

**LYME REGIS TOWN COUNCIL**

**HUMAN RESOURCES COMMITTEE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 26 SEPTEMBER 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 S. Williams

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

**Absent:** Cllr J. Scowen

**18/27/HR Public Forum**

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

**18/28/HR Apologies**

Cllr G. Turner – coastguard training

**18/29/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 18 July 2018**

Proposed by Cllr J. Broom and seconded by Cllr O. Lovell, the minutes of the meeting held on 18 July 2018 were **ADOPTED**.

**18/30/HR Disclosable Pecuniary Interests**

There were none.

**18/31/HR Dispensations**

There were none.

**18/32/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 18 July 2018**

The town clerk said the work experience student had completed a very detailed report on the tip and this would be presented to the Town Management and Highways committee in November.

*Cllr Mrs M. Ellis arrived at 7.01pm.*

**18/33/HR Update Report**

Members asked for it to be noted, the administrative assistant was a valuable member of the team and would be missed when she left the organisation.

**18/34/HR Health and Safety Committee Minutes**

Members raised concerns about the safety of the office building and discussed its suitability for purpose.

Cllr O. Lovell said when the building was originally assessed to be used for offices, all requirements were met.

The town clerk said a recent fire risk assessment had been undertaken and only a couple of issues were flagged, which would be rectified soon.

Members discussed splits in the wood at Anning Road playpark and whether they should be treated regularly to avoid damage such as this.

Cllr J. Broom agreed to ask the operations manager to ensure this issue was included on the next Town Management and Highways agenda.

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, the minutes of the Health and Safety committee meeting held on 3 September 2018 were **RECEIVED**.

**18/35/HR Gardener, Six-Month Probation Review**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, 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.

**18/36/HR Operations Supervisor/Lengthsman, Six-Month Probation Review**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, 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.

### **18/37/HR Individual Performance Recognition and Bonus Award Payments**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, 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.

### **18/38/HR Post-holder 101 Sickness Absence**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, 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.**

### **18/39/HR Post-holder 204 Sickness Absence**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, 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.

### **18/40/HR Weed Spraying**

Members discussed the use of glyphosate products and whether there were any alternative options to using them.

The town clerk said most other councils in the country were using glyphosate, as it was still a licenced product until 2022. He said the operations manager had explored other options, however after speaking to Glastonbury Town Council who use a glyphosate-free alternative, it was clear no other products seemed to produce results.

Cllr B. Larcombe said there was no credible alternative and, as there would only be six more applications before 2022, it was logical to continue and wait to see if the product was re-licensed.

Cllr O. Lovell said the operations manager would need to ensure spraying was undertaken during early hours when there was unlikely to be members of the public around.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to continue to sanction weed spraying with glyphosate-based products as instructed, whilst looking into an alternative product coming into effect in 2022.

Cllr D. Hallett voted against this motion.

**18/41/HR Gardener, Six-Month Probation Review**

Members discussed post-holder 206's progress and all agreed he was an asset to the team. However, there was one area of concern which members felt needed to be addressed before considering whether to confirm his permanent employment.

Proposed by Cllr J. Broom and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to extend the gardener's probation period for 3 months or until the results of an occupational health appointment can be discussed at this committee.

**18/42/HR Operations Supervisor/Lengthsman, Six-Month Probation**

The town clerk said the word 'probation' should not have been included in this report, it was just a review as post-holder 217 had already been in permanent employment with the council.

Members discussed how well post-holder 217 had taken to this new role and agreed he should be commended.

Proposed by Cllr S. Larcombe and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the operations supervisor/lengthsman's continued employment in that role.

**18/43/HR Individual Performance Recognition and Bonus Award Payments**

Members discussed the concept of a one-off payment to certain members of staff.

There was concern amongst members that giving payment to some employees and not others would be unfair and could create a divide in the workforce. It was thought that thank you letters would be more appropriate.

It was proposed by Cllr B. Larcombe to send a thank you letter, signed by the town clerk, to the cleansing team.

This motion was not seconded.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to send a letter, signed by the town clerk, to all staff to thank them for all their hard work during the season.

Cllr Mrs M. Ellis said she would like to see a report taken to the Strategy and Finance committee to discuss providing a contribution to an end-of-season drink for all members of staff.

There was general support for this.

**18/44/HR Post-holder 101 Sickness Absence**

In light of post-holder 101's sickness absence, the town clerk said he had approached three different organisations to provide support to the finance team, focusing on budget setting and precept. He said he had he had successfully recruited someone on a part-time basis, who would be starting on Monday 1 October 2018. He said post-holder 101 had received a letter informing him of the part-time appointment.

Members noted the report of post-holder 101's sickness absence.

**18/45/HR Post-holder 204 Sickness Absence**

Members noted the report of post-holder 204's sickness absence.

*The meeting ended at 8.49pm.*