



John Wright
Town Clerk

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Human Resources Committee

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

Notice is hereby given of a meeting of the Human Resources Committee to be held on the Zoom conferencing facility <https://us02web.zoom.us/j/87048245079> on Wednesday 10 March 2021 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
05.03.21

This is a formal council meeting, where the same standards of behaviour as normal are expected and all members are bound by the code of conduct.

This meeting will be 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 you wish to speak, please raise your hand and you will be invited to speak by the chairman, at which point your microphone will be unmuted.

Voting will also take place by show of hands and the chairman will indicate the votes have been noted.

If members have a pecuniary interest, they will be placed in the 'waiting room' where they cannot hear or participate in discussion and voting.

*Members of the public can make representations at the beginning of the meeting in the usual way. **To ensure the smooth running of the meeting, members of the public are asked to provide advance notice and details of the issue they intend to raise.***

If technical issues occur, the meeting may be paused to re-establish a connection. If a technological failure prevents the public from accessing the meeting or the meeting is no longer quorate, the chairman may adjourn the meeting.

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond.

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 26 February 2020 (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 26 February 2020

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. Minutes of the Health and Safety Committee meeting on 4 February 2021

9. Plumbing Training

To allow members to decide on a way forward for fitting chalet water meters

10. Local Government 2021 Pay Claim

To inform members of the local government 2021 pay claim

11. Staff Clothing

To provide members with further details of the costs of staff clothing

12. Town Clerk's Annual Appraisal

To allow members to consider the town clerk's annual appraisal for the last year

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

13. Deputy Town Clerk, Spinal Column Point Progression

To allow members to consider the deputy town clerk's annual appraisal summary and progression to the next spinal column point on his salary scale on 1 April 2021

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

14. Operations Manager, Spinal Column Point Progression

To allow members to consider the operations manager's performance and progression to the next spinal column point on his salary scale on 1 April 2021

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

15. Postholder 101, Six-Month Probation Report

To allow members to consider postholder 101's six-month probation review

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

16. Finance Manager, Spinal Column Point Progression

To allow members to consider the finance manager's annual appraisal summary and progression to the next spinal column point on his salary scale on 1 April 2021

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

17. Support services Manager, Spinal Column Point Progression

To allow members to consider the support services manager's annual appraisal summary and progression to the next spinal column point of her salary scale on 1 April 2021

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

18. Employees' Annual Spinal Point Column Progression and Pay Arrangements for Other Employees for 2021-22

To inform members of employees' progression through their spinal column point range arising out of their annual appraisals and of the pay arrangements for other council employees for 2021-22

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

19. 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 12 – Town Clerk's Annual Appraisal**
- (b) Agenda item 13 – Deputy Town Clerk, Spinal Column Point Progression**
- (c) Agenda item 14 – Operations Manager, Spinal Column Point Progression**
- (d) Agenda item 15 – Postholder 101, Six-Month Probation Report**
- (e) Agenda item 16 – Finance Manager, Spinal Column Point Progression**
- (f) Agenda item 17 – Support services Manager, Spinal Column Point Progression**
- (g) Agenda item 18 – Employees' Annual Spinal Point Column Progression and Pay Arrangements for Other Employees for 2021-22**

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.

Committee: Human Resources

Date: 10 March 2021

Title: Matters arising from the minutes of the previous Human Resources Committee meeting held on 26 February 2020

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

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

Members' allowance

A notice regarding members' allowances has been placed on the council website.

Dorset Council's (DC) independent remuneration panel has held an initial meeting relating to its review of parish allowances and has asked the Dorset Association of Parish and Town Councils (DAPTC) to co-ordinate responses from town and parish councils on its behalf.

The town clerk has provided DAPTC with this council's feedback, based on discussions at previous meetings. The main issues he raised were:

- In addition to basing allowances on electorate size, the panel should consider alternatives such as budget and range and complexity of functions
- Although Lyme Regis has a small electorate, the council has a large budget and manages many services in addition to the normal town council functions, such as car parks, enforcement, toilets, commercial premises and a caravan and chalet park. This is reflected in the ratio of commercial income to precept
- The size and diverse nature of the council's business requires a comprehensive committee structure and presents members with difficult, complex and sensitive decisions
- Since the formation of the unitary authority, the number of DC related enquiries seems to have increased.

19/55/HR – Staffing Panel Recommendations

The pay review panel met on 5 March 2020 to review its original decision in respect of the newly created posts of support services manager and assistant finance manager. The panel made regrading recommendations, which were approved by the town clerk in consultation with the mayor,

under the delegation arrangements in place during the pandemic. This decision was reported to the Full Council on 24 June 2020.

John Wright
Town clerk
March 2021

Committee: Human Resources

Date: 10 March 2021

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Pension enrolment

When this was last reported to this committee, letters had been sent to all members of staff affected by the automatic re-enrolment process. An update on pension enrolment will be provided to the first meeting of this committee in the next council year as part of the annual human resources review.

IEMA training

The operations manager undertook the Institute of Environmental Management and Assessment (IEMA) Foundation Certificate in Environmental Management with the training provider SSG Ltd in Plymouth from 29 June to 3 July 2020.

Completion of the qualification also provides IEMA membership, which is free for the first year, and the operations manager is now an associate member of IEMA.

Finance staffing

When the committee was last updated, admin assistant Kerry Weekley was working with the finance team to help clear the backlog of work, while her post was backfilled by Jackie King on a six-month fixed-term contract.

Jackie's contract came to an end on 8 June 2020 and she left the organisation. Kerry has now returned to her admin assistant role.

John Wright
Town clerk
March 2021

LYME REGIS TOWN COUNCIL

HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD ON THURSDAY 4 FEBRUARY 2021
AT 2PM VIA ONLINE ZOOM

Present:

Chairman: Cllr J Broom

Members: Cllr S. Williams, Cllr G. Stammers, Mr A. Jefferies (staff member, enforcement officer), Mr K. Knight (prospective staff member), Mrs E Pawsey (secretary).

Officers: Mr M. Adamson-Drage (operations manager).

Apologies Town Clerk

To confirm the accuracy of the minutes of the Health and Safety Committee meeting held on 29 October 2020

Proposed by Cllr G. Stammers, seconded by Cllr S. Williams, the minutes of the meeting held on 29 October 2020 were **ADOPTED**.

Matters Arising

The operation manager informed members as follows:

1. The gardening team have been made aware of the new procedure with regards to the pruning of poisonous plants.
2. AED inspection sheets have been checked.
3. Fire Panel, Detectors & Extinguishers have been installed in the downstairs office and that a fire risk assessment has been completed.
4. A decision from the councillors with regards to the Cadet hut has not yet been made.
5. The purchase order for the fogger and chemicals has been sent and we are waiting for delivery.

Cllr S. Williams asked what was happening with the buildings on Monmouth Beach i.e. Harbour Masters store, if we were having our buildings back.

Cllr J. Broom replied that we should have the store by the end of March

The operations manager said that as soon as we know when we will have discussions on taking the store back.

Item 1. Accidents, Injuries and Near Misses

The operations manager informed members all accident books had been checked and there had been three minor accidents reported since the last meeting, all were involving outside staff. None required any time off work. Each accident report was read out.

1. Insect Bite.
2. Hand Injury: Screwdriver slipped in hand.
3. Hand Injury: Missed chisel and hit hand with hammer.

It was agreed that there was little the committee could do to avoid minor accidents of this nature going forward but that the Operations Manager had already provided better gloves for the member of staff affected by insects and re-iterated to staff that they should take care at work.

Item 2. Fire Safety Records/Playgrounds/Automated External Defibrillator (AED)

The operations manager informed members all weekly and monthly records and checks had been recorded and were up to date.

Cllr J Broom said six monthly checks were now needed due for Fire Safety.

Kyle Knight, staff member said we get an outside company to do the annual checks.

The operations manager said he would find out if the annual checks did need to be done six monthly.

Action: Operations Manager

Kyle Knight said there was an issue with fencing hanging loose in Anning Road playpark, and that it needs adding to the record sheet.

The operations manager said fence holds up soil and there was a rotting fence post which has fallen and left the fence hanging loose. A quote for replacement has been put in and agreed by the town clerk.

Cllr J. Broom asked if we have got safety fencing around it.

The operations manager said it is still secured either side and is safe.

Kyle Knight agreed it is safe.

Cllr J. Broom said it should be recorded on the record sheet.

The operations manager told Kyle Knight that as he see's things like this they should always be added to the record sheet. Kyle agreed that he would add it to the sheet.

Action: Kyle Knight

The operations manager informed the members the AED records are all up to date until December and that the checks for January were missing. He will check with the member of staff concerned to confirm it is up to date.

Action: Operations Manager

Item 3. Operations Manager Monthly Inspections and Regular Inspections

The operations manager showed the committee the monthly inspection sheet and went through the maintenance inspection spreadsheet.

The operations manager said there is some fire, manual handling and work at height training that is overdue, however, he would like to wait until we have more freedom with Covid-19 restrictions being lifted, he said that these are always covered in toolbox talks.

Cllr J. Broom said he agreed that this would be best as long as there is no problem with it in the future.

Item 4. H&S Policy Statement of intent targets

The operations manager read the list of 15 targets from the policy each item was discussed and the following raised:

No. 6: Allocate sufficient time and other resources for health and safety.

Time is to be allocated for staff member Kyle Knight to go on a Health and Safety training as he is a new staff representative.

No.9: Provide suitable, safe, well maintained equipment and PPE.

Cllr J. Broom asked what we do if tools are broken or dangerous.

Kyle Knight said he would inform the works supervisor and a tag was put on them saying they were faulty and not to be used and the operations manager was informed.

Cllr J. Broom asked if there is a problem do, we move the tools, The operations manager reiterated that they were tagged.

Cllr J. Broom asked if they were taken out of the system, the operation manager said that all unsafe tools were tagged and not used.

Item 5. Training – Completed since last meeting

The operations manager gave an update on training as follows:

Face fitting testing – mask fitting training has been completed by two members of the outside staff.

A Fixed Penalty notice course has been attended by the enforcement officers. This course discussed how to approach members of the public whilst keeping yourself safe.

The operations manager showed the training and tracker sheet to the members via screen sharing on Zoom.

Item 6. Roof Glass incident investigation

The operations manager reported the investigation report by the architect has shown the glass is of the correct specification.

Cllr J. Broom asked if a risk assessment has been done to show what we are doing to prevent stones hitting the glass again.

The operations manager said it was covered in the risk assessment for the mowing.

Members discussed this point and it was agreed that the operations manager would do a separate risk assessment. The operations manager said that this now brought the matter of the roof glass incident to a close.

Action: Operations Manager

Item 7. Enforcement Officers and PSPO enforcement

The operations manager asked Alan Jefferies, staff member, if he felt that the enforcement officers have had enough training to safely enforce a PSPO, removing alcohol from persons.

Alan Jefferies replied that the training was good, and he would be happy to do this if he had adequate backup. This was discussed further and agreed that the use of body cameras and a radio were also sufficient and that the PCSO could be contacted or another member of staff could accompany the enforcement officer before approaching such persons.

Alan Jefferies said there were some times of the day/evening when other staff members were not working.

The operations manager said that if there was no backup, and the officer deemed it to be unsafe, then the enforcement officers should not interact. Alan Jefferies said that in this eventuality they would call the police and let them deal with it.

Cllr G. Stammers said that they should not put themselves in danger if there is no back up.

Item 8. Annual H & S Audit

The operations manager explained to the members that the annual health and safety audit should have been done in November 2020. It was unable to take place due to Covid-19 restrictions. If the members agree he would now hold off organising this until it was due again in November 2021.

The members agreed to this.

Item 9. Any Other Business

Lateral Flow Tests for COVID-19

The operations manager informed the members that the town clerk had received an email from Dorset Council saying they are offering lateral flow testing to staff who come into contact with members of the public. It would mean the members of staff concerned would have to travel either to Weymouth or Dorchester.

Alan Jefferies was asked his opinion as one of the staff members who would be affected. He said that he himself and the other members of staff go above and beyond to adhere to all social distancing measures and are very mindful of avoiding the risks. He felt that it was not necessary for them to travel all that distance.

Cllr G. Stammers asked as they were the same tests that the schools were issued with, if we could not be included in this and an external force come to us.

The operations manager replied that it was not possible to be included other than through Dorset Council as we don't have the pre-requisite minimum of 50 employees.

Hi-Vis Clothing

Kyle Knight asked why it was now required for all outside staff to wear High-Vis clothing, as he felt that the gardeners are not subject to risk from the road. This was discussed informally. The operations manager said a report on clothing was being brought to the next HR meeting.

Action: Operations Manager

Next meeting date

It was decided the next meeting would take place on Thursday 6 May 2021 either via online Zoom or socially spaced in the Guildhall at 2pm, depending on the government pandemic guidance at the time..

The meeting ended at 3:16pm.

Committee: Human Resources Committee

Date: 10 March 2021

Title: Plumbing Training

Purpose

To allow members to decide on a way forward for fitting chalet water meters

Recommendation

Members approve a plumbing training course for maintenance operative Kyle Knight

Background

1. The project to complete the fitting of water meters on the chalets has been put on hold due to the constraints of the council budget because of the pandemic. As soon as the council reserve meets a pre-defined level, projects such as this will be resumed.
2. Kamstrup Multical 21 remotely readable water meters have already been fitted externally to 52 of the 90 properties. They help the maintenance staff locate water leaks in the chalet areas quickly and afford the finance team the ability to bill chalet owners more accurately for their water usage. The remainder of water meters will need to be fitted inside the properties due to the way the pipework is configured under those chalets. It would be prudent to use someone appropriately trained to fit meters **inside** a property, not least for insurance purposes. There are two ways to achieve this; employ a contractor or train an existing member of staff.

Report

2. Before the pandemic, Kyle Knight, maintenance operative, had been booked on a plumbing course which was about to commence. With the initial lockdown and restriction on council finances, officers cancelled the expenditure for this training course. With this training, Kyle Knight would be competent to undertake installation of water meters inside chalet properties. It would also afford the council the assurance of having a qualified member of staff to be able to complete any other simple plumbing projects that come up from time to time. While also adding to the wider staff skillset and providing professional development for the individual.
3. The qualification selected by officers was the entry level – Level 2 Diploma in Plumbing Studies with PGL Training Ltd near Topsham. The qualification is rated at improver/plumber's mate. Attendance is at the council's discretion and can be between one to three days a week. Depending on attendance, the course can be completed in 14 to 20 weeks. The cost is £3,600 inclusive of VAT which would come from the training budget.
4. The cost of a contractor to fit meters inside the chalets would be around £3,800+VAT.

5. In addition, Kamstrup Multical 21 water meters are £108+VAT each.
6. Any recommendations from this committee will be considered by the Full Council on 14 April 2021.

Matt Adamson-Drage
Operations manager
10 March 2021

Committee: Human Resources Committee

Date: 17 March 2021

Title: Local Government 2021 Pay Claim

Purpose

To inform members of the local government 2021 pay claim

Recommendation

Members note the report

Background

1. The council's contracts of employment with its employees complies with the Scheme of Conditions of Service of the National Joint Council (NJC) for Local Government Services (the 'Green Book')

Report

2. On 16 February 2021, the NJC unions (UNISON, GMB and Unite) lodged pay and terms and conditions' claims for local government ('Green Book') staff for 2021 which seek:
 - A substantial increase with a minimum of 10% on all spinal column points
 - Introduction of a homeworking allowance for all staff who are working from home
 - A national minimum agreement on homeworking policies for all councils
 - A reduction of the working week to 35 hours with no loss of pay, and a reduction to 34 hours a week in London. Part-time staff to be given a choice of a pro rata reduction, or retaining the same hours and being paid a higher percentage of FTE
 - A minimum of 25 days annual leave, plus public holidays and statutory days, for all starting employees, plus an extra day holiday on all other holiday rates that depend on service
 - An agreement on a best practice national programme of mental health support for all local authorities and school staff
 - A joint review of job descriptions, routes for career developments and pay banding for school support staff, and completion of the outstanding work of the joint term-time only review group
 - A joint review of the provisions in the Green Book for maternity/paternity/ shared parental/adoption leave
3. The national employers have met for an initial discussion and councils will be consulted during March at the virtual regional pay consultation briefings. The national employers will then consider feedback from those events before responding formally to the unions on a date yet to be agreed, possibly in April or May.
4. Members will be kept updated as the negotiations continue.

5. No provision has been made in the 2021-22 budget for a pay award.
6. Any recommendations from this committee will be considered by the Full Council on 14 April 2021.

Adrienne Mullins
Support services manager
March 2021

Committee: Human Resources Committee

Date: 10 March 2021

Title: Staff Clothing

Purpose

To provide members with further details of the costs of staff clothing

Recommendation

Members note the report

Background

- Members requested a clothing report during the list of payments discussion at Full Council meeting held on 16 December 2020.

Report

- The following is the current uniform allocation to staff – each row shows the individual allocation – the first column shows the number of staff that row applies to:

	Team Colour	Wet Wx Jacket	SwtShirt/Blouse	TShirt/Polo	Trouser	Boots	Hat	PPE (Hi Vis)
Managers x4	n/a	1 fleece	n/a	n/a	n/a	n/a	n/a	n/a
Ops Mgr x1	n/a	1 jckt + 1 fleece	n/a	n/a	n/a	1pair	n/a	1tabard
Asst Fin Mgr x1	n/a	1 fleece	n/a	n/a	n/a	n/a	n/a	n/a
Works Supervisor x1	Black	1 jckt + 1 fleece	5	5	3 1wet wx	1pair 1wellies	1 cold wx	1tabard
Reception x2	Pink	1 fleece	5	n/a	n/a	n/a	n/a	n/a
Enforcement x2	Navy Blue	1 jckt + 1 fleece	5	5	3 1wet wx	1pair	1 cold wx 1 baseball	1parkvest 2epaulete
Gardeners x5	Green	1 jckt + 1 fleece	5	5	3 1wet wx	1pair 1wellies	1 cold wx 1 baseball	1tabard
Maintenance x2	Grey	1 jckt + 1 fleece	5	5	3 1wet wx	1pair	1 cold wx 1 baseball	1tabard
Lengthsman x1	Grey	1 jckt + 1 fleece	5	5	3 1wet wx	1pair 1wellies	1 cold wx 1 baseball	1tabard
Cleansing x2	Royal Blue	1 jckt + 1 fleece	5	5	3 1wet wx	1pair	1 cold wx 1 baseball	1tabard
Amenities (+1) x3	Royal Blue	1 fleece	5	5	n/a	n/a	n/a	n/a

- The outside team, in particular the manual workers, naturally go through their clothing more frequently. Typically, a set of sweatshirts/t-shirts/trousers per year and a set of boots every year or two, depending on activities they have been conducting.

4. The operations manager and supervisor keep an updated record of all clothing, and PPE, issues to staff which includes when they were last issued. There is no formal staff clothing policy but this record is kept to ensure clothing issue is adequate and the system isn't abused.
5. All prices below are excluding VAT and, where required, come with the LRTC logo embroidery. Price comparisons with three suppliers were conducted in 2018 (Keltic clothing/Workwear/AJ Supplies). AJ Supplies came out cheapest and was our supplier. However, clothing is not AJ Supplies' main business and we recently discovered they forward our orders to a company called Yellow Box Solutions in Yeovil; we now order direct with them.

Clothing	Cost
Wet Wx, Hi-Vis Jacket	£19.95
Fleece	£14.37
ParkVest	£80
Epaulettes	£10
Shirt	£14.95
Sweatshirt/Hoodie	£10.30
Cardigan	£16.95
Blouse	£14.95
TShirt	£6.15
Polo Shirt	£8.40
Trouser/Shorts	£10.75
Wet Wx trouser	£10.95
Tabard	£10.30
Boots (with steel toe) ¹	up to £80
Wellies	£20
Hat – Baseball Cap	£7
Hat - Cold Wx	£7

6. The health and safety committee has asked that all outside staff, regardless of role, wear high-visibility clothing at all times. All outside staff, except enforcement², are issued with hi-vis tabards but some staff have expressed that, particularly in summer, they would prefer to only wear a t-shirt. As items are in need of replacement, it is intended to purchase hi-vis jackets, sweatshirts and t-shirts, this will avoid the need for staff to constantly put a hi-vis tabard over whatever they are wearing.
7. Any recommendations from this committee will be considered by the Full Council on 14 April 2021.

Matt Adamson-Drage
Operations manager
10 March 2021

¹ Boots and Wellies are normally sourced through Mole Avon or Screwfix and members of staff are encouraged to individually choose a boot that is comfortable for them.

² Enforcement wear navy blue Parkvests with reflective strips but as they come up for renewal it is intended to purchase the yellow hi-vis version.