

LYME REGIS TOWN COUNCIL
HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY 27 SEPTEMBER 2022

Present

Chairman: Cllr D. Sarson

Members: Cllr B. Larcombe, Cllr P. May, Cllr C. Reynolds

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

Absent: Cllr R. Smith

22/18/HR Public Forum

There were no members of the public who wished to speak.

22/19/HR Apologies

Cllr J. Broom – unwell
Cllr M. Ellis – work commitments
Cllr G. Stammers – holiday
Cllr G. Turner

22/20/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 15 June 2022

Proposed by Cllr C. Reynolds and seconded by Cllr P. May, the minutes of the meeting held on 15 June 2022 were **ADOPTED**.

22/21/HR Disclosable Pecuniary Interests

There were none.

22/22/HR Dispensations

There were none.

22/23/HR Matters arising from the minutes of the Human Resources Committee meeting held on 15 June 2022

Pay review

Cllr B. Larcombe asked if there was any update on the progress of the pay review. He asked how the review was being done and whether it was a job evaluation or a pay comparison.

The town clerk said the interviews with staff were currently taking place and the aim was a completion date of 21 October 2022. He said it was a pay comparison, but South West Councils was carrying the process and extracting parts of the job evaluation process, using the Greater London Provincial Council scheme. He said South West Councils had been asked to draw comparisons and he had confidentially provided information on comparable salaries from other Dorset councils, and they had also been asked to draw comparisons in terms of relevant parts of the labour market.

Cllr B. Larcombe asked if they would be looking at job titles.

The town clerk said they would be looking at job content.

22/24/HR Update Report

Local government pay 2022-23

The town clerk said the outcome of the Unison ballot had been announced; a third of the membership had voted and two-thirds had voted in favour of accepting the employers offer. Therefore, as far as Unison was concerned, the offer was accepted. However, the two other unions, Unite and GMB were yet to state their positions and the outcomes would not be known until after 21 October 2022.

The town clerk said if accepted, he anticipated any pay increase to be paid to employees in November and it would be backdated to April 2022.

22/25/HR To receive the minutes of the Health and Safety Committee meeting held on 23 June 2022

Cllr D. Sarson asked that the minutes of the meetings were circulated to all members, not just the members of the committee.

Cllr B. Larcombe asked if there was an update on the incident of the child being injured at the bowls club.

Cllr D. Sarson said the Health and Safety Committee had been informed that signage had been installed and that the council's insurance company had confirmed the council was not at risk.

The town clerk said it was not the town council's concern; it was a matter between the bowls club and the claimant.

Cllr B. Larcombe said the cracks in the pathways in the seafront gardens were a concern and asked if this was being dealt with by the Town Management and Highways Committee.

The town clerk said discussions had taken place with the chairman of that committee and there were proposals to rectify the problem. He said it would be included in the budget-setting process and it would be a proposal for expenditure in 2023-24.

Cllr B. Larcombe asked if the cadet hut was still deemed safe.

The town clerk said it had been inspected structurally and by an asbestos surveyor and it was safe. However, it was not intended to be used as a mess facility for employees going forward, just as storage. However, if this position changed, there was £100,000 in the budget for the cadet hut.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, the minutes of the Health and Safety Committee meeting held on 23 June 2022 were **RECEIVED**.

22/25/HR Menopause Policy

Cllr C. Reynolds said the Equality Act 2010 would be an important thing for the council to remember in other considerations.

Proposed by Cllr P. May and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed Menopause Policy.

22/26/HR Vexatious Complaints' Policy and Guidance

Cllr B. Larcombe said as someone who had been on the receiving end of this kind of behaviour, he welcomed this policy and guidance and felt members shouldn't underestimate the impact of this.

The town clerk said the introduction of this policy and guidance was staff driven. He said each case needed to be treated on an individual basis and it placed the onus on managers to agree an approach to each case. He said in the past, both members and officers had tended to agree an approach and then breached it immediately so there needed to be a consolidated approach to deal with each matter.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Vexatious Complaints' Policy and Guidance.

22/27/HR Review of Employee Handbook – Part 4

The support services manager confirmed this was the fourth and final part of the handbook, which completed the review.

Cllr B. Larcombe asked if the final copy of the handbook provided to the employees would include an index of the changes made so they could see what had been amended.

The support services manager said the final copy would not include the amendments but the main changes would be communicated to the employees.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed amendments to the staff handbook from page 80 onwards.

22/28/HR Review of Councillor Data and Information 2021-22

Cllr B. Larcombe noted that the attendance figures were against the committees that members sat on but asked if there were figures available to show members' total attendance, so the public could see how many meetings they attended.

The support services manager said the attendance figures took into account if a member was not on a committee as members shouldn't be judged against committees they did not sit on.

Cllr B. Larcombe said he felt this wasn't an accurate reflection of a member's commitment as some members might not sit on any committees and their attendance was 100%, but another member may have a lower attendance percentage but attend more meetings overall. He asked if the information in the report would be published on the council website.

The town clerk said although the council wasn't required to publish the information, it would do so as a matter of good governance and transparency.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to publish on the council website an indication of how members' percentage of attendance at meetings related to the number of committee meetings they attended, in a way that is easiest for officers to achieve.

The town clerk said members needed to be mindful of the audience and volume of the audience and the relative workload when making such decisions.

22/29/HR Finance Manager Six-Month Review

Proposed by Cllr D. Sarson 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.

22/16/HR Exempt Business

a) Finance Manager Six-Month Review

Members acknowledged the challenging circumstances the finance manager had worked under since being in post and the way she had stepped up to the role.

The town clerk confirmed that when the finance manager was appointed, she started on the bottom of the salary scale for the post.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the finance manager's progression to spinal column point 26, effective from 1 July 2022

The meeting closed at 7.56pm.