

**LYME REGIS TOWN COUNCIL**  
**HUMAN RESOURCES COMMITTEE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 30 NOVEMBER 2022**

**Present**

**Chairman:** Cllr G. Stammers

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

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

**Guests:** S. Smith (South West Councils)

**22/31/HR Public Forum**

There were no members of the public present.

**22/32/HR Apologies**

Cllr J. Broom – unwell

**22/33/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 27 September 2022**

Proposed by Cllr P. May and seconded by Cllr D. Sarson, the minutes of the meeting held on 27 September 2022 were **ADOPTED**.

**22/34/HR Disclosable Pecuniary Interests**

There were none.

**22/35/HR Dispensations**

There were none.

**22/36/HR Matters arising from the minutes of the Human Resources Committee meeting held on 27 September 2022**

**Pay award**

Cllr B. Larcombe asked in the context of the pay review later in the agenda, would the proposed pay values take into account the pay award, so the figures presented would have the pay award added.

The town clerk said it was important members understood the pay review and the pay award were two separate things; the annual pay award was agreed

nationally and the pay review was an assessment of the pay of the council's employees.

Cllr B. Larcombe asked when it came to budgeting, would it be presented as a combined amount.

The town clerk said in the Strategy and Finance Committee agenda, any outcomes of the pay review had been made absolutely clear in terms of budget assumptions, and the budget also included the £1,925 per annum, per employee which had been agreed through national negotiations.

**22/37/HR Update Report**

Members noted the report.

**22/38/HR To receive the minutes of the Health and Safety Committee meeting held on 22 September 2022**

Proposed by Cllr D. Sarson and seconded by Cllr M. Ellis, the minutes of the Health and Safety Committee meeting held on 22 September 2022 were **RECEIVED**.

**22/39/HR Christmas and New Year Working Arrangements**

Proposed by Cllr M. Ellis and seconded by Cllr P. May, 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 cease at 12noon on Friday 23 December 2022 and re-commence at 9am on Tuesday 3 January 2023; apply discretionary leave from 12noon to 5pm on Friday 23 December and Wednesday 28 December; and apply statutory days on Thursday 29 December and Friday 30 December 2022.

**22/40/HR Amenities Assistant, Six-Month Probation Review**

Proposed by Cllr M. Ellis 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.

**22/41/HR Administrative and Community Engagement Assistant, Six-Month Probation Review**

Proposed by Cllr M. Ellis 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.

**22/42/HR Maintenance Operative, Six-Month Probation Review**

Proposed by Cllr M. Ellis 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.

**22/43/HR Pay Review**

Proposed by Cllr M. Ellis 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.

**22/44/HR Exempt Business**

**a) Amenities Assistant, Six-Month Probation Review**

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the amenities assistant's (post holder 302) continued employment with the council, effective from 19 October 2022.

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

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the administrative and community engagement assistant's (post holder 104) continued employment with the council, effective from 9 November 2022.

**c) Maintenance Operative, Six-Month Probation Review**

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the maintenance operative's (post holder 210) continued employment with the council, effective from 24 November 2022.

**d) Pay Review**

The town clerk said members had already agreed a sum of £25,000 in the first round of the 2023-24 budget-setting process for the outcomes of the pay review. He said part of the review affected him and he could leave the meeting if members felt it necessary, but he felt it would be useful for him to stay. He suggested the support services manager was allowed to stay to clerk the meeting.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members **RESOLVED** that the town clerk remains in the meeting for this discussion.

The chairman invited S. Smith from South West Councils to present her report.

S. Smith said the review did not look at individual people, it looked at the jobs they were doing. She explained how the review process had worked, using the Greater London Provincial Scheme, which was designed specifically for local government. She said she used the information she gathered from employee questionnaires to give each role a number of points, which gave a ranking structure so each job could be seen in comparison with others, starting with the town clerk's role and working downwards.

S. Smith said there were some concerns about what the current pay structure looked like. She said the review was making sure there were no problems relating to equal pay, it looked for fairness so there were the same amount of scale points and the same amount of progression, it looked for affordability, and it aimed to minimise the impact on employees.

S. Smith said she had created an 11-grade structure with an equal amount of points in each band. She said she had deleted spinal column points (SCP) 1 and 2 as the recent national pay award had deleted SCP 1 and it was likely SCP 2 would be deleted in the near future. She said she hoped she had achieved something positive for all employees, with everyone either staying where they were or seeing their long-term progression increased, with the exception of two postholders who would need to enter into a period of pay protection. She said this meant they would have their salary topped up for a year or two to protect their pay because they would be adversely affected by the review.

Cllr B. Larcombe asked where the proposed pay structure placed the organisation in relation to others.

S. Smith said they hadn't benchmarked the council against other councils because they didn't have that information; they only had basic data which gave an overview of what other councils were paying, but this was only based on job title.

S. Smith said her advice to members would be to give real consideration to everything she had presented to them because there were some real concerns with the current pay structure if it was left as it was. She believed the proposals addressed those issues.

Cllr B. Larcombe asked if the questionnaires had been checked and whether the review had found any tendencies or trends that needed to be addressed, or any efficiencies that could be made.

S. Smith said this wasn't within the remit of the review and that the questionnaires had been completed by herself, checked by the employee and the town clerk.

Cllr R. Smith asked how the review dovetailed into the national pay award.

S. Smith said the national pay award was announced in November and had been backdated to April 2022 but members needed to separate this from the pay review.

Members discussed the two postholders whose proposed new grade was at a lower level than their current salary and therefore whether the council should offer a period of pay protection.

The town clerk suggested while they were in post, the council offered lifetime pay protection. He said further consideration would also need to be given to payment for anti-social hours for these postholders and it was important the council set a date to deal with this efficiently.

Cllr C. Reynolds was also concerned about one of the postholders who would not receive a pay increase because they were already at the lower end of the pay scale. She felt members should look at their pay scale again and felt although the council had paid South West Councils to provide advice, it didn't mean the council had to take it.

The town clerk said any employees who were not happy with the outcome of the review could appeal and any appeals would be dealt with by South West Councils. He said the council had commissioned a report and he advised members not to try and change the outcomes if they didn't agree with something.

S. Smith said if the council reviewed the pay scale of one employee, it would undermine the whole process.

It was proposed by Cllr P. May and seconded by Cllr M. Ellis to accept and implement South West Councils' review of employees' pay and to bring a report to the next meeting of the Human Resources Committee to consider anti-social hours payments for postholders 207 and 208.

It was proposed by Cllr R. Smith to accept and implement South West Councils' review of employees' pay and to bring a report to the next meeting of the Human Resources Committee to consider anti-social hours payments for postholders 207 and 208 and to further review the pay of postholder 209.

The town clerk said postholder 209 and any other employees would have a right of appeal and he would suggest this was the method adopted. He said if members picked out individual employees to pay them more, the pay differentials would change.

S. Smith said this would open the council to challenge from all employees because everyone would like to be paid more but it was important the council created a structure that was based on evidence.

Cllr R. Smith withdrew his motion and members voted on the earlier motion.

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to accept and implement South West Councils' review of employees' pay and to bring a report to the next meeting of the Human Resources Committee to consider anti-social hours payments for postholders 207 and 208.

*The meeting closed at 8.12pm.*