



John Wright
Town Clerk

Lyme Regis Town Council

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Human Resources Committee

Core Membership: Cllr G. Stammers (chairman), Cllr M. Ellis (vice-chairman), Cllr C. Aldridge, Cllr S. Larcombe, Cllr P. May, Cllr C. Reynolds, 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 19 February 2025 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
14.02.25

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 18 December 2024 (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 18 December 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

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 2024-25 objectives

9. Spinal Point Column Progression and Pay Arrangements for Other Employees for 2025-26

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 2025-26

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

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. 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 2025

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. 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 her salary scale on 1 April 2025

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. Six-month extension of temporary two-year, fixed-term post to support the delivery of project, asset management and property-related work

To consider the extension of the two-year, fixed-term post (post 226) to support the delivery of project, asset management and property-related work by a period of a further six months

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. 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 – Spinal Point Column Progression and pay arrangement for other employees for 2025-2026**
- b) **Agenda item 10 – Deputy Town Clerk, Spinal Column Point Progression**
- c) **Agenda item 11 – Support Services Manager, Spinal Column Point Progression**
- d) **Agenda item 12 – Finance Manager, Performance Appraisal Summary**
- e) **Agenda item 13 - Six-month extension of temporary two-year, fixed-term post to support the delivery of project, asset management and property-related work**

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 18 DECEMBER 2024

Present

Chairman: Cllr G. Stammers

Members: Cllr C. Aldridge, Cllr M. Ellis, Cllr P. May, Cllr G. Turner

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

24/45/HR Public Forum

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

24/46/HR Apologies

Cllr C. Reynolds – personal commitment

It was also noted Cllr J. Trevena had resigned from the council and Cllr S. Larcombe had stood down from this committee.

24/47/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 11 September 2024

Proposed by Cllr P. May and seconded by Cllr G. Turner, the minutes of the meeting held on 11 September 2024, were **ADOPTED**.

24/48/HR Disclosable Pecuniary Interests

There were none.

24/49/HR Dispensations

There were none.

24/50/HR Matters arising from the minutes of the Human Resources Committee meeting held on 11 September 2024

Members noted the report.

24/51/HR Update Report

Members noted the report.

24/52/HR Human Resources Committee – Objectives

Members noted the report.

24/53/HR To receive the minutes of the Health and Safety Committee meeting held on 6 December 2024

Proposed by Cllr P. May and seconded by Cllr G. Stammers, the minutes of the Health and Safety Committee meeting held on 6 December 2024 were **RECEIVED**.

24/54/HR Annual Health and Safety Audit

The operations manager said a new auditor had carried out the audit this year, who had a different methodology and went into a lot more depth. The auditor had raised some concerns and as it was the operation's manager's first week in post, there were some things officers were unsure of but had since been clarified.

It was noted the auditor had not awarded a percentage, as in previous years, which presented a problem as the council was targeting an 85% score as one of its objectives.

The town clerk agreed it was important the council had a benchmark so officers would go back to the auditor to discuss this. A score of 85% would remain a council objective but this could be amended to reflect any new scoring system.

24/55/HR Technology for In-situ Dynamic Risk Assessments

The town clerk said since the report was written, officers had discussed the number of tablets required and agreed each relevant person would require one.

It was suggested a smartphone would be better so employees didn't have to carry around tablets, but officers felt tablets could be better protected and would be very compact. It was also noted the tablet could be used as a phone as it would include a sim card.

A member asked if training would be provided for employees who were not confident using smart technology.

The operations manager said the provider would be asked to provide full support and training.

It was noted the lowest quote obtained included only 300mb of storage, which was felt to be insufficient, and that £15 a month seemed excessive. Officers said they would try and obtain the best deal, taking into account factors such as monthly costs and storage allowances.

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the council subscribes to a risk assessment platform provider (cost not exceeding £2,500 per annum) and purchases four smart tablets (cost not exceeding £4,500) to operate the preferred system as soon as practicable.

24/56/HR The Town Clerk's Objectives 2025-26

A member suggested using SMART appraisal and objective-setting to help with prioritising projects and tasks, with the aim of focusing more on people and what their top priorities should be.

The town clerk said although the SMART acronym wasn't used, the objectives worked on the same basis; the formal process of delegating objectives was through the town clerk, tasks would be allocated to managers, budgets allocated to committees to monitor, and managers' specific objectives would then be incorporated into their appraisals. More detail on each of the objectives, including who was the lead manager, the target completion date and the budget, would be taken to relevant committees at the start of the 2025-26 financial year.

A member suggested there were key performance indicators against each task so members could track its progress and check if it was on budget.

The town clerk for the last two years, a report had been considered by each committee, which tracked the progress of each objective, including any budget variations.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the town clerk's objectives for 2025-26.

24/57/HR Human Resources' Annual Review

Members discussed the issues arising from employee appraisals and were particularly concerned about comments about members making decisions without considering the implications for staff, and some members' behaviour towards staff. They asked for examples to better understand this, which the support services manager provided.

It was noted some of these issues were likely to be raised by employees as part of the cultural change management programme, which included an employee survey and focus groups.

Members agreed it was important for members to have the opportunity to get to know employees and it was suggested this was included as part of the member induction programme. Members were also encouraged to acknowledge all employees and to make the effort to chat to them and make themselves known.

24/58/HR Employment Law Update

A member asked how the council would monitor and evaluate the actions put in place to prevent sexual harassment in the workplace.

The support services manager said monitoring would be carried out by officers, which could include maintaining a database of any incidents, regular reviews by the management team, regular reviews of policies and procedures, and high-level reviews to this committee.

A member suggested the council considered having a policy to reduce the gender pay gap.

The town clerk said the current gender pay gap was narrow and at a level that could be tolerated. However, he agreed having it as a policy statement was important and that the council should strive to be an organisation with no material gender pay gap.

It was agreed it was important that employees were aware of how to report any sexual harassment issues.

The support services manager said it was intended to provide training to all staff, which would include guidance on how to recognise sexual harassment and how to report it, as well as training for managers on how to handle these issues.

The support services manager talked through the Employment Rights Bill in more detail and highlighted the potential changes to zero hours' contracts, which would have a major impact on the council as the amenities' assistants were on this type of contract. It was noted consultation would take place and the council could feed into this.

24/59/HR Gardener and Maintenance Person (post holder 204), Six-Month Probation Extension Review

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, 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.

24/60/HR Request to Transfer Pension Rights

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, 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.

24/61/HR Exempt Business

a) Gardener and Maintenance Person (post holder 204), Six-Month Probation Extension Review

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the gardener and maintenance person's (post holder 204) continued employment with the council, effective from 19 November 2024

b) Request to Transfer Pension Rights

Members noted the request had been made well beyond the deadline, it would potentially have financial implications for the council, and agreeing it may set a precedent.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to refuse postholder 210's request to transfer previous pension rights into the Local Government Pension Scheme after the deadline date.

The meeting closed at 8.05pm.

Committee: Human Resources

Date: 19 February 2025

Title: Matters arising from the minutes of the Human Resources Committee meeting held 18 December 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

24/55/HR – Technology for In-situ Dynamic Risk Assessments

Officers have sought a quote for a risk assessment platform provider and the annual cost will be £1,344, based on 14 users.

The recommendation from this committee was amended at the Full Council meeting on 12 February 2025 due to a typing error. It was agreed 14 smart tablets would be purchased, at a cost not exceeding £4,500.

24/56/HR – The Town Clerk's Objectives 2025-26

The town clerk's objectives have been allocated to the relevant managers as part of the appraisal process. They will also be allocated to committees for regular review.

24/59/HR – Gardener and Maintenance Person (post holder 204), Six-Month Probation Extension Review

Postholder's permanent appointment was confirmed in writing on 13 February 2025.

24/60/HR – Request to Transfer Pension Rights

The council's decision to refuse the request to transfer pension rights was confirmed in writing to the postholder on 13 February 2025.

John Wright
Town clerk
February 2025

Committee: Human Resources

Date: 19 February 2025

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 2025-26

On 3 February 2025, the NJC trade unions submitted their joint pay claim for 2025-26. The claim seeks:

- An increase of at least £3,000 across all NJC spinal column points
- A clear plan to reach a minimum pay rate of £15 an hour
- An extra day of annual leave for all staff
- A reduction in the working week by two hours, with no loss of pay

Principal authorities are being consulted on the NJC unions' claim at online regional pay briefings scheduled to take place between 11 February and 13 March. The National Employers will then consider all consultation feedback before deciding how best to respond to the pay claim.

Operations manager

The operations manager Adrian Turner resigned from his post on 22 January 2025 and his last day of service was 31 January 2025.

Recruitment to this post commenced on 4 February 2025. The deadline for applications is midday on Monday 24 February 2025 and interviews will take place on Friday 28 February 2025.

Amenities assistant

Recruitment to the amenities assistant vacancy commenced on 12 February 2025, with a closing date of Friday 7 March for applications.

Seafront attendant/cleansing operative

Michael Sankey's temporary contract as a seafront attendant/cleansing operative came to an end on 31 January 2025. However, Michael agreed to work an additional day to provide cover.

Seafront attendant Matt Johnson has returned from his career break.

Civility and Respect Agenda and External Support

As previously reported, South West Councils were appointed to lead a cultural and behavioural change programme with the council.

Members and employees were asked to complete a survey to allow participants to share their views on decision-making, communication, relationships, wellbeing, change and satisfaction within the organisation. There were 13 responses from employees and 10 from members.

One-to-one interviews with members and staff focus groups took place with two consultants from South West Councils in January 2025.

A feedback session is scheduled to take place on Tuesday 25 February 2025, 6pm to 8pm, in the Guildhall. All members are asked to attend and some managers will also be present.

John Wright
Town clerk
January 2025

Committee: Human Resources

Date: 19 February 2025

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 8A**. Updates are highlighted in yellow.
4. Any recommendations from this committee will be considered by the Full Council on 2 April 2025.

John Wright
Town clerk
February 2025

APPENDIX 8A

<p>Induction and development with the new administration</p>	<p>20</p>	<p>December 2024 Ongoing</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>South West Councils appointed. Meetings have taken place between the identified members and officers and briefings provided to members. Programme starts mid-January 2025.</p> <p>One-to-one interviews and staff focus groups carried out by South West Councils in January 2025. Feedback session to be held on Tuesday 25 February 2025.</p>
<p>Obtaining a health and safety audit score of 85%+</p>		<p>December 2024</p>	<p>MAD AT PW</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> <p>Health and safety audit took place on 20 September 2024 and was reported to the Health and Safety Committee on 6 December 2024.</p> <p>The auditor did not operate to a percentage audit</p>

					<p>score so the 85% target is not relevant.</p> <p>The temporary operations manager is implementing the recommendations arising from the health and safety audit. Health and Safety Committee to meet on 14 March 2025 to review progress.</p>
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