



John Wright
Town Clerk

Lyme Regis Town Council

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Human Resources Committee

Core Membership: Cllr J. Broom, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr B. Larcombe, Cllr S. Larcombe, Cllr O. Lovell, Cllr Mrs C. Reynolds, Cllr G. Turner, Cllr S. Williams.

Notice is hereby given of a meeting of the Human Resources Committee to be held in the Guildhall, Bridge Street, Lyme Regis, on 19 July 2017 commencing at 7pm when the following business is proposed to be transacted:


John Wright
Town Clerk
14.07.17

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 7 June 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 7 June 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. Learning and Development Plans

To allow members to consider learning and development undertaken by members and employees in 2016/17

To allow members to consider learning and development programmes for members and employees in 2017/18

To allow members to consider a proposal to pay employees an additional spinal column point payment if they obtain a qualification relevant to their job during their employment with the council and that qualification is recognised as a level 3 or above qualification on the National Qualification Framework

9. Local Council Award Scheme

To inform members about progress in achieving the Quality Gold Award of the Local Council Award Scheme and to propose deferring the date for attaining this award until 30 September 2018

10. Health and Safety

To inform members of the work undertaken by the health and safety panel and to approve the appointment of a consultant to undertake a health and safety audit, develop a compliance programme and oversee the implementation of the compliance programme

11. Working Patterns and Pay

To allow members to consider the working patterns of some of its employees and their remuneration

12. Staff Leave Entitlement

To inform members of employees current leave entitlement and to allow members to consider introducing a cap

13. Enterprise Adviser Network

To inform members about the Enterprise Adviser Network in Dorset and how the town council might get involved in supporting young people

14. Former Post-holder 213

To inform members of the position with former post-holder 213

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. 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 14 – Former Post-holder 213

Committee: Human Resources

Date: 19 July 2017

Title: Matters arising from the minutes of the previous Human Resources Committee meeting held on 7 June 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

16/85/HR – Operations Manager Recruitment

The closing date for applications was Monday 3 July 2017. By the deadline, 12 applications were received. A further 6 applications were received after the deadline or not in the correct format, i.e. a CV only was received.

The selection panel met on Tuesday 4 July 2017 and six candidates were shortlisted. Interviews will take place on Friday 14 July 2017. Members will be informed of the successful candidate when an appointment is made.

16/86/HR – HR Issues

HR Consultant

Katherine Motteram, from Motteram HR, has been approached about undertaking work for the town council.

The town clerk has agreed Motteram HR will produce a contract of employment for council employees; the first draft of the contract of employment was received on 6 July 2017 and is being reviewed by the town clerk. This work was commissioned for a fixed fee.

The town clerk has also discussed with Motteram HR a review of the council's human resources policies and procedures and the drafting of an employee hand book. To date, this work has not been commissioned.

Seasonal Cleansing

The external works' apprentice was asked if he would like to cover litter-picking duties during the main season, which he declined.

Amenities' Hut

The town clerk and interim operations manager have met separately with the amenities' staff and a rota for the remainder of the season has been drawn up. One of the members of staff wants to reduce their number of shifts and the interim operations manager is exploring how this can be done for the remainder of the season.

John Wright
Town clerk
July 2017

Committee: Human Resources

Date: 19 June 2017

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Interim operations manager

Mark Tredwin has been appointed as the interim operations manager until September 2017.

Lengthsman

Steve Moody has been appointed as the lengthsman and started on 21 June 2017.

Cleansing operative

Darren Cheney, who formally worked for Dorset Waste Partnership doing the same job, has been appointed and started on 19 June 2017.

Seasonal parking enforcement officer

Jon Mitchell has been appointed as the seasonal parking enforcement officer until mid-September. His working days are Friday to Monday. He started on 16 June 2017.

Seasonal gardener

Stephen Turner is the replacement seasonal gardener. He started on 19 June 2017 and his contract ends on 30 September 2017.

Seasonal cleansing operative

Recruitment to this post was not successful. Two recruitment agencies who supply employees to Dorset Waste Partnership have been approached for applicants. To date, no candidates have been supplied by either agency.

AGENDA ITEM 7

The external works' team have been approached about providing cover on an overtime basis.

John Wright
Town clerk
July 2017

Committee: Human Resources

Date: 19 July 2017

Title: Learning and Development Plans

Purpose

To allow members to consider learning and development undertaken by members and employees in 2016/17

To allow members to consider learning and development programmes for members and employees in 2017/18

To allow members to consider a proposal to pay employees an additional spinal column point payment if they obtain a qualification relevant to their job during their employment with the council and that qualification is recognised as a level 3 or above qualification on the National Qualification Framework

Recommendation

- a) Members note the learning and development undertaken by employees in 2016/17, appendix 8A
- b) Members note the learning and development undertaken by members in 2016/17, appendix 8B
- c) Employees are paid an additional spinal column point if they obtain a qualification during their employment with the council which is relevant to their job and that qualification is at a level 3 or above on the National Qualification Framework

Background

- 1. On 13 April 2016, this committee considered a learning and development policy for members and officers. Following a recommendation from this committee, the learning and development policy was approved by resolution of the Full Council on 3 May 2016.
- 2. The policy requires a learning and development plan to be in place at the start of every year, along with an assessment of the impact of the previous year's plan. This report details the learning and development undertaken by members and employees in 2016/17. Officers are currently finalising the employee learning and development programme for 2017/18 and will work with councillors to have a member learning development programme in place by 30 September 2017.
- 3. The learning and development plan also extends annual appraisals to members.

4. The town clerk has discussed the implementation of this with the mayor.
5. Related to the learning and development plan is a 2016/17 objective 'to pursue a council award scheme and implement an improved programme of member training.'
6. Following on from this 2016/17 objective, the council has an objective in 2017/18 to obtain the gold standard of the Local Council Award Scheme: the scheme awards at foundation, quality and gold levels.
7. Integral to the Local Council Award Scheme at each level is 'council improvement through the management and development of staff and councillors'.
8. A report on the Local Council Award Scheme is elsewhere on this agenda.

Employee Learning and Development Plans

9. Attached, **appendix 8A**, summarises employee learning and development activity for 2016/17.
10. The attachments detail courses which are recognised by the National Qualifications Framework, external courses, events and internal training. An event qualifies as when new information is provided, e.g. where there is a presentation, and/or it qualifies as part of continuous professional development. Examples of internal training includes sessions run by staff or members or staff spending time with colleagues to understand specific issues.

Member Learning and Development Plans

11. Attached, **appendix 8B**, is a summary of learning and development undertaken by members in 2016/17. Officers will circulate information about training opportunities to members over the next few weeks.

The link between pay and qualifications

12. The only post whose pay is linked to the attainment of qualifications is the town clerk¹: this is a joint recommendation, only, from the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC).
13. In line with the joint recommendation from the NALC and the SLCC, on 19 November 2014 the council recognised the town clerk's attainment of the Certificate in Local Council Administration (CiLCA) and awarded one additional spinal column point payment.
14. On 7 October 2015, the council also recognised the administrative officer's attainment of this qualification in the same way.
15. This begs the question, how should the council treat other employees who attain qualifications of a similar level which are relevant to their job?
16. Clearly, short courses that help employees undertake their job shouldn't qualify but some of the council's employees have obtained or are in the process of obtaining relevant qualifications which are equal to or higher than the CiLCA qualification².
17. Any recommendations from this committee will be considered by the Full Council on 20 September 2017.

John Wright
Town clerk
July 2017

¹ NALC and SLCC recommend: 'that a clerk's pay should be raised by the following (non-cumulative) number of increments for the successful passing of the following courses in local policy of the University of Gloucestershire.'

Certificate in Local Council Administration or Certificate of Higher Education (first year)	1
Certificate of Higher Education, completion of level 1	2
Diploma of Higher Education, completion of level 2	3
Award of BA (Honours), completion of level 3	4

These increments should not only accelerate progress through the scale, but increase the maximum, and should (obviously) not be applied to a clerk's disadvantage. Councils should give sympathetic consideration to equivalent qualifications from other institutions.'

² CiLCA is assessed as a Level 3 qualification on the National Qualifications Framework and is comparable to an A' Level. The National Qualification Framework has eight levels: the highest level is equivalent to a PhD.

Employee learning and development 2016/17

Employee	National qualification framework course	Purpose	External training courses	Purpose	Events	Purpose
Naomi Cleal			DAPTC - Budgeting and Precepts	To develop background knowledge of precepts as they are unique to local government		
Franki Heffernan			DAPTC - New Clerks	To gain a better understanding of the functions of local town and parish councils		
Various			First Aid	To understand and be able to administer First Aid in the workplace		
Franki Heffernan	SLIC - Business Administration Level 2	To develop skills and complete role at the town council to the best ability				
Kyle Knight	SLIC - Facility Services	To develop skills and complete role at the town council to the best ability				
Peter Williams	SLIC - Horticulture Level 3	To further develop skills and allow candidate to manage a project				
Callum Taylor	Horticulture Level 2	To support development in role as horticultural apprentice				
Sophie Northover	Kingston Maurward - Business Administration Apprenticeship Level 3	To support development in role as administrative apprentice				
Elliott Herbert			Zurich - LCAS Seminar	Advice on best practice in risk management		
Alan Jefferies			Zurich - LCAS Seminar	Advice on best practice in risk management		
John Wright			Local government reorganisation	To further understand the present issue of local government reorganisation		
John Wright			Quarterly clerks' meetings x3	Catch up on present issues		
John Wright			DAPTC AGM	Catch up		

Member learning and development 2016/17

Member	External training courses	Purpose	Internal training course	Purpose	Comments
Cllr Cheryl Reynolds	DAPTC - Chairmanship	Best practice and training on chairing a town or parish council meeting			
Cllr Cheryl Reynolds	DAPTC - Budgeting and Precept	General training on local council finance and governing rules and legislation			
Cllr Cheryl Reynolds	DAPTC - Role of Chairman	General training on the role of committee chairman			
Cllr Cheryl Reynolds	DAPTC - Practical Chairing Skills	As for above			
Cllr Graham Turner			Welcome, Governance and Finance	New member induction training	
Cllr Jeff Scowen			Welcome, Governance, Finance and Risk Training	New member induction training	
Cllr Brian Larcombe	Planning Event & Local Plan Update (WDDC)	Training on material considerations, community infrastructure levy and review of the West Dorset, Weymouth and Portland local plan			
Cllr Steve Miller	Planning Event & Local Plan Update (WDDC)	Training on material considerations, community infrastructure levy and review of the West Dorset, Weymouth and Portland local plan			
Cllr Richard Doney	Town Centre Wifi (DCC)	Opportunities for town centre wifi plus potential economic benefit			
Cllr John Broom			Local Government Reorganisation	To further understand the present issue of local government reorganisation	
Cllr Brian Larcombe			Local Government Reorganisation	To further understand the present issue of local government reorganisation	
Cllr Stan Williams			Local Government Reorganisation	To further understand the present issue of local government reorganisation	

Committee: Human Resources

Date: 19 July 2017

Title: Local Council Award Scheme

Purpose of Report

To inform members about progress in achieving the Quality Gold Award of the Local Council Award Scheme and to propose deferring the date for attaining this award until 30 September 2018

Recommendation

Members note the report and defer the target date for achieving the Quality Gold Award of the Local Council Award Scheme to 30 September 2018

Background

1. The attainment of the Quality Gold Award of the Local Council Award Scheme by 31 March 2018 is a council objective for 2017-18.
2. The Local Council Award Scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB).
3. Councils can apply for an award at one of three levels:
 - the Foundation Award demonstrates a council meets the minimum requirements for operating lawfully and according to standard practice
 - the Quality Award demonstrates a council achieves good practice in governance, community engagement and council improvement
 - the Quality Gold Award demonstrates a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.
4. The scheme sets out the criteria required to meet each level and covers selected aspects of the council's work.
5. The accreditation process for the Local Council Award Scheme is a form of peer review; councils are reviewed by experienced peers through the work of an accreditation panel.
6. To achieve the Quality Gold Award a council must publicise on its website how it meets the criteria detailed in **appendix 9A**.
7. The accreditation panel will assess the quality of the published documents and information, see **appendix 9B**.

What does the council need to do to qualify for the Quality Gold Award?

8. On 23 November 2016, the town clerk and administrative officer met with the council's lead member for the Local Council Award Scheme, Cllr Broom, to consider the council's state of readiness.
9. The collective assessment of the meeting was the council fared well on governance but had more work to do in relation to bio-diversity, and crime and disorder.
10. On community, the consensus was further work was required. It was felt in most instances the council knew what it wanted to achieve and do but this now had to be actioned, e.g. Lyme Voice had to be set up and made operational, regular newsletters needed to be published, the council had to properly consider and define its relationship with the community.
11. On development, the meeting concluded that although the council was strong on managing performance as a corporate body, this was its weakest area. A separate report on this agenda considers learning and development for members and employees.
12. The meeting also felt the council would struggle to reassure an accreditation panel that it is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute.
13. To give the council the best possible chance of obtaining the Quality Gold Award, the meeting felt the implementation date should be deferred; the town clerk proposed 30 September 2018.
14. To monitor the council's state of readiness for achieving this award, the proposal is to bring progress reports to each meeting of this committee.
15. Any recommendations from this committee will be considered by the Full Council on 20 September 2017.

John Wright
Town clerk
July 2017

**TO ACHIEVE A QUALITY GOLD AWARD A COUNCIL
DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS
OF THE FOUNDATION AND QUALITY AWARDS,
AND IS AT THE FOREFRONT OF BEST PRACTICE BY ACHIEVING
AN EXCELLENT STANDARD IN COMMUNITY GOVERNANCE,
COMMUNITY LEADERSHIP AND PERFORMANCE MANAGEMENT.**

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation and Quality Awards and also publishes on its website:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	<p>An annual report, online material and at least four news bulletins a year with evidence of:</p> <ul style="list-style-type: none"> — engaging with diverse groups in the community using a variety of methods — community engagement leading to positive outcomes for the community — a broad range of council activities, including innovative projects — co-operating constructively with other organisations 	

The council also confirms by resolution at a full council meeting, that it has prepared statements (of no more than one page each) to be presented to the accreditation panel showing how it

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Ensures that the council delivers value for money	Provides leadership in planning for the future of the community	Manages the performance of the council as a corporate body
Delivers best practice in meeting its duties in relation to bio-diversity and crime & disorder		Manages the performance of each individual staff member to achieve its business plan

The council notifies the accreditation panel when the resolution has been agreed and provides a link to the online site.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel checks that criteria for the Foundation and Quality Awards are in place if an award was assessed more than one year ago. It then considers the additional criteria for Quality Gold.

The panel assesses the quality of documents and information in some depth. It seeks reassurance that the council is acting lawfully and aspires to excellence. Complying with the guidance below, the panel carries out spot-checks to confirm that up-to-date documentation and information for Quality Gold is in place. The panel may ask for further information or talk to councillors and staff. The panel will be interested to note whether the council already has a reputation for being at the forefront of best practice. Councils seeking the Quality Gold Award should be aware that the panel is a peer group applying their own standards of excellence to the criteria explained below.

- In confirming excellence, the panel ensures that the council operates within the law as explained in standard works of reference, demonstrates transparent, efficient and effective decision-making and governance and exercises sound financial management.
- The panel also seeks reassurance that the council is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute.
- The council works to a forward plan (or business plan) created for at least three years even if this takes the council beyond the next election. This plan explicitly responds to community

engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved including financial forecasts for both revenue and capital for the duration of the plan.

- The annual report, web material and news bulletins publicise the work and achievements of the council and contain substantial evidence that the council takes the lead in actively representing and serving all parts of its local community. The council therefore addresses the diversity of its community, including, for example, different age groups, service users, physical locations, housing types, language, employment status and skills.
- These sources of information also show that the council seeks out and responds to views and ideas expressed by its community. The council uses a variety of ways (at least four) of consulting and involving local people to understand their views. There should be evidence that the council identifies local needs and views through community engagement that are then addressed in constructive council action. These sources also show that the council promotes local democracy.
- The panel seeks at least four positive outcomes achieved for the community in the last six months and a broad range of council activities. The council is innovative; this is the case if the council undertakes actions that are still relatively unusual for a local council of its size in that county. The panel also checks that the council is co-operating with other organisations, including community groups, its principal authority(ies) and other agencies to provide an effective service to the community. Co-operation includes but is not

limited to partnerships.

■ The statement on ensuring value for money explains how the council reviews the quality and costs of its activities to confirm that the costs are appropriate. This could include, for example, the cost of the clerk's role in serving the council, the purchase of computer equipment or a grass cutting contract.

■ The statement on duties related to biodiversity and crime & disorder demonstrates knowledge of the law and includes ways of reminding councillors of these duties and examples of how they are implemented.

■ The statement on leadership in planning for the future shows how the council engages with a range of activities that influence the planning system and facilitate community-led planning. Activities may include, for example, identifying and representing community views on planning applications and local plans, working on parish or town plans, or holding community-led planning activities such as Planning for Real^{*} or community conferences. The statement should include the council's approach to neighbourhood planning.

■ Finally, the statement on performance management explains the process by which the performance of the council as a corporate body is constantly improved and shows how the performance, skills and knowledge of each individual in the council is managed to help the council achieve its objectives on behalf of the community. This includes confirming that each member of staff has their own professional development plan and that the majority of

councillors participate in a member development programme. It is important to show evidence that the council is a good employer.

Committee: Human Resources

Date: 19 July 2017

Title: Health and Safety

Purpose

To inform members of the work undertaken by the health and safety panel and to approve the appointment of a consultant to undertake a health and safety audit, develop a compliance programme and oversee the implementation of the compliance programme

Recommendation

Members note the report and approve the appointment of a consultant to undertake a health and safety audit, develop a compliance programme and oversee the implementation of the compliance programme

Background

1. On 20 April 2016, the council's Strategy and Policy Committee considered a report on health and safety and recommended the adoption of the council's current health and safety policy and the establishment of a health and safety panel. The panel included members, managers and employee representatives.
2. The recommendation was approved by resolution of the Full Council on 4 May 2016.
3. In December 2016, the forum undertook a gap analysis against the council's main areas of health and safety responsibility: accident reporting and investigation, Control of Substances Hazardous to Health (COSHH), display screen equipment, electrical safety, fire procedures, house-keeping, lifting and manual handling, monitoring procedures, employer and employee responsibilities, personal protective equipment, violence to staff, and work equipment safety and procedure.
4. The principal priorities identified through the gap analysis are to:
 - appoint a responsible and competent person for legionella
 - appoint and train fire wardens for the office, yard and Jubilee Pavilion
 - to introduce a competence scheme for general health and safety
 - introduce a competence scheme and/or training for working at heights and manual handling
 - operate a system of health surveillance and checks, e.g. eye tests, hepatitis injections, dermatitis
 - assess the workplace environment, e.g. desk assessments, lighting, managing confrontation
 - comply with display screen equipment regulations
 - arrange health and safety training for volunteers, including Chapter 12 training

AGENDA ITEM 10

- undertake a comprehensive risk assessment on our assets and activities
 - provide training for the newly-appointed lengthsman on Chapter 8, new roads and street works, hot works and permits to work
 - provide general staff training to improve awareness of health and safety.
5. Secondary priorities are:
- hand/arm vibration testing
 - a review of the lone working policy
 - the development of an environmental management policy
 - a drugs and alcohol policy
 - a fuels and oils' policy
 - a COSHH review.
6. At that point in time, the panel intended to draw up plans to redress these issues and, upon completion of the plan, would commission an independent health and safety audit to measure progress and identify any further areas for improvement.
7. However, subsequent debate about the level of health and safety qualification training for the operations manager and his subsequent departure from the town council has meant these priorities have not been progressed.
8. The pursuit of these health and safety tasks, along with the attainment of a relevant health and safety qualification, will be a priority for the newly-appointed operations manager.
9. In the meantime, and to expedite these health and safety priorities, the town clerk has been in contact with three consultants (What No Safety Ltd, Dorset Health and Safety, and Right Directions) to support the delivery of a comprehensive health and safety audit and compliance programme. When a consultant has been appointed and costs negotiated, a timetable will be agreed and the council will be notified.
10. Any recommendations from this committee will be considered by the Full Council on 20 September 2017.

John Wright
Town clerk
July 2017

Committee: Human Resources

Date: 19 July 2017

Title: Working Patterns and Pay

Purpose of Report

To allow members to consider the working patterns of some of its employees and their remuneration

Recommendation

The lengthsman is paid overtime to work one Saturday each month and a local agreement is entered in to if required

A comparative review of the cleansing operative pay is undertaken with Dorset Waste Partnership and a local agreement is entered in to if required

All employees, including office staff, up to and including spinal column point 28, who are not the subject of a separate local agreement and who are required to work additional hours beyond their 'normal' working week are offered overtime as an alternative to time-off in lieu in accordance with Part 3 para 2.6 of the 'Green Book' (National Agreement on Pay and Conditions of Service as amended December 2016)

Background

1. The council's default position on employment terms and conditions is the Green Book.
2. The council can vary terms outlined in the Green Book through a local agreement. Local agreements are entered into when the requirements of a job vary from normal working patterns.
3. Other local agreements normally go beyond the minimum conditions in the Green Book, e.g. additional holiday entitlement, a shorter working week, enhanced compassionate leave.
4. The council already has a local agreement in place with its enforcement officers: the level of pay reflects their non-standard working patterns, including weekend working and seasonal variations in their working week¹.
5. The council's contractual relationship with other employees who have non-standard working patterns or work additional hours is less clear. These employees include the lengthsman, the cleansing operative and office staff paid up to and including spinal column point 28.

¹ From 1 April to 31 August the enforcement officers work 47 hours' per week, from 1 September -31 October they work 37 hours' per week, and from 1 November to 31 March they work 27 hours' per week.

6. Whilst the majority of these employees appear satisfied with their terms and conditions, inconsistencies in terms and conditions normally surface at some point in time: the earlier they are aired and addressed, the easier they are to resolve.

The lengthsman

7. The lengthsman job was evaluated on the same spinal column point range as the council's gardeners and maintenance operatives. However, the lengthsman is required to work one Saturday in four. A gardener or maintenance operative would receive payment at time and a half for Saturday working.
8. As a consequence, compared to this post's peer group, the lengthsman has less favourable term and conditions. A relatively simple solution to this would be to pay the lengthsman time and a half for each Saturday worked and detail this in a local agreement which forms part of the contract of employment. I use the word 'relatively' because this decision in itself has a consequence, i.e. a guarantee of regular overtime means the lengthsman would have more favourable terms and conditions of employment (or at least the likelihood of an higher rate of average monthly) pay than his peer group.

The cleansing operative

9. The cleansing operative's seasonal working pattern in terms of weekly hours' worked is the same as the enforcement officers but includes greater weekend working; the cleansing operative works every Saturday and Sunday. The hourly rate paid to the cleansing operative is more than that paid by Dorset Waste Partnership (DWP) to its cleansing operatives but DWP pay enhanced rates for weekend working.
10. The most practical way forward is to draw a detailed comparison with DWP's pay rates, including enhanced payment for weekend working, and review the cleansing operative pay to ensure there is at least parity.
11. A local agreement should then be entered into.

Staff up to and including spinal column point 28

12. According to the 'Green Book', all employees up to and including spinal column point 28 are entitled to receive overtime or time-off in-lieu for working beyond their 'normal' working week. For office staff, the council currently allows time-off-in lieu only. To address this, affected staff should be offered overtime as an alternative to time-off-in-lieu.
13. Any recommendations from this committee will be considered by the Full Council on 20 September 2017.

John Wright
Town clerk
July 2017

Committee: Human Resources

Date: 19 July 2017

Title: Staff Leave Entitlement

Purpose of Report

To inform members of employees current leave entitlement and to allow members to consider introducing a cap

Recommendation

Members consider employees' leave entitlement and consider introducing a cap

Background

1. There are anomalies in the leave entitlement council employees receive.
2. The council's conditions of employment state an employee is entitled to 21¹ days' leave rising to 25 days' leave after five years' service.
3. The council's conditions of employment also state an employee's leave will increase by an additional two days for each subsequent five-year period of employment.
4. However, the town council's leave entitlement varies from other councils because there is no cap on the maximum leave entitlement an employee can receive: in theory, an employee could have 45 years' service and be entitled to 41 days' leave, plus statutory and discretionary days, and bank holidays.
5. Employees are also entitled to two statutory days' leave which is taken during the Christmas/New Year break.
6. In addition to annual and statutory leave, the town council has historically awarded employees' discretionary leave, which is taken alongside statutory leave during the Christmas/New Year break. Discretionary leave is typically 1.5 to 2.5 days.
7. For comparative purposes, the leave allocation granted by neighbouring town councils, West Dorset District Council and Dorset County Council is attached, **appendix 12A**.
8. Any recommendations from this committee will be considered by the Full Council on 20 September 2017.

John Wright
Town clerk
July 2017

¹ The increase in the minimum annual leave entitlement increased from 20 to 21 days and was notified in NJC Circular 2/09 on 10 September 2009.

Years' service	Green book Days	LRTC Days	Sherborne TC Days
0 to 5	21*	21*	21*
5 to 10	25*	25*	25*
10 to 15		27**	
15 years+			
	*Plus 2 statutory days which can be added to leave entitlement by local agreement	Plus 2 statutory days taken between Christmas and New Year. 1.5-2.5 discretionary days normally granted between Christmas and New Year. ** For every additional 5 years' service beyond 10 years, an additional 2 days' leave is granted	Plus 2 statutory days taken between Christmas and New Year & 1.5-2.5 discretionary days normally granted between Christmas and New Year.

APPENDIX 12A

Bridport TC Days	Dorchester TC Days	DCC Days	WDDC Days
21*- 24**	23*	25/30*	24*
25*- 29**	27*	30/33*	29*
	29*		
	31*		
*Plus 2 statutory days taken at employees' discretion.	*Plus 2 statutory days which the town council determines whe they should be taken	*Employees up to SCP 21 receive the lower leave allocation, employees on SCP 22 and above receive the higher leave allocation	*Plus 3.5 discretionary days applied between Christmas and New Year
**Increase leave as part of harmonisation with WDDC (TIC) employees. In addition, there are two statutory days plus negotiation is taking place about discretionary leave between Christmas and New Year			

Committee: Human Resources

Date: 19 July 2017

Title: Enterprise Adviser Network

Purpose

To inform members about the Enterprise Adviser Network in Dorset and how the town council might get involved in supporting young people

Recommendation

Members note the report

Background

1. In January 2017, Dorset County Council (DCC) and other partners launched the Enterprise Adviser Network in Dorset.
2. The project aims to inspire and prepare young people for the world of work and operates via links with secondary schools in Dorset, of which the Woodroffe School is one.
3. Further information about the project is attached, **appendix 13A**.

Report

4. DCC is looking for local employers to support schools in this project. Further information was requested by officers about the role the town council could play in supporting schools, particularly the Woodroffe School.
5. The enterprise co-ordinator has responded and said the Enterprise Adviser Network is already working closely with the Woodroffe School. An enterprise adviser has been placed in the school and is making good progress.
6. One of the adviser's priorities will be to liaise with local stakeholders and inform local employers how they can support the school. The council's interest has been registered and further details about how the council can get involved will be provided in due course.
7. Further updates will be brought to this committee when available.
8. Any recommendations from this committee will be considered by the Full Council on 20 September 2017.

Adrianne Mullins
Administrative officer
July 2017



Dorset County Council

Preparing our young people for the world of work

The Council's Corporate Plan is looking to support a vibrant and prosperous local economy and is committed to making sure "Dorset's residents are well educated, with the skills that Dorset's employers need". A vital element of this work will be to engage with schools and the future workforce.

The Department for Education established a private sector led organisation called the Careers and Enterprise Company to inspire and prepare young people for the world of work. In January 2017 the **Enterprise Adviser Network** was launched in Dorset. The Council and its partners provided match funding to secure an Enterprise Coordinator to work with 20 schools in the DCC area. There is also an Enterprise Coordinator covering Bournemouth & Poole.

Every Dorset secondary school has been contacted with the offer of joining the network at no cost. We are also rolling out the offer to special schools, learning centres and FE colleges as well as reviewing careers-related activity in middle schools. In return, each school will be supported by the coordinator and linked to a high calibre employer (Enterprise Adviser) who will support them to:

- Develop a tailored careers and enterprise plan (inc. meeting statutory duties)
- Increase employer engagement
- Connect to appropriate careers service providers
- Link to local and national networks

To date, 10 schools have signed up and Enterprise Advisers have been linked to 5 schools (indicated in bold): **Beaminster School**; Budmouth College; **Gillingham School**; Lytchett Minster School; Queen Elizabeth's School; Shaftesbury School; **Swanage School**; **Thomas Hardy School**; Westfield Arts College and **Woodroffe School**.

If you know of any employers that may like to support our schools or would like to find out more about the Enterprise Adviser Network, please contact:

Robert Firth, Enterprise Coordinator, 01305 225674, r.m.firth@dorsetcc.gov.uk

or go to www.careersandenterprise.co.uk

Working together for a strong and successful Dorset