



John Wright
Town Clerk

Lyme Regis Town Council

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Human Resources Committee

Core Membership: Cllr B. Larcombe (chairman), Cllr Ms G. Stammers (vice-chairman), Cllr J. Broom, Cllr Miss K. Ellis, Cllr Mrs M. Ellis, Cllr D. Sarson, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

Notice is hereby given of a meeting of the Human Resources Committee to be held in the Guildhall, Bridge Street, Lyme Regis, on Wednesday 23 October 2019 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk

18.10.19

The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.

If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.

If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.

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 19 June 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 19 June 2019

To update members on matters arising from the previous meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the previous meeting

7. Update Report

To update members on issues previously reported to this committee

8. Staffing Structure Review

To allow members to consider a new staffing structure

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

9. Christmas and New Year Working Arrangements

To allow members to consider Christmas and New Year opening times and working arrangements, including the allocation of statutory leave days and the award of any discretionary leave days

10. Environment Training

To allow members to consider environment training for members and officers

11. External Works' Role Swap

To allow members to consider a permanent role swap between a member of gardening staff and a member of maintenance staff

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

12. Reimbursement of Pension Contributions

To inform members of a correction to the treatment of pension contributions for six employees and one former employee

13. Works Programme

To allow members to view the works programme as requested

14. To receive the minutes of the Health and Safety Committee meeting held on 15 July 2019

15. 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, and information relating to the financial or business affairs of any 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.

(a) Agenda item 8 – Staffing Structure Review

(b) Agenda item 11 – External Works' Role Swap

Committee: Human Resources

Date: 23 October 2019

Title: Matters arising from the minutes of the previous Human Resources Committee meeting held on 19 June 2019

Purpose of the Report

To update members on matters arising from the previous meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the previous meeting.

Recommendation

Members note the report

Report

19/10/HR – Health and Safety Committee Membership

The committee held its first meeting of the new membership of 15 July 2019 and the minutes of that meeting are at agenda item 14.

19/11/HR – Employees' Pay Period

In preparation for the change to the pay period, contracts of employment were checked and there is reference to salaries being paid in arrears. As the new pay arrangements will mean employees are paid for the entire calendar month, employees will be notified of this amendment.

The contract allows for the council to alter the time, method and frequency of payment by issuing employees with reasonable notice of any such change.

19/12/HR – Finance Manager Recruitment

Following consideration by the extraordinary Full Council meeting on 4 September 2019, it was resolved: 'to approve setting aside the requirement in the council's recruitment and selection procedure for all vacancies to be advertised internally and externally and approve the permanent appointment of the temporary finance officer on a 37-hour, four-day week contract'.

John Wright
Town clerk
October 2019

Committee: Human Resources

Date: 23 October 2019

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Training award delay

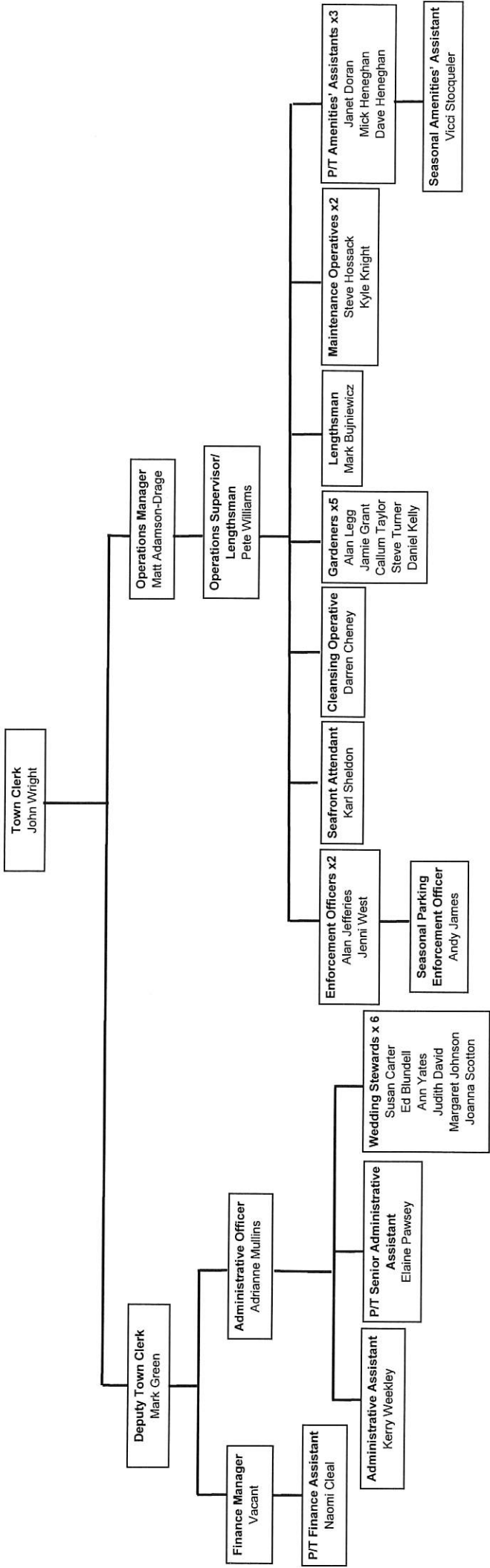
The situation regarding the delay in awarding qualifications to three employees who completed training courses in 2018 is slightly further forward than the position reported to this committee on 19 June 2019.

Callum Taylor's NVQ award has been confirmed and is on the way to him.

Pete Williams has had to complete another module for his NVQ, which has now been submitted. The award should be forthcoming in the near future.

Unfortunately, there has been no further progress with the award of Kyle Knight's NVQ but officers are continuing to pursue this.

Matt Adamson-Drage
Operations manager
October 2019



Committee: Human Resources

Date: 23 October 2019

Title: Christmas and New Year Working Arrangements

Purpose of Report

To allow members to consider Christmas and New Year opening times and working arrangements, including the allocation of statutory leave days and the award of any discretionary leave days

Recommendation

Members consider and instruct the town clerk on office closure over the Christmas and New Year period; the taking of statutory leave and the allocation of discretionary leave to employees during this period; the level of cover provided by the external works' team; and the level of pay and time-off-in-lieu paid to those who work over the Christmas and New Year period

Background

1. In addition to their annual leave, council employees have two statutory days' leave each year: statutory days are part of annual leave entitlement, when they are taken is a matter for the council to decide.
2. Historically, the council has granted staff between one and a half and three days' discretionary leave over the Christmas and New Year holiday period.
3. Last year, the council applied 1.5 days of discretionary leave from midday to 5pm on Monday 24 December 2018 and all day on Monday 31 December 2018; applied statutory leave on Thursday 27 December and Friday 28 December 2018; agreed members of the external works' team provide a full day's cover every day, except Christmas Day; and for members of the external works' team who work over the Christmas and New Year period to be paid overtime and time-off-in-lieu for the day worked.

Office closure and statutory and discretionary leave

4. If members apply the same amount of discretionary leave as last year, i.e. 1.5 days, the council's office could close at 12noon on Tuesday 24 December 2019 and re-open at 9am on Thursday 2 January 2020. Discretionary leave could be applied from 12noon to 5pm on Tuesday 24 December and on Friday 27 December; statutory days would be applied on Monday 30 December and Tuesday 31 December 2019.
5. Alternatively, members could grant a greater or lesser amount of discretionary leave which would inform the office's closure and re-opening over the Christmas and New Year period.

External works' team and payment

6. The full service provided by the external works' team ceases and re-commences on the same dates as the council's office closes and re-opens; the external works' team receive the same statutory leave and discretionary days as the office team.
7. In recent years, during the Christmas and New Year holiday period, a member of the external works' team has provided a full day's cover every day, except Christmas Day.
8. Those members of the external works' team who have worked over the Christmas and New Year period have been paid overtime and received time-off-in-lieu for the day worked. This arrangement has proved successful.
9. If the council retains this arrangement, in mid-December 2019 the operations manager will write to members to inform them of the external works' team's Christmas and New Year rota. The operations manager will also inform members about the working arrangements for Dorset Waste Partnership and Dorset Council's toilet cleaning contract.
10. In the event of an emergency, the town clerk, deputy town clerk and operations manager can be contacted when the office is closed during the Christmas and New Year holiday period.
11. Any recommendations from this committee will be considered by the Full Council on 20 November 2019

John Wright
Town clerk
October 2019

Committee: Human Resources

Date: 23 October 2019

Title: Environment Training

Purpose of Report

To allow members to consider environment training for members and officers

Recommendation

Members approve environment training for members and officers

Background

1. At the Full Council meeting on 24 July 2019, this council declared a climate and environmental emergency.

Report

2. To support this low carbon initiative, officers should receive appropriate training. Members have also expressed interest in environment training.
3. There are many courses available in environmental management and it is becoming a key area within health and safety. Organisations such as the National Examination Board in Occupational Safety and Health (NEBOSH), Institute of Environmental Management and Assessment (IEMA) and the International Accreditation Society offer relevant courses.
4. The Institute of Environmental Management and Assessment (IEMA) have created a Foundation Certificate in Environmental Management. The course provides a foundation in environmental and sustainability knowledge to build on. Covering a wide range of environmental, sustainability and governance principles, this course will give learners an understanding of the breadth of the sustainability agenda, and the management tools and skills that they need when working within this area.
5. The course specifically covers:
 - Implications of global trends for the environment, society, the economy and for organisations
 - Sustainable business / governance principles
 - Environmental principles
 - Major policy and legislation
 - Major tools, techniques, systems and practices to improve sustainability performance
 - The role of innovation in developing sustainable products, services and solutions
 - Data collection, analysis and evaluation

- Research and planning for sustainable solutions
 - Effective communications and feedback
 - Stakeholder engagement
 - Tools and techniques to identify opportunities and risks
 - Environmental and sustainability performance improvement
6. SSG training in Plymouth offer this five-day course, which includes an exam. On qualification the delegate will have Associate Membership of IEMA for one year, the suffix AIEMA, and benefits of IEMA membership. This course costs £975 +VAT (£925 +VAT if booking three or more delegates). The intention would be to book on the course as soon as possible but the next available course will be early in the New Year.
7. Cllr Bawden is interested in undertaking this training and other members may wish to put themselves forward, but the council must be mindful of the overall cost if many come forward. On the staff, the operations manager has expressed interest as this would be an appropriate extension to his existing NEBOSH health and safety training.
8. Any recommendations from this committee will be considered by the Full Council on 20 November 2019.

Matt Adamson-Drage
Operations manager
October 2019

Committee: Human Resources

Date: 23 October 2019

Title: Reimbursement of Pension Contributions

Purpose of Report

To inform members of a correction to the treatment of pension contributions for six employees and one former employee

Recommendation

Members note the report

Background

1. As part of the negotiations that introduced new contracts of employment in April 2018, the council agreed to make a payment to seven employees¹ for the loss of future holiday entitlement.
2. At the time, the additional payment was thought to form part of the employees' pensionable remuneration.
3. Dorset County Pension Fund subsequently clarified that additional payments do not form part of an employees' pensionable remuneration².
4. The council has recovered the overpaid pension contribution from Dorset County Pension Fund and refunded the appropriate sum to each employee.
5. In doing so, the council has deducted the tax relief granted and added interest to each payment at the statutory rate of 8% per annum from 25 May 2018 to 3 October 2019.
6. The total pension refund, less tax relief, is £1,208.66; individual payments range from £5.47 to £485.72.
7. The total interest payment is £131.39; individual payments range from £0.59 to £52.80.
8. Any recommendations from this committee will be considered by the Full Council on 20 November 2019.

John Wright
Town clerk
October 2019

¹ One employee has since left the organisation.

² Section 20(20)(c) LGPS Regulations and Guidance

Committee: Human Resources

Date: 23 October 2019

Title: Works Programme

Purpose of Report

To allow members to view the works programme as requested

Recommendation

Members note the report

Background

1. Further to a recommendation from this committee, it was resolved by the Full Council on 24 July 2019 this committee would be provided with a copy of the works' programme for the external team for the summer and winter periods.

Report

2. The operations manager provided the works programme to all members via email on 18 September 2019. In addition, an image of a newly-implemented facilities management board was provided. The board shows a snapshot of whether the council is green, amber or red for various headings under operations, health and safety, and buildings/areas. A firefighting task list is also used to deal with, and track, shorter term and immediate issues. All these tools are available to view in the council offices and the operations manager can talk through the detail with members as required. A copy of the works programme is at **appendix 13A**.
3. The works' programme is intended as a guide for staff and management and details what tasks should be accomplished in an approximate time frame throughout the year. Additional projects are accommodated within the works' programme by adjusting the existing pattern of work. Inevitably, additional projects will affect the regular programmed work activity.
4. Any recommendations from this committee will be considered by the Full Council on 20 November 2019.

Matt Adamson-Drage
Operations manager
October 2019

[illegible]

[illegible]

**LYME REGIS TOWN COUNCIL
HEALTH AND SAFETY COMMITTEE**

MINUTES OF THE MEETING HELD ON MONDAY 15 JULY 2019

Present

Chairman: Cllr J Broom

Members: Cllr S. Williams, Cllr Gill. Stammers. town clerk and Staff Members Mr A. Jefferies.

Officers: Mr M. Adamson-Drage (operations manager), Mrs E. Pawsey (senior administrative assistant)

Apologies

Town Clerk and Cllr Ms G. Stammers.

Election of Chairman

Proposed by Cllr S. Williams and seconded by Mr A. Jefferies, Cllr J. Broom was elected as chairman of this committee.

To confirm the accuracy of the minutes of the Health and Safety Committee meeting held on 4 March 2019

Proposed by Cllr J. Broom and seconded by Cllr S. Williams, the minutes of the meeting held on 4 March were **ADOPTED**.

Matters Arising

The operations manager informed members that the Environment Policy will need updating as it is not adequate if Lyme Regis Town Council declares a state of emergency on climate change post 24 July 2019.

The committee was informed the Eibe contractor has been back and the surface at Anning Road Playpark has now been sealed and it should last for six months to a year, which means it will have to be done once or twice a year. We have a 10yr guarantee with Eibe and the play surface was installed 4.5yrs ago. The operations manager will monitor the surface and ask Eibe to periodically refresh this work.

The operations manager informed the committee the electricity inspection certificates have now been received and that we are now compliant. Certificates last for 5 years.

The operations manager confirmed that there will be no more weed spraying with glyphosate based products post full council resolution 24 July 2019. He also said

that the sprayers will be kept as they may be needed if an alternative product to spray is found.

Mr A Jefferies asked what the time scale was on the tarmac trip hazards in the gardens. The operations manager said that Lewis's had been recently and tarmacked the worst section, but the sections do open again with the heat. He also said that the cracks are being monitored by Peter Chapman and so where possible, areas with monitoring studs will be left unfilled. The maintenance team were working on filling the cracks that week. The erosion around some expansion joints on the Cart Road by the beach huts will also be addressed soon.

Accidents, Injuries and Near Misses

The operations manager informed members all accident books have been checked and there have been two minor incidents reported in the accident book held at the cadet hut.

Fire Safety Records/Playgrounds/Automated External Defibrillator (AED)

The operations manager informed members all weekly and monthly checks have been recorded and are up to date.

Cllr J. Broom asked why fire point check are done weekly, not monthly? The operations manager said that Vale Fire Safety who do our fire risk assessment advise that it should be done weekly, but he will ask if they can be done monthly as the fire extinguishers.

Audit actions and Inspection actions

The operations manager gave an update on the audit report and gave an explanation for any queries.

The operations manager informed the committee that a LOLER Inspection was being done tomorrow on the lifts and he had chased the inspection company to get this done. He also explained that until this was done the lifts were not compliant as it should be completed every 6 months (last Dec 2018). The operations manager said that he was looking at changing the inspection company as he was not happy with the delay in the service.

Monthly Inspection actions – review

The operations manager showed the committee the inspection checklist sheet showing what was covered and answered and queries that they had. He also explained that any actions needed were given to the appropriate staff to carry out.

Training

The operations manager explained the training record spreadsheet and also that Toolbox Talks were logged in the spreadsheet. He also said that a H & S Manual Handling training was booked for 26 July 2019 as the audit report said it needs to be done annually.

The committee were also shown the spreadsheet that records all the training undertaken by the councillors.

Lifts

The operations manager informed the committee that Wessex Lifts serviced the Guildhall lift and that Jacksons Lifts serviced the one on the sea front. The operations manager said that as discussed earlier he will be looking for a different company to do the LOLER inspections in future. It was discussed whether or not the lift served a purpose as there were no ramps to take people further than the Langmoor room. The operations manager said that we should budget for a new lift in the future as it will not last forever in the harsh seaside environment.

Evacuation Chair for the Guildhall

The committee were shown different options of evacuation chairs and the operations manager said staff would need training on how to use any chair installed. The committee asked the operations manager to look at different options available.

Next meeting date

It was decided the next meeting date will take place on Friday 1 November 2019 at 2pm.

The meeting ended at 3.10pm.