

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 10 MARCH 2021

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: M. Adamson-Drage (operations manager), A. Mullins (administrative officer), J. Wright (town clerk)

20/01/HR Public Forum

N. Ball

N. Ball spoke in relation to several agenda items about pay progression. Due to the current situation with Covid-19, he asked members not to give pay increases to any staff as a back-door option to get a pay rise. He said the council had to be prudent and sensible to save money, and nationally people hadn't been given pay rises. He felt staff should feel lucky just to have a job to go to. N. Ball said he would like to think the council was looking at timesheets now to see what people were doing. He said there had been no face-to-face consultation and no monthly reports so people could see what the council was doing. He said the mayor had stated he wanted to achieve savings and this was a good way of doing that and showing the public how it could be done.

N. Ball also spoke in relation to agenda item 11, Staff Clothing. He said the council needed to be careful and monitor the clothing it issued due to the costs involved. He said it seemed like a lot of items, some of them were exorbitant costs and he failed to see why the council should be spending this kind of money. He also felt the staff should be given a lanyard to prove who they are.

N. Ball said half of the items were in exempt business and asked what was to hide, as the minutes would be available to read afterwards. He asked who conducted appraisals for the staff.

20/02/HR Apologies

None.

20/03/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 26 February 2020

Proposed by Cllr G. Turner and seconded by Cllr C. Reynolds, the minutes of the meeting held on 26 February 2020 were **ADOPTED**.

20/04/HR Disclosable Pecuniary Interests

There were none.

20/05/HR Dispensations

There were none.

20/06/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 26 February 2020

Members' allowances

Cllr D. Sarson asked if there had been any decision from the Remuneration Panel.

The town clerk said there had not been a decision but he had made representations to the panel via the Dorset Association of Parish and Town Councils.

20/07/HR Update Report

Pension enrolment

Cllr B. Larcombe asked if anything had changed in terms of the numbers who had enrolled in the pension scheme.

The town clerk said there were more people on the scheme than five years ago.

20/08/HR Minutes of the Health and Safety Committee meeting on 4 February 2021

Members discussed the enforcement officers and enforcement of the dog-related Public Space Protection Order as it was felt they should spend more time on this issue.

The operations manager said they could be re-deployed to spend all their time enforcing dog rules but this would take them away from other duties, specifically parking enforcement. He also reminded members of their seasonal shift patterns which meant they worked less hours in the winter and shoulder seasons so there couldn't be someone patrolling at all times.

Proposed by Cllr J. Broom and seconded by Cllr S. Williams, the minutes of the Health and Safety Committee meeting on 4 February 2021 were **RECEIVED**.

20/09/HR Plumbing Training

The operations manager said there was currently no-one on the staff team with a plumbing qualification. He said it would be a valuable skill as there may be some other minor works the employee could do in the future rather than using a contractor, in addition to the installation of water meters at the chalet park.

Cllr K. Ellis said the level 2 qualification could lead to an apprenticeship or employment and her concern was the employee would then have to work alongside someone who had the qualification.

The operations manager said he wouldn't be qualified to do complicated plumbing jobs but the council could choose in the future for him to go on to a level 3 if it wished. He said the employee could be released for a day a week to work with a plumber to obtain the higher level.

Cllr M. Ellis asked if he would have to pay back the cost of the training if he obtained the qualification and left within a certain amount of time.

The operations manager said this provision already existed in the council's working practices.

Cllr J. Broom suggested employing a plumber directly to the council, although it was noted the pay for this kind of post would be more than the current maintenance operatives were receiving and there wouldn't be enough work to sustain a plumber full-time.

Cllr K. Ellis said it would end up costing the council more to train an employee than using a contractor as on top of the training costs, the employee would also be paid their normal wages and the cost of materials needed to be factored in.

Cllr C. Reynolds the council needed to consider the incentive it would give the employee, as incentives kept people in their jobs.

The operations manager said other minor plumbing jobs included the beach showers, toilets, water points and minor work on the council's buildings, which would partially substitute the use of a contractor.

Cllr M. Ellis asked if the chalet owners were paying for the installation of the water meters.

The operations manager said the council was paying for the installation of the meters as all the infrastructure from where South West Water's ownership ended was owned by the council.

Proposed by Cllr C. Reynolds and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a Level 2 Diploma in Plumbing Studies course for maintenance operative Kyle Knight.

20/10/HR Local Government 2021 Pay Claim

The town clerk said the government's public sector pay freeze didn't directly affect local authority pay. However, he couldn't see there being any material increase in local government pay in 2021-22. He added any updates on the pay claim would be included in the members' briefing and the annual HR review in the new council year.

20/11/HR Staff Clothing

The operations manager said the council didn't have a staff clothing policy but there was a record of what was issued to each individual.

Cllr B. Larcombe asked what the annual cost of clothing was.

The operations manager said this information could be provided in the members' briefing. He also confirmed staff clothing wouldn't be replaced if their existing garments didn't need replacing.

20/12/HR Town Clerk's Appraisal

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, 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.

20/13/HR Deputy Town Clerk, Spinal Column Point Progression

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, 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.

20/14/HR Operations Manager, Spinal Column Point Progression

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, 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.

20/15/HR Postholder 101, Six-Month Probation Report

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, 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.

20/16/HR Finance Manager, Spinal Column Point Progression

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, 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.

20/17/HR Support Services Manager, Spinal Column Point Progression

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, 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.

20/18/HR Employees' Annual Spinal Point Column Progression and Pay Arrangements for Other Employees for 2021-22

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, 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.

20/19/HR Exempt Business

The town clerk left the meeting at 7.46pm.

a) Town Clerk's Appraisal

Cllr M. Ellis raised concerns with pay progression in general in view of the government's public sector pay freeze. She was also concerned other employees who were not progressing on the spinal column would view this as a pay rise.

Cllr B. Larcombe said some staff were receiving incremental pay increases as part of their contractual arrangement but they would not receive the cost of living increment if there was a pay freeze. He said those staff who had reached the maximum for their job had had the benefits in previous years.

It was noted the town clerk had reached the top of his pay scale and would therefore not be progressing any further.

The town clerk returned to the meeting at 7.50pm.

b) Deputy Town Clerk, Spinal Column Point Progression

Cllr B. Larcombe asked if there were any ongoing development needs for the deputy town clerk.

The town clerk said there was the possibility of him obtaining the CiLCA qualification but as he had qualified as a company secretary earlier in his career, which was equivalent to a degree, it didn't seem entirely relevant.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the deputy town clerk's progression to spinal column point 35 on 1 April 2021.

The operations manager left the meeting at 7.54pm.

c) Operations Manager, Spinal Column Point Progression

Regarding his development needs, the town clerk said the operations manager had recently achieved his (IEMA) Foundation Certificate in Environmental Management and there were no other training requirements at this point.

Proposed by Cllr G. Stammers and seconded by Cllr K. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the progression of the operations manager to spinal column point 31 on 1 April 2021.

The operations manager returned to the meeting at 7.57pm.

d) Postholder 101, Six-Month Probation Report

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve postholder 101's continued employment with the council.

e) Finance Manager, Spinal Column Point Progression

Cllr C. Reynolds wished to record her sincere thanks to both the finance manager and assistant finance manager for dealing with the finances for Lyme Regis Community Support.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the finance manager's progression to spinal column point 28 on 1 April 2021.

The support services manager left the meeting at 8.03pm.

f) Support Services Manager, Spinal Column Point Progression

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the support services manager's progression to spinal column point 25 on 1 April 2021.

The support services manager returned to the meeting at 8.06pm.

g) Employees' Annual Spinal Point Column Progression and Pay Arrangements for Other Employees for 2021-22

The town clerk said most employees were now at the top of their pay scale, which was indicative of how long people were remaining with the council. He said there had been no employee turnover in the last year.

Members agreed the operations supervisor's position and pay needed to be reviewed due to the commitment and effort he put into his work, including significant overtime and untaken leave.

The town clerk said the issue was raised during the operations manager's appraisal as an area for review. He said he intended to bring a report to the committee in the new council year.

Members noted the employees who would be moving to the next spinal column point on 1 April 2021 and which employees had reached the top of their grade.

Cllr B. Larcombe asked for all employees to be informed how much the council appreciated all they had done during the Covid-19 year as it had been a difficult year for everyone.

The meeting closed at 8.10pm.