

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 7 JUNE 2017

Present

Chairman: Cllr B. Larcombe

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

Officers: Miss F. Heffernan (admin assistant), Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

17/1/HR Election of Chairman and Vice-Chairman

The mayor, Cllr Mrs M. Ellis opened the meeting.

Cllr S. Williams nominated Cllr B. Larcombe as chairman of the Human Resources Committee, seconded by Cllr G. Turner.

There being no other nominations, Cllr B. Larcombe was duly **ELECTED** as chairman of the Human Resources Committee.

Cllr Mrs C. Reynolds nominated Cllr Mrs M. Ellis as vice-chairman of the Human Resources Committee. This nomination was not seconded.

Cllr D. Hallett nominated Cllr S. Williams as vice-chairman of the Human Resources Committee, seconded by Cllr G. Turner.

Cllr S. Williams was duly **ELECTED** as vice-chairman of the Human Resources Committee.

17/2/HR Terms of Reference

Proposed by Cllr S. Williams and seconded by Cllr O. Lovell, the terms of reference were **RECEIVED**.

17/3/HR Public Forum

There were no members of the public present.

17/4/HR Apologies

Cllr S. Larcombe – work commitments

17/5/HR Minutes

Proposed by Cllr S. Williams and seconded by Cllr G. Turner, the minutes of the meeting held on 22 March 2017 were **ADOPTED**.

17/6/HR Disclosable Pecuniary Interests

There were no disclosable pecuniary interests.

17/7/HR Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/8/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 22 March 2017

Cllr Mrs C. Reynolds asked for further details on the overtime payments for the lengthsman and other staff in general.

The town clerk said more thought would need to be given to the issue as employees were on varying contracts and overtime was treated differently for the external works' team compared with the office team.

Cllr Mrs C. Reynolds asked if the overtime was in the form of time-off-in-lieu or paid overtime.

The town clerk said the external works' team received time-and-a-half for overtime working unless it was Sunday, when they received double pay. He said the office staff received time-off-in-lieu if they worked overtime.

17/9/HR Update Report

The town clerk said an employee had been off sick for two weeks and had not produced a doctors' note. He said the council would be terminating the employee's contract of employment.

The town clerk said interviews for the position of cleansing operative would be held on 8 June 2017.

17/10/HR Review of the Code of Conduct for Staff

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom members agreed to **RECOMMEND TO FULL COUNCIL** to approve the code of conduct for staff.

17/11/HR Review of the Disciplinary Policy and Procedure

Proposed by Cllr S. Williams and seconded by Cllr O. Lovell members agreed to **RECOMMEND TO FULL COUNCIL** to approve the disciplinary policy and procedure.

17/12/HR Review of the Grievance Policy and Procedure

Members questioned whether paragraph 5.4 of the grievance policy was appropriate for incidents of bullying and harassment. Members agreed to amend the paragraph from 'the county council's fairness and dignity at work policy will apply' to 'the town council's bullying and harassment policy will apply'.

Proposed by Cllr S. Williams and seconded by Cllr O. Lovell members resolved to **RECOMMEND TO FULL COUNCIL** to approve the grievance policy and procedure as amended by the Human Resources committee.

17/13/17 Review of the Whistleblowing Policy and Procedure

The town clerk said the whistleblowing policy and procedure was not a substitute for the grievance policy and procedure.

Members discussed how they would deal with an issue brought directly to them by a member of staff.

The town clerk said this policy and procedure was not intended to address issues related to the routine business of the council, or grievance or disciplinary matters. He said if an employee went to a member with a concern, which could be dealt with through another process, members should advise the employee to refer to the relevant policy or procedure.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner members agreed to **RECOMMEND TO FULL COUNCIL** to approve the whistleblowing policy and procedure.

17/14/HR Members' allowance

Cllr O. Lovell said members should wait until the panel of the West Dorset District Council (WDDC) Parish Remuneration Scheme met again before making any decisions.

The town clerk agreed and said members should follow the remuneration panel's advice lead; if they did not follow this advice, members could come under scrutiny.

Proposed by Cllr J. Broom and seconded by Cllr O. Lovell members agreed to **RECOMMEND TO FULL COUNCIL** hold the members' allowance at its current level until the WDDC Parish Remuneration Scheme meets again, and to make a representation to the panel to re-consider the method for calculating members' allowance.

17/15/HR Operations Manager Recruitment

Members discussed the need for external on-call organisations such as plumbers and asked for a separate report to go to the next meeting of the Town Management and Highways Committee.

Members discussed the need for the operations manager to be available during weekends and the level of responsibility for those working weekends in the operations manager's absence.

Cllr Mrs M. Ellis said the operations manager should be expected to work one Saturday a month, the same as the lengthsman.

However, members believed this would create less flexibility in the role, as the postholder would be restricted to working only one Saturday a month. It was agreed a flexible approach to weekend working and emergency call-outs was preferable, and this should be reflected in the job description.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr O. Lovell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the recruitment of an operations manager, to approve the recruitment timetable, to approve the job description and person specification, and to appoint Cllr Mrs M. Ellis, Cllr O. Lovell and Cllr J. Broom to sit on the selection panel for the recruitment of an operations manager.

17/16/HR HR Issues

Members discussed the different rates of overtime received by different employees. It was suggested each employee should receive the same remuneration for overtime in accordance with guidance in the 'Green Book'.

The town clerk said he would like employees to have proper contracts of employment instead of statements of particulars, and to update the staff handbook.

Members agreed an external organisation should be employed to identify and resolve major HR issues.

Cllr B. Larcombe asked if this would be a one-off piece of work.

The town clerk said he already had the ability to buy in services when required and he intended to consult with a HR consultant on these matters.

Members discussed existing employees picking up extra hours to cover duties until the council employed more staff. It was suggested the external works' apprentice could cover litter-picking duties during the main season.

The town clerk said he would follow this up.

Cllr D. Hallett said he believed another employee was needed for the amenities hut as one attendant was cutting back their hours.

The meeting closed at 8.58pm.