



John Wright
Town Clerk

Lyme Regis Town Council

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Human Resources Committee

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

Notice is given of a meeting of the Human Resources Committee to be held at the **Pine Hall, Lyme Regis Baptist Church, Sherborne Lane, Lyme Regis** on Wednesday 9 June 2021 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
04.06.21

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.

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. Election of Chairman and Vice-Chairman

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2021/22

2. Terms of Reference

To allow the committee to receive its terms of reference

3. 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

4. Apologies

To receive and record any apologies and reasons for absence

5. Minutes

To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 10 March 2020 (attached)

6. 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.

7. Dispensations

To note the grant of dispensations made by the town clerk in relation to the business of this meeting.

8. Matters arising from the minutes of the previous Human Resources Committee meeting held on 10 March 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

9. Update Report

To update members on issues previously reported to this committee

10. Minutes of the Health and Safety Committee meeting on 6 May 2021

11. Human Resources' Annual Review

To allow members to receive an annual report on key human resources' information

12. Evening Seafront Attendant Contract Extension

To allow members to consider a contract extension for the evening seafront attendants

13. Achievement of a Level 5 Diploma in Human Resource Management

To inform members that Adrienne Mullins, support services manager, has achieved a Level 5 Diploma in Human Resource Management and to allow members to consider awarding two additional spinal column points to her current salary and pay scale in recognition of this achievement

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. Works Supervisor/Lengthsman role – Spinal Column Point Banding Review

To allow members to consider re-banding the role of works supervisor/lengthsman post and move the current incumbent onto spinal column point 22 with immediate effect

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. 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 13 – Achievement of a Level 5 Diploma in Human Resource Management

(b) Agenda item 14 – Works Supervisor/Lengthsman role – Spinal Column Point Banding Review

Committee: Human Resources

Date: 9 June 2021

Title: Election of Chairman and Vice-Chairman

Purpose of Report

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2021/22

Recommendation

- a) The committee receives nominations for the chairman of this committee and elects its chairman for the council year 2021/122
- b) The committee receives nominations for the vice-chairman of this committee and elects its vice-chairman for the council year 2021/22

Background

- 1. The terms of reference for the council's committee structure state each committee will elect its chairman and vice-chairman from among its membership.
- 2. Consequently, nominations are sought for the chairman and the vice-chairman of this committee.
- 3. The relevant standing orders that inform and govern the election of chairmen and vice-chairmen are detailed below.
- 4. Standing order 3.t states:

'Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members request, voting may be by signed ballot.'

- 5. Standing order 8.a states:

'Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.'

6. Standing order 8.b. states:

'As the first business of a council is to elect a chairman (the mayor in the case of Lyme Regis Town Council) who is also an ex-officio voting member of all committees, they are in a position to open and chair a sub-committee meeting temporarily, with the benefit of a casting vote, until a committee chairman is elected. In the Mayor's absence, the Deputy Mayor could officiate in the same way, The town clerk or other officer cannot open or chair a committee or sub-committee meeting.

7. The election of the chairman and vice-chairman of the Human Resources Committee will be reported to the Full Council on 11 July 2018.

John Wright
Town clerk
June 2021

Committee: Human Resources

Date: 9 June 2021

Title: Terms of Reference

Purpose

To allow the committee to receive its terms of reference

Recommendation

The committee receives its terms of reference

Background

1. The terms of reference for the Human Resources Committee, along with the general terms of reference that apply to all the council's committees is attached, **appendix 2A**.
2. Any recommendations from this committee will be considered by the Full Council on 28 July 2021.

John Wright
Town clerk
June 2021

Terms of Reference

2. Committees – General

- 2.1 The purpose of the council's committees is to consider issues under their remit. Issues will normally be outlined in a report prepared by officers and each report will normally include a recommendation.
- 2.2 Any recommendation(s) from a council committee will be considered at the subsequent meeting of the Full Council. Any decision or recommendation from a council committee has no status until it has been adopted by the Full Council by way of a resolution. This is unless a committee has devolved powers, i.e. Planning in respect of making recommendations direct to West Dorset District Council on planning applications.
- 2.3 Each committee will:
- 2.3.1 Elect its chairman and vice-chairman from among its membership;
 - 2.3.2 Confirm the accuracy of the minutes of the last committee meeting;
 - 2.3.3 Agree and review the terms of reference for sub-committees, working or advisory groups that report to the committee;
 - 2.3.4 Receive nominations to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.5 Elect chairmen and vice-chairmen to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.6 Appoint any new sub-committees, working or advisory groups, confirmation of their terms of reference, the number of members (including, if appropriate, substitute councillors), receipt of nominations and the election of chairmen and vice-chairmen to them;
 - 2.3.7 To examine on behalf of the council various policies, strategies and plans relating to its subject area and to report these to the Full Council;
 - 2.3.8 To undertake reviews or policy development tasks in relation to any matters falling within the remit of the committee;
 - 2.3.9 To work with other relevant committees of the council where an area of work is shared with that committee.
- 2.4 Council-approved projects and objectives will be delegated to the relevant committee.
- 2.5 No business may be transacted at a committee meeting of the Full Council unless at least one third of the whole number of members of the committee are present and in no case shall the quorum of a meeting be less than three.

4. Human Resources Committee

- 4.1 The purpose of the Human Resources Committee is to consider member and officer issues, including:
- 4.1.1 To consider breaches of the council's code of conduct for members and, based on the report of West Dorset District Council's monitoring officer, recommend to Full Council any sanctions that should be applied to that member under the council's voluntary code.
 - 4.1.2 To undertake an annual review the council's code of conduct and make recommendations to the Full Council on any revisions that are required.
 - 4.1.3 To consider the establishment structures, staffing levels, job descriptions, person specifications, job evaluations, and the remuneration levels
 - 4.1.4 To ensure that the council has policies and procedures in place to meet its human resources and health and safety statutory responsibilities
 - 4.1.5 To consider and review human resources and health and safety policies and procedures
 - 4.1.6 To appoint the town clerk, deputy town clerk and operations manager
 - 4.1.7 To appraise the performance of the town clerk and set his/her annual objectives
 - 4.1.8 To consider grievances and complaints against the town clerk
 - 4.1.9 To consider appeals against grievance and disciplinary decisions made by officers
 - 4.1.10 To annually consider the development of the council's workforce
 - 4.1.11 To commission periodic surveys to assess employee satisfaction
 - 4.1.12 To annually consider levels of member and staff attendance, the number and type of complaints against employees, the number and type of grievances, disciplinaries and employment tribunals
 - 4.1.13 To consider incidents of whistleblowing by employees
 - 4.1.14 To monitor the learning and development of members and staff.

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.

Committee: Human Resources

Date: 9 June 2021

Title: Matters arising from the minutes of the previous Human Resources Committee meeting held on 10 March 2021

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

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

Members' allowances

There has been no update since the town clerk provided feedback to the Dorset Association of Parish and Town Councils to feed into the remuneration panel's review.

20/09/HR – Plumbing Training

Kyle Knight will be commencing the course soon. He is setting up training with the course provider for one day a week at the outset.

20/10/HR – Local Government 2021 Pay Claim

Following the pay claim made in February 2021 by the unions (Unison, GMB and Unite), in May 2021 the national employers made the following one-year offer:

- With effect from 1 April 2021, an increase of 1.50 per cent on all NJC pay points 1 and above
- Completion of the outstanding work of the joint Term-Time Only review group

The employers also proposed that the NJC begins immediate exploratory discussions on three other elements of the claim, as follows:

- A national minimum agreement on homeworking policies for all councils
- An agreement on a best practice national programme of mental health support for all local authorities and school staff
- A joint review of the provisions in the Green Book for maternity / paternity / shared parental / adoption leave

The unions have rejected the 1.50% pay offer and have asked for urgent talks. There has been no response from employers as yet

20/11/HR – Staff Clothing

The annual cost of staff clothing was provided in the members' briefing on 12 March 2021.

John Wright
Town clerk
June 2021

Committee: Human Resources

Date: 9 June 2021

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Seafront attendant

Karl Sheldon handed in his notice and his last day with the council was 20 May 2021. As the council has agreed to scrutinise any staff positions that become vacant, the operations manager emailed members on 7 May 2021 to determine if the position should be retained.

The majority response was to continue with this position and recruitment commenced, both in print and online. The closing date for applications was 5 June 2021 and interviews will be held on 7 June 2021. A verbal update will be given at the meeting.

Amenities' assistant

An amenities' assistant was employed in April for a fixed term initially until 31 October 2021 to cover shifts on weekends and Mondays. Paul Morris took up the post but in May he was offered a full-time position elsewhere and intended to leave the amenities' position.

Recruitment to this post commenced but shortly after, Paul's situation changed and he asked if he could stay. All recruitment relating to this post was withdrawn and Paul remains in post.

John Wright
Town clerk
June 2021

LYME REGIS TOWN COUNCIL

HEALTH AND SAFETY COMMITTEE

**MINUTES OF THE MEETING HELD ON THURSDAY 6 MAY 2021
AT 2PM VIA ONLINE ZOOM**

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), John Wright (town clerk).

Apologies J Wright (town clerk), E Pawsey (secretary)

To confirm the accuracy of the minutes of the Health and Safety Committee meeting held on 4 February 2021

Proposed by Cllr J. Broom and seconded by G. Stammers, the minutes of the meeting held on 4 February 2021 were **ADOPTED**.

Matters Arising

The operation manager informed members as follows:

1. AED inspection sheets have been checked.
2. A decision from the councillors with regards to the Cadet hut has not yet been made but a date of vacation of the Harbourmasters store was being put to Dorset Council.
3. A risk assessment for mowing the Lister gardens banks had been completed and would be forwarded to members of the committee.
4. Fire Safety checks were confirmed as being completed by Fortress Ltd every six months.
5. It was agreed that there should be a system for staff to become staff members on the health and safety committee and that it should detail 'terms of reference' for the role and how long they would be expected to serve on the committee. The operations manager would conduct a vote from amongst the staff for whether they wanted one or two staff members on the committee, and allow them to indicate if they would like Kyle Knight to become formally appointed. The operations manager would bring details of such a system for members of the committee to approve at the next meeting.

Item 1. Accidents, Injuries and Near Misses

The operations manager informed members all accident books had been checked and there had been one RIDDOR reportable accident and four further accident book reports made since the last meeting. Each accident report was read out and follows in date order;

1. 23.03.2021 - Street Lamp lowering in the gardens – Kyle Knight.

Kyle was attempting to operate a hinged street lamp to service the lamp head but the spring was broken and did not take the posts falling weight. Kyle instinctively attempted to catch the falling lamppost and reported jarring his back. The committee agreed that in future all street lamp operation must be performed with at least two members of staff and care should be taken when lowering the lampposts. Staff that conduct this work would be informed.

Action: Operations Manager

2. 10.04.2021 - RIDDOR – Darren Cheney, cleansing operative – broken ankle.
The cleansing operative was litter picking on the Lister gardens sloped lawn when he lost his footing, slipped, fell and broke his ankle. The operations manager took him to Dorchester A&E as an ambulance was unavailable. The committee discussed procedures for operating on the sloping lawns and at different times of day and states of weather, but concluded that it was ultimately an unfortunate accident. He was wearing appropriate issued footwear at the time of the accident.
3. 13.04.2021 - Conservatory window possibly broken by lawnmower debris.
4. 13.04.2021 - Car window possibly broken by lawnmower debris.
It is unknown whether debris from a lawnmower was the culprit in each case but it is likely. The committee discussed the issue and the operations manager informed that the area behind the Cadet Hut had been mowed for years with no issue. Gardeners would be informed to redouble their efforts of checking for debris before mowing an area. A discussion then followed about the rubber flap on the grass chute at the back of mowers being artificially held open while mowing areas in the gardens. The committee agreed that the flap was a safety feature of the mower to prevent debris escaping at high speed at the back of the mower and the practice should not continue. The operations manager would investigate. **Action: Operations Manager**
5. 20.04.2021 - Trip down the office stairs – Elaine Pawsey.
In general, it was agreed that there was little the committee could do in terms of putting procedures in place designed to avoid minor accidents of this nature. The stairs and nosings were in reasonable order and the cause of the trip was unknown by the staff member.

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

Fire Safety & Automated External Defibrillator

The operations manager informed members all weekly and monthly records and checks had been recorded and were up to date. There was a new procedure for recording checks of the AED on a monthly basis with SW Ambulance Service.

Playgrounds

The committee were informed of the recent annual playground safety checks performed by an external contractor, the playground inspection company. Henry's Way, Anning Rd and the Skatepark are checked. The chairman noted that there were some cones and tape on the pavement outside the Anning Rd playpark. The operations manager said he was unaware of any cones deployed by our staff and would investigate. The playground reports would be forwarded to members of the committee. The retaining palisade fence was also discussed and the operations manager would chase up on this work.

Action: Operations Manager

Item 3. Operations Manager Monthly Inspections and Regular Inspections

The operations manager showed the committee the monthly health and safety inspection sheet and went through some of the items it contained. It was noted that safety issues noted by Kyle Knight (automatic door closer) had also been noted by the operations manager separately during his checks and this was an example of a strong safety management system.

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.5. Achieve and maintain health, safety and risk control systems in line with occupational health and safety best practice and conduct systematic risk assessments and reviews.

It was noted that some of the risk assessments were due for review

Action: Operations Manager

Item 5. Training – Completed since last meeting

The operations manager said induction training for new staff seafront staff and toolbox talks on hedgetrimmers, strimmers and ladder safety had taken place since the last meeting.

There were overdue requirements to undertake fire safety training, fire drills, working at height, manual handling and display screen equipment training and assessments which would be booked after 21 June 2021 easing of pandemic restrictions.

Action: Operations Manager

Item 6. Hi Vis Clothing

Hi-Vis clothing was requested to be discussed by the staff. Some of the staff, particularly the gardening team, did not see the need for them to wear hi-vis items.

Cllr John Broom said he did not understand why they were against it, as it was just a waistcoat. The operations manager explained that they didn't want to wear another layer of clothing in the height of summer but that hi-vis t-shirts could be worn instead. The operations manager also said that it was useful to have different teams in different colours as members of the public often request to speak to the gardening team. There was limited discussion around other teams but it was agreed that these were more straightforward and that the maintenance, enforcement, lengthsman and cleansing teams should all wear an outer layer of hi-vis clothing at all times.

The committee agreed that all outside staff, except the amenities team, should be wearing a hi-vis outer layer at all times.

Action: Operations Manager

Item 7. Mower Manual Handling Ramps

Kyle Knight asked if the gardening team could purchase a mower ramp to aid manual handling of mowers on and off vehicles. The operations manager explained that mowers were transported to various areas of the town such as the churchyard and that the job was a

two-man lift. Ramps are relatively inexpensive at under £100. The committee agreed to purchase a ramp to aid manual handling, allowing the job to be undertaken single-handed.

Action: Operations Manager

Item 8. Lone and Late Working

A member of staff had requested that this topic was discussed as they were concerned about the new seafront staff late and lone working.

The operations manager explained the seafront staff procedure of checking in and out via a WhatsApp group. He also explained that late working Enforcement officers check in and out by text to the operations manager. The committee discussed the limitations of those system as the operations manager may not always be available, although the works supervisor was also in the WhatsApp group. A 24hr monitoring service was discussed but it was thought that may be an expensive solution.

It was agreed to continue with the current processes of checking in and out at the start and end of shift.

Item 9. Any Other Business

Cllr John Broom asked about a system for electing staff members to the committee to confirm Kyle Knight's appointment as a staff representative.

The operations manager said he would ask staff members to vote on a staff representative and vice-staff representative. He also said he would bring terms of reference for the staff representatives, the procedure for electing them and their term of office to the next meeting.

Action: Operations Manager

Next meeting date

It was decided the next meeting would take place on Thursday 5 August 2021 in the Guildhall at 2pm.

The meeting ended at 3:31pm.

Committee: Human Resources

Date: 9 June 2021

Title: Human Resources' Annual Review

Purpose of Report

To allow members to receive an annual report on key human resources' information

Recommendation

Members note the report

Background

1. This report provides information on the council's establishment, staff turnover and recruitment, gender profile, pay multiples, human resources' budget, pay, pensions, overtime and time-off-in-lieu (TOIL), appraisals, learning and development, grievances and disciplinaries, and sickness and absence.
2. The report draws comparison between the 2020-21 and 2021-22, where appropriate.
3. The report also details the main human resources challenges for 2021-22.

Establishment 2021-22

4. The council has 18 permanent full-time posts, six permanent part-time posts where the employee works one or more days a week, four temporary seasonal posts and five wedding stewards, **appendix 11A**.
5. There is one amendment to the 2020-21 establishment; post 106's hours are reduced from 37 hours per week to 29.6 hours per week.
6. In addition to its 2021-22 staffing establishment, the council is employing three part-time seafront attendants up until 21 June 2021. These part-time employees are not included in the 2021-22 budget.
7. The council currently has one vacancy, the seafront attendant. This post is being recruited to.

Staff turnover and recruitment 2020-21

8. The turnover rate for 2020-21 was 0%, i.e., no permanent employee joined or left the organisation.

Gender profile and pay gap

9. The council has 18 permanent male employees and six permanent female employees; six of these employees are part-time. Of the six part-time employees, two are male and six are female.

10. On average, the council paid its female employees 4.3% less than its male employees. In the UK, gender pay gap for full-time employees is 7.4% and 15.5% for all employees, i.e., full and part-time employees.

Pay multiples

11. The highest paid council employee, the town clerk, earns 2.56 times more than the median employee, i.e. £50,451 against a median salary of £19,698.

Payroll costs

12. The payroll costs for 2020-21 (actual) and 2021-22 (budgeted) are detailed below:

	2020-21	2021-22
	£	£
Salary	498,609	558,462
On cost NI	47,428	49,898
On cost pension	93,488	122,862
Total	639,526	731,221

13. In 2020-21, the total payroll costs as a percentage of actual budget was 46.6%; for 2021-22, it's 43.2%.

14. The variances between actual 2020-21 and budgeted 2021-22, are:

- The payroll costs for 2020-21 were reduced by £52,000 because of furlough payments. If these payments are added back into the budget, the amended figure is £691,526
- 2% for pay inflation is included in the 2021-22 budget
- Employers' pension contributions for seven employees who are not in the pension scheme are included in the 2021-22 budget
- Pay increases for eight employees who are progressing through their salary range are included in the 2021-22 budget.

Wage increases and the living wage

15. The council is part of national negotiating framework on pay: the National Joint Council for Local Government Services (NJC).

16. In 2020-21, the NJC pay award was 2.75%.

17. For 2021-22, the employer's pay offer is 1.5%; this offer has been rejected by the unions.

18. The council's policy is to pay its employees the 'real' living wage as determined by The Living Wage Foundation; from 9 May 2021, this is £9.50 per hour. This is higher than the government's National Living Wage which is £8.91 per hour from 1 April 2021 for employees over 23 years of age.

19. The lowest paid council employees are paid at SCP 3, i.e., £9.65 per hour.

Pension arrangements

20. Of the council's employees eligible to join the Local Government Pension Scheme, 17 are in the scheme.

21. Nationally, employee contributions to the scheme are determined by salary and range from 5 to 12%. Town council's employees' contributions range from 2.9¹ to 8.5%.

22. The employer contribution is 22%.

23. The pension scheme is re-valued every three years, and this can lead to changes in employer and/or employee contributions². The scheme was last re-valued in 2019-20; this re-valuation did not result in any material changes to pension contributions.

24. The scheme is scheduled for re-evaluation in 2022-23, for implementation on 1 April 2023.

Appraisals

25. All employees have had an annual appraisal for 2020-21. The main themes from the appraisals were:

- office environment, particularly the lack of rest room facilities and climate control
- training opportunities
- job evaluation/pay
- issues caused by the absence of postholder 101
- uncertainty about Dorset Council's review of services

26. 2021-22 objectives are informed by the council's 2021-22 budget, its corporate plan and operational requirements. Members will shortly re-consider the council's priorities and these will inform employees' objectives.

27. The appraisal process included employees' learning and development objectives for the forthcoming year.

Learning and development

28. During 2020-21, two employees continued their qualification studies:

- Adrienne Mullins – Diploma in Human Resource Management (Level 5). Adrienne has now completed her qualification
- Naomi Cleal – AAT Accountancy Professional Diploma (Level 4). Naomi aims to complete her qualification by December 2021.

¹ 2.9% represents a 50% employee contribution.

² When the scheme was re-valued in 2016-17, employer contributions increased from 16.5% to 22%.

29. In addition, Matt Adamson-Drage obtained a certificate in Environmental Management in 2020
30. Covid-19 restrictions have reduced the training undertaken by the external works team in 2020-21. All members of the external works' team have undergone training applicable to their job role. The following training courses were completed by various employees:
 - IOSH Working Safely
 - COSHH awareness
 - Work at Height and Safe Use of Ladders
 - Chapter 8 New Roads and Street Works
 - Tractor and Barber surf rake beach cleaner
31. During periods of remote working, the office team has held twice weekly briefings. The external works' team have weekly briefings and, in addition, the external works' team have fortnightly tool box talks.
32. Members of the external works' and office team have undergone the following training:
 - First Aid
 - IOSH Managing Safely
 - Manual handling

Grievances and disciplinaries

33. In 2020-21, there were no grievances or disciplinaries.

Sickness and absence

34. During 2020-21, a total of 86 days were lost through sickness absence: 75 in the external works' team, 11 in the office team. Of the 75 days lost through sickness absence in the external works' team, 36 were lost through isolation resulting from Covid-19 testing.
35. Including days lost through Covid-19 isolation, the average sickness absence per employee was 3.79 days. Excluding days lost through Covid-19 isolation, the average sickness absence per employee was 1.72 days.
36. Because of the effect of Covid-19, drawing comparison for 2020 is difficult, but the Chartered Institute of Personnel and Development report a national sickness absence rate of 1.8% (equivalent to 3.6 days per employee). This is the lowest sickness rate since records began in 1995.

Time-off-in-Lieu (TOIL)

37. The amount of TOIL taken greater than half a day by employees in 2020-21 was 11 days. This represents a significant reduction from previous years when TOIL taken was 40-50 days. The main reason for this is the flexibility around home working and employees not taking TOIL accrued.

Policies and Procedures

38. The council's human resources policies and procedures are incorporated into the employee handbook; they were last reviewed in 2018 alongside the introduction of new contracts of employment. It is intended to review the handbook every three years; as such, the review will take place this year.
39. The following policies and procedures are contained within the handbook: employee code of conduct; recruitment and selection; induction; probation; learning and development; disciplinary; grievance; bullying and harassment; pensions; performance appraisal; capability; sickness absence; member-officer relations; family policies (parental leave, shared parental leave, maternity and paternity; social media; use of company vehicles and use of personal vehicles for work purposes; whistleblowing; equality and diversity; lone working; health and safety; retirement; and leavers.
40. In 2020, parental bereavement leave of up to two weeks was introduced and will be incorporated into the handbook during the review.

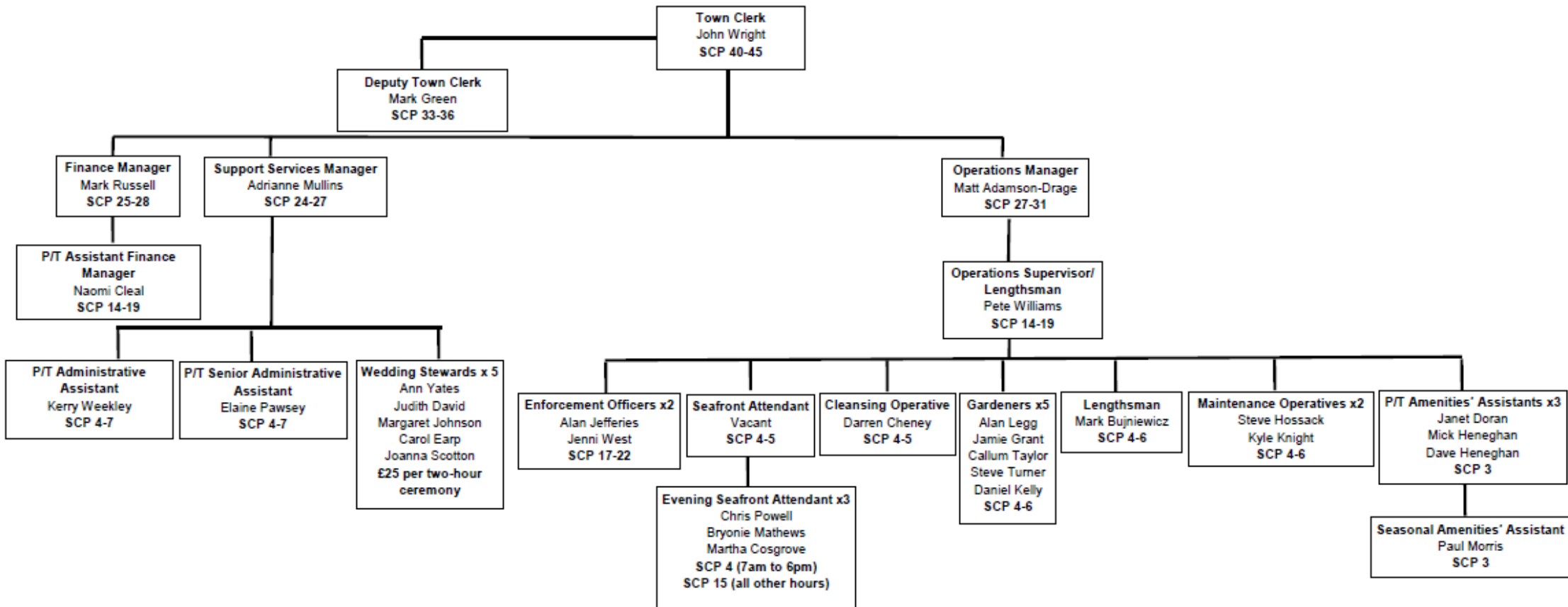
Challenges 2021-22

41. These include:
 - Issues arising from the tri-annual review of policies and procedures
 - Complying with 'Covid' requirements
 - The pending review of employment law post-Brexit
42. The human resources issues faced by the council in 2021-21 include the narrowing of the pay differential between low-skilled and semi-skilled jobs in the council. Officers will bring a separate report to this committee on this.
43. Any recommendations from this committee will be considered by the Full Council on 28 July 2021.

John Wright
Town clerk
June 2021

Adrienne Mullins
Support services manager

APPENDIX 11A



Committee: Human Resources

Date: 9 June 2021

Title: Evening Seafront Attendant Contract Extension

Purpose of Report

To allow members to consider a contract extension for the evening seafront attendants

Recommendation

Members consider a contract extension for the evening seafront attendants to the first week of September 2021

Background

1. Evening seafront attendants have been employed between 1 April and 21 June 2021 to work between 6pm and 11pm, seven days a week, to increase our seafront and gardens' cleansing provision during a period of expected significant increase in tourist footfall coinciding with lockdown easing and lack of international travel. In addition, this allows us to lock the Marine Parade public toilets at 11pm each evening.
2. Recent weekends with good weather have seen a significant amount of seafront litter produced and we have recently had to increase our commercial bin provision, beyond previous summer levels, to support Dorset Waste Services.

Report

3. Members may wish to consider retaining evening seafront attendants until the first week of September 2021 to cope with continued expected tourist footfall and the levels of waste expected.
4. Evening seafront attendants are paid £12.20 an hour due to the anti-social evening and weekend hours worked. Eleven further weeks (22 June to 5 September 2021) would represent a total of £4,697 of unbudgeted salary.
5. Any recommendations from this committee will be considered by the Full Council on 28 July 2021.

Matt Adamson-Drage
Operations manager
June 2021