

**LYME REGIS TOWN COUNCIL**

**HUMAN RESOURCES COMMITTEE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 3 APRIL 2019**

**Present**

**Chairman:** Cllr B. Larcombe

**Members:** Cllr J. Broom, Cllr D. Hallett, Cllr S. Larcombe, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

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

**18/91/HR Public Forum**

There were no members of the public present.

**18/92/HR Apologies**

Cllr Mrs M. Ellis – personal commitment  
Cllr O. Lovell  
Cllr G. Turner

**18/93/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 20 February 2019**

Proposed by Cllr J. Broom and seconded by Cllr S. Larcombe, the minutes of the meeting held on 20 February 2019 were **ADOPTED**.

**18/94/HR Disclosable Pecuniary Interests**

There were none.

**18/95/HR Dispensations**

There were none.

**18/96/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 20 February 2019**

There were no matters arising.

## 18/97/HR Update Report

### Administrative assistant

The administrative officer said the new postholder would be working in the office from 10 to 12 April 2019 to cover a staff shortage before her official start date on 13 May 2019.

Cllr S. Larcombe asked why the previous postholder had left after such a short period.

The administrative officer said she had conducted an exit interview and more information could be provided to members. Members agreed this matter would be discussed further in exempt business.

Proposed by Cllr J. Scowen 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.

### Temporary finance officer

The town clerk said six applications were received but two were withdrawn, and the remaining four would be interviewed.

## 18/98/HR Head Gardener Position

Cllr B. Larcombe questioned whether a head gardener was really needed, and whether the post could be a gardener. He said this would eliminate the confusion about who was responsible for what. He added that if the seafront gardens were re-configured, a horticultural specialist could be hired in.

The town clerk said this would create added pressure for the operations supervisor and operations manager, so the other option was to create a team leader to deal with routine issues, and all management issues would be referred upwards.

Cllr J. Scowen questioned the need for the gardening team to have a leader as none of the other teams working outdoors had one.

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members agreed **to RECOMMEND TO FULL COUNCIL** to remove the head gardener post from the organisational structure and add an additional gardener, to be recruited.

Cllr B. Larcombe said if by doing this there was an added pressure on the operations supervisor, members would need to be informed if that pressure was unreasonable.

**18/99/HR Gardener/Maintenance Person, Six-Month Probation Review**

Proposed by Cllr S. Larcombe and seconded by Cllr J. Scowen, 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.

**18/100/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.

**18/101/HR Exempt Business**

**a) Update Report**

The town clerk outlined the reasons for the administrative assistant's resignation and how these issues would be addressed.

It was noted the administrative officer was now the line manager for the reception staff and the approach to managing the team would change.

It was acknowledged the post was an entry-level role and was therefore likely to see short-term occupancy and a fairly regular turnover.

**b) Gardener/Maintenance Person, Six-Month Probation Review**

The town clerk said the postholder was appointed on 1 October 2018, but had he been appointed one day earlier he would have been awarded a pay increment in the annual pay review, applicable from 1 April 2019. He said it was within the gift of the committee to award him the increment as he was only one day out, but it would not be linked to the probation.

Proposed by Cllr S. Larcombe and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the gardener/maintenance person's (postholder 215) permanent employment with the council, effective from 1 April 2019, and to award the postholder an additional increment on the pay scale (new spinal column point 5).

**c) Personnel Issue**

The town clerk said the original deadline to sign the agreement had lapsed, due to more detailed information being required, and a new date had been set. He said there was also a query about the level of pay, which would result in an additional payment.

The town clerk said he had no reason to believe the council's offer would not be accepted.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** that work continues to progress towards a settlement and conclusion relating to postholder 101.

*The meeting ended at 8.40pm.*