

**LYME REGIS TOWN COUNCIL**

**HUMAN RESOURCES COMMITTEE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 27 SEPTEMBER 2017**

**Present**

**Chairman:** Cllr B. Larcombe

**Members:** Cllr J. Broom, Cllr Mrs M. Ellis, 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)

**Guests:** Ms K. Motteram (MotteramHR)

**17/32/HR Public Forum**

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

**17/33/HR Apologies**

Cllr D. Hallett – illness

Cllr G. Turner – coastguard meeting

**17/34/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 19 July 2017**

Cllr Mrs M. Ellis requested in minute number 17/24/HR, the word 'would' be amended to 'should'.

Cllr B. Larcombe requested in minute number 17/27/HR, his comments be amended to, '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.'

Proposed by Cllr J. Broom and seconded by Cllr O. Lovell, with the above amendments, the minutes of the meeting held on 19 July 2017 were **ADOPTED**.

**17/35/HR Disclosable Pecuniary Interests**

There were no disclosable pecuniary interests.

**17/36/HR Dispensations**

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

**17/37/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 19 July 2017**

Members noted the report.

**17/38/HR Update Report**

Members noted the report.

**17/39/HR Review of the Bullying and Harassment Policy and Procedure**

Cllr J. Broom said the review date was wrong on page three of the policy and procedure, and should be changed to 2020, which members agreed.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom members agreed to **RECOMMEND TO FULL COUNCIL** to approve the bullying and harassment policy and procedure, as amended by the Human Resources Committee.

**17/40/HR Postholder 214, Six-Month Probation Report**

Proposed by Cllr Mrs 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 matters relating to an individual.

**17/41/HR Postholder 108, Six-Month Probation Report**

Proposed by Cllr Mrs 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 matters relating to an individual.

**17/42/HR Contracts of Employment**

Proposed by Cllr Mrs 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 matters relating to an individual.

**17/43/HR Exempt Business**

**a) Contracts of Employment**

The town clerk clarified the implementation date for the new contracts would be March 2018.

The town clerk said there were inconsistencies in the current documents the council had in place and this had to change in order to standardise all employees' contracts and their terms.

The town clerk said Katherine Motteram, of MotteramHR, had been approached to undertake some work on a fixed price basis, and if the council was happy with this work, Ms Motteram would look at reviewing all the council's policies and procedures. He said an interim report would be brought to the next meeting of this committee.

Cllr Mrs C. Reynolds said she would like to see a female member of the committee working with the town clerk and committee chairman on the implementation of the contracts, and suggested Cllr Mrs M. Ellis, but this was not agreed.

Ms Motteram outlined the process for implementing new contracts and the process the council needed to follow to inform and consult with staff. She advised holding an initial meeting to inform all employees, prior to holding individual consultations.

Cllr Mrs M. Ellis reminded members of the confidentiality of this issue and said members should not give opinions which could interfere with the consultation process.

Cllr O. Lovell said he was happy for the chairman and town clerk to deal with MotteramHR, however if an employee had a grievance with the situation they should be able to approach any member and have them attend all consultations with them.

The town clerk advised against this. He said it was important the committee's position was not undermined and members should avoid the risk of a conflict of interests which could arise if they represented an individual employee. He said if any employee had concerns, another member of staff or a trade union representative could attend consultations with them.

Members discussed how amendments could be made to the draft contract without pushing the timescale back.

Ms Motteram said it was important to set a timescale to allow for a smooth consultation period. She said due to the consultation process, implementation dates for employees would vary anyway, but it was important to have a final date to stick to.

It was decided any amendments could be made and brought to the next Full Council meeting on 1 November 2017 to be agreed, rather than waiting a whole cycle of meetings.

Proposed by Cllr O. Lovell and seconded by Cllr J. Broom members agreed to **RECOMMEND TO FULL COUNCIL** to approve the draft contracts of employment, to include minor amendments that don't change the spirit of the contract, and that this be brought to Full Council on 1 November 2017, and an implementation date of 1 March 2018.

Proposed by Cllr O. Lovell and seconded by Cllr J. Broom members agreed to **RECOMMEND TO FULL COUNCIL** that this project is led by the town clerk in consultation with the chairman of this committee.

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis members agreed to **RECOMMEND TO FULL COUNCIL** to approve the appointment of MotteramHR to advise the council on the transition from 'statements of particulars' to contracts of employment, to review its human resources' policies and procedures, and to produce a staff handbook.

**b) Postholder 214, Six-Month Probation Report**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** to approve postholder 214's continued employment for the remainder of the two-year fixed-term contract.

**c) Postholder 108, Six-Month Probation Report**

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve postholder 108's continued employment for the remainder of the two-year fixed-term contract.

Meeting note: While in exempt business, Cllr B. Larcombe informed the committee a formal grievance had been lodged and was being progressed.

*The meeting closed at 8.17pm.*