

**LYME REGIS TOWN COUNCIL**

**HUMAN RESOURCES COMMITTEE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 27 MARCH 2024**

**Present**

**Chairman:** Cllr G. Stammers

**Members:** Cllr C. Aldridge, Cllr M. Ellis, Cllr B. Larcombe, Cllr P. May,  
Cllr D. Sarson

**Other members:** Cllr D. Ruffle

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

**24/62/HR Public Forum**

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

**24/63/HR Apologies**

Cllr C. Reynolds – illness

Cllr B. Bawden – holiday

Cllr P. Evans – illness

**24/64/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 13 February 2024**

It was noted there was an error in minute 24/61/HR(f) as Cllr M. Ellis was recorded as seconding the motion but was not present. This would be amended.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, the minutes of the meeting held on 13 February 2024, with the above amendment, were **ADOPTED**.

**24/65/HR Disclosable Pecuniary Interests**

There were none.

**24/66/HR Dispensations**

There were none.

**24/67/HR Matters arising from the minutes of the Human Resources Committee meeting held on 13 February 2024**

Members noted the report.

**24/68/HR Update Report**

**Property and projects assistant**

Members discussed the merit of re-evaluating vacancies when they arose to determine if it needed to be replaced or if the terms had changed.

**24/69/HR Human Resources Committee – Objectives**

Members noted the report.

**24/70/HR To receive the minutes of the Health and Safety Committee meeting on 7 March 2024**

Proposed by Cllr P. May and seconded by Cllr D. Sarson, the minutes of the Health and Safety Committee meeting on 7 March 2024 were **RECEIVED**.

**24/71/HR Review of the Councillor Code of Conduct**

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Councillor Code of Conduct unchanged.

**24/72/HR Review of the Code of Conduct for Staff**

As there was no reference to bullying, harassment and discrimination in the code, it was agreed there would be a cross-reference to the council's bullying and harassment policy and procedure.

Proposed by Cllr G. Stammers and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Code of Conduct for staff, as amended, and to include a cross-reference to the council's bullying and harassment policy and procedure.

**24/73/HR Review of the Protocol for Member/Officer Relations**

Members discussed paragraph 2.3, which states: "If the complaint is about the town clerk, members should discuss the matter with the mayor."

It was agreed if the complaint also involved the mayor, the complaint would be dealt with by the deputy mayor.

Proposed by Cllr G. Stammers and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Protocol for Member/Officer Relations, as amended, and to further amend paragraph 2.3 so if a complaint against the town clerk also involved the mayor, it would be dealt with by the deputy mayor.

**24/74/HR Flexible Working Request**

Proposed by Cllr G. Stammers and seconded by Cllr P. May, 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.

**24/75/HR Exempt Business**

**a) Flexible Working Request**

Members discussed the request and considered how the requested change would impact the business, performance and other employees.

Proposed by Cllr G. Stammers and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** that the council is minded to refuse the flexible working request from postholder 218 because the work cannot be reorganised among other staff, there will be a negative effect on quality, there will be a negative effect on the council's ability to meet customer demand, and there will be a negative effect on performance, and that further consultation will take place with the postholder.

*The meeting closed at 8.20pm.*