



John Wright  
Town Clerk

## Lyme Regis Town Council

Town Council Offices  
Guildhall Cottage  
Church Street  
Lyme Regis  
Dorset  
DT7 3BS

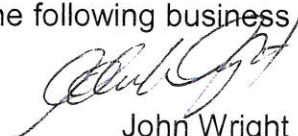
email: [enquiries@lymeregistowncouncil.gov.uk](mailto:enquiries@lymeregistowncouncil.gov.uk)

Tel: 01297 445175  
Fax: 01297 443773

### Human Resources Committee

**Core Membership:** Cllr B. Larcombe (chairman), Cllr S. Williams (vice-chairman), Cllr J. Broom, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr S. Larcombe, Cllr O. Lovell, Cllr Mrs C. Reynolds, Cllr G. Turner.

Notice is hereby given of a meeting of the Human Resources Committee to be held in the Guildhall, Bridge Street, Lyme Regis, on 26 September 2018 commencing at 7pm when the following business is proposed to be transacted:

  
John Wright  
Town Clerk  
21.09.18

### 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 18 July 2018 (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 18 July 2018**

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. Health and Safety Committee Minutes**

To receive the minutes of the Health and Safety Committee meeting held on 2 September 2018

**9. Gardener, Six-Month Probation Review**

To allow members to confirm the gardener's permanent appointment

*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*

**10. Operations Supervisor/Lengthsman, Six-Month Probation Review**

To allow members to review the operations supervisor/lengthsman's appointment

*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*

**11. Individual Performance Recognition and Bonus Award Payments**

To allow members to consider a one-off payment to one or more members of staff in recognition of the work they have undertaken

*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*

**12. Weed spraying**

To allow members to consider the wider debate around glyphosate-based products such as Roundup and confirm a way forward following the health and safety committee debate

**13. Post-holder 101 Sickness Absence**

To inform members of the sickness absence of post-holder 101

*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*

**14. Post-holder 204 Sickness Absence**

To inform members of the sickness absence of post-holder 204

*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 9 – Gardener, Six-Month Probation Review**
- b) **Agenda item 10 – Operations Supervisor/Lengthsman, Six-Month Probation Review**
- c) **Agenda item 11 – Individual Performance Recognition and Bonus Award Payments**
- d) **Agenda item 13 – Post-holder 101 Sickness Absence**
- e) **Agenda item 14 – Post-holder 204 Sickness Absence**

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 18 JULY 2018

**Present**

**Chairman:** Cllr B. Larcombe

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

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

**18/16/HR Public Forum**

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

**18/17/HR Apologies**

There were none.

**18/18/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 6 June 2018**

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, the minutes of the meeting held on 6 June 2018 were **ADOPTED**.

**18/19/HR Disclosable Pecuniary Interests**

There were none.

**18/20/HR Dispensations**

There were none.

**18/21/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 6 June 2018**

Cllr D. Hallett said he believed some members of staff were still not happy to undertake spraying work.

The operations manager said he had assured everyone in the external works' team they would be covered under the council's insurance when spraying, providing they followed council procedures and the training they had received.

**18/22/HR      Update Report**

Members noted the report.

**18/23/HR      Health and Safety Committee Minutes**

Although not specifically referred to in the minutes of the Health and Safety Committee, members discussed spraying work and the operations manager said the majority of the external gardening team were trained to do this. He said he was looking to update the teams' training however, as although the qualification does not expire, some courses were undertaken in 2011 and it was important to keep employees up-to-date.

**18/24/HR      Local Council Award Scheme**

The town clerk briefly outlined why the council was seeking the gold award and areas which needed to be worked on to achieve this.

Cllr B. Larcombe asked why the Lyme Voice had not been active yet, as it had been launched a while ago.

The town clerk said the council wanted to work with LymeForward to identify the most appropriate questions to ask the general public. He said the council would be launching questions relating to the Hydrock survey in the next few weeks.

Proposed by Cllr J. Broom and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to defer the target date for achieving the Quality Gold Award of the Local Council Award Scheme to 31 March 2020 and approve the following actions:

- In conjunction with LymeForward and the police, the council takes the lead in developing a safer neighbourhood strategy. This strategy would be considered by the Tourism, Community and Publicity Committee on 23 January 2019
- The council determines its approach to CCTV by 31 December 2018
- A community engagement strategy is developed and considered by the Tourism, Community and Publicity Committee on 23 January 2019
- As part of its preparation for a new administration in May 2019, the council develops a comprehensive induction and training programme for members
- The council considers how to address the current internal conflict among members and what measures it can take to mitigate bringing the council into disrepute.



**18/25/HR Improving Productivity**

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs M. Ellis 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.

Members discussed the report and agreed any review of productivity should be applied to the council as a whole.

The town clerk outlined practices which were not effective within the external works' team. He said a separate report would be brought to this committee regarding the internal office team.

Members agreed staff having reasonable breaks was acceptable and a certain amount of trust and discretion would have to be applied.

The town clerk said it may be beneficial to the council to have some gardeners who worked more hours in the summer and less hours in the winter. He said this would relieve pressure in the crucial months of the year and may be attractive to the team, as the pay would be enhanced, due to non-standard hours resulting in an enhanced rate of pay.

Members raised concerns the team would struggle to complete tasks in the winter months, if the majority of staff opted for the variable hours' contract.

The town clerk said this new pattern of working would be offered to the existing gardeners on a voluntary basis, but this working pattern could be written into future employees' job descriptions.

The town clerk said it was important for members to support the operations manager and operations supervisor/lengthsman moving forward.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to endorse the removal of paid breaks to all employees.

Proposed by Cllr S. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to note management action on 'doubling up' and works' programming.

Proposed by Cllr S Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the introduction of variable hours' contracts for the existing gardening team on a voluntary basis.

### AGENDA ITEM 3

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the appointment to all subsequent gardening vacancies on variable hours' contracts.

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the deletion of the seasonal gardener and apprentice gardener posts and their replacement with a permanent full-time gardener on a variable hours' contract.

*The meeting closed at 9.00pm.*

**Committee:** Human Resources

**Date:** 26 September 2018

**Title:** Matters arising from the minutes of the previous Human Resources Committee meeting held on 18 July 2018

**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**

**18/14/HR – Work Experience**

Eve Dawson finished her work experience placement with the council in August. A report of her findings will be sent to the meeting of the Town Management and Highways committee on 3 October 2018 or 14 November 2018.

John Wright  
Town clerk  
September 2018



**Committee:** Human Resources

**Date:** 26 September 2018

**Title:** Update Report

**Purpose of Report**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**Seasonal to Full-Time Gardener**

Callum Taylor has been appointed to the newly created gardener position with effect from 1 October 2018. His hours will be constructed across a 47hr/37hr/27hr week between Monday to Friday, biased in favour of summer working.

**Seasonal Enforcement**

Jon Mitchell's employment terminated on 15 September 2018 at the end of his seasonal contract.

**Administrative Assistant**

Franki Heffernan has resigned her post as administrative assistant, her last day working at the council will be 16 October 2018.

This post has been advertised in the usual ways and the closing date for applicants is 5 October 2018, with interviews on 12 October 2018.

**Staffing Issue**

On 7 August 2018, an extraordinary Full Council approved, among other things, the following recommendation:

'The roles and responsibilities within post holder 101's team be reviewed, including the division of current work between the two posts concerned, the potential for additional areas of work to be managed within that team in the future and the position within the staff structure of post holder 101, and a report be brought back to the next meeting of the Human Resources Committee.'

Post-holder 101 has been off sick since 10 August 2018 and, as a consequence, it has not been possible to undertake this review.

## **AGENDA ITEM 7**

A report will be brought to the next meeting of this committee.

John Wright  
Town clerk  
September 2018

**LYME REGIS TOWN COUNCIL  
HEALTH AND SAFETY COMMITTEE**

**MINUTES OF THE MEETING HELD ON MONDAY 3 SEPTEMBER 2018**

**Present**

**Chairman:** Cllr Mrs M. Ellis

**Members:** Cllr J. Broom, Cllr Mrs M. Ellis, Mr A. Jeffries, Cllr S. Miller, Cllr S. Williams

**Officers:** Mr M. Adamson-Drage (operations manager), Miss F. Heffernan (administrative assistant)

**Apologies**

There were none.

**To confirm the accuracy of the minutes of the Health and Safety Committee meeting held on 14 May 2018**

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, the minutes of the meeting held on 14 May 2018 were **ADOPTED**.

**Matters Arising**

The operations manager said a fire drill was held on 7 June 2018 and executed successfully, all staff responded quickly, and the new fire doors released as expected. He also said staff had the opportunity to use an out-of-date fire extinguisher as most had never seen one in use.

Cllr S. Williams said the office needed an emergency exit.

The operations manager agreed but said it would be best to wait until it was clear whether moving offices was an option before making changes to the current office building.

The operations manager said the audit action plan was almost complete and he would arrange for the same auditor to revisit in November, to report back to the next meeting of this committee.

Members were informed Evergreen Renewable Energy had checked some circuits, but no certificates had been received as yet. The operations manager said he would follow this up.

The operations manager said the environmental policy was to be updated and would be sent to the next meeting of the Strategy and Finance committee.

### **Accidents, Injuries and Near Misses**

The operations manager reported there had been none in the office and only minor injuries within the external works' team, which could not have been prevented by making general changes to the workforce.

### **Fire Safety Records/Playgrounds/Automated External Defibrillator (AED)**

Cllr J. Broom asked about splits in the wood at Anning Road playpark, as it was brought up on the Annual Playground Safety Audit.

The operations manager said this was very low risk and would monitor it. A wood preservative may help.

### **Inspections**

The operations manager said he or the operations supervisor/lengthsman regularly inspected council machinery and all machinery was now tagged.

### **Training**

The operations manager said he and the senior admin assistant had undertaken a Display Screen Equipment (DSE) course, after which the senior admin assistant was to check all office staff had their screens at the correct height and their chairs were suitable. He said this would be checked annually.

The operations manager said three members of the external works' team had been on a spraying training course.

The operations manager said he would arrange a chapter 12 course for the enforcement officers.

### **Events H&S – Food Rocks**

The operations manager said the external works' team would put up heras fencing on the flat roof area above the arcade.

Cllr J. Broom said the organiser needed to be made aware how many bins would be needed and when they should be emptied.

### **Chemical Spraying – Glyphosate debate**

The operations manager explained there were mixed opinions about spraying with glyphosate (the active ingredient of Roundup) around the world. This largely came about in 2015 when the World Health Organisation's International Agency for Research on Cancer produced a report upgraded glyphosate from a possible carcinogen to a probable carcinogen. The product however remained licenced around the world although some countries considered banning it. After much debate and scientific discussion in 2017 the EU re-licenced glyphosate for another five years. There are currently five town and parish councils, including Glastonbury, who are pesticide free but all the county and city councils still use the product.

Cllr Mrs M. Ellis asked the operations manager to find out things like cost implications and how well it worked from Glastonbury council to see if this would be a viable option for Lyme Regis.

Cllr S. Miller said he believed the council should anticipate what will likely happen in five years' time and move away from glyphosate-based products.

There was general agreement for this.

The operations manager said he would explore other options.

**Work Related Stress – review LRTC H&S Policy paragraph 15**

Members discussed whether the policy needed to be reviewed by the Human Resources committee.

It was decided the policy should be reviewed at the date already set by the Human Resources committee, May 2019.

**Next meeting date**

It was decided the next meeting date would be 3 December 2018 at 2pm.

Cllr S. Miller asked for it to be noted that, since the health and safety audit, strides had been made towards making health and safety workable, achievable and identifiable in the organisation.

*The meeting ended at 2.38pm.*

**Committee:** Human Resources

**Date:** 26 September 2018

**Title:** Weed spraying

**Purpose**

To allow members to consider the wider debate around glyphosate-based products such as Roundup and confirm a way forward following the health and safety committee debate

**Recommendation**

Members continue to sanction weed spraying with glyphosate-based products while keeping the product under review

**Background**

1. In March 2015 the World Health Organisation's International Agency for Research on Cancer produced a report which detailed glyphosate as a probable carcinogen. The product remained licenced in the EU, although this provoked much debate with some countries considering banning it. In 2017 the EU re-licenced glyphosate for another five years, as the scientific evidence was not compelling enough to ban it.
2. There are currently five councils who are pesticide free in the UK; Wadebridge, Glastonbury, Lewes, Frensham and Hammersmith & Fulham. Residents of 19 other towns in the UK have begun pesticide-free campaigns to convince their councils to reduce and eliminate the use of glyphosate.
3. All county and city councils in the UK continue to use glyphosate as it is an EU licensed product until 2022. Around the world Sri Lanka, Belgium, Bermuda, Saudi Arabia, Kuwait, Qatar, Bahrain, Oman and the United Arab Emirates have either banned or stopped using the product. The Netherlands have banned non-commercial use and France has pledged to ban it by 2020. In 2018, six EU member states signed a letter to the EU Commission calling for an exit plan on the use of glyphosate. They were France, Belgium, Greece, Luxembourg, Slovenia and Malta.

**Report**

4. The health and safety committee discussed the issue recently and came to general agreement that we should eliminate our use of glyphosate, as long as a suitable alternative could be found.



5. Subsequently, the operations manager contacted Glastonbury Town Council to enquire into alternative weed control. They have found the best method is to use a hot foam starch product which requires vehicle mounted apparatus applied with a hose and lance. In hindsight, they have found this restrictive and costly, as the vehicle cannot get everywhere required and the apparatus was approximately £6000 second-hand. It is also not very effective on deep rooted weeds and they now resort to hand weeding in some areas.
6. With the benefit of evidence of the best alternative from Glastonbury Town Council it is recommended that we continue to use glyphosate, but keep the product under review.
7. Any recommendations will be considered by the Full Council on 31 October 2018.

Matt Adamson-Drage  
Operations manager  
September 2018