



John Wright
Town Clerk

Lyme Regis Town Council

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Human Resources Committee

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

Notice is given of a meeting of the Human Resources Committee to be held at the **Pine Hall, Lyme Regis Baptist Church, Sherborne Lane** on Wednesday 9 February 2022 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
04.02.22

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. **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 3 November 2021 (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 3 November 2021

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

There are no updates.

8. Minutes of the Health and Safety Committee meeting on 16 December 2021

9. Health and Safety Policy Review

To allow members to review the health and safety policy

10. Review of Employee Handbook

To allow members to consider proposed amendments to the employee handbook

11. Member Allowances

To inform members of the decision of Dorset Independent Parish Remuneration Panel on allowances for town and parish councillors

12. In-house Member Training

To allow members to consider in-house training courses

13. Member Training and Development

To inform members of upcoming training and development opportunities

14. Latest Covid-19 Position

To update members on the latest position with Covid-19 and the impact on the council

15. Postholder 218, Six-Month Probation Report

To allow members to consider postholder 218'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. Enforcement Officer Abuse

To allow members to consider the actions taken over abuse towards council enforcement officers

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. 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 15 – Postholder 218, Six-Month Probation Report

(b) Agenda item 16 – Enforcement Officer Abuse

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 3 NOVEMBER 2021

Present

Chairman: Cllr G. Stammers

Members: Cllr D. Sarson, Cllr G. Turner

Officers: A. Mullins (support services manager), J. Wright (town clerk)

21/28/HR Public Forum

There were no members of public present.

21/29/HR Apologies

Cllr J. Broom – holiday
Cllr M. Ellis – work commitments
Cllr B. Larcombe – personal commitments
Cllr C. Reynolds – medical appointment
Cllr S. Williams – illness

21/30/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 15 September 2021

Proposed by Cllr G. Turner and seconded by Cllr D. Sarson, the minutes of the meeting held on 15 September 2021 were **ADOPTED**.

21/31/HR Disclosable Pecuniary Interests

There were none.

21/32/HR Dispensations

There were none.

21/33/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 15 September 2021

Members' allowances

The town clerk said he had been asked to give evidence to the Dorset Parish Independent Remuneration Panel, following the council's response to the survey which outlined why the council felt the allowance was too low because of the size of its budget and the complexity of its business.

The town clerk said after the panel had heard evidence from himself and others, he understood it would then issue a timetable for informing town and parish councils of its decision.

21/34/HR Update Report

There were no updates.

21/35/HR Minutes of the Health and Safety Committee meeting on 9 September 2021

Proposed by Cllr G. Stammers and seconded by Cllr G. Turner, the minutes of the Health and Safety Committee meeting held on 9 September 2021 were **RECEIVED**.

21/36/HR Health and Safety Audit 2021

The town clerk said the compliance score of 87 was very good in audit terms and the council would struggle to improve on this in future. He said there were no areas of major non-compliance identified.

Cllr G. Stammers said she sat on the Health and Safety Committee and the operations manager did a very comprehensive job in complying with the requirements and reporting them to the committee. She felt he had done a good job in raising the score from 33% in 2017 and the council should be pleased with the progress.

21/37/HR Review of Employee Handbook

The town clerk said the first part of the handbook had been reviewed for members' approval and officers were proposing at least two more sessions to review the remainder. He said the amendments were based on changes in legislation and general updates, and in some cases, officers felt it didn't read properly and required updating.

The support services manager said reviewing the handbook had been a useful exercise to refresh her understanding of the council's human resources policies so if issues did arise, she was already familiar with the processes.

Cllr G. Stammers said it would be helpful if members had a copy of the handbook and it was agreed it would be circulated by email when the review was complete.

Proposed by Cllr D. Sarson and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed changes to the employee handbook up to page 47.

21/38/HR Christmas and New Year Working Arrangements

The town clerk said the approach to this period had always been to try and give every employee some time off but to also ensure busy times, such as New Year's Day, were well covered. He said there were usually employees who were willing to work and earn overtime.

The town clerk said employees were entitled to two statutory days but when they were taken was up to the employer, and discretionary days did not have to be given but were usually granted by the council at this period.

The town clerk said last year the council made a decision to award the discretionary days to the enforcement officers, but there was an issue of equality as they had not been given to any other employees who were required to work during the Christmas and New Year period, i.e. the cleansing operative and seafront attendant.

Members were concerned that a precedent had been set and it would be difficult to move away from this.

Cllr G. Stammers asked if their contracts stated they were entitled to discretionary days.

The support services manager said it was not included in any contracts as it was in the council's gift whether to give them and how many days to grant.

The town clerk said the enforcement officer's remuneration took into account any hours worked at evenings and weekends, and this included the Christmas and New Year break. However, he said it had become custom and practice to give an additional payment for working during this period, which also created an equality issue.

The town clerk suggested the members could agree to award the discretionary days to enforcement officers this year, but officers could bring the calculations of how they are paid to members next year to help them make a decision.

However, the support services manager said this would set a precedent for two years, which would be even more difficult to move away from.

Proposed by Cllr D. Sarson and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to apply 1.5 days' discretionary leave over the Christmas and New Year period, so the council's services will cease at 12noon on Friday 24 December 2021 and re-commence at 9am on Tuesday 4 January 2022; to apply discretionary leave from 12noon to 5pm on Friday 24 December and on Wednesday 29 December; and to apply statutory days on Thursday 30 December and Friday 31 December 2021.

Proposed by Cllr G. Stammers and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** not to extend the 1.5 discretionary days to the enforcement officers.

21/39/HR Finance Manager Recruitment

Cllr G. Stammers said three applications were received for the post; one was late and the recruitment panel felt other two applicants were not qualified enough for interview.

The town clerk said despite widely advertising the post, the three applications had come as a result of approaches to a recruitment agency. He said the post could be re-advertised, but on the basis there were no applications the first time round, he doubted there would be any next time. He said officers could also do more work with recruitment agencies but there was no guarantee it would produce suitable candidates and the council would have to pay a fee.

The town clerk said the third option was to have discussions with the assistant finance manager, who was competent and could perform the functions required of a finance manager. He said the postholder didn't apply for the post because she could currently only work 30 hours and the finance manager role was full-time, although her situation was likely to change in a year or so and she could work more hours.

The town clerk said the council would work with the employee on a programme to develop certain areas, although he didn't feel there were significant areas of weakness. He felt it would be easier to recruit a finance assistant to replace her than to recruit a finance manager.

Cllr G. Stammers said the assistant finance manager had made a significant impact on the finance team and if she was willing, it would be a good idea to develop her skills.

The town clerk suggested if this was taken forward, an interview of sorts could be carried out with the assistant finance manager to assess her competencies and then form a development plan. He suggested the appointment to finance manager was permanent to give the team stability.

Cllr G. Turner asked if there were any training courses the council could pay for.

The town clerk said she was already doing an accountancy course but there may be other short courses to help her develop in specific areas.

In terms of recruiting for a finance assistant, the town clerk there could be a wide pay scale to allow for developing from a finance assistant to an assistant finance manager.

Proposed by Cllr G. Stammers and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to permanently appoint the assistant finance manager to the post of finance manager on the basis of 30 hours a week; to offer additional training to develop the employee in specific areas; and to appoint a new finance assistant.

21/40/HR 2021-22 Pay Award and Industrial Action Ballot

The town clerk said officers wouldn't normally provide committee reports at this level but the unions and employers had got to a stage where they couldn't agree and there was the possibility of industrial action. He said there were four council employees in the union and if industrial action was taken, it would be manageable.

The town clerk said the information had been provided so members were aware of the situation if questioned.

21/41/HR Member Training and Development

The town clerk said officers were keen to offer follow-on training from the induction training members were given; this would involve more in-depth sessions on certain parts of the business, such as car parks or the cemetery, and officers could develop this if members were interested.

Members agreed they would be interested in further training about specific areas of business.

The town clerk said he would look at putting this together and also suggested some of the frontline staff could deliver the training.

The support services manager said if there was any training members would like that wasn't already offered by external organisations, it could be requested from an external organisation who would look to host it on council premises.

Cllr G. Stammers said she would be interested in health and safety training. She said any training that helped members make decisions was useful.

The town clerk said officers could provide some proposals at the next meeting about what training could be organised.

The meeting closed at 7.47pm.

DRAFT

Committee: Human Resources

Date: 9 February 2021

Title: Matters arising from the minutes of the previous Human Resources Committee meeting held on 3 November 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

21/38/HR – Finance Manager Recruitment

The assistant finance manager took up the post of finance manager on 1 January 2022.

Recruitment for the finance assistant/finance manager role started in November 2022, with a closing date of 13 December 2021. Interviews were held on 15 December 2021 and Heather Batten was appointed as assistant finance manager.

Heather will start her new role on 7 February 2022.

21/39/HR – 2021-22 Pay Award and Industrial Action Ballot

On 9 November 2021, this committee received a report which summarised the arguments and respective positions of the employers' side and the trade unions (Unison, GMB and Unite) over the 2021-22 pay award. At that point in time, the unions had rejected the employers' offer of 1.75% and announced their intention to ballot on strike action; the employers' side had reaffirmed its position that 1.75% was a 'full and final' offer.

The result of Unison's ballot was announced in mid-January 2022. Unison failed to reach the 50% membership turnout threshold which is required for strike action; the turnout was 14%. Of those who did vote, 70.2% voted in favour of strike action, and 29.8% voted against.

GMB's national local government committee will be meeting imminently to discuss its next steps following its consultative ballot that closed on 13 December 2021.

Unite is in the process of balloting its members. Unlike UNISON, who conducted an aggregated ballot, i.e., at least 50 per cent of its national membership had to cast a vote, Unite's results will be collated on a disaggregated basis. This means strike action could be taken at an individual location, e.g., a council or a school, where a turn-out of at least 50 per cent is secured and the majority of those who voted support strike action. The ballot closes end-February.

Chief executives and chief officers have been offered a full and final offer of 1.5%, which the staff sides of both groups have rejected.

The National Employers meet 31 January 2022 to consider its position.
The respective strike ballot timetables of each union mean the pay dispute remains unresolved.

The council has budgeted 2% for the 2021-22 pay award.

John Wright
Town clerk
February 2022

Committee: Human Resources

Date: 9 February 2022

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Plumbing training

Maintenance operative Kyle Knight is nearing completion of his plumbing course. He has passed seven out of nine of his exams, all with excellent scores. His final two exams are in February.

John Wright
Town clerk
February 2022

LYME REGIS TOWN COUNCIL

HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD ON THURSDAY 16 DECEMBER 2021
AT 2PM IN LYME REGIS TOWN COUNCIL OFFICE

Chairman: Cllr J Broom

Members: Cllr S. Williams, Cllr G. Stammers, Mr A. Jefferies (staff member), Mr K. Knight (staff member).

Officers: Mr M. Adamson-Drage (operations manager), John Wright (town clerk). Mrs E Pawsey (secretary).

Apologies J Wright (town clerk), Cllr S. Williams, Mrs E Pawsey (secretary).

To confirm the accuracy of the minutes of the Health and Safety Committee meeting held on 9 Sep 2021

Proposed by Cllr G. Stammers and seconded by Alan Jefferies, the minutes of the meeting held on 9 Sep 2021 were **ADOPTED**.

Matters Arising

The operation manager informed members as follows:

1. The council solicitors had been instructed to issue notice to Dorset Council to vacate the Harbourmasters store.
2. Mowers ramps that were ordered were delivered some weeks ago.
3. Outstanding COSHH risk assessments had been completed.

Item 1. Accidents, Injuries and Near Misses

The operations manager informed members all accident books had been checked and there had been only one accident recorded in the last three months. A member of staff received a minor injury to their ankle while weeding a wall when some masonry came loose.

The operations manager said the member of staff was weeding in the Marine Theatre wall when the accident happened. It was agreed that there was little the committee could do to make the activity safer and that staff need to take greater care. The operations manager would repeat this to staff. In addition, members questioned whether the council was insured to work on properties belonging to others. The operations manager said he would investigate.

Action

Operations Manager

Near Miss recording was also discussed. The existing accident books were to be used for this purpose in addition to their purpose of reporting accidents.

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. The files were available for members.

Playgrounds

The playground check records were up to date and were available for members.

Item 3. Operations Manager Monthly Inspections and Regular Inspections

The operations manager showed members the monthly health and safety inspection sheet.

The operations health and safety magnetic board was discussed. Items with a red or orange token were discussed:

Red:

1. Footbridge 2 yearly inspections were being arranged with Dorset Council. The last inspections were thought to be 10 years ago - circa 2010.
2. Air Conditioning servicing would be arranged for the cadet hut and amenities hut as soon as possible.

Action Operations Manager

Orange:

1. A DSE assessment for homeworking was required from a member of staff working from home on a permanent basis.
2. H&S annual and renewal training was being hampered by the pandemic. Further delays were to be expected and priority would be given to the most important courses such as working at height.

Action Operations Manager

Item 4. H&S Policy Statement of Intent targets

The list of 15 targets from the policy was read out and each were discussed with the organisations compliance in mind. The operations manager also pointed out that this was the annual review meeting of the H&S policy and members may wish to review the council's health and safety targets at this point. Members were happy with the targets as written although they thought it unlikely that the first target would ever be achievable. The following was raised:

1. To have zero accidents amongst employees and others by engaging with staff to create a positive safety culture and empowering staff to create and review risk assessments for work they undertake in consultation with management.

There were not zero accidents for the quarter. However, all employees should be aware of all Health and Safety risks, through the risk assessments signed as having read, take responsibility for keeping themselves safe and report any concerns they have to either their manager or staff health and safety representative.

10. Ensure safe storage, handling and use of substances.

Kyle Knight reported that some staff had been washing out weedkilling products in the Cadet Hut kitchen Belfast sink. It was agreed that the sink should be removed to an alternate location and a more appropriate kitchen sink installed. Staff should be briefed on the appropriate and separate use of sinks at work.

Action Operations Manager

Item 5. Training – Completed since last meeting

The operations manager said some formal face-to-face training courses had taken place in the last three months including abrasive wheels, manual handling, working at height and use of ladders but not all staff were able to attend. The feasibility of face-to-face training and the difficulties of virtual training for the outside team was discussed. Further courses would be booked but it was generally accepted by members that during the continuing pandemic some training may be delayed.

Action Operations Manager

Item 6. H & S Policy and Statements of Intent – Annual Review

Members discussed the additions to the policy highlighted necessary by the auditor and were content to agree them as drafted.

The policy and the statements of intent were discussed and it was agreed that they would be otherwise unchanged.

Item 7. H & S Audit actions

The operations manager praised the staff and committee for their efforts in achieving such a strong audit performance – 85%.

He read out the minor non-compliance and observations items highlighted by the auditor. In each case the operations manager explained what had already been resolved and which items were yet to be addressed. A full list of audit actions undertaken, and yet to action (in red), follows:

1. Unsafe Act/Unsafe Condition added to the investigation template.
2. Additions have been made to the H&S Policy.
3. Machinery risk assessments to be drawn up.
4. Pre-start up signing sheets have been provided.
5. Safe systems of work - methods to be drawn up.
6. A quarterly approach to risk assessment review would be adopted.
7. Permanent Homeworkers would be provided with a DSE assessment template.
8. Employees now sign to confirm receipt and understanding of PPE issued.
9. Chemical storage incompatibilities would be addressed through the COSHH risk assessment review process.
10. Fire blankets had been purchased.
11. Emergency exits at the cadet hut would be re-assessed by the Fire Risk assessor soon but in the past he had disagreed with the H&S auditors suggestions. To be reviewed post-FRA review.
12. The asbestos inspection programme had been updated to include current photographs.
13. No vehicle checks were being conducted by staff using their own vehicles at work. Staff would be told that their own vehicles should not be used at work.
14. Preferred contractors insurance documents would be checked annually.
15. Health surveillance questionnaires on mental health for all staff will be drafted and discussed at the March H&S committee.

16. Zoonosis/Biological hazards are now included in the H&S Policy and in some of the individual risk assessments.
17. Legionella risk assessments are completed every two years and the H&S Policy has been amended as such.
18. Legionella: Hot water is now also checked.
19. Vulnerable workers, Young workers, Disabled-Employee or Visitor and Pregnant/Expectant workers are now included in the H&S Policy – RA's will be written up as required.
20. Permits to Work are issued, if required (hot works etc), following a contractor safety brief.
21. RA's for bees, snakes, wasps etc and dog enforcement will be undertaken.
22. It was agreed that the town council should heras fence chalet site 18.

Action Operations Manager

Item 8. Staff Member Terms of Reference

At the previous meeting a draft copy was shown and explained to the members and members wanted more time to digest the information. The operations manager was due to bring the draft before this committee again but had difficulty locating the draft at the meeting. The members agreed to move this agenda item to the next meeting and that the operations manager would forward the draft document by email to all members before the next meeting.

Item 9. Any Other Business

Nil.

Item 10. Next meeting date

It was decided the next meeting would take place on Thursday 17 March 2021 in the meeting room at LRTC offices at 2pm.

The meeting ended at 3:37pm.

Committee: Human Resources

Date: 9 February 2022

Title: Health and Safety Policy Review

Purpose

To allow members to review the health and safety policy

Recommendation

Members approve the updated health and safety policy

Background

1. The Health and Safety Committee reviewed the health and safety policy at its last meeting on 16 December 2021.

Report

2. Updates to the policy, **appendix 9A**, are based largely on the suggestions from the 2021 audit report, new sections and changes (in red in the appendix) include:
 - a. Asbestos Management
 - b. Construction (Design and Management) Regulations 2015
 - c. Infection / Biological hazards / Zoonosis
 - d. Legionella risk assessments are reviewed every two years
 - e. Vulnerable Workers, Young Persons, Pregnant or New Mothers
3. Members are also asked to consider whether to make changes to the policy on providing eyesight tests for employees (section 13). Regulations require the council to 'ensure that employees who are VDU users, or who are to become VDU users, are provided with an appropriate eyesight test if they request one'. As this would only apply to office staff, members are asked to consider if this should be extended to the external works' team. Although it is not required under the regulations, there is an argument that close-up work, driving, use of a cash register, etc would require sound eyesight and the council therefore has a duty to ensure all its staff have regular eye tests.
4. Any recommendations from this committee will be considered by the Full Council on 16 February 2022.

Matt Adamson-Drage
Operations manager
February 2022

Committee: Human Resources

Date: 9 February 2022

Title: Review of Employee Handbook – Part 2

Purpose of Report

To allow members to consider proposed amendments to the employee handbook

Recommendation

Members approve the proposed amendments to the staff handbook

Background

1. In April 2018, the council introduced new contracts of employment. An amended employee handbook was also introduced alongside the contracts.
2. All human resources' policies and procedures were incorporated into the handbook. All employees were issued with a handbook and new employees are provided with a copy when they join.
3. The council is not legally required to provide an employee handbook but it is good practice as it outlines the relevant policies and procedures and working practices.
4. The policies and procedures within the handbook were formally reviewed every three years and had varying review dates. When the handbook was updated, it was intended it would be reviewed every three years as a whole.
5. We are now at the point of the three-year review. As the handbook is over 100 pages long, it is intended to bring reports to this committee in either two or three more manageable parts.
6. The first section of the handbook up to page 47 was brought to the last meeting on 3 November 2021, the amendments were recommended for approval and subsequently approved by Full Council on 15 December 2021.

Report

7. The second section of the handbook up to page 79 has now been amended, **appendix 10A**.
8. The proposed amendments are primarily to reflect changes in legislation since 2018, or to strengthen policies and procedures and provide more clarity.
9. Any recommendations from this committee will be considered by the Full council on 16 February 2022.

Adrienne Mullins
Support services manager
February 2022

Committee: Human Resources

Date: 9 February 2022

Title: Member Allowances

Purpose of Report

To inform members of the decision of Dorset Independent Parish Remuneration Panel on allowances for town and parish councillors

Recommendation

- a) Members approve a basic members' allowance and the duties for the payment of travel and subsistence allowances, as detailed below:
- payment of basic members allowances at level 2 or 3, paragraphs 14 to 16
 - mileage allowances in accordance with HM Revenue and Customs Mileage Allowance Payments (MAPs), paragraph 19
 - the reimbursement of the standard or actual fare for travel on public transport, paragraph 19
 - the payment of parking fees at the amount incurred, paragraph 19
 - subsistence allowances on reimbursement of receipted expenditure within the maximum limits set out in paragraph 20
 - room only subsistence for overnight absence, other than London, should be £85.92 incl. VAT or £112.96 incl. VAT in London
- b) Members approve the implementation of these allowances from 1 April 2022, review them annually and they are displayed on the council's website

Background – Policy Context

1. The Human Resources Committee considered the issue of members' allowances on 5 October 2016, 9 November 2016, 7 June 2017, 3 January 2020, and 28 July 2021. It was also discussed during the 2017-18 budget-setting process and most recently at the Full Council on 28 July 2021.
2. The issue for this council is the formula used by Dorset Council (DC) and its predecessor, West Dorset District Council (WDDC) to calculate the level of members' allowances. In both instances, the formula is based on the size of the electorate, only. No consideration has historically been given to budget or operational activity.
3. WDDC's formula calculated Lyme Regis members' allowance at 10% of a WDDC's members' allowance, i.e., £489 per annum.
4. For comparative purposes, a town councillor in Dorchester received an allowance of 20% of a WDDC's members' allowance, even though both councils had a similar sized budget.
5. The allowance paid to Lyme Regis' mayor is budgeted at £4,700. The mayoral allowance is set separately to cover the costs associated with this position.

Background – Dorset Parish Independent Remuneration Panel 2019

6. In late-2019, Dorset Parish Independent Remuneration Panel¹ recommended Lyme Regis members' maximum basic allowance should be set at £390 per annum; a reduction of £99 (20%) per annum. The remuneration panel's formula was informed by the size of a town or parish's electorate; in turn, this determined the allowance which is set at a percentage of the £13,000 per annum allowance a Dorset Council member receives. Lyme Regis Town Council members' allowance was assessed at 3% of a Dorset Council members' annual allowance.
7. The 2019 report recommended, 'that a further review is undertaken in 12 months' time'.
8. On 8 January 2020, the Human Resources Committee considered the recommendations from Dorset Parishes Independent Remuneration Panel and members agreed to recommend to Full Council:

'to keep the members' allowance at the current level, pending a further review by Dorset Council's Remuneration Panel in late-2020.'
9. This recommendation was approved by resolution of the Full Council on 19 February 2020.

Report – Dorset Parish Independent Remuneration Panel 2021

10. To help inform the 2021 Dorset Parish Independent Remuneration Panel, on 28 July 2021 the Full council completed a survey on members' allowances and instructed the clerk to:

'complete the member allowances' survey and rank the most significant factors influencing the basic allowance as: council budget and service provision (1), seasonal variation in population size (2), resident population size (3) and size of electorate (4), and to agree the suggested form of words for section 10'.
11. The suggested form of words that accompanied the survey were:

¹ Status of the Recommendations of the Dorset Parish Independent Remuneration Panel

The panel is appointed under Regulation 27 of The Local Authorities (Members' Allowances) (England) Regulations 2003. Its remit is to review and recommend allowances for town and parish councils who administer or seek to introduce a scheme of members' allowances.

Regulation 29 requires the panel to express any recommendation for a basic allowance for town and parish councils as a monetary sum and as a percentage of the Dorset Council's basic allowance.

Regulation 25 of The Local Authorities (Members' Allowances) (England) Regulations 2003 highlights the discretionary nature of these allowances. Subsection 2 states that a Council 'must have regard' to the recommendations of the Remuneration Committee. Whilst a council would not be obliged to pay allowances, they may therefore pay less than the amount suggested by the committee.

A view is that the discretionary nature of Regulation 25 could allow a council to set members' allowances above the recommendation of a Remuneration Panel, but this would have to be made public.

Advice received from the National Association of Local Councils is, 'as soon as reasonably practical after setting the levels at which the allowance is paid and to whom, the council must arrange for the publication in a conspicuous place for a period of at least 14 days within the area of the council, a notice containing the following information:

- Any recommendation in respect of parish basic allowance made by the parish remuneration panel
- The level or levels at which the authority has decided to pay basic allowance and to which members it is to be paid
- A statement that in reaching the decision, regard was had to the recommendation of the parish remuneration panel.

'The biggest issue for LRTC members is the historic practice of basing members' allowances on electorate size; this is something the town council has written to Dorset Council and its predecessor, West Dorset District Council, about previously.'

Lyme Regis Town Council believes Dorset Council Independent Remuneration Panel should consider budget, and range and complexity of functions, alongside electorate, and that these should be given equal weighting.

Although Lyme Regis' electorate is comparatively small, we are a large budget town council, c£1.7M. As well as the usual town council functions, we manage car parks, enforcement, toilets, commercial premises, and a chalet and caravan park. We are also responsible for a significant number of major events in the town each year. The commercial nature of our business is reflected by the ratio of commercial income to precept, £1,568,000 (92%): £132,000 (8%).

The size and diverse nature of our business requires a comprehensive committee structure and presents members with complex problems and sensitive decisions.'

12. As part of its information gathering process, the 2021 Dorset Parish Independent Remuneration Panel also interviewed the town clerk.
13. The town council received 2021 Dorset Parish Independent Remuneration Panel's report on 30 November 2021, **appendix 11A**.
14. The report concluded the same methodology should be applied to determine the basic allowance of parish and town councils, i.e., electorate size and there should be six levels of payment ranging from 2-10% of the basic allowance paid to a Dorset councillor. The calculation is based on a basic Dorset councillor allowance of £13,357.50².
15. The size of Lyme Regis' electorate is 3,096, which qualifies members for a level 2 allowance, i.e., £400 (3% of the basic allowance of a Dorset Council councillor).
16. Paragraph 20 of 2021 Dorset Parish Independent Remuneration Panel's report goes on to say:

'Each parish and town council is legally responsible to determine the basic and chairman's allowances under any scheme adopted by it. The Panel recognises that an authority may take into account factors in addition to electorate size. The Panel are of the view that such factors as budget size, number and complexity of operational and breadth of commercial activity are relevant. The Panel anticipates that no basic allowance would exceed the next level as set out at the in the table at paragraph 17.'
17. This means the town council can pay a Level 3 allowance, i.e., £534 (4% of the basic allowance of a Dorset Council councillor).
18. The town council can also increase its members' allowance in line with any future increase in Dorset Council's basic members' allowance.

² This is the amount set out in Dorset Council's Scheme of Members' Allowances for 2021-22

19. The Panel recommends that mileage rates are set in accordance with HM Revenue and Customs Mileage Allowance Payments (MAPs)
- mileage allowances are set at 45p per mile up to 10,000 and 25p per mile thereafter
 - passenger payments of up to 5p per mile per passenger (up to a maximum of four) can only be claimed for passengers who would be eligible for travelling allowance
 - motorcycle payments are set at 24p per mile
 - bicycle payments are set at 20p per mile
 - approved travel on public transport approve is reimbursement at the standard or actual fare
 - parking fees are reimbursed at the amount incurred
20. The panel recommends any subsistence allowance should be based on reimbursement of receipted expenditure as set out below:

Minimum journey time	Maximum amount claimable
5 hours*	£5.00*
10 hours*	£10.00*
15 hours*	£15.00*
*Supplement where journey ends after 8pm	£10.00
Overnight (room only)	£90.05 (2019 = £87.64) including VAT £118.18 (2019 = £115.02) including VAT for Greater and Inner London

21. Any recommendations from this committee will be considered by the Full Council on 16 February 2022.

John Wright
Town clerk
February 2022

Committee: Human Resources

Date: 9 February 2022

Title: In-house Member Training

Purpose of Report

To allow members to consider in-house training courses

Recommendation

Members consider the report and instruct the town clerk

Background

1. At the last meeting of the Human Resources Committee on 3 November 2021, members agreed they would be interested in further training on specific areas of the council's business and the town clerk said officers could provide some proposals at the next meeting about what training could be organised.
2. The staff team already provide training for new councillors on governance, finance, and risk, along with a tour of the council's assets.
3. Councillor training is also provided by Dorset Association of Parish and Town Council's (DAPTC), the Society of Local Council Clerks (SLCC), SW Councils, Dorset Council and other external organisations. Details of these courses are now included on this committee's agenda.

Report

4. The following courses, along with an outline of content, are suggested:
 - governance, finance and risk (re-run) - having gained further understanding of the council's operation, newer members could consolidate their understanding through these courses
 - operating environment – developing members understanding of the role and relationship with external bodies, e.g., Dorset Council, DAPTC, National Association of Local Councils (NALC), Department of Levelling Up, Housing and Communities, Environment Agency, etc
 - car parks and enforcement – income, expenditure, machines, collection, legislation, enforcement powers, comparison with others, permits, park and ride
 - cemeteries – legislation and regulation, health and safety, assets, income and charges (incl. comparisons), volumes and capacity, partners, burial arrangements
 - gardens and grounds – assets, ownership and legacies, seasonal planting, income expenditure and investment
 - health and safety – legislation, regulation, compliance, review arrangements
 - seafront management – asset ownership, shelters management, concessions, income and expenditure, the tripartite agreement, beach management, the role of others (Dorset Waste Partnership, the harbourmaster, RNLI)

- chalet park and beach huts – asset ownership, the main lease and licence conditions, income, expenditure, resident representation.
5. Many of the topics have been considered by the council's committees but in most instances, they are considered in part rather than as a whole and often the time available for consideration isn't long enough
 6. The aim would be to get junior staff involved in the delivery of the training, e.g., enforcement officers contribute to the delivery of car park and enforcement training.
 7. Some of the courses could be delivered jointly to councillors and staff. In some instances, courses could be offered to neighbouring councils and organisations the council works in partnership with.
 8. As part of the campaign to engage the public in the democratic process, courses could be modified to inform prospective candidates (and anyone else who is interested) about the work of the council ahead of the 2024 election.
 9. Any recommendations from this committee will be considered by the Full Council on 16 February 2022.

John Wright
Town clerk
February 2022

Committee: Human Resources

Date: 9 February 2022

Title: Member Training and Development

Purpose of Report

To inform members of upcoming training and development opportunities

Recommendation

Members note the report and inform officers if they wish to attend any training courses

Background

1. At the meeting of this committee on 15 September 2021, it was agreed a list of upcoming training courses and events would be brought to this committee so all members had an opportunity to see what was available.

Report

2. Details of training, webinars and e-learning provided by the Dorset Association and Parish and Town Councils (DAPTC) and the Society of Local Council Clerks (SLCC) are at **appendix 13A**.
3. If members are interested in any of the training available, please contact the support services manager for more information and to be booked onto any sessions.
4. Any recommendations from this committee will be considered by the Full council on 16 February 2022.

Adrienne Mullins
Support services manager
February 2022

DAPTC

- New councillor induction
- Code of conduct and register of interests for new and existing councillors
- Code of conduct and register of interest refresher for existing councillors
- Changing chairs
- Modern slavery essentials
- Display screen equipment workstation assessment
- Customer service essentials
- Team leadership essentials
- Stress management essentials
- Time management essentials
- Personal safety essentials
- Freedom of information essentials
- Fire safety essentials
- Health and safety essentials
- Data protection essentials
- Equality, diversity and inclusion
- Introduction for local councils
- DAPTC 'what we do' drop-in sessions
- Want to do a neighbourhood plan?
- Neighbourhood planning – practical tips
- Communications and GDPR training
- Year-end accounts and audit
- Introduction to VAT for local councils
- Internal controls
- The role of internal audit
- Finance for councillors

SLCC

- Basic planning from start to finish
- Opening your market safely
- Should you hold face to face meetings?
- Cyber awareness
- GDPR
- Holding meetings by webinar
- Managing local council elections
- Water compliance and Legionella control
- What to do if you consider a bad/unlawful planning decision has been made
- Using Facebook groups effectively
- Operation London Bridge
- Committees, sub-committees and working groups
- Marketing, branding and communications
- Operating events and activities in a Covid secure way
- Group leadership coaching for council cultures

- Preparing for year end
- GDPR: Principles and policies, protecting practices
- Charitable trusts
- The balance of power and grace
- Risk management
- Powerful confidence – how people with big hearts can stop playing small
- Happiness – you can learn to be happier
- Dynamic public speaking
- How to organise safe and successful community events
- Project management
- Climate change summit
- GDPR: clerks and councillors personal devices
- Tips and tools for managing stress
- Thinking fast: using your intuition and emotional intelligence
- Community engagement summit
- Government's reforms to the planning system – what clerks need to know
- Code of conduct

Committee: Human Resources

Date: 9 February 2022

Title: Latest Covid-19 Position

Purpose of Report

To update members on the latest position with Covid-19 and the impact on the council

Recommendation

Members note the report

Report

1. England has now returned to 'Plan A'. This means people should get vaccinated and have a booster dose; consider wearing a face covering in crowded, enclosed spaces; let fresh air in if you meet indoors, meeting outdoors is safer; and get tested and self-isolated if required.
2. The two main tests continue to be PCR tests (mainly for those with symptoms) and rapid lateral flow tests (for those who don't have symptoms and give a quick result). Recent changes mean if you get a positive lateral flow test, you do **not** need to confirm the result with a PCR test.
3. If you have been in contact with someone who has tested positive for Covid-19 and you are fully vaccinated and under 18 years old, you should do daily rapid tests for seven days. If you are not fully vaccinated, you should get a PCR test.
4. Anyone required to take a PCR test should stay at home until they get their test result and only leave home to have test.
5. Self-isolation advice changed as of 1 February 2022; self-isolation can end after five full days if you have two negative lateral flow tests taken on consecutive days. Otherwise, the period remains 10 full days.
6. If you live in the same household as someone with Covid-19 and you are unvaccinated, you are also required to self-isolate, regardless of whether you have symptoms or not. This self-isolation period includes the day the first person in the household's symptoms started or the day their test was taken if they did not have symptoms and the next 10 full days.
7. The work from home guidance ended on 19 January 2022 and the council office is now open as normal. We returned to face-to-face council meetings on 26 January 2022.
8. The only Covid measures which remain in place are a screen on the front desk, spacing of desks where possible, virtual meetings where possible, zoning arrangements in the external works' team and separate rest areas, the continued availability of hand sanitiser and face masks, no hand shaking, and the availability of lateral flow tests.
9. In terms of the impact on the staff team, eight employees have contracted Covid-19, five of which were in December 2021. This is relatively low in a staff team of 24. The impact has been far greater in terms of staff needing to self-isolate (when the restrictions required them to do so) and childcare requirements due to school and nursery closures or children needing to self-isolate.
10. Under normal circumstances, employees would be required to obtain a 'fit note' (or Statement of Fitness for Work) from a GP or hospital doctor if they are off work for more than seven days

(including days not normally worked). If an employee is off work because of Covid, they can instead get an isolation note as proof they need to stay home. Employers can check an isolation note is valid by using the 'check an isolation note service'.

11. Any recommendations from this committee will be considered by the Full council on 16 February 2022.

Adrienne Mullins
Support services manager
February 2022