



John Wright  
Town Clerk

## Lyme Regis Town Council

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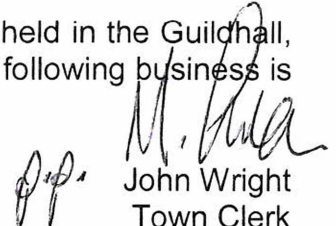
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### Human Resources Committee

**Core Membership:** Cllr B. Larcombe (chairman), Cllr S. Williams (vice-chairman), Cllr J. Broom, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr S. Larcombe, Cllr O. Lovell, Cllr Mrs C. Reynolds, Cllr G. Turner.

Notice is hereby given of a meeting of the Human Resources Committee to be held in the Guildhall, Bridge Street, Lyme Regis, on 8 November 2017 commencing at 7pm when the following business is proposed to be transacted:

  
John Wright  
Town Clerk  
03.11.17

### 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 27 September 2017 (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 previous Human Resources Committee meeting held on 27 September 2017**

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. Christmas and New Year Working Arrangements**

To allow members to consider Christmas and New Year opening times and working arrangements, including the allocation of statutory leave days and the award of any discretionary leave days

**9. Contracts of Employment**

To inform members of the work undertaken to date, the implementation timetable and potential issues arising through negotiations

*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*

**10. 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, 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 9 – Contracts of Employment**

**Committee:** Human Resources

**Date:** 8 November 2017

**Title:** Matters arising from the minutes of the previous Human Resources Committee meeting held on 27 September 2017

**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**

**17/42/HR – Exempt Business**

The first recommendation of this minute number was amended at the meeting of the Full Council on 1 November 2017 as follows, ‘to approve the draft contracts of employment, to include minor amendments that don’t change the spirit of the contract, and that this be reported to the Human Resources Committee on 8 November 2017, and an implementation date of 1 February 2018.’

John Wright  
Town clerk  
November 2017

**Committee:** Human Resources

**Date:** 8 November 2017

**Title:** Update Report

**Purpose of Report**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**Health & Safety**

A health and safety consultant, Stuart Gilkinson of Dorset Health and Safety Ltd, has been appointed to undertake an audit, after which the health and safety panel will meet to discuss his report and how to move forward.

**Lengthsman**

Applications for the post of lengthsman have now closed. There were 13 applications in total and four have been shortlisted to be interviewed on 7 November 2017. A verbal update will be given at the meeting.

John Wright  
Town clerk  
November 2017

**Committee:** Human Resources

**Date:** 8 November 2017

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

**Purpose of Report**

To allow members to consider Christmas and New Year opening times and working arrangements, including the allocation of statutory leave days and the award of any discretionary leave days

**Recommendation**

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

**Background**

1. In addition to their annual leave, council employees have two statutory days' leave each year: statutory days are part of annual leave entitlement, when they are taken is a matter for the council to decide.
2. The council usually grants staff two, occasionally three, days' discretionary leave.
3. The allocation of statutory days and the granting of discretionary days normally takes place around the Christmas and New Year holiday period. Last year, the council's office closed at 12noon on Friday 23 December 2016 and re-opened at 9am on Tuesday 3 January 2017: statutory days were taken on 28 and 29 December and discretionary days were applied from 12noon on 23 December, and on 31 December.

**Office closure and statutory and discretionary leave**

4. If members apply the same amount of discretionary leave, i.e. 1.5 days, the council's office would close at 12noon on Friday 22 December 2017 and re-open at 9am on Tuesday 2 January 2017: discretionary days 12noon to 5pm on 22 December and all day 27 December, and statutory days on 28 and 29 December.
5. Alternatively, members could grant a greater or lesser amount of discretionary leave which would inform the office's closure and re-opening over the Christmas and New Year period.

**External works' team and payment**

6. The full service provided by the external works' team ceases and recommences on the same dates as the council's office closes and re-opens; the external works' team receive the same statutory leave and discretionary days as the office team.
7. In recent years, during the Christmas and New Year holiday period, a member of the external works' team has provided a full day's cover every day, except Christmas Day.
8. Those members of the external works' team who have worked over the Christmas and New Year period have been paid overtime and received time-off-in-lieu for the day worked. This arrangement has proved successful.
9. If the council retains this arrangement, in mid-December 2017 the operations manager will write to members to inform them of the external works' team's Christmas and New Year rota. The operations manager will also inform members about the working arrangements for Dorset Waste Partnership and West Dorset District Council's toilet cleaning contract.
10. In the event of an emergency, the town clerk, deputy town clerk and operations manager can be contacted when the office is closed.
11. Any recommendations from this committee will be considered by the Full Council on 13 December 2017.

John Wright  
Town clerk  
November 2017