

LYME REGIS TOWN COUNCIL
HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 26 FEBRUARY 2020

Present

Chairman: Cllr B. Larcombe MBE

Members: Cllr J. Broom, Cllr K. Ellis, Cllr M. Ellis, Cllr C. Reynolds, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner, Cllr S. Williams

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

19/44/HR Public Forum

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

19/45/HR Apologies

None.

19/46/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 15 January 2020

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, the minutes of the meeting held on 15 January 2020 were **ADOPTED**.

19/47/HR Disclosable Pecuniary Interests

There were none.

19/48/HR Dispensations

There were none.

19/49/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 15 January 2020

Members' allowances

The town clerk said the council had to publish a public notice outlining its decision on members' allowances, and this would be published on the council's website.

He said this issue would be picked up again in the autumn, when the council would be making another representation to the remuneration panel.

Environment Training

It was noted members had received an email from Cllr B. Bawden regarding the expenses she had incurred in completing the IEMA environmental management course, although it was not on the agenda so could not be discussed.

19/50/HR Update Report

Cllr B. Larcombe asked how often employees were invited to join the pension scheme, how many were not currently in the scheme, and what was the closing date for joining the scheme.

It was confirmed there were around seven employees who were not currently in the scheme but three people had indicated they wanted to join, with a closing date at the end of March.

19/51/HR Town Clerk's Annual Appraisal

Proposed by Cllr M. Ellis and seconded by Cllr J. Broom, 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 information 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.

19/52/HR Deputy Town Clerk, Appraisal

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, 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 information 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.

19/53/HR Operations Manager, Spinal Column Point Progression

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, 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 information 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.

19/54/HR Employees' Annual Spinal Column Point Progression and Pay Arrangements for Other Employees for 2020-21

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, 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 information 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.

19/55/HR Staffing Panel Recommendations

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, 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 information 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.

19/56/HR Health and Safety Diploma Training

Cllr J. Broom said he didn't think this level of training was necessary for the council although he had no objections if the operations manager wanted to gain the qualification in his own time and at his own expense. He was also concerned at the suggestion the operations manager would be qualified to carry out the council's health and safety audits as it meant it would not be an independent view.

Cllr B. Larcombe pointed out the majority of the cost could potentially be covered by enhanced learning credits funding as the operations manager was formerly in the military.

The town clerk confirmed the council could carry out in-house audits but practically it should be verified around every five years.

Cllr J. Broom said there would be further cost to the council due to the number of days the operations manager would need to take off work.

Proposed by Cllr J. Broom and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** not to approve health and safety diploma training for the operations manager.

19/57/HR Exempt Business

The town clerk left the meeting at 7.24pm.

a) Town Clerk's Annual Appraisal

Cllr C. Reynolds asked why the council had moved from an independent external organisation carrying out a job evaluation for the whole organisation to several members reviewing selected posts.

Cllr B. Larcombe said the cost of the job evaluation was a factor and as it would be a big exercise with significant consequences, members didn't feel they wanted to proceed. He said it could also have resulted in change down as much as up.

Cllr C. Reynolds asked why all members hadn't reviewed the pay scales and only three members had been involved.

Cllr B. Larcombe said members were nominated and voted onto the panel.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the town clerk's progression to spinal column point 45 and note the remainder of the report.

The town clerk returned to the meeting at 7.29pm.

b) Deputy Town Clerk, Appraisal

The town clerk said the pay review panel had recommended an increase to the deputy town clerk's pay scale. If members agreed the proposed scale, he suggested the deputy town clerk was moved up one increment from 1 April 2020 as he was at the top of his current grade.

Cllr B. Larcombe said he would like to see momentum maintained on the office refurbishment and highways' matters had not but should be included in the list of responsibilities.

c) Operations Manager, Spinal Column Point Progression

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the progression of the operations manager to spinal column point 30 from 1 April 2020.

d) Employees' Annual Spinal Column Point Progression and Pay Arrangements for Other Employees for 2020-21

Cllr B. Larcombe clarified that when employees reached the top of the scale, they still had a RPI increase on their salary each year.

The town clerk said employees could also be awarded an extra point on their scale if they achieved a level 3 qualification. However, he said a town

clerk could potentially get four extra grades for qualifications up to level 6, if the town council had requested they do that qualification.

The administrative office left the meeting at 7.46pm.

e) Staffing Panel Recommendations

Members were in general agreement about the re-grading of the deputy town clerk from SCP 28-33 to SCP 33-36 and because the deputy town clerk is at the top of his grade, i.e., SCP 33, he should move to SCP 34 on 1 April 2020.

The town clerk informed the committee the administrative officer and finance assistant had written to him to request the panel reviews the proposed grades for the support services manager and the assistant finance manager. The town clerk suggested the panel reconvenes and considers these requests.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the re-grading of the deputy town clerk to SCP 33-26, with progression to SCP 34 on 1 April 2020, and the Pay Review Panel reconvenes to review the grades of the support services manager and assistant finance manager posts.

The administrative officer returned to the meeting at 8.11pm.

The meeting ended at 8.11pm.