



John Wright
Town Clerk

Lyme Regis Town Council

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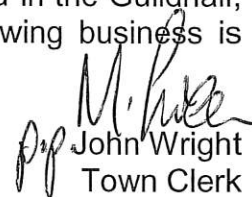
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Human Resources Committee

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 3 April 2019 commencing at 7pm when the following business is proposed to be transacted:


John Wright
Town Clerk
28.03.19

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 20 February 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 20 February 2019

There are no matters arising.

7. Update Report

To update members on issues previously reported to this committee

8. Head Gardener Position

To allow members to consider the head gardener post following failure to recruit for the position

9. Gardener/Maintenance Person, Six-Month Probation Review

To allow members to confirm the gardener/maintenance person's (post holder 215) 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. Personnel Issue

To inform members about the latest position with an ongoing personnel issue

11. 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/Maintenance Person, Six-Month Probation Review

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 20 FEBRUARY 2019

Present

Chairman: Cllr B. Larcombe

Members: Cllr J. Broom, Cllr Mrs M. Ellis, Cllr S. Larcombe, Cllr Cllr J. Scowen, Cllr G. Turner,

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

18/73/HR Public Forum

There were no members of the public present.

18/74/HR Apologies

Cllr D. Hallett – holiday
Cllr O. Lovell
Cllr Mrs C. Reynolds – attending another meeting
Cllr S. Williams – holiday

18/75/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 9 January 2019

Cllr B. Larcombe read out a paragraph he wanted to add to minute number 18/68/HR.

The town clerk said if the decision was consistent with the report to the committee, there was no need to include the detail in the minutes.

Members agreed to include the following to minute 16/68/HR: 'In line with the report and in recognition of existing arrangements, members agreed to the proposed transfer of reporting line'.

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, with the above amendment, the minutes of the meeting held on 9 January 2019 were **ADOPTED**.

18/78/HR Disclosable Pecuniary Interests

There were none.

18/79/HR Dispensations

There were none.

18/80/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 9 January 2019

The town clerk said the gardener/maintenance person had confirmed in writing he would carry out chemical weed spraying.

The town clerk confirmed the application form for the town council to become an associate member of South West Councils had been submitted and a meeting had been arranged.

18/81/HR Update Report

Head gardener

The town clerk said officers were not optimistic about the response the second recruitment advert would get, which may be due to the salary being at the bottom end of the range for this type of role.

The town clerk said if recruitment was not successful, the matter would be brought back to this committee, with two possible courses of action: review the salary, or review whether the post was required and therefore the responsibilities of the works' supervisor would be reviewed.

Cllr S. Larcombe suggested advertising the post at Kingston Maurward College.

18/82/HR The Town Clerk's Annual Appraisal and Pay Scale Progression

Proposed by Cllr S. 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 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.

18/83/HR Deputy Town Clerk, Appraisal

Proposed by Cllr S. 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 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.

18/84/HR Operations Manager, Spinal Column Point Progression

Proposed by Cllr S. 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 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.

18/85/HR Employees' Annual Spinal Column Point Progression and Pay Arrangements for Other Employees for 2019-20

Proposed by Cllr S. 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 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.

18/86/HR The Town Clerk's Objectives

Cllr B. Larcombe suggested highlighting which objectives were the town clerk's, and which were allocated to other employees or even members.

The town clerk said ultimately all the objectives were down to him but agreed to highlight which officers were responsible for each one.

It was acknowledged some objectives may be added or dropped over the next 12 months.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the town clerk's objectives for 2019-20.

18/87/HR Works' Supervisor/Lengthsman – Spinal Column Point Progression

Proposed by Cllr S. 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 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.

18/88/HR Employee Pay

The town clerk said he believed an organisation should look at what it pays employees every five or six years, with the last review being carried out by this council in 2013. He said the next administration may want to establish whether the council pays its employees broadly in line with the sector.

18/89/HR Personnel Issue

Proposed by Cllr S. 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 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.

18/90/HR Exempt Business

a) Personnel Issue

The deputy town clerk said a response had been received from the post holder's union representative with a counter-offer and he outlined what the counter-offer was.

The deputy town clerk said if the counter-offer was not accepted, the council would need to address the issue of the post-holder being on long-term sickness absence.

The town clerk said if members were inclined to accept the counter-offer, officers advised moving quickly to bring the matter to a conclusion. He suggested an extraordinary meeting was held on 27 February 2019 to formalise the council's position.

Members agreed the deputy town clerk should have a without prejudice discussion with the post holder's union representative as soon as possible to indicate the committee's position, but to make it clear any decision would need to be resolved by the Full Council.

Proposed by Cllr J. Scowen and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** that the deputy town clerk contacts post holder 101's union representative immediately to indicate the council would be willing to accept the counter-proposal, to agree the leaving of post holder 101 by mutual agreement at as early a date as possible in the interests of both the health and wellbeing of the post holder and the operational and business efficiency of the council.

The town clerk and deputy town clerk left the meeting at 7.43pm.

b) The Town Clerk's Annual Appraisal and Pay Scale Progression

Cllr B. Larcombe said there was no reference in the town clerk's objectives to managing staff and he suggested this was included. He said there needed to be more clarity about which were the town clerk's own objectives and which were delegated to other staff.

Cllr Mrs M. Ellis said the council needed to look at how other councils carried out appraisals for town clerks. She said the council deferring some objectives or adding new ones mid-year meant he hadn't been able to meet all his objectives.

Cllr B. Larcombe agreed other appraisal methods should be reviewed, including the use of 'unsatisfactory, satisfactory or exceeding' to measure the level of performance.

Cllr J. Scowen asked if the town clerk's performance had been assessed, or whether it was based only on the objectives he had been set.

Cllr B. Larcombe said the town clerk's performance was assessed on how well he carried out the objectives. He said there would need to be a good reason not to award a pay increment within the agreed scale, and satisfactory performance attracted an increment.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to note the town clerk's performance and approve his progression to spinal column point 50.

Cllr Mrs M. Ellis left the meeting at 7.55pm.

The town clerk returned to the meeting at 7.56pm.

c) Deputy Town Clerk, Appraisal

Members agreed the deputy town clerk was an asset to the council, especially in dealing with several major projects and issues. However, there was concern about his workload and the number of objectives he had.

The town clerk said he had discussed this with the deputy town clerk.

It was noted the deputy town clerk had reached the top of his pay scale.

d) Operations Manager, Spinal Column Point Progression

Members agreed the operations manager was an asset to the council.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the progression of the operations manager to spinal column point 35 from 1 April 2019.

e) **Employees' Annual Spinal Column Point Progression and Pay Arrangements for Other Employees for 2019-20**

Cllr B. Larcombe said the revised pay structure was not unique to this council, it was part of the national agreement.

It was noted the new spinal column point for post holder 210 was incorrect in the report; the correct point was 6.

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to note the spinal column point progression for post holders 217, 215, 216, 210, 105, 207, 218, 304 and 107.

e) **Works' Supervisor/Lengthsman – Spinal Column Point Progression**

Proposed by Cllr J. Scowen and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve an additional spinal column point (scp) for the works' supervisor/lengthsman, with a new range of 23 to 27, in recognition of attainment of a level 3 qualification, and to approve an additional increment from SCP 23 to 24, backdated to 1 August 2018.

The meeting ended at 8.52pm.

Committee: Human Resources

Date: 3 April 2019

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Administrative assistant

The administrative assistant has handed in her resignation and her last working day was 28 March 2018. As she was appointed less than six months ago, the council's recruitment and selection policy allows us to refer back to the shortlist and offer the post to one of the other applicants who met the criteria and was appointable to the role. Another of the candidates has been offered the post, subject to satisfactory references.

It is expected the new postholder will join start on Monday 13 May full-time, but as she is aware we are in need of cover whenever possible, she may be able to work several days in the interim.

Temporary finance officer

This post has been advertised on a temporary fixed-term contract of up to six months until associated personnel issues can be resolved. The primary focus of the job will be to deal with the council's year-end accounting processes.

There has been some interest in the role and a verbal update will be given at the meeting. Interviews are due to be held on Friday 5 April 2019.

Adrianne Mullins
Admin officer
March 2019

Committee: Human Resources

Date: 3 April 2019

Title: Head Gardener Position

Purpose

To allow members to consider the head gardener post following failure to recruit for the position

Recommendation

Members consider one of the three options at paragraph five in the report

Background

1. On 2 February 2019 the head gardener position became vacant. Officers advertised the position in the local press and websites. The closing date for applications was 3 February 2019. There was a poor response and those that did apply did not meet the criteria to warrant an interview.
2. Officers re-advertised in the local press and websites and further afield including the Midweek Herald, Bridport and Lyme Regis News and their partner agencies. The closing date for applications was 25 February 2019. Again, there was a poor response and those that did apply did not meet the criteria to warrant an interview.
3. Two late, but good, applications were received but not pursued to allow members to consider the way forward.

Report

4. One of the possible reasons for failing to recruit may have been the level of salary versus the level of responsibility. The position was advertised at spinal column point 19-22 (£19,945 - £21,589) for 37 hours a week with seasonal variations. The majority of head gardeners elsewhere earn significantly more than £21,589. The job description and person specification are attached at **appendices 8A and B**.
5. **Options**
 - a. Increase the salary and re-advertise the position. Members should be aware of the implications this would have on other supervisory salaries.
 - b. Change the responsibilities and retitle the post as gardens' team leader. Members should be aware that the 'dropped' responsibilities will fall to the works' supervisor/lengthsman and a salary adjustment may be appropriate.

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- c. Advertise for another gardener/maintenance person. Members should be aware this will require re-organising the supervisory elements of the external works' team by employing a second full-time lengthsman to allow the works' supervisor to supervise the outside teams full-time. It will also require a salary adjustment for the works' supervisor.
- 6. Any recommendations from this committee will be considered by the Full Council on 1 May 2019.

Matt Adamson-Drage
Operations manager
March 2019



Lyme Regis Town Council

Job Description

Job Title	Head Gardener	Grade	SCP 19-22 (£19,945 - £21,589)
Section	External works	Hours	47 hours per week: April, May, June and September (Mon-Thu 7am-5pm, Fri 7am-4.30pm) 37 hours per week: July, August, October, November (Mon-Thu 8am-4pm, Fri 8am-3.30pm) 27 hours per week: December, January, February, March (Mon and Tue 8am-3.30pm, Wed and Thu 8am-3pm)
Reporting To	Operations Manager		

Job Purpose

- To lead on the development, management and maintenance of the council's open spaces: approximately 30% of the post holder's time is devoted to this; the remainder will be undertaking gardening duties
- To lead and manage the gardening team
- To contribute to the management of the external works' team
- To lead on relevant projects, e.g. garden design, vehicle procurement, bedding

Main Duties

- To lead and plan horticultural operations
- To lead and manage the gardening team
- To manage attendance in the gardening team
- Ensure the team's safe use of equipment and personal protective equipment (PPE)
- Undertake equipment and PPE inspections
- Order plants, materials and supplies
- Arrange equipment servicing and repairs
- Organise rotas
- To assist with the maintenance and repair of equipment and council assets
- To notify the operations supervisor of any faults or vandalism to council assets and take any remedial action
- Ensure work spaces and gardens are left clean and tidy

APPENDIX 8A

- Undertake appropriate training
- To undertake gardening duties
- Pest, disease and weed control including use of chemicals
- Advise staff on equipment and safe working practices
- Work to objectives and to agreed budgets
- To deputise for the operations supervisor.

Dimensions

- Responsible for the safe and appropriate use of tools and machinery
- Responsible for the safe keeping and good condition of tools, machinery and other equipment provided.

Supervision and Work Planning

- The post holder will be line managed by the operations manager with day-to-day gardening tasks overseen by the operations supervisor.

Contacts

- The public
- Other employees
- Councillors
- Contractors and suppliers

Physical Effort And/Or Strain

- The work is of a physical nature and will involve a high proportion of manual work including, but not limited to, the lifting and moving of heavy materials and the operation of heavy machinery, e.g. tractor, beach surf rake, lawn mowers and other gardening and construction machinery.

Working Environment

- The work varies with the seasons; it is predominantly outside in all conditions.
- Some lone working will be required
- Some evening, weekend and bank holiday working is required

Equipment

- Personal and protective equipment is provided
- A mobile phone is provided
- Uniform and footwear is provided.

APPENDIX 8A

General

- This job description contains the main duties relating to this post and does not describe in detail all the tasks required
- On occasions, the post holder will be required to undertake other duties commensurate with the post.

APPENDIX 8B



Lyme Regis Town Council

Person Specification

Job Title	Head Gardener	Grade	SCP 19-22 (£19,945 - £21,589)
Section	External works	Hours	47 hours per week: April, May, June and September (Mon-Thu 7am-5pm, Fri 7am-4.30pm) 37 hours per week: July, August, October, November Mon-Thu 8am-4pm, Fri 8am-3.30pm 27 hours per week: December, January, February, March Mon and Tue 8am-3.30pm, Wed and Thu 8am-3pm
Reporting To	Operations Manager	Holiday	23 days rising to 27 days after five years' service, plus two statutory days.

Assessment Criteria	Essential	Desirable
Educational qualifications	Basic computer literacy in Microsoft Office and Outlook email and use of the Internet for ordering	GCSE level qualifications in English and Mathematics Experience of using Microsoft Office, Outlook email and the internet
Work-related experience and associated vocational training	Strong horticultural knowledge and experience Use of a variety of gardening machinery Knowledge of health and safety and compliance requirements relevant to horticulture	A relevant horticultural qualification, e.g. NVQ level 3 or above, tree surgery, garden machinery tool training Pesticide application certificate PA1 and PA6a+w Other relevant qualifications, e.g. use of a chainsaw, working at height, COSHH, tower

APPENDIX 8B

		<p>scaffold training, cherry picker training, manual handling Gardens design or landscaping experience or qualifications</p> <p>Maintenance and/or construction experience or qualifications</p> <p>First aid certificate</p>
Job-related skills	<p>Physical and manual dexterity</p> <p>Driving licence for medium-sized vehicles with trailers</p>	Experiencing of driving a tractor
Personal skills	<p>Enthusiastic</p> <p>Ability to make decisions</p> <p>Ability to lead and manage a small team</p> <p>Ability to work on own initiative</p> <p>Ability to work well as part of a team</p> <p>Ability to manage projects</p> <p>Good communication</p>	
Special working conditions	<p>Work is predominantly outside in all conditions</p> <p>Some lone-working</p> <p>Some evening, weekend and bank holiday working</p>	

Committee: Human Resources

Date: 3 April 2019

Title: Personnel Issue

Purpose

To inform members about the latest position with an ongoing personnel issue

Recommendation

Members note the report

Report

1. The settlement agreement in respect of postholder 101 supported at the extraordinary meeting of Full Council held on 27 February 2019 was subsequently prepared by the council's solicitor and sent to postholder 101 and his union representatives. Various comments have been received, some of which have resulted in minor changes to the initial draft of the agreement but none of which alter the fundamental terms agreed by members. The agreement is likely to be concluded within the next few days and a verbal update will be provided at the meeting.
2. In the meantime, an advertisement has been placed for a temporary finance officer on a fixed-term contract of up to six months in the first instance to help support the council through the process of year-end closedown and other specific tasks. The final date for applications for this temporary post is Monday 1 April. As at the time of writing this report, three applications had been received. Again, a verbal update will be provided at the meeting.
3. Any recommendations from this committee will be considered by the Full Council on 1 May 2019.

Mark Green
Deputy town clerk
March 2019