

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 8 NOVEMBER 2017

Present

Chairman: Cllr B. Larcombe

Members: Cllr J. Broom, Cllr Mrs M. Ellis, Cllr S. Larcombe, Cllr O. Lovell, Cllr Mrs C. Reynolds, Cllr S. Williams

Officers: Miss F. Heffernan (admin assistant), Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

17/44/HR Public Forum

There were no members of the public present.

17/45/HR Apologies

Cllr D. Hallett – illness
Cllr O. Lovell

17/46/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 27 September 2017

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, the minutes of the meeting held on 27 September 2017 were **ADOPTED**.

17/47/HR Disclosable Pecuniary Interests

There were no disclosable pecuniary interests.

17/48/HR Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/49/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 27 September 2017

Members noted the report.

17/50/HR Update Report

Cllr B. Larcombe informed members a health and safety audit had been undertaken and the operations manager was awaiting a final report.

Cllr B. Larcombe told members interviews had been held for the post of lengthsman and a successful candidate had been chosen, subject to references, and another candidate was being held as a reserve.

17/51/HR Christmas and New Year Working Arrangements

The town clerk clarified the standard amount of annual leave employees received including discretionary and statutory days.

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to close the office at 12noon on Friday 22 December 2017 and re-open at 9am on Tuesday 2 January 2017: discretionary days 12noon to 5pm on 22 December and all day 27 December, and statutory days on 28 and 29 December.

17/52/HR Contracts of Employment

Proposed by Cllr S. Larcombe 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 matters relating to an individual.

17/53/HR Exempt Business

a) Contracts of Employment

Members discussed the work already undertaken by the town clerk, Cllr B. Larcombe and Ms K. Motteram.

Members discussed the areas which were likely to be subject to negotiation and gave the town clerk guidance on how to move forward with these issues. There was unanimous support to give the town clerk the authority to negotiate with employees during scheduled meetings with staff and their representatives, based on the approach and principles outlined by the town clerk and supported by members at the meeting.

The town clerk said he would report progress to the chairman of the Human Resources committee and future Human Resources committee meetings. He said any significant issues raised which required new or revised consideration of the aimed outcome, would be presented to the HR Committee.

The meeting closed at 8.06pm.