

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.