
Purchase a ride on mower	£15,000
Undertake initiative identified by traffic and transport working group	£10,000
Install two additional day huts	£10,000
Undertake health and safety training	£0
Migrate to electric hedge trimmers	£1,400
Organise a mini-golf event	£2,000
Organise a floral competition	£1,000
Organise a Sporting Lyme event	£2,000
Improve noticeboards	£4,000
Undertake newsletter enhancement	£40,000
Undertake tree planting schemes	£5,000
Follow up on EPC recommendations	£5,000
Undertake a hydro feasibility study	£3,000
Undertake biodiversity projects	£5,000
Undertake further investigation into rainwater harvesting	£2,000
Support River Lym improvement projects	£7,000
Install garden signs	£5,000

Moving forward

5. Over the next few weeks, objectives will be allocated to committees and managers for monitoring and delivery. Details on estimated completion dates will also be provided. The allocation of objectives to managers is supported by the annual appraisal process¹.
6. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

Cllr Philip Evans
Mayor
December 2024

¹ Managers' appraisals will be reported to the Human Resources Committee on 19 February 2025.

Committee: Human Resources

Date: 18 December 2024

Title: Human Resources' Annual Review

Purpose of Report

To allow members to receive an annual report on key human resources' information

Recommendation

Members note the report

Background

1. This report provides information on the council's establishment, staff turnover and recruitment, gender profile, pay multiples, human resources' budget, pay, pensions, overtime and time-off-in-lieu (TOIL), appraisals, learning and development, grievances and disciplinaries, and sickness and absence.
2. The report draws comparison between the 2020-21, 2021-22, 2022-23, and 2023-24, where appropriate.
3. The report also details the immediate human resources challenge

Establishment 2024-25

4. The council has 18 permanent full-time posts and 8 permanent part-time posts where the employee works, on average, one or more days a week; the permanent establishment is 22.64 full-time equivalents (FTEs). In addition, the council employs a temporary property and projects assistant² and a temporary seafront attendant/cleansing operative³.
5. The council has 6 wedding stewards.
6. In 2024-25, the council also employed an evening seafront attendant and a temporary cleansing operative.
7. The council's substantive staffing structure is attached, **appendix 13A**.
8. There is one amendment from the 2023-4 staffing establishment: the finance manager moved from 30 to 37 hours a week.

² The property and project assistant's contract ends autumn 2025.

³ The temporary seafront attendant/cleansing operative is covering the seafront attendant's career break and the cleansing operative's sickness absence. His contract ends on 31 January 2025.

Staff turnover and recruitment 2023-24

9. In 2023-24, the staff turnover rate was 9.43%. The turnover rate⁴ for 2021-22 was 18.13%, and for 2022-23 it was 20.44%.
10. The pay review appears to have strengthened recruitment and retention. This is alongside annual national pay awards, which has further enhanced staff pay. The rise of recruitment websites has also helped with attracting a wider pool of candidates and is cost efficient. The ability for staff to work remotely, if required, has improved flexibility and enabled people who may previously have been unable to apply for jobs to do so. The improving perception of the council has also helped with recruitment as the council is now being seen as a valued and secure employer.

Pay comparison, gender profile and pay gap

11. The council has 19 permanent male employees and seven permanent female employees. Eight of these employees are part-time; four are female and four are male.
12. On average in 2023-24, the council paid its male employees 3.30% more than its female employees. This is compared to 0.95% in 2021-22 and 3.67% in 2022-23.
13. Nationally, the gender pay gap among full-time employees was 7.0% in April 2024, down from 7.5% in April 2023. Among all employees, the gender pay gap decreased to 13.1% in April 2024, down from 14.2% in April 2023. For part-time employees, the gender pay gap was negative 3.0% in April 2024. This was an increase from April 2023, where it was negative 2.5%⁵.

Pay multiples

15. According to the Office for National Statistics, the median gross annual earnings for full-time employees who had been in their job for at least a year were £37,430 in April 2024, compared with £35,004 in April 2023 (an increase of 6.9%)⁶. This is compared to a median salary of £27,874 in the town council.
16. The highest paid council employee, the town clerk, earns 2.14 times more than the median employee, i.e., £59,300 against a median salary of £27,874. In 2022-23 the multiple was 2.56 and in 2023-24 the multiple was 2.27.

Payroll costs

17. The actual payroll costs for 2021-22 and 2022-23, 2023-24 are detailed below. The costs for 2024-25 are the budget amounts:

⁴ The turnover rate is based on full-time equivalents in the establishment.

⁵ Office for National Statistics (ONS), released 29 October 2024, ONS website, statistical bulletin, [Gender pay gap in the UK: 2024](#)

⁶ Office for National Statistics (ONS), released 29 October 2024, ONS website, statistical bulletin, Gender pay gap in the UK:2024

	2021-22	2022-23	2023-24	2024-25
	£	£	£	£
Salary	582,867	621,454	727,622	742,414
Employer NIC	49,508	56,793	66,383	62,209
Employer pension	101,993	103,758	126,521	142,109
Total	734,369	782,005	920,256	946,732

18. In 2022-23 the total payroll cost was 37.79%⁷ of actual income and in 2023-24 it was 39.60% of actual income. Payroll costs for 2024-25 are budgeted at 43.83%⁸ of income.
19. Due to prudent budgeting assumptions, the council's income in 2024-25 will probably be closer to £2,462m, and staff vacancies and, after adjusting for overstated employer pension contributions the total payroll cost as a percentage of actual budget is likely to be c.41%.
20. The variances between actual 2023-24 and budgeted 2024-25 payroll costs are:
- A 4% assumption for the 2024-25 pay award⁹
 - 18 employees progressing through their pay grades; this is partially offset by one new employee starting at the bottom of the pay scale
 - The consequential increases in employer pension and National Insurance contributions arising from the above
 - Employer pension contributions for 9 employees¹⁰ who are not in the pension scheme.

Wage increases and the living wages

21. The council is part of a national negotiating framework on pay: the National Joint Council for Local Government Services (NJC). The NJC consists of the employers' body, the Local Government Association, and the trade unions, UNISON, Unite and GMB.
23. In 2022-23, the NJC pay settlement was £1,925 for all employees; this equated to 9.80% for the council's lowest paid employees and 3.75% for the council's highest paid employee¹¹.
24. In 2023-24, the NJC pay settlement was £1,925 for all employees up to SCP 43 and 3.88% for all employees on SCP 44 and above; this equated to xxx for the council's lowest paid employee and 3.88% for the council's highest paid employee.
25. The council's policy is to pay its employees the Real Living Wage as determined by The Living Wage Foundation; it is currently £12.60 per hour for employees outside London¹². On 29 October 2024, the government announced the minimum wage (aka the National Living Wage) for employees 21 years and over would increase to £12.21 on 1 April 2025¹³.

⁸ The budget income for 2024-25 is £2,159,761.

⁹ The current employers' pay offer of £1,290 can be contained within this assumption

¹⁰ This excludes the amenities staff and wedding stewards.

¹¹ In addition, the 2022-23 pay review increased the pay of 19 of the council's 26 permanent employees; the top grade of the median salary in the organisation increased from £21,968 to £24,948.

¹² The new rate was announced by the Living Wage Foundation on 23 October 2024.

¹³ The National Living Wage was raised to £10.41 in April 2023 and £11.44 in April 2024.

26. The 2022-23 pay review means the council no longer pays any of its employees a supplement to achieve the Real Living Wage¹⁴; following the 2024-25 pay settlement, the lowest paid council employees is paid at SCP 5, i.e., £12.85 per hour.

2024-25 Pay Award

28. In October 2024, the NJC 2024-25 pay settlement was agreed; an award of £1,290 for employees up to SCP 43 and 2.5% for employees on SCP 44 and above¹⁵.
29. Employees have received the pay award in November 2024 pay packets which is backdated to 1 April 2024.

Pension arrangements

30. Of the council's permanent employees eligible to join the Local Government Pension Scheme (LGPS), 19 are in the scheme.
31. Nationally, employee contributions to the scheme are determined by salary and range from 5.5 to 12.5%. Town council employees' contributions range from 2.75%¹⁶ to 8.5%.
32. The employer contribution is 22%.
33. The pension scheme is re-valued every three years, and this can lead to changes in employer and/or employee contributions¹⁷. The scheme was last re-valued in 2022-23; this re-valuation did not result in any material changes to pension contributions.
34. The scheme is scheduled for re-evaluation in 2025-26, for implementation on 1 April 2026.

Trade Union membership

35. Three employees have their trade union fees deducted and paid through their salary. Employees can also pay fees direct to a trade union.

Appraisals

36. All employees have had an annual appraisal for 2023-24. The main themes from the appraisals were: Members making decisions without considering the implications for staff, poor condition of the office, negative public perception, some members' behaviour towards staff, training requests, and good interaction between members and staff.
37. For comparison, the main themes in 2022-23 were the condition of the council's accommodation, member behaviour, inconsistencies in decision-making, some tensions

¹⁴ The 2022-23 pay review has increased the gap between the median salary hourly rate of the Real Living Wage which, in the recent years up until 2022 had reduced annually.

¹⁵ The process of the 2024-25 pay agreement replicated previous years: the employers' side makes an offer in the spring, the trade union side rejects the offer, submits a counter proposal and undertakes consultative ballots of their members in late summer/early-autumn, the majority of trade unions' membership accept the employers offer (this requires at least two of the three trade unions), and the trade union side accept the employers' original proposal in October.

¹⁶ 2.75% represents a 50% employee contribution. Two employees pay 50% contributions.

¹⁷ When the scheme was re-valued in 2016-17, employer contributions increased from 16.5% to 22%.

between teams in the external works' team, a general lack of trust towards the management team, and the inside-outside staff divide remains. For some, the pay review was also an issue.

38. 2023-24 objectives are informed by the council's 2023-24 budget, the corporate plan and operational requirements. These objectives inform the individual employee's annual objectives.
39. The appraisal process includes employees' learning and development objectives for the forthcoming year.

Learning and development

40. During 2023-24, two employees continued their qualification studies:
 - Naomi Cleal – AAT Accountancy Professional Diploma (Level 4). Naomi aims to complete her qualification by July 2025
 - Shanie Cox – AAT Accounting Diploma (Level 2). Shanie completed her qualification by end-July 2023. She started a Level 3 Diploma, also in accounting, in September 2023 and completed it in September 2024
41. The following training courses were completed by various employees:
 - Agendas and minute-taking,
 - Carbon literacy
 - Excel
 - Unity 5 training
 - Budgeting
 - IOSH working safely
 - Canva
 - Community engagement
 - Equality and diversity
 - Employment law
 - Display screen equipment
 - Data security
 - Diisocyanates
 - Face Fit
 - PASMA tower scaffold
 - IPAF Cat1b Static cherry picker
 - Governance (in-house)
 - Finance (in-house)
 - Risk (in-house)
 - Operating environment (in-house)
 - Asset tour (in-house)
41. Both the office and external works' teams continue to have weekly briefings within their own teams, as well as a full staff briefing following Full Council meetings. The external works' team also have fortnightly toolbox talks.

Grievances and disciplinaries

42. In 2023-24 there were no disciplinaries or grievances. For comparison, in 2021-22 there were no grievances or disciplinaries and in 2022-23, there was one grievance and one disciplinary.

Sickness and absence

43. In 2023-24, 226.5 days were lost through sickness absence; this includes 123 days of long-term sickness absence.
44. This is compared with 184 days in 2022-23, and 231 days in 2021-22.
45. The average sickness absence per employee was 10 days (4%).
46. The Chartered Institute of Personnel and Development reports a national sickness absence rate of 7.8 days in 2023¹⁸.

Time-off-in-Lieu (TOIL)

47. In 2023-24, the amount of TOIL taken by employees greater than half a day was 86.5 days. In 2022-23, the amount of TOIL taken by employees greater than half a day totalled 76.5 and in 2021-22, this was 50 days.

Policies and Procedures

48. The council's human resources policies and procedures are incorporated into the employee handbook. The handbook was reviewed over a period of 18 months in 2021 and 2022 and was re-issued to staff in 2023.
49. The following policies and procedures are contained within the handbook: employee code of conduct; recruitment and selection; induction; probation; learning and development; disciplinary; grievance; bullying and harassment; pensions; performance appraisal; capability; sickness absence; member-officer relations; family policies (parental leave, shared parental leave, maternity and paternity; social media; use of company vehicles and use of personal vehicles for work purposes; whistleblowing; equality and diversity; lone working; health and safety; retirement; leavers; vexatious complaints; menopause; homeworking; parental bereavement leave; parental leave; adoption leave; shared parental leave; maternity/adoption/paternity support leave; menopause; and pregnancy loss.

Challenges 2024-25

50. The human resources issues faced by the council in 2024-25 include:
- the narrowing of the pay differential between semi-skilled and managerial jobs in the council
 - the move to the new council offices

¹⁸ <https://www.cipp.org.uk/resources/news/research-uk-records-highest-sickness-absence-rates.html>

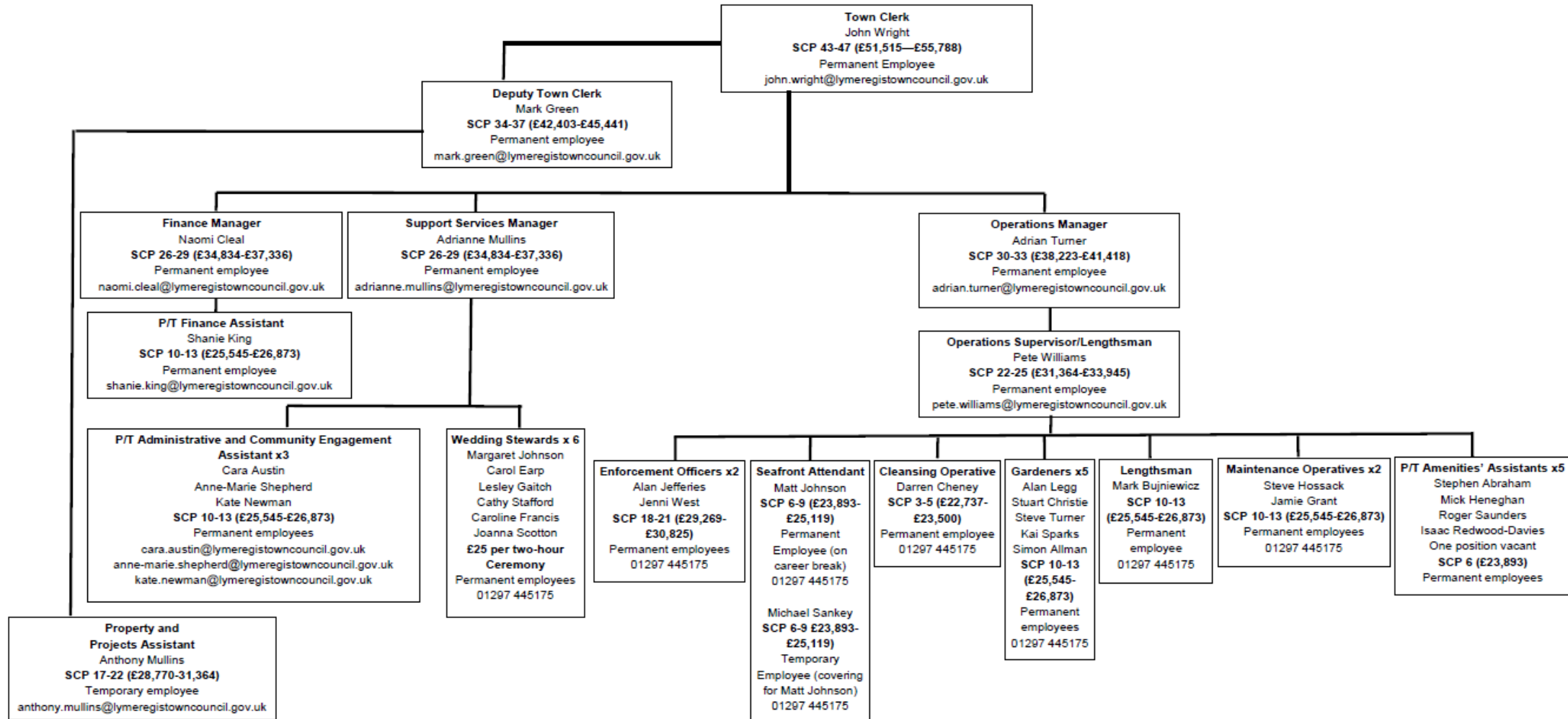
- the introduction of the Employment Rights Bill

51. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

John Wright
Town clerk
December 2024

Adrienne Mullins
Support services manager

APPENDIX 13A



Committee: Human Resources

Date: 18 December 2024

Title: Employment Law Update

Purpose

To inform members about the new duty to prevent sexual harassment in the workplace

To inform members about the Employment Rights Bill

Recommendation

Members note the report

New duty to prevent sexual harassment in the workplace

1. Under previous legislation, an employer would be held liable for harassment, including sexual harassment, caused by their employees and some third parties, even if they didn't know it was happening.
2. In 2023, the then Conservative government introduced the Worker Protection (Amendment of Equality Act 2010) Act 2023, which came into force on 26 October 2024. This legislation introduces a new proactive positive duty on employers to take all reasonable steps to protect workers from sexual harassment, or, more specifically, harassment where the conduct is of a sexual nature.
3. The legislation widens the duty on employers to prevent sexual harassment by third parties, e.g. the public, suppliers, contractors, friends and family of colleagues.
4. The reasonable steps employers should take will vary depending on the employer, with relevant factors including the size and resources of the employer, the nature of the working environment, the sector in which the employer operates, the risks present in the workplace, and the nature of any contact with third parties.
5. The Equality and Human Rights Commission (EHRC) has issued technical guidance on harassment and sexual harassment at work. It includes an eight-step guide for employers to prevent sexual harassment at work.
6. In summary, the eight steps are as follows:
 - Develop an effective anti-harassment policy
 - Engage staff
 - Assess and take steps to reduce risk in the workplace
 - Reporting
 - Training
 - What to do when a harassment complaint is made
 - Dealing with harassment by third parties
 - Monitor and evaluate actions

7. Develop an effective anti-harassment policy

The council has a bullying and harassment policy and procedure in place but this will need to be reviewed and strengthened. A report will be brought to the next meeting of this committee on 19 February 2025 to allow members to do this.

8. Engage staff

This includes conducting regular one-to-ones, running staff surveys and exit interviews and having open door policies, which help managers to understand where any potential issues lie and whether the steps being taken are working. Workers need to be aware of how they can report sexual harassment, the council's policy on sexual harassment and the consequences of breaching the policy. This will be communicated to all staff at the full staff briefings and reinforced by line managers.

9. Assess and take steps to reduce risk in the workplace

The council should undertake a risk assessment to help comply with the preventative duty, considering factors that might increase the risk of sexual harassment and the steps that can be taken to minimise them. Officers will undertake this risk assessment.

10. Reporting

Explain clearly to workers what is considered acceptable behaviour, how to recognise sexual harassment and what to do if they experience or witness it. The council is probably not a big enough organisation to have a dedicated reporting system for workers to report issues anonymously but centralised, confidential records of all concerns raised, formal and informal, can be kept. This enables trends to be identified.

11. Training

Workers, and I would advise members, should be trained on what sexual harassment in the workplace looks like, what to do if they experience or witness it, and how to handle any complaints of harassment. Refresher training should be offered at regular intervals. Officers will arrange training for members and employees in early-2025.

12. What to do when a harassment complaint is made

The council should act immediately to resolve the complaint and respect the confidentiality of all parties. The complainant must be protected from ongoing harassment or being victimised. If the complainant wants to report it to the police, the council should support them with this. Always communicate the outcome of the complaint and outline the appeals' process. This process will be outlined in the policy and procedure.

13. Dealing with harassment by third parties

The council should take steps to prevent this type of harassment, including putting reporting mechanisms in place or assessing high-risk workplaces where staff might be left alone with customers. A statement could be written into contracts or terms and conditions with contractors and suppliers and signage placed in areas where staff work.

14. **Monitor and evaluate actions**

The council must regularly evaluate the effectiveness of the steps put in place. This includes reviewing informal and formal complaints data to see if there are any trends, and surveying staff anonymously on their experiences of sexual harassment. Policies and procedures and training must be reviewed regularly.

Employment Rights Bill

15. The Labour government promised to introduce legislation to parliament within 100 days of entering government. The Employment Rights Bill was introduced on 10 October 2024, within the 100 days. It aims to grow the economy, raise living standards across the country and create opportunities for all.

16. The Bill takes forward 28 commitments from the government's *Plan to Make Work Pay*, with the following five key areas of change: enhancing existing rights; pay; time off; contracts; and equality and harassment.

17. **Enhancing existing rights**

Employees will have the following existing rights enhanced:

- Unfair dismissal protection from day one, instead of two years, but a statutory probationary period will apply
- Fire and re-hire practices will be brought to an end (although there will be exceptions)
- Trade union reforms, e.g. duty to include in written contract, duty to regularly inform employees of the right to join, make recognition easier, increasing access to the workplace for unions
- Collective redundancy procedures to be extended
- New Fair Work Agency to be established to oversee workplace rights

18. **Pay**

- Statutory sick pay to be paid from first day of absence (this council pays contractual sick pay)
- Large employers with 250+ employees will be required to create action plans on addressing gender pay gaps (this council can choose to publish a plan)
- The removal of pay bands for National Minimum Wage

19. **Time off**

- New right to bereavement leave – this is a change from parental bereavement leave to bereavement leave, broadening the entitlement to anyone in a relationship with a person who has died
- Parental and paternity leave will become a day one right instead of one year
- Flexible working – when refusing a request, there will be a new requirement to state why it's reasonable to do so

20. **Contracts**

- A trade union statement must be included in the written contract

- Zero hours workers to get reasonable notice of shifts and changes to shifts, and compensation for shifts cancelled, moved or ended early
- Zero hours or 'low hours' workers will have a new right to be offered a guaranteed hours contract to reflect hours over a reference period

21. **Equality and harassment**

- As outlined above, employers will be required to take all reasonable steps to prevent sexual harassment in the workplace and will be liable for third party harassment
- Large employers with 250+ employees will be required to create action plans on supporting employees through menopause (this council can choose to publish a plan)

22. Other potential changes in the long-term include:

- A review of carer's leave – there is currently unpaid carer's leave but there is an indication this may be paid
- Removal of the distinction between workers and employees – move to a single status of 'worker'
- A review of parental leave

23. Other proposals alongside the Bill include:

- Right to disconnect – not expecting employees to answer calls or emails beyond their contracted hours
- Supporting workers with a terminal illness through the Dying to Work Charter
- Extending pay gap reporting to ethnicity and disability
- Extending equal pay rights to those suffering discrimination on the basis of race or disability
- Developing menopause guidance for employers
- Developing health and wellbeing guidance for employers
- Modernising health and safety guidance

24. The Employment Rights Bill needs to go through the parliamentary process, adjustments could be made to the detail of these proposals and implementation is not likely until 2026. However, employers need to start preparing now so they are ready when the proposals are implemented. Also, non-legislative changes could come in quicker than 2026.

25. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

Adrienne Mullins
Support services manager
December 2024