



John Wright
Town Clerk

Lyme Regis Town Council

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

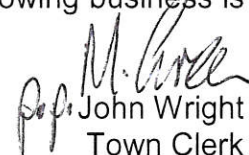
email: enquiries@lymeregistowncouncil.gov.uk

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 J. Scowen, 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 20 February 2019 commencing at 7pm when the following business is proposed to be transacted:


John Wright
Town Clerk
15.02.19

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 9 January 2019 (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 9 January 2019

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. The Town Clerk's Annual Appraisal and Pay Scale Progression

To allow members to consider the town clerk's performance and progression to spinal column point 50

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

9. Deputy Town Clerk, Appraisal

To allow members to consider the deputy town clerk's performance

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 Manager, Spinal Column Point Progression

To allow members to consider the operations manager's performance and progression to the next spinal column point on his salary scale from 1 April 2019

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. Employees' Annual Spinal Point Column Progression and Pay Arrangements for Other Employees for 2019-20

To inform members of employees' progression through their spinal column point range arising out of their annual appraisals and of the pay arrangement for other council employees for 2019-20

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. The Town Clerk's Objectives 2019-20

To approve the town clerk's objectives for 2019-20

13. Works' Supervisor/Lengthsman – Spinal Column Point Progression

To allow members to consider approving an additional spinal column point and an additional increment to the works' supervisor/lengthsman's pay, in recognition of attainment of a level 3 qualification

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. Employee Pay

To inform members of changes to pay brought about by the council's policy commitment to pay the 'real living wage' and changes to NJC pay and grading

To allow members to consider whether to undertake a pay review in 2020

15. Personnel Issue

To allow members to consider the latest position regarding postholder 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

16. 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 8 – The Town Clerk's Annual Appraisal and Pay Scale Progression

b) Agenda item 9 – Deputy Town Clerk, Appraisal

c) Agenda item 10 – Operations Manager, Spinal Column Point Progression

d) Agenda item 11 – Employees' Annual Spinal Point Column Progression and Pay Arrangements for Other Employees for 2019-20

- e) Agenda item 13 – Works' Supervisor/Lengthsman – Spinal Column Point Progression
- f) Agenda item 15 – Personnel Issue

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 9 JANUARY 2019

Present

Chairman: Cllr B. Larcombe

Members: Cllr J. Broom, Cllr D. Hallett, Cllr Mrs M. Ellis, Cllr S. Larcombe, Cllr Cllr J. Scowen, Cllr S. Williams

Officers: Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

18/59/HR Public Forum

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

18/60/HR Apologies

Cllr Mrs C. Reynolds – illness
Cllr O. Lovell
Cllr G. Turner

18/61/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 7 November 2018

Proposed by Cllr J. Broom and seconded by Cllr S. Larcombe, the minutes of the meeting held on 7 November 2018 were **ADOPTED**.

18/62/HR Disclosable Pecuniary Interests

There were none.

18/63/HR Dispensations

There were none.

18/64/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 7 November 2018

Members noted the report.

18/65/HR Update Report

Training award delay

AGENDA ITEM 3

Cllr Mrs M. Ellis said those who would be awarded a pay increment on attainment of a relevant qualification should have the payments backdated to when they completed the training.

The town clerk said if this matter was not resolved by the next meeting of this committee, he would bring a report to members suggesting the operations supervisor was awarded the pay increment, which would be backdated.

The town clerk said the situation was more complicated regarding the gardener, as a delay in final awarding body approval meant he could not move on to the next level of qualification, which was out of the council's control.

18/66/HR To receive the minutes of the Health and Safety Committee meeting held on 3 September 2018

The minutes were **RECEIVED**.

18/67/HR Health and Safety Audit Report

Members agreed there was definite improvement in the council's health and safety standards and commended the operations manager for the hard work he had put in to achieve a higher grading.

The town clerk said another audit would be commissioned for November 2019, when the council's aspiration would be to achieve grade B. He said for an organisation of this size, progressing beyond grade B would be difficult and the council needed to be realistic about what it could achieve.

The town clerk said there would be a focus on areas which scored below 70, while still maintaining standards in areas which achieved a sufficient score.

18/68/HR Reception Team Reporting Line

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 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.

18/69/HR Gardener/Maintenance Person Probation Review

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 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

AGENDA ITEM 3

1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

18/70/HR **Seafront Attendant, Six-Month Probation Review**

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 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.

18/71/HR **Sickness Absence**

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 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.

18/72/HR **Exempt Business**

a) **Reception Team Reporting Line**

Mrs A. Mullins left the meeting at 7.26pm.

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the transfer of the reporting line for the reception team from the deputy town clerk to the administrative officer.

Mrs A. Mullins returned to the meeting at 7.43pm.

b) **Gardener/Maintenance Person Probation Review**

The town clerk said the operations manager was still having discussions with the post holder about chemical weed spraying. Therefore, the approval of his probation would be subject to the post holder's agreement to spray.

Members discussed the issue of weed spraying in general, as it was suggested none of the gardeners wanted to spray.

There was some concern over the safety of chemical weed spraying and it was suggested this function could be contracted out externally.

AGENDA ITEM 3

However, members were reminded this matter had been discussed several times and the council had agreed it wanted the workforce to spray, therefore officers should be supported in this matter.

The town clerk said the post holder remained on probation and there had to be a time limit for resolving this matter. As such, the post holder had been given until 31 January 2019 to make a decision.

It was agreed an update would be provided to members at the Full Council meeting on 13 February 2019 on whether the post holder had agreed to spray or the operations manager had had to commence the procedure for terminating the post holder's employment with the council.

Cllr J. Scowen asked for a recorded vote on the following motion:

Proposed by Cllr J. Broom and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the gardener/maintenance person's continued employment with the council, subject to the employee's agreement to do chemical weed spraying by 31 January 2019.

Voted for – Cllr J. Broom, Cllr Mrs M. Ellis, Cllr S. Williams, Cllr S. Larcombe, Cllr B. Larcombe

Voted against – Cllr J. Scowen, Cllr D. Hallett

Abstentions – None

c) **Seafront Attendant, Six-Month Probation Review**

The town clerk said the approval of the post holder's probation would be subject to a formal probationary report, but he had no reason to believe it would be anything other than satisfactory.

Proposed by Cllr S. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the seafront attendant's continued employment with the council, effective from 30 January 2019.

d) **Sickness Absence**

The town clerk said officers had been having discussions with Unison.

Cllr D. Hallett asked to see a copy of the letter which was sent to the post holder, which triggered his sickness absence.

The town clerk said the letter was written by the post holder's line manager, and he understood it outlined the decisions of the extraordinary Full Council meeting on 7 August 2018.

The meeting ended at 8.53pm.

Committee: Human Resources

Date: 20 February 2019

Title: Matters arising from the minutes of the previous Human Resources Committee meeting held on 9 January 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

18/69/HR – Gardener/Maintenance Person Probation Review

The postholder committed to carrying out chemical weed spraying and his permanent appointment has therefore been approved.

18/70/HR – Seafront Attendant, Six-Month Probation Review

There were no issues between the date of the last meeting and 30 January 2019, when the postholder reached the end of his six-month probation period. As such, his permanent appointment has been approved.

John Wright
Town clerk
February 2019

Committee: Human Resources

Date: 20 February 2019

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Driving licence training

Both employees have started their driving lessons.

Head gardener

The head gardener handed in his notice on 2 January 2019 and his last day with the council was 1 February 2019.

Recruitment commenced on 18 January 2019 with a deadline of 3 February for applications. By the closing date, only one application had been received but the candidate did not meet the criteria.

The post was re-advertised from 11 February 2019 and on this occasion, print adverts have been placed in three local publications, in addition to the council website, noticeboards and social media, and on recruitment website Indeed.

The deadline for applications is midday on Monday 25 February 2019.

Matt Adamson-Drage
Operations manager
February 2019

(Table continued)

1 April 2017 (current rates)				1 April 2018			1 April 2019		
SCP	£ per annum	£ per hour*	SCP	£ per annum	£ per hour*	New SCP	£ per annum	£ per hour*	
28	£24,964	12.94	28	£25,463	£13.20	22	£26,317	£13.64	
29	£25,951	13.45	29	£26,470	£13.72	23	£26,999	£13.99	
30	£26,822	13.90	30	£27,358	£14.18	24	£27,905	£14.46	
31	£27,668	14.34	31	£28,221	£14.63	25	£28,785	£14.92	
32	£28,485	14.76	32	£29,055	£15.06	26	£29,636	£15.36	
33	£29,323	15.20	33	£29,909	£15.50	27	£30,507	£15.81	
34	£30,153	15.63	34	£30,756	£15.94	28	£31,371	£16.26	
35	£30,785	15.96	35	£31,401	£16.28	29	£32,029	£16.60	
36	£31,601	16.38	36	£32,233	£16.71	30	£32,878	£17.04	
37	£32,486	16.84	37	£33,136	£17.18	31	£33,799	£17.52	
38	£33,437	17.33	38	£34,106	£17.68	32	£34,788	£18.03	
39	£34,538	17.90	39	£35,229	£18.26	33	£35,934	£18.63	
40	£35,444	18.37	40	£36,153	£18.74	34	£36,876	£19.11	
41	£36,379	18.86	41	£37,107	£19.23	35	£37,849	£19.62	
42	£37,306	19.34	42	£38,052	£19.72	36	£38,813	£20.12	
43	£38,237	19.82	43	£39,002	£20.22	37	£39,782	£20.62	
44	£39,177	20.31	44	£39,961	£20.71	38	£40,760	£21.13	
45	£40,057	20.76	45	£40,858	£21.18	39	£41,675	£21.60	
46	£41,025	21.26	46	£41,846	£21.69	40	£42,683	£22.12	
47	£41,967	21.75	47	£42,806	£22.19	41	£43,662	£22.63	
48	£42,899	22.24	48	£43,757	£22.68	42	£44,632	£23.13	
49	£43,821	22.71	49	£44,697	£23.17	43	£45,591	£23.63	

*hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week in the National Agreement 'Green Book')

APPENDIX
11A

Local Government Pay - Current and Proposed NJC Pay Scales

1 April 2017 (current rates)					1 April 2018			1 April 2019		
SCP	£ per annum	£ per hour*	SCP	£ per annum	£ per hour*	New SCP	£ per annum	£ per hour*		
6	£15,014	£7.78	6	£16,394	£8.50	1	£17,364	£9.00		
7	£15,115	£7.83	7	£16,495	£8.55					
8	£15,246	£7.90	8	£16,626	£8.62	2	£17,711	£9.18		
9	£15,375	£7.97	9	£16,755	£8.68					
10	£15,613	£8.09	10	£16,863	£8.74	3	£18,065	£9.36		
11	£15,807	£8.19	11	£17,007	£8.82					
12	£16,123	£8.36	12	£17,173	£8.90	4	£18,426	£9.55		
13	£16,491	£8.55	13	£17,391	£9.01					
14	£16,781	£8.70	14	£17,681	£9.16	5	£18,795	£9.74		
15	£17,072	£8.85	15	£17,972	£9.32					
16	£17,419	£9.03	16	£18,319	£9.50	6	£19,171	£9.94		
17	£17,772	£9.21	17	£18,672	£9.68					
18	£18,070	£9.37	18	£18,870	£9.78	7	£19,554	£10.14		
19	£18,746	£9.72	19	£19,446	£10.08	8	£19,945	£10.34		
20	£19,430	£10.07	20	£19,819	£10.27	9	£20,344	£10.54		
						10	£20,751	£10.76		
21	£20,138	£10.44	21	£20,541	£10.65	11	£21,166	£10.97		
22	£20,661	£10.71	22	£21,074	£10.92	12	£21,589	£11.19		
						13	£22,021	£11.41		
23	£21,268	£11.02	23	£21,693	£11.24	14	£22,462	£11.64		
24	£21,962	11.38	24	£22,401	£11.61	15	£22,911	£11.88		
						16	£23,369	£12.11		
25	£22,658	11.74	25	£23,111	£11.98	17	£23,836	£12.35		
						18	£24,313	£12.60		
26	£23,398	12.13	26	£23,866	£12.37	19	£24,799	£12.85		
27	£24,174	12.53	27	£24,657	£12.78	20	£25,295	£13.11		
						21	£25,801	£13.37		

*hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week in the National Agreement 'Green Book')

Committee: Human Resources

Date: 20 February 2019

Title: The Town Clerk's Objectives 2019-20

Purpose of Report

To approve the town clerk's objectives for 2019-20

Recommendation

Members approve the town clerk's objectives identified in paragraph 2

Background

1. The council's corporate plan¹, along with the requirement to manage the council's business activities and services, the administration of the governance process, and the ability to respond to external events, form the basis for the town clerk's 2019-20 objectives.
2. As in previous years, the town clerk's objectives are identified against three headings: projects, governance, and business systems and support. The projects are informed by ongoing projects and objectives identified in the 2019-20 budget.

Objectives	Completion date
Projects	
To complete the re-roofing of the Swim, arts and crafts centre and the amusement arcade.	Apr 2020
To outline a project plan for the refurbishment of the council's offices and to deliver the project to the agreed timescale	TBA
To achieve a compliance score of 70% (category B assessment) in the next health and safety audit	Nov 2019
To improve experiences for visitors with disabilities, including an accessibility audit	Mar 2020
To promote Lyme Regis to walkers, watersports' enthusiasts and foreign visitors	Mar 2020
To deliver the first phase of the Langmoor and Lister Gardens' lighting project.	May 2019
To develop proposals for further lighting of Langmoor and Lister gardens	Sep 2019
To implement the ZatPark back office system	Apr 2019
To implement the approved options from the Strawberry Fields option appraisal	Mar 2020
To refurbish Henry's Way play area using Sec 106	Sep 2019

¹ The corporate plan for 2018-23 will be presented to the Strategy and Finance Committee on 13 March 2019. The corporate plan 2017-22 will incorporate the budgeted objectives which were considered by the Strategy and Finance Committee and approved by the Full Council on 12 December 2018.

AGENDA ITEM 12

To implement the approved finding from the Hydrok study	Mar 2020
To submit a pre-planning application (incl. a heritage statement) for the Guildhall window	Apr 2018
To complete the second phase of day hut replacements on Marine Parade	Mar 2020
To introduce a signed walking trail (trim trail)	TBA
To conclude the use of assets on-and-around Monmouth Beach car park	Mar 2020
To work with members to develop an approach towards Dorset Council	Mar 2020
To end the TIC's lease with the council	Mar 2020
Following the approval of an asset management strategy develop a financed long-term implementation plan	Mar 2020
To obtain the gold standard of the Local Council Award Scheme	Sep 2020
Conclude the renewal of seafront railings	Mar 2020
To implement an induction programme for the new council administration	Jun 2020
Governance	
To achieve an unqualified external auditor's letter	Sep 2019
To comply with standing orders and financial regulations	Mar 2020
To retain the general power of competency	Mar 2020
Business systems and support	
To perform in accordance with the 2018-19 budget	Mar 2020
To examine external works' team expenditure and introduce appropriate controls	Mar 2020
To introduce preferred partners for the provision of building surveying and general building works	Mar 2020
To implement a strategy for the management and investment of the council's assets	Mar 2020

3. In addition to the projects listed above, the town clerk has suggested the following will require significant input from the staff team: developing new relationships and ways of working with a new administration; the implementation of the new website; the implementation of measures to comply with the Transparency Code and the General Data Protection Regulation; movement towards electronic data storage, and; if successful, actioning projects from the Coastal Communities Fund bid.
4. Any recommendations from this committee will be considered by the Full Council on 20 March 2019.

Cllr Michaela Ellis
Mayor
February 2019

Committee: Human Resources

Date: 20 February 2019

Title: Employee Pay

Purpose of Report

To inform members of changes to pay brought about by the council's policy commitment to pay the 'real living wage' and changes to NJC pay and grading

To allow members to consider whether to undertake a pay review in 2020

Recommendation

Members note the report and consider the appropriateness of a pay review in 2020

Background

1. On 22 March 2017, a report was brought to this committee on the impact of the living wage set by the Living Wage Foundation: the council's amenities assistants receive a supplement to bring their pay up to the living wage which has been retitled the real living wage.
2. The report to this committee informed members that the Living Wage Foundation pay rate was increasing at a higher level than local government pay awards and this was diminishing pay differentials among lower paid employees in the workforce.
3. Since March 2017, the real living wage has continued to increase at a rate above average local government pay increases. However, the nationally negotiated 2018-19 and 2019-20 pay agreement increased lower paid employees pay disproportionately and this has reduced the benefit from the 'real living wage'.
4. On 10 January 2018, a report to this committee informed members of the National Employers' final pay offer for 2018-19 and 2019-20. This offer was subsequently accepted.
5. Employees on Spinal Column Point (SCP) 20 and above, received a 2% pay increase on 1 April 2018 and will receive on average a 2% increase on 1 April 2019.
6. For employees below SCP 20, pay increases are higher; the council's lowest paid employees are on SCP 11 and were eligible for a 7.59% increase on 1 April 2018: on 1 April 2018, 18 of the council's establishment of 26 employees were below SCP 20 and received a pay increase greater than 2%.
7. The 2018-19 and 2019-20 pay agreement also introduced a new grading structure from 1 April 2019, onwards. The new grading structure consolidates

AGENDA ITEM 14

SCP 6¹ to 17 into six grades, i.e. 1-6. This impacts the SCP range and employees' position within that range: the SCP range from 1 April 2019 is SCP 1 to 43. Details of the old and new SCP ranges are appended to agenda item 11.

8. The impact of these changes erodes the historic pay differentials within the council's pay structure.
9. It is good practice to periodically review organisational pay; the last time the council undertook a comprehensive review of pay was in 2014. Consequently, it is proposed that a pay review is undertaken in 2020.
10. Any recommendations from this committee will be considered by the Full Council on 20 March 2019.

John Wright
Town clerk
February 2019

¹ The pre-April 2019 NJC pay scales start at SCP 6.