

**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.

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.*