

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 19 JULY 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 S. Williams

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

17/17/HR Public Forum

There were no members of the public who wished to speak.

17/18/HR Apologies

Cllr G. Turner – coastguard meeting

17/19/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 7 June 2017

Proposed by Cllr C. Reynolds and seconded by Cllr S. Williams, the minutes of the meeting held on 7 June 2017 were **ADOPTED**.

17/20/HR Disclosable Pecuniary Interests

There were no disclosable pecuniary interests.

17/21/HR Dispensations

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

17/22/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 7 June 2017

Operations Manager Recruitment

The town clerk informed members of the appointment of a new operations manager, whose start date was to be confirmed after references had been received.

HR Issues

Members discussed the work the external HR consultant would undertake, the time the work would take and how much it was likely to cost.

Seasonal Cleansing

The town clerk said recruitment for the position had failed and the interim operations manager was making overtime arrangements with external works' staff.

Cllr S. Williams asked if there was staff in place to cover shifts at the amenities' hut over the summer.

The town clerk said the current amenities' staff had agreed to work as normal for the rest of the season, with some cover to be provided for the extra shifts. He said it was intended to review shift patterns and introduce one or more additional staff for 2018.

17/23/HR Update Report

Cllr D. Hallett praised the seasonal gardener and asked if there was a possibility the employee could remain with the council.

17/24/HR Learning and Development Plans

Cllr Mrs M. Ellis said employees should only receive an extra spinal column point if the qualification they gained was beneficial to the organisation.

The town clerk said qualifications must benefit the organisation as well as develop the employee.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom members agreed to **RECOMMEND TO FULL COUNCIL** to note the learning and development undertaken by employees in 2016/17, to note the learning and development undertaken by members in 2016/17, and to agree 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.

17/25/HR Local Council Award Scheme

Proposed by Cllr J. Broom and seconded by Cllr S. Larcombe members agreed to note the report and to **RECOMMEND TO FULL COUNCIL** to defer the target date for achieving the Quality Gold Award of the Local Council Award Scheme to 30 September 2018.

17/26/HR Health and Safety

The town clerk said the council needed to get the health and safety panel running again. He said the newly-appointed operations manager was qualified in health and safety and would take the lead on this.

The town clerk said discussions had taken place with external health and safety consultants to assist in the implementation of the council's health and safety programme and he was looking at a timetable to complete the work by 31 March 2018.

Proposed by Cllr O. Lovell and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the appointment of a consultant undertake a health and safety audit, develop a compliance programme and oversee the implementation of the compliance programme.

17/27/HR Working Patterns and Pay

Some members were concerned time-off-in-lieu (TOIL) rather than paid overtime may result in staff taking time off work when they were needed in the office.

The town clerk said the office was fairly flexible about time off arrangements and time off was not granted if employees were needed in the office. He said there was a policy which stated no more than two days' TOIL could be carried over to the next month but, at the town clerk's discretion, this could be waived.

Cllr Mrs C. Reynolds said office and external staff should be treated the same with regards to TOIL and overtime.

Cllr Mrs M. Ellis said it should be up to the individual to choose whether they would prefer to take TOIL or paid overtime.

Proposed by Cllr O. Lovell and seconded by Cllr J. Broom members agreed to **RECOMMEND TO FULL COUNCIL** that 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, and 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).

Cllr Mrs M. Ellis left the meeting at 8.15pm.

17/28/HR Staff Leave Entitlement

The town clerk explained employees current leave entitlement, i.e. after 10 years' service and then after each additional five years' service an employee received an extra two days' annual leave. The town clerk said LRTC varied from other councils in not having a maximum leave entitlement and suggested members may wish to consider introducing a cap.

Cllr Mrs M. Ellis returned to the meeting at 8.17pm.

Cllr B. Larcombe said introducing consistency with a maximum into contracts for new members of staff and trying to cap contracts for existing staff would not be without difficulty. He said the HR consultant could advise on this and any acquired or reserved rights that might need to be acknowledged.

Proposed by Cllr O. Lovell and seconded by Cllr J. Broom members agreed to **RECOMMEND TO FULL COUNCIL** to keep a watching brief on leave entitlement and refer the matter to the external HR consultant, with a view to introducing a cap

for new employees of 27 days, and to seek further advice on harmonising leave entitlement with other councils.

17/29/17 Enterprise Advisor Network

Cllr O. Lovell said the council had been to the local schools with summer work before and had not had much response.

Cllr Mrs M. Ellis said working with the Enterprise Advisor Network may encourage more response from the local schools.

Members noted the report.

17/30/HR Former Post-holder 213

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, 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 the financial or business affairs of a 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.

17/31/HR Exempt Business

a) Former Post-holder 213

Members noted the report.

The meeting closed at 8.46pm.