

Council Offices, Commercial Road, Weymouth, Dorset, DT4 8NG

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**Minutes of meeting**

**MEETING:** Human Resources Committee

**DATE & TIME**: Wednesday 18 November 2020 at 7:00pm

**PLACE:** Zoom

**Councillors**

**Present:**

Cllr Luke Wakeling (Chairman)

Cllr Graham Winter (absent for final item)

Cllr Ryan Hope

Cllr Tia Roos

Cllr Alex Fuhrman

Cllr Michael Frost

Cllr Tony Ferrari

Cllr Howard Legg

Cllr David Gray

**Officers**

Jane Biscombe (Town Clerk)

Ian Milne (Business and Finance Manager)

There were no members of the press or public present.

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| HR0093 | **Welcome by the Chair**Cllr Wakeling welcomed everyone to the meeting. |
| HR0094 | **Apologies for Absence**There were no apologies. Cllr David Harris had been invited to attend but was unable to. Cllr David Gray had been invited to attend and was present. |
| HR0095 | **Declarations of Interest**None |
| HR0096 | **Minutes of the last meeting**The minutes of the meeting held on 03 November 2020 were agreed and will be signed as a true and accurate record at the earliest opportunity. |
| HR0097 | **Councillors Questions**None |
| HR0098 | **Public Comments and Questions**There were no public in attendance. |
| HR0099 | **Maternity Policy**Councillors welcomed the attention giving to breastfeeding and shared parental responsibility in the policy.Proposer: Cllr Tia Roos Seconder: Cllr Howard LeggCouncillors unanimously agreed the Maternity Policy. |
| HR0100 | 1. **Information items**

Councillors suggested that the future performance management of the Council’s services included information on single point failures, absenteeism, annual appraisals completed on time, and targets met (as detailed on annual appraisals.) Councillors also suggest that middle bias scorings were avoided.Members noted the items |
| HR0101 | **Exclusion of the Public and Press**Proposer: Cllr Michael Frost Seconder: Cllr Luke WakelingThe Committee agreed unanimously to exclude the press and public. |
| HR0102 | 1. **Staff update**
2. The Town Clerk updated Councillors on recent staffing matters. Councillors were keen to be able to support staff in working from home which can cause stress to some. The Town Clerk will promote the Council’s Employee Assistance Programme to all staff and Councillors and assured Councillors that staff have access to additional equipment such as keyboard, screens and risers to assist with safe home working. Staff meetings, team meetings and 1:1 meetings are continuing as normal and managers are supporting a two way dialogue to explore support needs and concerns wherever possible.

Cllr Hope asked for clarity on the ability of Councillors to email staff during the evening and weekends. The Town Clerk clarified that such emails are perfectly acceptable and that recent communications were around staff being contacted by social media or text whilst not working. Staff have been given guidance on how to silence emails over the weekends and in the evenings to ensure they are able to have some downtime and quality time with their families. It can be difficult to separate work from home life when working from home and staff greatly appreciate the consideration Councillors are showing during this testing time.Cllr Hope suggested that out of office responses could be clearer as to who to contact instead and that people need to ensure the alternative contact given is appropriate and able to respond. The Town Clerk will send information out to all staff and Councillors about this. Councillors asked if it was possible to replicate the DC system where if you hover your cursor over a staff members name, it tells you who their line manager is. The Town Clerk will look into this and also into a list of which members of SMT deals with which areas. |
| HR0103 | 1. **Town Clerk’s Appraisal**

Councillors agreed:1. That the Town Clerk would progress an external evaluation of the role in order to ensure a salary figure that was fair to both the Town Clerk and the Council.
2. That the resulting report would be considered by the HR Committee at the earliest opportunity and any adjustments backdated to November 2020.
3. A figure for the salary for 21/22, pending any further adjustments as detailed above.
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| HR0104 | 1. **Staffing structure and budget for 21/22**

Cllr Winter left the meeting. Councillors asked how they would know if it were best to recruit new staff on permanent or fixed term contracts, or on full or part time contracts. This will depend on each role in question and no blanket policy should be applied to ensure Councillors can stay responsive and agile to the Council’s need.Councillors discussed the options in the report, noting that an increase in commercialisation and grant income could support additional posts. Councillors also noted that a staff review would be beneficial to determine what capacity already exists and what additional skills staff have. Performance management and KPIs will help inform this. The Council needs to ensure it is using the public purse wisely and getting the best returns. Community, youth, and assets were highlighted as growth areas for the future. The Council wishes to enhance the DC offer, not duplicate it.Proposer: Cllr Luke Wakeling Seconder: Cllr Howard LeggThe Committee agreed to recommend a six month contractor post to the Finance and Governance Committee as part of the base budget proposals, and that this would then be reviewed to decide if this should be a permanent post.Councillors agreed to hold a subsequent HR Committee meeting to look at the staff structure and requested that Officers bring forward a more detailed report including:* Different scenarios for different levels of financial impact
* Detail on what each proposed post will deliver in terms of outcomes and outputs, and the risks of not having those posts, along with a basic list of job responsibilities
* Invite SMT to attend to discuss the proposed new roles and their impacts.

Proposer: Cllr Luke Wakeling Seconder: Cllr Ryan HopeThe Committee agreed to the inclusion of the existing commitments, a figure for salary increases and a reduction on the cost of the macebearers.  |

The meeting ended at 21:12 pm.