



John Wright  
Town Clerk

## Lyme Regis Town Council

Town Council Offices  
Guildhall Cottage  
Church Street  
Lyme Regis  
Dorset  
DT7 3BS

email: [enquiries@lymeregistowncouncil.gov.uk](mailto:enquiries@lymeregistowncouncil.gov.uk)

Tel: 01297 445175

Fax: 01297 443773

### Human Resources Committee

**Core Membership:** Cllr G. Stammers (chairman), Cllr C. Aldridge, Cllr M. Ellis, Cllr S. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr J. Trevena

Notice is given of a meeting of the Human Resources Committee to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 11 September 2024 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
06.09.24

*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. Election of Vice-Chairman

To allow the committee to receive nominations and elect its vice-chairman for the remainder of the council year 2024-25

#### 2. 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*

#### 3. Apologies

To receive and record any apologies and reasons for absence

#### 4. Minutes

To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 29 May 2024 (attached)

**5. Minutes**

To confirm the accuracy of the minutes of the extraordinary Human Resources Committee meeting held on 24 July 2024 (attached)

**6. 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.

**7. Dispensations**

To note the grant of dispensations made by the town clerk in relation to the business of this meeting.

**8. Matters arising from the minutes of the Human Resources Committee meeting held on 29 May 2024 and the extraordinary meeting held on 24 July 2024**

To update members on matters arising from the previous meetings 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

**9. Update Report**

To update members on issues previously reported to this committee

**10. Human Resources Committee – Objectives**

To allow members to review progress of the committee's 2024-25 objectives

**11. 2025-26 Budget Proposals**

To allow members to consider human resources' objectives for 2025-26 ahead of the formal launch of the budget-setting process at the Strategy and Finance Committee on 9 October 2024

**12. To receive the minutes of the Health and Safety Committee meeting held on 13 June 2024**

**13. Health and Safety Policy Review**

To allow members to review the health and safety policy

**14. Career Break Policy**

To allow members to approve a career break policy and procedure

**15. Christmas and New Year Working Arrangements**

To allow members to consider Christmas and New Year working arrangements, including: the allocation of statutory leave, the award of discretionary leave, cover arrangements and remuneration

**16. Increasing the Hours of the Postholder 101**

To allow members to consider a request from postholder 101 to increase their hours

*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. Qualification Payment**

To allow members to consider and approve an additional spinal column increment for postholder 107 in recognition of a level 3 qualification

*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*

**18. Gardener and Maintenance Person (post holder 205), Six-Month Probation Review**

To allow members to confirm the gardener and maintenance person's (post holder 205) 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*

**19. Gardener and Maintenance Person (post holder 204), Six-Month Probation Review**

To allow members to confirm the gardener and maintenance person's (post holder 204) 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*

**20. Amenities Assistant (post holder 301), Six-Month Probation Review**

To allow members to confirm the amenities assistant's (post holder 301) 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*

## **21. Sickness Absence**

To inform members of a long-term sickness absence

*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*

## **22. 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 16 – Increasing the Hours of Postholder 101**
- b) Agenda item 17 – Qualification Payment**
- c) Agenda item 18 – Gardener and Maintenance Person (post holder 205), Six-Month Probation Review**
- d) Agenda item 19 – Gardener and Maintenance Person (post holder 204), Six-Month Probation Review**
- e) Agenda item 20 – Amenities Assistant (post holder 301), Six-Month Probation Review**
- f) Agenda item 21 – Sickness Absence**

**Committee:** Human Resources

**Date:** 11 September 2024

**Title:** Election of Vice-Chairman

### **Purpose of Report**

To allow the committee to receive nominations and elect its vice-chairman for the remainder of the council year 2024-25

### **Recommendation**

The committee receives nominations and elects its vice-chairman for the remainder of the council year 2024-25

### **Background**

1. The terms of reference for the council's committee structure state each committee will elect its chairman and vice-chairman from among its membership.
2. The chairman and vice-chairman of this committee were elected at the previous meeting on 29 May 2024, with Cllr G. Stammers elected chairman and Cllr C. Prichard elected vice-chairman.

### **Report**

3. Cllr C. Prichard resigned from the council on 9 July 2024.
4. Consequently, nominations are sought for the vice-chairman of this committee for the remainder of the 2024-25 council year.
5. The relevant standing orders that inform and govern the election of chairmen and vice-chairmen are detailed below.
6. Standing order 3.t states:

'Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members request, voting may be by signed ballot.'

7. Standing order 8.a states:

'Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.'

8. Standing order 8.c states:

'A councillor does not have to be present at a meeting to seek election to an office of the council or a committee. The councillor must provide written notice in advance that they wish to seek election'.

John Wright  
Town clerk  
August 2024

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 29 MAY 2024

**Present**

**Chairman:** Cllr G. Stammers

**Members:** Cllr C. Aldridge, Cllr B. Bawden, Cllr M. Ellis, Cllr P. May, Cllr C. Pritchard, Cllr C. Reynolds, Cllr J. Trevena, Cllr G. Turner

**Other members:** Cllr D. Ruffle

**Officers:** C. Austin (administrative and community engagement assistant), A. Mullins (support services manager)

**24/01/HR Election of Chairman and Vice-Chairman**

It was proposed by Cllr P. May and seconded by Cllr M. Ellis that Cllr G. Stammers is chairman of the Human Resources Committee.

Cllr G. Stammers was duly **ELECTED** as chairman.

It was proposed by Cllr P. May and seconded by Cllr C. Aldridge that Cllr C. Prichard is vice-chairman of the Human Resources Committee.

It was proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds that Cllr. D Ruffle is vice-chairman of the Human Resources Committee.

Cllr C. Prichard was duly **ELECTED** as vice-chairman.

**24/02/HR Terms of Reference**

Proposed by Cllr D. Ruffle and seconded by Cllr G. Stammers, the terms of reference were **RECEIVED**.

**24/03/HR Public Forum**

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

**24/04/HR Apologies**

Cllr J. Trevena – holiday

- 24/05/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 27 March 2024**
- Proposed by Cllr P. May and seconded by Cllr D. Ruffle, the minutes of the meeting held on 27 May 2024, were **ADOPTED**.
- 24/06/HR Disclosable Pecuniary Interests**
- There were none.
- 24/07/HR Dispensations**
- There were none.
- 24/08/HR Matters arising from the minutes of the Human Resources Committee meeting held on 27 March 2024**
- Members noted the report.
- 24/09/HR Update Report**
- Evening Seafront attendant**
- The support services manager said the recruitment for the role was successful, with four applicants and three candidates interviewed. A new member of staff had been appointed and was to start employment with the council at the weekend. She said the process had also enabled officers to appoint temporary cover for sickness absence in the cleansing team.
- 24/10/HR Human Resources Committee – Objectives**
- Members noted the report.
- 24/11/HR Health and Safety Committee membership**
- Cllr G. Stammers said she was happy to continue on the committee. Cllr P. May expressed an interest to join the committee but said he would not be able to commit to a Thursday meeting day.
- Proposed by Cllr M. Ellis and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs G. Stammers and P. May are the member representatives on the Health and Safety Committee.
- 24/12/HR Civility and Respect Agenda and External Support**
- The support services manager said she would advise members to think about working on member behaviour and respect before signing a pledge that requires members to behave respectfully. She reminded members they did not think they were ready to sign the pledge in the previous administration. She encouraged members to commit to team building to focus on a purpose and values. She said it would be beneficial to work with a consultant and then sign the pledge. She said three organisations had been approached to put forward proposals for this work.



Some members said signing the pledge should be a priority for the new administration as it would be a good approach to start positively and continue positively.

Other members raised concerns it was too soon to sign a pledge about respect and behaviour when some members were worried others would use it to complain to the monitoring officer.

Some members said it was important to work together to improve the bad reputation of the council, sign the pledge collectively and work together to build values.

Proposed by Cllr P. May and seconded by Cllr C. Prichard, members agreed to **RECOMMEND TO FULL COUNCIL** to ask officers to bring a report to the Full Council meeting on 17 July 2024 to allow members to consider the council's position with regard to the Civility and Respect agenda.

Proposed by Cllr G. Stammers and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to set up a panel consisting of the mayor, deputy mayor and chairman of the Human Resources to work in conjunction with the town clerk to finalise the specification and agree the appointment of consultants to undertake organisational development work with the council.

Proposed by Cllr P. May and seconded by Cllr C. Pritchard members agreed to **RECOMMEND TO FULL COUNCIL** to ask the town clerk to write a letter to the MP to increase cross-party awareness of the Civility and Respect project.

#### **24/13/HR Pay Grade of Administrative and Community Engagement Assistant Post**

Proposed by Cllr C. Aldridge and seconded by Cllr G. Turner, 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.

#### **24/14/HR Sabbatical Request**

Proposed by Cllr C. Aldridge and seconded by Cllr G. Turner, 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.

#### **24/15/HR Equivalent Hours Request**

Proposed by Cllr C. Aldridge and seconded by Cllr G. Turner, 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.

**24/16/HR Exempt Business**

**a) Pay Grade of Administrative and Community Engagement Assistant Post**

Proposed by Cllr P. May and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that the council approves a change in the pay grade of the administrative and community engagement assistant post to spinal column point 10 to 13.

**b) Sabbatical Request**

Proposed by Cllr P. May and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that the council approves, subject to an agreement to be set in place by officers and subject to there being no extra cost to the council, an unpaid four-month career break for postholder 218 from October 2024.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** that officers draft a policy on career breaks to be considered by the Human Resources Committee.

**c) Equivalent Hours Request**

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the equivalent hours request from postholder 215.

*The meeting closed at 8.00pm.*

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 24 JULY 2024

**Present**

**Chairman:** Cllr G. Stammers

**Members:** Cllr M. Ellis, Cllr S. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr J. Trevena, Cllr G. Turner

**Other members:** Cllr D. Ruffle, Cllr S. Cockerell

**Officers:** M. Green (deputy town clerk)

**24/17/HR Public Forum**

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

**24/18/HR Apologies**

Cllr C. Aldridge – prior commitment

**24/19/HR Disclosable Pecuniary Interests**

There were none.

**24/20/HR Dispensations**

There were none.

**24/21/HR Determination of a Member Complaint**

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, 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.

**24/22/HR Exempt Business**

**a) Determination of a Member Complaint**

There was debate about the council's existing policies, procedures, terms of reference and scheme of delegation as they related to this matter and whether they were entirely fit for purpose or needed to be reviewed. There was general agreement that this should be the subject of further consideration at a future meeting.

Proposed by Cllr C. Reynolds and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** (for retrospective approval) the appointment of a member panel comprising Cllr M Ellis, Cllr S. Larcombe and Cllr J. Trevena with a remit to consider the findings of South West Councils into a member complaint and to decide what action should be taken in response to that complaint.

*The meeting closed at 8.04pm.*

DRAFT

**Committee:** Human Resources

**Date:** 11 September 2024

**Title:** Matters arising from the minutes of the Human Resources Committee meeting held on 29 May 2024 and the extraordinary meeting held on 24 July 2024

**Purpose of the Report**

To update members on matters arising from the previous meetings 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**

**24/09/HR – Update Report**

**Evening seafront attendant**

Michael Sankey started in the role of seafront attendant on 1 June 2024. The contract is for a fixed term until 8 September 2024 but discussions have taken place with Michael about ongoing cover in the cleansing team to cover long-term sickness absence and a career break.

Michael has agreed to extend his contract and the details, e.g. length of contract, hours, are currently being discussed with him.

**24/12/HR – Civility and Respect Agenda and External Support**

This was further considered by the Full Council on 17 July 2024, when it was resolved ‘to integrate the Civility and Respect agenda and any changes in governance arrangements into the cultural and behavioural change programme’.

Further meetings have taken place with the three consultants discuss their proposals for the cultural and behavioural change programme. The consultants have been asked to refine their proposals to put the emphasis on the design and implementation stages of the programme, rather than the analysis.

One consultant has provided a refined proposal and the other two have been given until 20 September 2024 to respond. A meeting of the panel (the mayor, deputy mayor and chairman of this committee, supported by the town clerk and support services manager) will take place w/c 23 September 2024 to discuss the updated proposals.

It is intended the work with members will start in the autumn.

### **24/13/HR – Pay Grade of Administrative and Community Engagement Assistant Post**

The council's approval of the new pay grade was confirmed in writing to the postholders and the new arrangements were implemented from the July 2024 payroll.

### **24/14/HR – Sabbatical Request**

The council's approval of the postholder's sabbatical request was confirmed in writing and an agreement is being drafted to cover the terms and conditions of the unpaid career break.

A policy on career breaks is elsewhere on this agenda.

### **24/15/HR – Equivalent Hours Request**

The council's approval of the equivalent hours request was confirmed in writing to the postholder and the new working arrangements were implemented in July 2024.

### **24/21/HR – Determination of a Member Complaint**

The agreed member panel met on 14 August 2024 to consider the findings of South West Councils into a member complaint and to decide what action should be taken in response to that complaint. It was agreed a hearing would be held on 9 October 2024.

John Wright  
Town clerk  
September 2024

**Committee:** Human Resources

**Date:** 11 September 2024

**Title:** Update Report

**Purpose of Report**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**National Joint Council (NJC) trade union pay claim**

It was reported to previous meetings that on 29 February 2024, the Joint Trade Union Side (Unison, GMB and Unite) made a pay claim for 2024-25 to the Local Government Association. It was also reported that on 16 May 2024, the National Employers made the following full and final one-year (1 April 2024 to 31 March 2025) offer:

- With effect from 1 April 2024, an increase of £1,290 (pro rata for part-time employees) to be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive.
- With effect from 1 April 2024, an increase of 2.50 per cent on all pay points above the maximum of the pay spine but graded below deputy chief officer (in accordance with Green Book Part 2 Para 5.42)
- With effect from 1 April 2024 an increase of 2.50 per cent on all allowances (as listed in the 2023 NJC pay agreement circular dated 1 November 2023)

One union, GMB has accepted the offer but it has been rejected by the two other unions, Unison and Unite. Both organisations are now moving to a ballot for industrial action of their members. Unite have advised that their ballot will begin on 27 August and end on 15 October, while the Unison ballot will start on 4 September and end on 16 October.

Therefore, the pay award from 1 April 2024 will be delayed until mid to late-October at the earliest.

Although the government recently announced a pay increase for the public sector of 5.5%, this level of pay increase cannot be imposed on local government and the process for agreeing the 2024-25 pay award will remain as above, irrespective of what happens in other parts of the public sector.

**Operations manager**

Recruitment for the post of operations manager started on 18 July 2024, with a closing date for applications of midday on 12 August 2024. Eleven applications were received by the deadline, as well as two late applications. Six people were invited to interview on 16 August 2024 but two withdrew from the process on the morning of the interviews, so four were interviewed.

Following Cllr D. Ruffle's resignation, Cllr P. Evans replaced him on the interview panel, along with Cllr M. Ellis, the town clerk and the support services manager.

The panel appointed Adrian Turner, who started in the role on 2 September 2024.

### **Appointment of health and safety auditors**

Three quotes have been obtained for an auditor to carry out the council's annual health and safety audit. WT Consultancy has been appointed and the lead time is six weeks.

### **Cleansing operative**

Lewis Grattan, who worked as a cleansing operative to cover long-term sickness absence, left the organisation on 2 September 2024. He was initially contracted to work until 15 July 2024 but this was extended until Lewis moved on to start a university course.

John Wright

Town clerk

September 2024



**Committee:** Human Resources

**Date:** 11 September 2024

**Title:** Human Resources Committee – Objectives

**Purpose**

To allow members to review progress of the committee's 2024-25 objectives

**Recommendation**

Members note the report

**Background**

1. During the 2024-25 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 2024-25 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 10A**. Updates are highlighted in yellow.
4. Any recommendations from this committee will be considered by the Full Council on 23 October 2024.

John Wright  
Town clerk  
September 2024

**APPENDIX 10A**

<p>Induction and development with the new administration</p>	<p>20</p>	<p>December 2024</p>	<p>JW</p>	<p>HR</p>	<p>Report on the appointment of a consultant to work with members to be considered by the Human Resources Committee on 29 May 2024. A programme of induction will be delivered between May and July 2024. This will include the delivery of the Civility and Respect agenda.</p> <p>Council agreed the mayor, deputy mayor and chairman of HR would work with the town clerk to appoint the consultant. Three consultants identified, brief to be refined to emphasise work required at design and implementation stages of the project.</p>
<p>Obtaining a health and safety audit score of 85%+</p>		<p>December 2024</p>	<p>MAD</p>	<p>HR</p>	<p>Audit to be carried out in November 2024.</p> <p>Three quotes obtained for a new auditor. WC Consultancy appointed.</p>

**Committee:** Human Resources

**Date:** 11 September 2024

**Title:** 2025-26 Budget Proposals

**Purpose of Report**

To allow members to consider human resources' objectives for 2025-26 ahead of the formal launch of the budget-setting process at the Strategy and Finance Committee on 9 October 2024

**Recommendation**

Members identify human resources objectives for 2025-26

**Background**

1. On 8 October 2024, the finance manager and town clerk will provide a members' briefing on the 2025-26 budget and five-year financial plan. The formal process starts on 9 October 2024 with the presentation of budget-related reports to the Strategy and Finance Committee.
2. The budget is taken through two committee cycles and concludes at the Full Council on 11 December 2024.
3. This item has been placed on all committee agendas in the run-up the Strategy and Finance Committee on 9 October 2024.
4. During the 2024-25 budget-setting process, member considered but did not approve proposals for a £10,000 employees' benefit package.

**Report**

5. Members are asked to identify human resources' objectives that need to be considered alongside other committee objectives during the budget-setting process.
6. Any recommendations from this committee will be considered by the Strategy and Finance Committee on 9 October 2024 and the Full Council on 23 October 2024.

John Wright  
Town clerk  
September 2024

LYME REGIS TOWN COUNCIL

HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD ON THURSDAY 13 JUNE 2024  
AT 2PM IN LYME REGIS TOWN COUNCIL OFFICE

**Chairman:**

**Members:** Cllr G. Stammers, A. Jefferies (staff member), P. Williams (staff member)

**Officers:** J. Wright (town clerk), M. Adamson-Drage (operations manager), C. Austin  
(administrative and community engagement assistant)

**Apologies** J. Wright  
P. Williams – work commitments

**Election of Chairman**

Cllr G. Stammers nominated the operations manager M. Adamson-Drage as Chairman of this committee, seconded by A. Jefferies.

**Terms of reference**

It was agreed the operations manager would present the terms of reference to the next meeting of this committee.

**Minutes**

The operations manager asked for members to acknowledge the minutes were a true record of the meeting. Proposed by Cllr G. Stammers and seconded by the operations manager. Carried.

**Matters Arising**

There were none.

***Item 1. Accidents, Injuries and Near Misses - review***

The operations manager said there had been two accidents. One related to a member of staff who had cut a finger with secateurs and had not been wearing gloves, because he had been pruning a plant that did not require gloves to prune.

The second accident involved a member of the public who had tripped over astroturf at the mini golf course, banged their head and had two minor cuts. The ambulance was called for the member of the public and staff thoroughly inspected the course for further trip hazards or damage. No trip hazards or damage was found.

***Item 2. Fire safety records / Playgrounds / Automated External Defibrillator (AED) – review***

All Fire safety records up to date.

All Playground Checks up to date.

AED records up to date.

### **Item 3. Ops Manager Monthly Inspection and Regular Inspections – review**

The operations manager said the main themes were much the same as before. He said the problems regarding the office building would be eliminated with the office move.

#### **- Main themes from the monthly inspection:**

- Roof leaking in cadet hut
- PAT testing overdue (Topsparks had started prior to this meeting)
- Uneven floor in the office (upstairs – third floor)
- All windows create drafts and leak water when it rains
- manual handling course would be booked through SSG
- Cracks in the gardens paths – ongoing
- Staff to have more toolbox talks
- Ladders checked monthly
- Instructor for external staff
- COSHH training due
- Ladders refresher course
- Canopy and banners broken at the performance area
- Ticket machines at Woodmead car park, 2 are cash only due to card readers being broken
- Damp walls in Guildhall building
- Hole in the ceiling and a crack in the wall at the cadet hut
- West/East Stores doors damaged

### **Item 4. H&S Policy Statement of Intent targets - review**

Target 1 – not met, due to accidents reported.

Targets 2-15 successfully met.

### **Item 5. Training**

Toolbox talks completed since last meeting:

Electric safety,  
Fire safety,  
Pallet trucks,  
Driving safely / moving vehicles,  
Strimmers,  
Hedge cutters,  
Ladders,  
Abrasive wheels,

Chainsaw course completed by K. Sparks

DSE for A. Mullins and M. Green still need to be completed.

**Item 6: Any other business**

Asbestos registers:

The operations manager will keep the asbestos register up to date. A photo comparison of the area needs to be added every 6 months alongside an asbestos management plan to manage the asbestos disturbance in the cadet hut.

**Item 7. Next Meeting Date**

The next meeting has been set to take place on Friday 6 September 2024 at 2pm.

*The meeting ended at 2:41pm.*

DRAFT

**Committee:** Human Resources

**Date:** 11 September 2024

**Title:** Health and Safety Policy Review

**Purpose**

To allow members to review the health and safety policy

**Recommendation**

Members review and renew the health and safety policy and suggest any changes

**Background**

1. The health and safety policy is reviewed annually. The policy was last reviewed in January 2023.
2. There are no proposed changes to the policy by officers or the Health and Safety Committee, **appendix 13A**.
3. Any recommendations from this committee will be considered by the Full Council on 23 October 2024.

John Wright  
Town clerk  
September 2024

**Committee:** Human Resources

**Date:** 11 September 2024

**Title:** Career Break Policy

**Purpose of Report**

To allow members to approve a career break policy and procedure

**Recommendation**

Members approve the career break policy and procedure

**Background**

1. At the previous meeting of this committee on 29 May 2024, members considered a request for a sabbatical from postholder 218.
2. It was recommended and subsequently resolved by the Full Council on 17 July 2024 ‘that the council approves, subject to an agreement to be set in place by officers and subject to there being no extra cost to the council, an unpaid four-month career break for postholder 218 from October 2024.’
3. As this was the first career break request the council had ever considered and there was no policy or procedure in place for dealing with such requests, it was also recommended and subsequently resolved ‘that officers draft a policy on career breaks to be considered by the Human Resources Committee.’

**Report**

4. A proposed career break policy and procedure is attached, **appendix 14A**.
5. Any recommendations from this committee will be considered by the Full Council on 23 October 2024.

Adrienne Mullins  
Support services manager  
September 2024



## Policy and Procedure

### Career Break

#### 1. Introduction

- 1.1 A career break is a period of unpaid time out of the workplace. The minimum period of a career break will normally be three months and the maximum period will be two years.
- 1.2 Career breaks can be used to assist employees in the following circumstances.
  - 1.2.1 to care for a dependant
  - 1.2.2 to undertake further education
  - 1.2.3 to travel
  - 1.2.4 to undertake voluntary work.
- 1.3 This list is not exhaustive but illustrates circumstances when career breaks can assist employees. However, a career break will not normally be allowed for the purpose of taking up alternative salaried or wage-earning employment.
- 1.4 This policy and procedure is designed to provide a framework to assist employees in applying for a career break and for managers to consider and manage career breaks.
- 1.5 The council recognises an employee's domestic and family circumstances may potentially hinder their ability to fulfil work responsibilities. This policy provides a framework for enabling employees to request a career break where such conflicts cannot be resolved through other related council provisions, such as [flexible working](#) or unpaid leave.

#### 2. Duration of a career break

- 2.1 Employees may request an extension to an agreed career break. However, the total period of the career break must not exceed two years.
- 2.2 An employee requesting a career break must normally have two years' continuous service with the council at the date of commencement of the proposed career break.
- 2.3 A request for a career break must be submitted at least three months in advance of the proposed commencement date. The council will reasonably consider requests where this has not been possible due to exceptional circumstances.
- 2.4 If the request is approved, the employee will be required to sign a career break agreement to ensure they are aware of their responsibilities.
- 2.5 No more than two career breaks may normally be granted to an employee through the course of their employment with the council. An employee must return to work from a career break for a period of not less than two years before a request can be made for a second break.

#### 3. Contact during a career break

- 3.1 Reasonable contact will be maintained throughout the career break. This will be agreed in advance of the employee commencing the career break, along with the preferred method of contact. In the event of organisational change, it may be necessary for the manager to meet

with the employee to ensure discussion, consultation and communication takes place around any proposed change. If it is not possible to meet face-to-face, another agreed method of communication will take place.

- 3.2 Up to 10 keeping in touch days may be utilised as a means of keeping in touch with the employee to ensure they are up-to-date with any changes in the workplace and receive appropriate training. These days will be paid at the employee's rate of pay prior to commencing the career break and will not count towards continuous service.

#### **4. Terms of a career break**

- 4.1 On return to work from the career break, every effort will be made to ensure a return to the substantive post can be offered. If this is not possible, for example where the post is no longer available due to redundancy, a service restructure or there has been a requirement to fill the post on a permanent basis, then suitable alternative employment will be sought.

#### **5. Affect on continuous service and entitlements**

- 5.1 The period of a career break will not be counted as continuous service for contractual purposes. Service prior to the career break and following a career break will be linked and will count towards continuous service for contractual purposes even though there has been a break in service.
- 5.2 While the council will recognise and link the two periods of service together and count them towards continuous service, another local authority or public body may not. Therefore, if beginning work with another local authority or public body, there could be a potential loss of service accrued prior to the career break for redundancy and employment rights' purposes. This could result in a financial loss should redundancy occur at a later date.
- 5.3 The employee will retain the right to the amount of annual leave entitlement in place at commencement of the career break, on return to work from the career break. Thereafter annual leave will accrue in line with the council's terms and conditions. There will be no entitlement to or accrual of annual leave or public holidays during the period of career break. If contact days have been worked, a pro rata payment for annual leave will be made in line with the Working Time Directive.
- 5.4 The period of the career break will be discounted for the purposes of accruing service that contributes to absence entitlements e.g. sick pay, maternity pay.
- 5.5 Incremental progression does not apply during a career break. Therefore, on return to work, the employee will be paid on the same salary point as they were on at commencement of the career break, and progression will not be applied until 12 months' continuous service has been achieved. The exception to this would be as a result of the implementation of a new pay and grading model following job evaluation and the individual circumstances of this would be discussed with the career break applicant prior to any agreement.
- 5.6 If an employee has a learning/training agreement with the council, the career break will not count towards the required service with the council following qualification as detailed within the council's Learning and Development Policy and Procedure.

## **6. Impact on pay and pensions**

- 6.1 Whether or not an employee is able to make additional pension contributions during a period of unpaid leave depends on the [rules of the pension scheme](#). An employee granted a career break who is a member of the local government pension scheme may elect to buy back any lost pension for the whole period in order to maintain full pension benefits on their return to the workplace.
- 6.2 Other employee benefit schemes or memberships that require a payroll deduction will be suspended; implications arising from this suspension are for the employee to consider and discuss with the relevant organisation.
- 6.3 Any memberships or subscriptions paid for by the council on the employee's behalf will be suspended.

## **7. Career break application process**

- 7.1 Applications for a career break should be made in writing to the employee's line manager.
- 7.2 The application must include the following:
  - 7.2.1 Employee name
  - 7.2.2 Employee job title
  - 7.2.3 Employment start date (to ascertain two years' service have been reached)
  - 7.2.4 Reason(s) for applying for a career break
  - 7.2.5 Any other details the employee considers relevant to support their application
  - 7.2.6 Proposed commencement date and duration of career break
  - 7.2.7 Any perceived benefits to the organisation and/or employee.
- 7.3 The request will be considered by the Human Resources Committee.
- 7.4 If the request is refused, the employee will receive written notification of the decision and the reasons. The employee will have the right of appeal against the decision and must do so within 14 days of receipt of the decision letter. Any appeal will be considered by three members of the Full Council, who are not members of the Human Resources Committee.
- 7.5 If the request is approved, the employee will be required to sign a career break agreement prior to commencement. This agreement forms a contractual variation which remains in force throughout the period of the break.

**Committee:** Human Resources

**Date:** 11 September 2024

**Title:** Christmas and New Year Working Arrangements

### **Purpose of Report**

To allow members to consider Christmas and New Year working arrangements, including: the allocation of statutory leave, the award of discretionary leave, cover arrangements and remuneration

### **Recommendation**

Members consider and instruct the town clerk on service closure over the Christmas and New Year period; the taking of statutory leave and the allocation of discretionary leave to employees during this period; the level of cover provided by the external works' team; and the level of pay and time-off-in-lieu paid to those who work over the Christmas and New Year period

### **Background**

1. Council employees have two statutory days' leave each year: statutory days are part of annual leave entitlement, when they are taken is for the council to decide.
2. Historically, the council has granted staff between one-and-a-half and three-and-a-half days' discretionary leave over the Christmas and New Year period; the council's decisions have been informed by the dates the bank holidays fall on.
3. Last year, the council resolved:

'to apply 1.5 days' discretionary leave over the Christmas and New Year period, so the council's services cease at 12noon on Friday 22 December 2023 and re-commence at 9am on Tuesday 2 January 2024; discretionary leave is applied from 12noon to 5pm on Friday 22 December and Wednesday 27 December; statutory days are applied on Thursday 28 December and Friday 29 December 2023; that members of the external works' team who work over the Christmas and New Year period are paid overtime and receive time-off-in-lieu for the day worked; and that the 1.5 discretionary days are not applied to the enforcement officers, cleansing operative and seafront attendant.'

### **Report**

#### **Service closure and statutory and discretionary leave**

4. The days on which Christmas Day, Boxing Day and New Year's Day bank holidays fall in 2024 and 2025 suggest two options for service closure.
5. If the council's services cease 12noon on Tuesday 24 December 2024 and re-commence 9am on Thursday 2 January 2025, 1.5 discretionary days are required.
6. Discretionary leave would be applied from 12noon to 5pm on Tuesday 24 December and Friday 27 December; statutory days would be applied on Monday 30 December and Tuesday December 2024.

7. If the council's services cease 5.00pm Friday 20 December 2024 and re-commence 9.00am Thursday 2 January 2025, three discretionary days are required.
8. Discretionary leave would be applied on Monday 23, Tuesday 24 and Friday 27 December; statutory leave would be applied on Monday 30 December and Tuesday 31 December 2024
9. Alternatively, members could grant a greater or lesser amount of discretionary leave which would inform service closure over the Christmas and New Year period.

### **External works' team and payment**

10. The external works' team receive the same statutory leave and discretionary days as the office team.
11. During the Christmas and New Year closure, cover is provided by the cleansing operative and seafront attendant every day, except Christmas Day, as part of their contracts of employment. If there are days which are not covered by these two employees, another member of the external works' team will step in. The enforcement officers are also contracted to work during this period.
12. Historically, members of the external works' team who work over the Christmas and New Year period have been paid overtime and receive time-off-in-lieu for the day worked. This arrangement has proved successful.
13. This arrangement does not apply to the enforcement officers, cleansing operative and seafront attendant; the Christmas and New Year period is already factored into their working monthly patterns and salary enhancements.
14. If the council approves this arrangement, in mid-December 2024 the operations manager will write to members to inform them of the external works' team's Christmas and New Year rota. The operations manager will also inform members about the working arrangements for Dorset Waste and Dorset Council's toilet cleaning contractor over the Christmas and New Year period.
15. In the event of an emergency, the town clerk, deputy town clerk and operations manager can be contacted during the Christmas and New Year period.
16. Any recommendations from this committee will be considered by the Full Council on 23 October 2024.

John Wright  
Town clerk  
September 2024