



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 P. May, Cllr C. Reynolds, Cllr R. Smith, Cllr G. Turner

Notice is given of a meeting of the Human Resources Committee to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 22 February 2023 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
16.02.23

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 4 January 2023 (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 Human Resources Committee meeting held on 4 January 2023

To update members on matters arising from the previous meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the previous meeting

7. Update Report

To update members on issues previously reported to this committee

8. Human Resources Committee – Objectives

To allow members to review progress of the committee's 2023-24 objectives

9. Town Clerk's Annual Appraisal

To allow members to consider the town clerk's annual appraisal summary and progression to the next spinal column point on his salary scale on 1 April 2023

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

10. Deputy Town Clerk, Spinal Column Point Progression

To allow members to consider the deputy town clerk's annual appraisal summary and progression to the next spinal column point on his salary scale on 1 April 2023

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

11. Operations Manager, Performance Appraisal Summary

To allow members to consider the operation manager's annual appraisal summary and progression to the next spinal column point on his salary scale on 1 April 2023

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

12. Support Services Manager, Spinal Column Point Progression

To allow members to consider the support services manager's annual appraisal summary and progression to the next spinal column point on her salary scale on 1 April 2023

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

13. Finance manager, Performance Appraisal Summary

To allow members to consider the finance manager's annual appraisal summary and progression to the next spinal column point on his salary scale on 1 April 2023

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. Spinal Point Column Progression and Pay Arrangements for Other Employees for 2023-24

To inform members of employees' progression through their spinal column point range arising out of their annual appraisals and of the pay arrangements for other council employees for 2023-24

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. Overtime Threshold

To allow members the opportunity to review the maximum threshold at which overtime can be paid

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

16. Finance Assistant, Six-Month Probation Review

To allow members to confirm the finance assistant's (post holder 107) permanent appointment

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 9 – Town Clerk's Annual Appraisal**
- (b) Agenda item 10 – Deputy Town Clerk, Spinal Column Point Progression**
- (c) Agenda item 11 – Operations Manager, Performance Appraisal Summary**
- (d) Agenda item 12 – Support Services Manager, Spinal Column Point Progression**
- (e) Agenda item 13 – Finance manager, Performance Appraisal Summary**
- (f) Agenda item 14 – Spinal Point Column Progression and Pay Arrangements for Other Employees for 2023-24**
- (g) Agenda item 15 – Overtime Threshold**
- (h) Agenda item 16 – Finance Assistant, Six-Month Probation Review**

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 4 JANUARY 2023

Present

Chairman: Cllr G. Stammers

Members: Cllr M. Ellis, Cllr B. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr D. Sarson, Cllr G. Turner

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

Absent: Cllr R. Smith

22/45/HR Public Forum

There were no members of the public present.

22/46/HR Apologies

None.

22/47/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 30 November 2022

Proposed by Cllr M. Ellis and seconded by Cllr P. May, the minutes of the meeting held on 30 November 2022 were **ADOPTED**.

22/48/HR Disclosable Pecuniary Interests

There were none.

22/49/HR Dispensations

There were none.

22/50/HR Matters arising from the minutes of the Human Resources Committee meeting held on 30 November 2022

Pay award

Cllr B. Larcombe asked if there had been any appeals.

The town clerk said the deadline for appeals was 31 January 2023 but it was anticipated there would be an appeal from one group of staff and two other individuals. He said employees would approach their line managers if they wished to appeal.

Cllr C. Reynolds asked if South West Councils would make decisions on the appeals.

The town clerk confirmed South West Councils would determine any appeals. He said the council had appointed an external organisation to do a review and if aspects of the review were taken in-house, it would undermine the process and the review would be pointless. He said South West Councils' decision on any appeals would be final and the council shouldn't want to intervene in that process.

22/51/HR Update Report

There were no updates.

22/52/HR To receive the minutes of the Health and Safety Committee meeting held on 8 December 2022

Cllr G. Stammers wanted to draw members' attention to a flood in the council offices which had caused the electric to cut out.

Cllr P. May questioned if it was a sensible decision not to implement pre-start checks as this was raised as an issue by the health and safety auditor.

Cllr D. Sarson said the committee was content not to action this because signing in every day was seen as time-consuming and employees were instead carrying out the pre-start checklist before each task.

The town clerk said he believed this would comply with the auditor's requirements as this was only identified as a minor non-compliance.

Proposed by Cllr G. Stammers and seconded by Cllr D. Sarson, the minutes of the Health and Safety Committee meeting held on 8 December 2022 were **RECEIVED**.

22/53/HR Health and Safety – Annual Audit and Annual Policy Review

The town clerk said this was an exceptionally high scoring audit and the council should be satisfied with anything over 80%. However, he put a marker down and said there was probably only one way to go from here in future.

The committee thanked the operations manager and the operations supervisor for their work in achieving this audit score.

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to note the 2022 health and safety audit and renew the health and safety policy unchanged.

22/54/HR Pension Access

The town clerk said as this issue affected him, as well as two other employees, he asked members if they would like him to leave the meeting.

Members were happy for the town clerk to stay in the meeting as it didn't affect him any more than any other employee.

The support services manager said the issue members were being asked to consider was the options available to employees if they chose to carry on working past state retirement age but to also access their pension. She said flexible retirement might not be in the interests of the council or the employee as it was unlikely a less senior

position would be available or that part-time hours would suit the role. She said terminating an employee's contract and re-employing them at least one day later would mean an employee would lose all their accrued benefits, such as annual leave entitlement, enhanced sick pay and a probationary period would be required again, which seemed unfair on the employee.

The support services manager said members were being asked to consider a policy position so the council was clear on its stance and employees knew their options as they approached retirement, rather than dealing with each employee on a case-by-case basis.

Cllr B. Larcombe said it wasn't about the fairness, it was about the rules under taxation and the tax implications for employees were significant. Therefore, the requirement to have a one-day employment break was not in the council's gift to disregard. He said where the employer had options, it should always be cost neutral. He agreed it would be difficult for an employee to work less hours as someone else would have to cover and reverting to a less senior role would make it difficult for an employee to resist doing their old role.

Cllr M. Ellis said if an employee wanted to work reduced hours, this might create an opportunity for another part-time role. She said this could be discussed on a case-by-case basis but members were being asked to discuss the wider policy at this point.

Cllr B. Larcombe suggested dealing with each employee request on a case-by-case basis but to do it against a policy, or a set of criteria, which ensured there was no cost or negative impact on the organisation. After that, it would be about impact on other employees in that person's team.

The support services manager asked members if they would be comfortable that an employee who had accrued benefits would lose those benefits because they would be forced to terminate their employment with a gap of at least one working day. Although the requirement to take an employment break of at least one working day was a legal requirement, she said it would be within the council's gift to consider protecting an employee's accrued benefits.

It was proposed by Cllr B. Larcombe and seconded by Cllr P. May to consider requests from an employee to carry on working and access their pension pot on a case-by-case basis, set against a criteria that creates no negative impact on the organisation through cost or resourcing.

The town clerk said the council should adopt a position where there is no disbenefit to the council and possibly no disbenefit to the employee either.

The support services manager said this still meant every request would be dealt with on a case-by-case basis and there was no real policy position from the council. She said having a clear position provided certainty to both the council and the employee and that the council needed to apply the policy fairly across the board or else risk equality claims.

Cllr M. Ellis agreed there needed to be a consistent approach. She felt the council needed to protect its employees or it could risk losing an employee because they would otherwise lose their benefits.

Cllr C. Reynolds said although the council needed to protect itself, it also had a duty of care to its employees.

Proposed by Cllr P. May and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to adopt a policy position where requests from an employee to carry on working and access their pension pot are considered against criteria that creates no negative impact on the organisation through cost or resourcing and employees that request an employment gap of one working day have their accrued benefits maintained.

It was agreed any flexible retirement request, e.g. to reduce hours or move to a less senior position, would need to be considered individually as each case would be different.

22/55/HR The Town Clerk's Objectives 2023-24

The town clerk said this was a continuation of the budget-setting process; members had set objectives and the vast majority of those objectives had been delegated to him. He said there were some other important day-to-day tasks which members would expect him to do, which were not the council's objectives. An initial implementation date, the sponsoring committee and the lead officer for those committees had also been identified for each objective. He added he would be delegating most of the objectives to other managers, who were lead officers for the relevant committees.

Cllr B. Larcombe asked if there were any objectives allocated to the town clerk personally.

The town clerk said any objectives led by the Strategy and Finance Committee were likely to be his. He said when members received appraisal reports for managers, he would be outlining the objectives delegated to each of them.

Cllr B. Larcombe said some of the objectives were yet to be decided on so he asked why managers had been delegated to carry them out.

The town clerk said discussions about the objectives had gone through several meetings so there was an assumption they would happen, although some would require further discussion, such as the outdoor gym equipment or enhanced wedding packages. He said if the council had agreed the objectives in the budget and those suggestions were reasonable, the council needed to have continuity or the discussion would start again.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the town clerk's objectives for 2023-24.

22/56/HR Carbon Literacy and Performance Management

The town clerk said he had been reviewing what performance management meant in the context of carbon literacy, whether it referred to human resources or a more strategic definition. He said he had tried to extract the human resources element and he confirmed the council was meeting the criteria from this perspective as six employees were carbon literacy trained. He said training for the rest of the staff sat in other specific areas.

The town clerk said the other requirements to meet the accreditation sat with the Environment Committee.

Cllr B. Larcombe said the most important thing the carbon literacy training did was raise awareness and if those who did the training could impart their knowledge on other employees, that would be sufficient. He felt as long as the council was demonstrating that it was aiming to continue to raise awareness, there was no need to chase the gold standard of accreditation.

The town clerk said the council had made a policy commitment to attain silver level accreditation and there was no commitment to attain gold level.

Cllr P. May said the intention of the Environment Committee in referring this matter to this committee was that at the moment, the objectives or performance management of employees were written down but very little of that reflected the environmental impact of those decisions.

The town clerk said the council would continue to train staff on environmental matters but only if it was relevant to them and not just put them on a carbon literacy course.

22/57/HR The Pay Review and the Enforcement Officers' Remuneration

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, 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.

22/58/HR Administrative and Community Engagement Assistant, Six-Month Probation Review

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, 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.

22/59/HR Exempt Business

a) The Pay Review and the Enforcement Officers' Remuneration

The town clerk said he had intended to bring detailed calculations to this meeting of the enforcement officers' enhanced payment for non-standard hours but this had not been possible due to staff absence. He said he would report this to members after the meeting.

However, based on the rough calculations already done, the £25,000 budget set aside for the outcomes of the pay review would no longer be sufficient and he anticipated it would be around £30,000.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve anti-social hours payments to postholders 207 and 208, to be paid in addition to their normal spinal column point, and that pay protection is not introduced.

b) Administrative and Community Engagement Assistant, Six-Month Probation Review

Proposed by Cllr P. May and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the administrative and community engagement assistant's (post holder 109) continued employment with the council, effective from 7 December 2022.

The meeting closed at 8.32pm.

Committee: Human Resources

Date: 22 February 2023

Title: Matters arising from the minutes of the Human Resources Committee meeting held on 4 January 2023

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

30/50/HR – Matters arising from the minutes of the Human Resources Committee meeting held on 30 November 2022

Pay Review

Seven employees have appealed against the outcome of their pay review. The appeals have been submitted to South West Councils and someone who wasn't involved in the original review will evaluate them. Any verbal updates will be given at the meeting.

22/53/HR – Health and Safety – Annual Audit and Annual Policy Review

The latest version of the health and safety policy has been published on the website.

22/57/HR – The Pay Review and the Enforcement Officers' Remuneration

The enhanced payment amount for non-standard hours was emailed to members on 15 February 2023.

John Wright
Town clerk
February 2023

Committee: Human Resources

Date: 23 February 2023

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Gardener/maintenance person

By the closing date, 20 applications were received for the two gardener/maintenance person posts and several other late applications were received. Five people were selected for interview and these took place on 9 and 10 February 2023.

Following the interviews, Kai Sparks and Matt Davies were appointed and both are due to start in their new roles on Monday 20 February 2023.

National Joint Council (NJC) trade union pay claim

On 30 January 2023, the national employers received the NJC joint unions' pay claim for local government services.

The claim is: a RPI + 2% increase on all pay points, a minimum flat rate of £15 per hour in two years, a two-hour reduction in the working week, an additional day of annual leave for personal or well-being purposes, a review and improvement of NJC terms for family leave and pay, homeworking allowances, a review of the pay spine, including the top end, and discussions about the link between how remuneration can be used to improve retention.

There has been no response from the national employers, so far.

John Wright
Town clerk
February 2023

Committee: Human Resources

Date: 22 February 2023

Title: Human Resources Committee – Objectives

Purpose

To allow members to review progress of the committee's 2023-24 objectives

Recommendation

Members note the report

Background

1. During the 2023-24 budget-setting process, objectives were agreed for the year and a budget estimate identified against each project.

Report

2. The objectives have been assigned to committees and members can review progress at each meeting.
3. This committee's 2023-24 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 8A**.
4. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

John Wright
Town clerk
February 2023

| Objective | Budget | Completion date | Lead officer | Comments |
|---|--------|-----------------|--------------|---|
| Obtaining a health and safety audit score of 85%+ | N/A | December 2023 | MAD | Audit scheduled for autumn 2023. |
| Delivering the Civility and Respect agenda to members | N/A | December 2023 | AM | Report introducing the Civility and Respect project to be brought to this committee on 12 April 2023. |