

**LYME REGIS TOWN COUNCIL**

**HUMAN RESOURCES COMMITTEE**

**MINUTES OF THE MEETING HELD ON TUESDAY 24 APRIL 2018**

**Present**

**Chairman:** Cllr B. Larcombe

**Members:** Cllr J. Broom, Cllr Mrs M. Ellis, Cllr O. Lovell, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

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

**Absent:** Cllr D. Hallett

**17/85/HR Public Forum**

There were no members of the public present.

**17/86/HR Apologies**

Cllr S. Larcombe

**17/87/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 21 February 2018**

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, the minutes of the meeting held on 21 February were **ADOPTED**.

**17/88/HR Disclosable Pecuniary Interests**

There were no disclosable pecuniary interests.

**17/89/HR Dispensations**

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

**17/90/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 21 February 2018**

**Apprentices**

Cllr B. Larcombe said Government was looking again at apprenticeships as there were concerns some may represent cheap labour and did not represent the kind of work or training depth traditionally regarded as real

apprenticeships. He said the new council administration would need to look at its own apprenticeship scheme with this in mind when considering its total staff resource and whether to take on further apprentices.

*Cllr O. Lovell arrived at 7.08pm.*

**17/91/HR Update Report**

**Seasonal enforcement officer**

The town clerk said officers had been approached by the previous seasonal enforcement officer to see if the position would be available again this year. He said following consultation with the chairman, the candidate would be appointed as he was familiar with the role requirements, his performance had been good, and there had been a poor level of response in previous recruitment campaigns. His appointment would save time and expense.

There was member support for this.

**17/92/HR To receive the minutes of the Health and Safety Committee meeting held on 12 March 2018**

Cllr Mrs M. Ellis said the Health and Safety Committee was making progress and the operations manager was working hard to rectify issues outlined in the health and safety audit.

Members asked if fire safety logs and fire risk assessments were up-to-date and kept at each town council building.

The town clerk said this would be followed up and implemented if required.

Members discussed the suitability of the town council office building, the health and safety implications on staff and members of the public and the need for investment.

Cllr B. Larcombe suggested the council offices could look to relocate to St Michael's Business Centre, and requested this be considered by a future Strategy and Finance Committee.

**17/93/HR Update to the Health and Safety Policy**

Cllr B. Larcombe asked for the word 'people' in paragraph 1.1 to be changed to 'councillors and members of the public' to ensure the policy was clear.

Cllr B. Larcombe said the word 'regularly' in paragraph 9.4 was vague and asked that the frequency be specified e.g. 'once a year'.

Cllr B. Larcombe asked for the words 'eye and' in paragraph 16.1 to be deleted as the sentence did not make sense.

Cllr Mrs M. Ellis said names of the Health and Safety Committee should not be included in the policy, in case committee members changed. Paragraph 2.1 should read 'consists of the mayor as chairman, councillors, the town clerk, the operations manager, the staff representative and secretary.'

Cllr B. Larcombe said, in paragraph 2.3, no name should be included. The first sentence should be deleted and the second sentence should read 'to the town clerk, operations manager or staff representative.'

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the updated health and safety policy, as amended by the Human Resources Committee.

## **17/94/HR Contracts of Employment**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom 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 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.

The town clerk said the report incorporated all considerations that had been brought to the Human Resources Committee and all decisions made, as well as the cost of the HR consultant.

Cllr O. Lovell asked if all employees were happy with their contract. He said he would like the committee to have seen the contract and covering letter.

The town clerk said he would bring a model contract to the next meeting of this committee.

The town clerk said half the employees had already signed their contract of employment and the ultimate test would be if everyone signed their contract. He said this had been a very time-consuming task, and thanked the administrative officer for all the work she had put in.

Cllr B. Larcombe said the completion of this represented a significant piece of work in the term of this council and provided a basis upon which future terms and conditions changes could be applied.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** Cllr Mrs M. Ellis, Cllr B. Larcombe and Cllr O. Lovell sit on a remuneration panel to review the pay of the enforcement officers.

**17/95/HR Member Attendance**

Cllr S. Williams said he would like to see a breakdown of individual members' attendance and there was general support for this.

The town clerk said the district and county councils recorded this and it was agreed the next time this report was brought to committee, it would include a breakdown of individual members' attendance and it would be published on the website.

Cllr B. Larcombe suggested this information be included in the annual report.

**17/96/HR Employee Attendance**

The town clerk said the overall level of sickness was very low, with nine members of staff having not had one day off in a year.

Members discussed productivity and possible introduction of timesheets, attendance recording, clocking in-and-out systems.

It was also felt important to be able to determine effectiveness and performance.

The town clerk said he was aware of issues of productivity and had discussed these with line-managers. He said this would be included on a future agenda.

**19/98/HR Extreme Weather and Staff Working Arrangements**

Cllr S. Williams said there used to be a plan in place for working during bad weather conditions.

The town clerk said on both occasions, the decision was made between himself or the deputy town clerk and the mayor, and at the time of making those decisions, it was based on a judgement call.

Members discussed whether a policy needed to be put in place in the event of extreme weather.

The town clerk said situations such as these were unlikely to arise more than once every few years, and at these times a decision for staff working arrangements would be made by himself in conjunction with the mayor.

**19/99/HR Overtime Payment**

Cllr B. Larcombe said he believed the HR committee needed to have an idea of how much overtime was being worked and how much time-off-in-lieu (TOIL) was being taken to ensure there were no underlying resourcing issues. He circulated a draft spreadsheet for recording TOIL.

The town clerk said the issue of staff TOIL was down to him to manage and staff were entitled to claim the hours worked.

Cllr Mrs M. Ellis said office staff now had the option of taking either TOIL or overtime payments, therefore TOIL taken would likely reduce.

Cllr O. Lovell said members needed to be aware of the TOIL figures as they had never seen them before.

The town clerk said members needed to decide what they wanted to do with this information before being presented with it. He said some staff accrued lots of TOIL by attending regular meetings and did not end up using all the time they were owed.

It was proposed by Cllr Mrs M. Ellis that TOIL and overtime reports be brought to the Human Resources Committee every six months.

This motion was not seconded.

The town clerk said he could provide members with two years' worth of historical TOIL records for half a day or more, to give an idea of how much TOIL is taken.

Proposed by Cllr O. Lovell and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to report two years' historical TOIL records to the Human Resources committee before deciding how often this information needed to be considered.

*The meeting ended at 8.36pm.*