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

01305 239839 - office@weymouthtowncouncil.gov.uk

Councillors nominated to the **Human Resources Committee** are hereby summonsed to attend the following meeting. Please inform the Clerk if you are unable to attend.

**NOTICE OF MEETING**

**MEETING:** Human Resources Committee

**DATE & TIME**: Wednesday 27 July 2022 at 7:00pm.

**PLACE:** Council Chamber, The New Town Hall, Commercial Road, Weymouth, DT4 8NG

This is a meeting in public, not a public meeting.

A close up of a logo

Description automatically generatedShould members of the public and press wish to attend meetings or ask a public question, please email [office@weymouthtowncouncil.gov.uk](mailto:office@weymouthtowncouncil.gov.uk)

Agenda and papers are available at [www.weymouthtowncouncil.gov.uk](http://www.weymouthtowncouncil.gov.uk)

Please do not attend the meeting if you feel unwell. Attendees will be asked to sign in to assist with health and safety including fire evacuation.

J L Biscombe, FSLCC, CiLCA

Town Clerk 21 July 2021 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Agenda

1. Apologies for Absence and Substitutions
2. Election of Vice-Chair
3. Declarations of Interest
4. Minutes of last meeting
5. Councillor questions and statements
6. Public questions
7. Apprentice proposal
8. Tumbledown Staffing
9. Town Clerk’s Annual Appraisal
10. Information items

* Work Experience
* Actions from previous meetings
* Forward Plan

1. Exclusion of Press and Public
2. Staffing updates

* Organisational structure
* HR Advice
* Staff Contractual Issues
* Staff sickness and absences

## Apologies for Absence and Substitutions

To approve apologies for absence and substitutions. Please note the requirements of Standing Orders for substitutions.

## Election of Vice-Chair

## Declarations of Interest

To receive Councillor declarations of interest in matters on the agenda.

## Minutes of last meeting

To approve the minutes of the last formal meeting held on 18 May 2022.

**Recommendation:**

Members are asked to agree the minutes of the last formal meeting held on 18 May 2022 as a true and accurate record, and that they be signed as such.

## Councillor’s Questions and statements

In accordance with Standing Order 29, one clear day’s notice in writing to the Clerk of the meeting is required. In the case of urgent items permission must be sought from the Chairman and the question submitted to the Clerk of the meeting by 3:00pm on the day of the meeting.

## Public Question Time

The length of time available for public questions will be determined by the Chairman.

## Apprentice Proposal

For Members to consider the employment of an Level 2 – Hospitality team apprentice for the Catering Service

**Background**

Since April 2021 the Council have been operating two seafront kiosks inhouse. As part of this service there are currently two full time permanent posts: ‘Catering Supervisor’ (vacant) and ‘Catering Team Leader’. These two roles are annualised hours. All other staff within the service are on casual hours contracts. Officers have recognised that there is an opportunity to offer an apprenticeship as part of the service. Weymouth College offer a ‘Level 2 – Hospitality Team Member’ course content includes:

* Module 1 – Introduction to the Hospitality Industry – Business
* Module 2 – Customer Service
* Module 3 – People – First Line Supervisor/Team Leading
* Module 4 – Barista

These modules would be studied ‘on the job,’ and the apprentice would also attend college one afternoon a week to undertake functional skills in Maths and English. Weymouth College would require a commitment of employing an apprentice for 18 months on a fixed term; minimum 30 hours a week.

As agreed at HR committee on the 11/3/20 our current apprentice in parks is paid £6.45 per hour for the first 12 months and then the Real Living Wage to the end of the apprenticeship. Based on these rates the cost of the catering apprentice would be:

* First 12 months: £10,062.00 (plus oncosts)
* Last 6 months: £7,722 (plus oncosts)

There are no other associated costs, except staff time to train and support the apprentice. The Catering Team Leader could oversee the post as part of their role and has capacity to do so. All costs, including salary, can be met from the existing catering service staff budget.

The Council would conduct recruitment throughout August 2022 and aim to have an apprentice in place from September 2022.

**Impact Assessment:**

The impact assessment is designed to give a high-level overview of the possible impacts of the decision before Councillors. The impact assessment is undertaken by Officers and Councillors may wish to take specialist advice on certain aspects.

|  |  |  |
| --- | --- | --- |
| Rating | Impact area | Impacts |
|  | Equalities | There are no direct impacts from this report. |
|  | Environment, Ecology and Climate Change | There are no direct impacts from this report. |
|  | Crime and Disorder | There are no direct impacts from this report. |
|  | Financial | The cost of the apprentice can be met from existing staff budgets. Day release will be needed for study time. |
|  | Resources | * Approx. 6 hours of officer time to recruit to this position * Ongoing support from the Catering Team Leader. |
|  | Economic development | There are no direct impacts from this report. |
|  | Social Value | Supporting and developing talent in the local area |
|  | Risk Management | There are no direct impacts from this report. |
|  | Corporate priorities | * Manage the Council’s services effectively to meet the needs of the communities we serve. * Strive for continuous improvement and service development. * Work with partners to deliver our core values and strategy. |

Ratings:

Red indicates that:

* there are negative impacts

Yellow indicates that:

* there is an issue that Councillors may wish to consider in more depth
* there are unanswered questions
* there are conflicting impacts

Green indicates that:

* There are identified benefits from this decision

No colour indicates that:

* There are no direct impacts from this report

**Recommendation**

Members agree for officers to proceed and recruit a Level 2 – Hospitality team apprentice for the Councils catering service.

## Tumbledown Staffing

The following proposal is to make permanent the role of a Learning Mentor at Tumbledown, with responsibility for the delivery of supported sessions for fee-paying daily users of Tumbledown.

Tumbledown is an exciting community cohesion project with ambitious plans to use the land for community benefit, in a sustainable way, by growing food and providing local community access in ways that:

* Provide skills and social interaction for local vulnerable people
* Promote health and wellbeing
* Protect the Tumbledown environment and work in a way which enhances its natural diversity
* Teach people about growing, processing and cooking food
* Generate an income from a well organised and resilient operation

Tumbledown is becoming established as a place where people with ongoing social and learning needs (co-workers) can attend to benefit from meaningful outdoor activities. These activities will include those based around the development and ongoing running of Tumbledown as a community space growing food which includes any activities which help individuals to improve their wellbeing and develop their independent living skills. The Learning Mentor will work with the Site Manager to establish individualised plans for people referred, in order to meet their social and learning outcomes. These plans will then be adjusted as people learn to work with others, develop confidence and practical skills. Initially activities will be based outdoors on the site, but as the site develops, there will be indoor facilities which will allow us to work with people to develop skills around processing food and cooking food.

**Evidence to date**

Initially, in 2022 a Learning Mentor was contracted to perform the role outlined above, which helped us successfully prove the concept. There were two groups of 5 adults with learning disabilities and autism attending for two days per week. Each adult was entitled to personal budgets (direct payments) and paid £55 per day each to attend. The contractor has since left which provides an opportunity for Tumbledown to provide these services in-house and save costs.

The contracted LM was paid £25 ph for two days per week. This proposal seeks to recruit a permanent LM on SCP 17 (£24,920 pa - £12.95 ph plus on-costs) for two days a week. This would represent a saving in overall costs and increase the time available for the preparation and planning of sessions with the Site Manager. As demand increases for sessions on other days of the week, and the group size justifies the additional costs, additional Learning Mentor hours can be reviewed.

The role will liaise with external professionals in schools, colleges etc, and to prepare support and care plans for individuals to meet their needs. They will co-ordinate the day to day activities and ensure these align with site requirements, agreed specification and time scales. This will be key to providing positive experiences and driving improvements in service delivery and increasing demand for high quality services. The role will assist the project in growing footfall for bespoke support services at Tumbledown. The role will be funded from existing budgets and will generate income.

**Impact Assessment:**

The impact assessment is designed to give a high-level overview of the possible impacts of the decision before Councillors. The impact assessment is undertaken by Officers. Councillors may wish to take specialist advice on certain aspects.

|  |  |  |
| --- | --- | --- |
| **Rating** | **Impact area** | **Impacts** |
|  | Equalities | There are no direct impacts from this report as the employment replaces a contractor. However, the permanent employment will secure the increase in support available for people with physical, intellectual and emotional challenges, and their ability to access Tumbledown |
|  | Environment, Ecology and Climate Change | Permanent recruitment to this role will secure community engagement to help us to manage the land, develop permaculture principles and save natural resources. |
|  | Crime and Disorder | There are no direct impacts from this report. |
|  | Financial | The cost can be met from existing budgets and could generate an income above expenditure. |
|  | Resources | There are no direct impacts from this report as the employment replaces a contractor. |
|  | Economic development | There are no direct impacts from this report. |
|  | Social Value | Permanent recruitment to this role will support local vulnerable people to learn new skills, improve their health & well-being and contribute to vision of Tumbledown. |
|  | Risk Management | There are no direct impacts from this report. |
|  | Corporate priorities | * Improve the wellbeing of the people of Weymouth * Manage the Council’s services effectively to meet the needs of the communities we serve. |

Ratings:

Red indicates that:

* there are negative impacts

Yellow indicates that:

* there is an issue that Councillors may wish to consider in more depth
* there are unanswered questions
* there are conflicting impacts

Green indicates that:

* There are identified benefits from this decision

No colour indicates that:

* There are no direct impacts from this report

**Recommendation**

To recruit a permanent Learning Mentor for two days a week at SCP 17.

## Town Clerk’s Annual Appraisal

## The Town Clerk’s Appraisal is carried out in early September to allow a cascade of priorities down to staff. Councillors are asked to agree that the Leader and the Chair of HR will carry out the Town Clerk’s Appraisal and report back to the HR Committee.

**Recommendation:**

The Councillors agree that the Leader and the Chair of HR will carry out the Town Clerk’s Appraisal and report back to the HR Committee.

## Information Items

## Work Experience

## The Council is periodically asked to provide work experience opportunities for young people in the area. There has been an increase in emails being sent to Councillors and officers in recent months regarding opportunities from private organisations who support local young people. There is a payment available to the Council of £1,000 per placement.

Although work experience provides useful skills for young people it can be very challenging to manage properly in a small team with a high level of both remote and home working. 10 day placements can be spread over several weeks which could assist the Council in providing opportunities. In some of our teams, people would need to be over 18 for health and safety reasons. The Council is embedding new structures and new ways of working at present and so some teams need some time to settle before they can offer the additional support for a focussed placement.

However, Officers have been working with a local company to provide opportunities spread over longer terms, for one or two days a week and our first work placement student will be starting with us in August. It is hoped to provide four placements a year in various areas of the Council’s work to support those who find mainstream education provision a challenge.

**Actions from previous meetings**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Who | Action | Status |
| 18/05/22 | JB | Report back to the Council on work experience options. | Completed |
| 09/03/22 | JB | Investigate digital programme management tools for the Council. | In progress |
| 09/03/22 | JB | Map projects across the organisation to ensure we know all work being carried out by officers. | To be finalised this week |
| 09/03/22 | JB | Carry out a skills audit across the organisation (staff and Councillors) and arrange a HR workshop for May. | Paused – very low levels of return |
| 13/04/21 | JB | Ensure a review of the Parks team is on the Services Committee forward plan. | Completed |
| 11/03/20 | JB | Bring forward an updated Apprentice Pay Policy | On hold |

**Forward Plan**

|  |  |
| --- | --- |
| Date | Items for consideration |
| 21/09/22 | Town Clerks Annual Appraisal outcomes  Staffing updates |
| 16/11/22 | Salary Budget 22/23  Staffing updates |
| 22/02/23 | Staffing updates |
| 14/06/23 | Staffing updates |

**Recommendation:**

That the Committee notes the information above.

## Exclusion of the Press and Public

Under the Public Bodies (Admissions to Meetings) Act 1960 members of the public and press are required to leave the meeting due to the sensitive nature of the item next to be considered relating to individual members of staff.

**Recommendation:**

That Councillors agree to exclude the public and press.

## Organisational structure

Update from the Town Clerk

**Recommendation:**

To approve an organisational structure

## HR Advice

At the HR Committee meeting on 09 March 2022 Councillors agreed to allocate £5,000 of the existing HR Consultant budget to cover costs associated with the HR Advisor post. Due to the nature and volume of the HR work currently, this budget has been exhausted and Councillors are asked to increase this budget by an additional £3,246 from the same budget which will fully allocate that budget. It is highly likely that a further budget movement will be needed to support future work.

High quality HR advice provides the Council with significant risk management.

**Recommendation:**

To allocate £3,246 from the HR advice budget to the staffing budget to cover the Council’s in-house HR advisor.

## Staff Contractual Issues

Verbal update for information

## Staff sickness and absences

Verbal update from Ian Milne, Deputy Town Clerk, for information