

LYME REGIS TOWN COUNCIL
HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 11 SEPTEMBER 2024

Present

Chairman: Cllr G. Stammers

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

Other members: Cllr P. Evans, Cllr A. Wood

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

24/23/HR Election of Vice-Chairman

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

Cllr M. Ellis was duly **ELECTED** as vice-chairman.

24/24/HR Public Forum

There were no members of the public present.

24/25/HR Apologies

There were none.

24/26/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 29 May 2024

Proposed by Cllr M. Ellis and seconded by Cllr P. May, the minutes of the meeting held on 27 May 2024, were **ADOPTED**.

24/27/HR To confirm the accuracy of the minutes of the extraordinary Human Resources Committee meeting held on 24 July 2024

Proposed by Cllr P. May and seconded by Cllr M. Ellis, the minutes of the extraordinary meeting held on 24 July 2024, were **ADOPTED**.

24/28/HR Disclosable Pecuniary Interests

There were none.

24/29/HR Dispensations

There were none.

24/30/HR 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

Members noted the report.

24/31/HR Update Report

Members noted the report.

24/32/HR Human Resources Committee – Objectives

Members noted the report.

24/33/HR 2025-26 Budget Proposals

More health and safety training for staff was suggested as an objective.

The town clerk said if members thought of any other objectives to let officers know so they could be fed into the budget discussions at the Strategy and Finance Committee meeting.

24/34/HR To receive the minutes of the Health and Safety Committee meeting held on 13 June 2024

Proposed by Cllr G. Stammers and seconded by Cllr P. May, the minutes of the Health and Safety Committee meeting held on 13 June 2024 were **RECEIVED**.

24/35/HR Health and Safety Policy Review

It was suggested the policy introduction should be amended as follows: "...the town council regards health, safety and welfare as a primary and essential objective."

Members discussed whether greater emphasis needed to be placed on health and safety to prevent accidents.

The town clerk said he was confident the policy sets out the rules and procedures but accidents did happen and on occasions employees did not follow the procedures.

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the health and safety policy, with an amendment to the introduction as follows: "...the town council regards health, safety and welfare as a primary and essential objective."

24/36/HR Career Break Policy

It was suggested the following could be added into the policy: "Each application will be considered on a case-by-case basis."

It was agreed this would be added to section 7, Career break application process.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the career break policy and procedure, with the following addition to section 7: "Each application will be considered on a case-by-case basis."

24/37/HR Christmas and New Year Working Arrangements

Proposed by Cllr C. Reynolds and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to apply three days' discretionary leave over the Christmas and New Year period, so the council's services cease at 5pm on Friday 20 December 2024 and re-commence at 9am on Thursday 2 January 2025; discretionary leave is applied on Monday 23, Tuesday 24 and Friday 27 December; statutory days are applied on Monday 30 December and Tuesday 31 December 2024; 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 three discretionary days are not applied to the enforcement officers, cleansing operative and seafront attendant.

24/38/HR Increasing the Hours of Postholder 101

Proposed by Cllr M. Ellis and seconded by Cllr S. 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.

24/39/HR Qualification Payment

Proposed by Cllr M. Ellis and seconded by Cllr S. 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.

24/40/HR Gardener and Maintenance Person (post holder 205), Six-Month Probation Review

Proposed by Cllr M. Ellis and seconded by Cllr S. 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.

24/41/HR Gardener and Maintenance Person (post holder 204), Six-Month Probation Review

Proposed by Cllr M. Ellis and seconded by Cllr S. 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.

24/42/HR Amenities Assistant (post holder 301), Six-Month Probation Review

Proposed by Cllr M. Ellis and seconded by Cllr S. 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.

24/43/HR Sickness Absence

Proposed by Cllr M. Ellis and seconded by Cllr S. 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.

24/22/HR Exempt Business

a) Increasing the Hours of Postholder 101

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve increasing postholder 101's hours from 30 hours per week to 37 hours per week from 1

November 2024 and, as a consequence of this decision, approve unbudgeted expenditure of £3,923 in 2024-25

b) Qualification Payment

Proposed by Cllr P. May and seconded by Cllr R. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** approve an additional spinal column increment for postholder 107 in recognition of a level 3 qualification and unapproved 2024-25 budget expenditure of £276, and for the chairman of the Human Resources Committee to write to the postholder to congratulate them on their qualification.

Cllr P. Evans left the meeting at 7.31pm.

c) Gardener and Maintenance Person (post holder 205), Six-Month Probation Review

Proposed by Cllr G. Stammers and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the gardener and maintenance person's (post holder 205) continued employment with the council, effective from 2 July 2024

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

Members noted the postholder had been involved in an accident in the workplace during his probation.

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to extend the gardener and maintenance person's postholder 204's (post holder 204) probation by three months.

e) Amenities Assistant (post holder 301), Six-Month Probation Review

Proposed by Cllr C. Reynolds and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the amenities assistant's (post holder 301) continued employment with the council, effective from 1 October 2024

f) Sickness Absence

Officers updated members on a further meeting which had taken place with the employee and the next steps.

The meeting closed at 7.54pm.