

LYME REGIS TOWN COUNCIL
HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 23 FEBRUARY 2022

Present

Chairman: Cllr G. Stammers

Members: Cllr J. Broom, Cllr M. Ellis, Cllr B. Larcombe, Cllr G. Turner

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

21/58/HR Public Forum

There were no members of public present.

21/59/HR Apologies

Cllr C. Reynolds – appointment
Cllr D. Sarson – illness

21/60/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 9 February 2022

Proposed by Cllr G. Turner and seconded by Cllr G. Stammers, the minutes of the meeting held on 9 February 2022 were **ADOPTED**.

21/61/HR Disclosable Pecuniary Interests

There were none.

21/62/HR Dispensations

There were none.

21/63/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 9 February 2022

Members noted the report.

21/64/HR Update Report

Members noted the report.

21/65/HR Changes to the Living Wage

The town clerk said following the announcement in November 2021 that the Real Living Wage had increased to £9.90 an hour, it was getting to the point

where the pay scales of the lowest paid employees were encroaching on the pay of the semi-skilled employees.

Cllr B. Larcombe said it wasn't about encroachment or catching up with others, it was about the underpinning, and the level of the underpinning was faster than the re-assessment of the existing rates above them. He asked what was happening in other councils, such as Dorset Council (DC).

The town clerk said he sensed DC was not dissimilar to this council. He said every couple of years one of the clerks from a town council in Dorset asked other councils for salary data and shared it with other councils, so this would give an idea of where the council stood.

The town clerk said pay was now becoming a talking point among the staff, partly due to there being no resolution yet to this year's pay negotiations, compounded by rising inflation.

Members also acknowledged National Insurance increases were also impacting on wages.

The town clerk said he had discussed with the chairman of this committee that there should be a more in-depth discussion in June ahead of the 2022-23 budget-setting process, by which time this year's pay negotiations would hopefully be concluded, there would hopefully be a sense of the parameters of next year's pay award, and a sense of the inflationary trend.

Cllr J. Broom asked what the pay claim was likely to be.

The town clerk said the 2021-22 offer was 1.75% but negotiations hadn't yet started for 2022-23, although there was talk of 3 or 4%. However, he said many councils couldn't afford this, with the downward pressure on them, the withdrawal of revenue support grants, and pressure to keep council tax increases to a minimum.

The town clerk said he sympathised with the semi-skilled workers in the organisation who felt they were struggling to live on their monthly salary, however, the overall package provided to employees was good, with a generous pension scheme, sick pay, and a 37-hour week instead of 40. He said opportunities to increase income, including overtime and moving to annualised hours, were offered but not always taken up by employees.

21/66/HR Town Clerk's Annual Appraisal

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

21/67/HR Deputy Town Clerk, Spinal Column Point Progression

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

21/68/HR Support Services Manager, Spinal Column Point Progression

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

21/69/HR Operations Manager, Performance Appraisal Summary

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

21/70/HR Finance Manager's Appraisal

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

21/71/HR Spinal Column Point Progression and Pay Arrangements for Other Employees for 2022-23

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

21/72/HR Exempt Business

a) Town Clerk's Annual Appraisal

Cllr B. Larcombe said it had been a challenging two years and the shape the council was in now was a credit to the town clerk and his staff.

Cllr G. Stammers said the diversifying of the council's operations was also a credit to the town clerk and his staff.

b) Deputy Town Clerk, Spinal Column Point Progression

Cllr B. Larcombe asked if the town clerk was happy with the deputy town clerk's working from home arrangements.

The town clerk said it was early days and it had been clouded by the working from home arrangements for all office staff due to Covid. He said the deputy town clerk was struggling to work from home on Wednesdays as he had had to attend some meetings, as well as evening council meetings, but there was no reason why he couldn't join council meetings virtually.

Cllr B. Larcombe wanted to thank the deputy town clerk for handling the works to the Guildhall.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the deputy town clerk's progression to spinal column point 36 on 1 April 2022.

The support services manager left the meeting at 7.35pm.

c) Support Services Manager, Spinal Column Point Progression

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the support services manager's progression to spinal column point 26 on 1 April 2022.

The support services manager returned to the meeting at 7.44pm.

d) Operations Manager, Performance Appraisal Summary

Members noted the report.

e) Finance Manager's Appraisal

Members noted the report.

f) Spinal Point Column Progression and Pay Arrangements for Other Employees for 2022-23

Members noted the report.

The meeting closed at 8.22pm.