



John Wright
Town Clerk

Lyme Regis Town Council

Town Council Offices
Guildhall Cottage
Church Street
Lyme Regis
Dorset
DT7 3BS

email: enquiries@lymeregistowncouncil.gov.uk

Tel: 01297 445175

Fax: 01297 443773

Human Resources Committee

Core Membership: Cllr G. Stammers (chairman), Cllr M. Ellis (vice-chairman), Cllr C. Aldridge, Cllr G. Caddy, Cllr S. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr G. Turner

Notice is given of a meeting of the Human Resources Committee to be held at the **Guildhall, Bridge Street, Lyme Regis** on **Tuesday** 8 April 2025 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
03.04.25

The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.

If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.

If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond.

AGENDA

1. Public Forum

Twenty minutes will be made available for public comment and response in relation to items on this agenda

Individuals will be permitted a maximum of three minutes each to address the committee

2. Apologies

To receive and record any apologies and reasons for absence

3. Minutes

To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 26 February 2025 (attached)

4. Disclosable Pecuniary Interests

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Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting and to do so would amount to a criminal offence. Similarly if you are or become aware of a disclosable pecuniary interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

5. Dispensations

To note the grant of dispensations made by the town clerk in relation to the business of this meeting.

6. Matters arising from the minutes of the Human Resources Committee meeting held on 26 February 2025

To update members on matters arising from the previous meetings that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the previous meeting

7. Update Report

To update members on issues previously reported to this committee

8. Human Resources Committee – Objectives

To allow members to review progress of the committee's 2025-26 objectives

9. Sexual Harassment in the Workplace

To allow members to consider the draft Sexual Harassment Policy and to note the reasonable steps the council will take to prevent sexual harassment in the workplace

10. DBS Checks for Relevant Employees

To allow members to consider carrying out Disclosure and Barring Service checks on relevant employees

11. Town Clerk's Annual Appraisal

To allow members to consider the town clerk's annual appraisal summary

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

12. Finance Manager Pay Review

To allow members to consider re-grading the finance manager post to spinal column point range 30-33

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

13. Support Services Manager Pay Review and Redesignation

To allow members to consider redesignating the post of support services manager to assistant town clerk and to renumerate the post at spinal column point 30-33

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

14. Exempt Business

To move 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 in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, 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.

a) Agenda item 11 – Town Clerk's Annual Appraisal

b) Agenda item 12 – Finance Manager Pay review

c) Agenda item 13 – Support Services Manager Pay Review and Redesignation

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 26 FEBRUARY 2025

Present

Chairman: Cllr G. Stammers

Members: Cllr M. Ellis, Cllr P. May, Cllr C. Reynolds, Cllr G. Turner

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. Aldridge – family commitment

24/64/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 18 December 2024

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, the minutes of the meeting held on 18 December 2024, 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 18 December 2024

Technology for In-situ Dynamic Risk Assessments

The town clerk said the tablets required to carry out the risk assessments had arrived and the supplier of the software would provide training to the team.

24/68/HR Update Report

Operations manager

It was reported there had been 10 applications for this post and four would be interviewed.

Civility and Respect Agenda and External Support

Members agreed there was no point having the feedback session with South West Councils if the majority of members were not there. It was suggested a council meeting could be cancelled on a Wednesday so the session could be held then.

The town clerk said it was unlikely all members would be able to attend but the response from members to the invite to the session had been very poor. He suggested the feedback session could be held on 2 April 2025, when the Full Council meeting was scheduled to take place, and the Full Council meeting could be deferred to 3 April 2025.

24/69/HR Human Resources Committee – Objectives

Members noted the report.

24/70/HR Spinal Point Column Progression and Pay Arrangements for Other Employees for 2025-26

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, 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.

24/71/HR Deputy Town Clerk, Spinal Column Point Progression

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, 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.

24/72/HR Support Services Manager, Spinal Column Point Progression

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, 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.

24/73/HR Finance Manager, Performance Appraisal Summary

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, 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.

24/74/HR Six-month extension of temporary two-year, fixed-term post to support the delivery of project, asset management and property-related work

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, 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) Spinal Point Column Progression and Pay Arrangements for Other Employees for 2025-26

Proposed by Cllr P. May and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to note the spinal column point progressions for post holders 216, 203, 204, 205, 206, 207, 202, 210, 218, 107, 106, 104, 109

b) Deputy Town Clerk, Spinal Column Point Progression

Members commented favourably on the deputy town clerk's achievements and asked for their appreciation to be passed on to him.

The support services manager left the meeting at 8.36pm.

c) Support Services Manager, Spinal Column Point Progression

Members commented favourably on the support services manager's achievements and asked for their appreciation to be passed on to her.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the support services manager's progression to spinal column point 32 on 1 April 2025.

The support services manager returned to the meeting at 8.39pm.

d) Finance Manager, Performance Appraisal Summary

Members commented favourably on the finance manager's achievements and asked for their appreciation to be passed on to her.

Proposed by Cllr P. May and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the finance manager's progression to spinal column point 29 on 1 April 2025.

The support services manager left the meeting at 8.43pm.

e) **Six-month extension of temporary two-year, fixed-term post to support the delivery of project, asset management and property-related work**

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the extension of the two-year, fixed-term post (post 226) to support the delivery of project, asset management and property-related work by a period of six months ending on 30 April 2026.

The support services manager returned to the meeting at 8.50pm.

The meeting closed at 8.51pm.

DRAFT

Committee: Human Resources

Date: 8 March 2025

Title: Matters arising from the minutes of the Human Resources Committee meeting held 26 February 2025

Purpose of the Report

To update members on matters arising from the previous meetings that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the previous meeting.

Recommendation

Members note the report

Report

24/67/HR – Matters arising from the minutes of the Human Resources Committee meeting held on 18 December 2024

Technology for In-situ Dynamic Risk Assessments

The smart tablets were sent to Dorset Council so each one can be linked a town council email address, personal to each individual who will use them. The SIM cards for each tablet have been ordered. Once these have arrived, WT Consultancy, who carried out the council's health and safety audit, to provide training in completing dynamic risk assessment.

24/68/HR – Update Report

Operations manager

Interviews were held on 27 February 2025, with Cllr Ellis, Cllr Cockerell, the town clerk and the support services manager on the panel. Three people were interviewed and the post was offered to Sam O'Connell.

Sam will start in the role on 28 April 2025 but will be spending the day with the council on 23 April to get to know the team and the town before his start date.

For the first month, Sam will be working outdoors with his team, but joining management team and other important meetings so he is well briefed before starting the desk job. During this time, Pete Williams will continue as acting operations manager so there is continuity and a smooth handover. Mark Bujniewicz will also continue as acting operations supervisor for this period.

Civility and Respect Agenda and External Support

Following interviews with individual members, a staff survey, a councillor survey and focus groups with staff, a feedback session with South West Councils was held on 2 April 2025 to allow the consultants to share the outcomes.

The group previously delegated to lead on this project – Cllr Evans, Cllr Stammers, the town clerk and the support services manager – will meet to review the programme and consider the next steps.

24/70/HR – Spinal Point Column Progression and Pay Arrangements for Other Employees for 2025-26

Letters have been sent to all employees to confirm their pay arrangements from 1 April 2025.

24/72/HR – Support Services Manager, Spinal Column Point Progression

A letter has been sent to the support services manager to confirm their pay arrangements from 1 April 2025.

24/73/HR – Finance Manager, Performance Appraisal Summary

A letter has been sent to the finance manager to confirm their pay arrangements from 1 April 2025.

24/74/HR – Six-month extension of temporary two-year, fixed-term post to support the delivery of project, asset management and property-related work

A letter has been sent to the postholder to confirm the six-month extension of the post.

John Wright
Town clerk
April 2025

Committee: Human Resources

Date: 8 April 2025

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

National Joint Council (NJC) trade union pay claim 2025-26

It was reported to the last meeting that the NJC trade unions had submitted their joint pay claim for 2025-26 and that principal authorities were being consulted on this at online regional pay briefings scheduled to take place between 11 February and 13 March.

The National Employers are yet to respond to the pay claim.

Amenities assistant

Recruitment to the amenities assistant vacancy commenced on 12 February 2025 and by the deadline on 7 March 2025, seven applications were received. Four people were invited for interview and these were held on 13 March 2025, with the acting operations manager and the support services manager on the panel.

The post was offered to Jag Rees, who started in the role on 1 April 2025.

Subsequently, another of the amenities assistants, Isaac Redwood, has resigned. Isaac worked the Saturday afternoon shift and officers are currently consulting with the other amenities staff on whether they could pick up the extra hours. If not, the post will be advertised.

Confidential staffing matters

There are currently two staffing matters officers are dealing with. It is suggested members are provided with an update in exempt business.

John Wright
Town clerk
April 2025

Committee: Human Resources

Date: 8 April 2025

Title: Human Resources Committee – Objectives

Purpose

To allow members to review progress of the committee's 2025-26 objectives

Recommendation

Members note the report

Background

1. During the 2025-26 budget-setting process, objectives were agreed for the year and a budget estimate identified against each project.
2. At the Full Council meeting on 3 April 2025, the objectives were formally assigned to committees.

Report

3. Members can review progress on the objectives at each meeting.
4. This committee's 2025-26 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 8A**. Updates are highlighted in yellow.
5. Any recommendations from this committee will be considered by the Full Council on 14 May 2025.

John Wright
Town clerk
April 2025

APPENDIX 8A

To action all recommendations from the annual health and safety audit in October 2024		SO	HR	October '25	<p>The recommendations from the 2024 health and safety audit are detailed in the action plan which accompanied the annual health and safety audit report undertaken by WT Consultancy; this report was presented to the Human Resources Committee on 18 December 2024.</p> <p>The 2024 health and safety report did not follow the format of previous reports, i.e., provide a % compliance score; the report details observations and actions required.</p> <p>The performance against the action plan is reviewed by the operations manager and town clerk and reported to quarterly meetings of the Health and Safety Committee.</p> <p>Most actions are now complete but because of the dynamic nature of health and safety the final target completion date is identified as the date of the next scheduled health and safety audit, i.e., October 2025.</p> <p>The main recommendation from the 2024 health and safety audit is the introduction of dynamic risk assessments which are now going live. The cost of introducing dynamics risk assessments is c.£2,000; this unbudgeted expenditure fell in 2024-25 and has now been approved.</p> <p>In 2025-26 and beyond, there is an annual software cost of c.£1,000; this is currently unbudgeted expenditure.</p>
Induction and development work	20	JW	HR	TBA	Questionnaires, interviews and focus groups complete. Debrief to councillors and managers on 2

with the new administration					April 2025. Remainder of programme to be considered by the delegated group (Cllr Evans, Cllr Stammers, town clerk, support services manager) in the first instance and approved by members.
Undertake health and safety training		SO	HR	March 2026	Ongoing training throughout the year.

Committee: Human Resources

Date: 18 December 2024

Title: Sexual Harassment in the Workplace

Purpose

To allow members to consider the draft Sexual Harassment Policy and to note the reasonable steps the council will take to prevent sexual harassment in the workplace

Recommendation

Members approve the Sexual Harassment Policy and note the reasonable steps the council will take to prevent sexual harassment in the workplace

Background

1. It was reported to this committee on 18 December 2024 that new legislation, called the Worker Protection (Amendment of Equality Act 2010) Act 2023, came into force on 26 October 2024. This legislation introduces a new proactive positive duty on employers to take all reasonable steps to protect workers from sexual harassment, or, more specifically, harassment where the conduct is of a sexual nature.
2. The legislation widens the duty on employers to prevent sexual harassment by third parties, e.g. the public, suppliers, contractors, friends and family of colleagues.
3. The report outlined the steps employers were advised to take to prevent sexual harassment at work.

Report

5. This report is an update on the progress made in implementing those steps.
6. The first step is to develop an effective anti-harassment policy. A draft Sexual Harassment Policy is at **appendix 9A**. Members are asked to review the policy, consider any amendments and approve it.
7. Three of the steps – engage staff, reporting, and what to do when a harassment complaint is made – are outlined in the policy.
8. Another of the steps is training. Training for managers on preventing sexual harassment at work has been booked for 14 May and 17 July 2025. Once the policy is approved, a briefing will be given to the staff to introduce them to the policy and to provide training on what sexual harassment in the workplace looks like, what to do if they experience or witness it, and how to handle any complaints of harassment. Members will also be invited to this session. This training will be refreshed regularly.
9. Another of the steps is to assess and take steps to reduce risk in the workplace. The policy says managers should take proactive or anticipatory steps to reduce any risk of sexual harassment arising at work and to do this, they should complete a risk assessment. A template

risk assessment has been obtained and will be completed by officers, especially for those who are lone workers or may be left alone with customers.

10. Dealing with harassment by third parties is probably the most difficult of the steps to achieve. Reporting mechanisms are outlined in the policy and the risk assessment will help achieve this. Signs will be placed in areas where staff work to make it clear the council will not tolerate sexual harassment of any kind towards its staff. From now on, a statement to this effect will be written into contracts and terms and conditions with contractors and suppliers and communicated to existing partners.
11. To monitor and evaluate actions, the policy will be reviewed every three years. An initial staff survey will be carried out to understand where any potential issues lie and this process will be repeated annually to identify any trends. Training will be refreshed regularly.
12. Any recommendations from this committee will be considered by the Full Council on 14 May 2025.

Adrianne Mullins
Support services manager
April 2025

Policy**Sexual Harassment****1. Introduction**

- 1.1 Lyme Regis Town Council is committed to providing an inclusive and supportive working environment for everyone who works here. This includes a zero-tolerance approach to sexual harassment and what appropriate steps should be taken to achieve this.
- 1.2 All workplaces should be free from any form of harassment and Lyme Regis Town Council is no exception. We will treat such matters very seriously, and this policy sets out how all our employees can seek support and report any unwanted behaviours.
- 1.3 This policy focuses specifically on the issue of sexual harassment. The policy aims to enable employees to challenge any unwanted behaviour in the workplace, and to outline how we will deal with any complaints of sexual harassment that we receive. The policy aims to further enable a safe culture at work, free from sexual harassment, and one in which employs an open and non-judgemental approach to disclosures.
- 1.4 The policy is part of Lyme Regis Town Council's commitment to equality and diversity. We are committed to creating a workplace that respects and values differences, that promotes dignity and combats prejudice, discrimination, and harassment.
- 1.5 The policy aims to make clear the standards of behaviour we expect from all who work here, consistent with the council's Code of Conduct for Staff. We do not tolerate sexual harassment at Lyme Regis Town Council, and we will always investigate and take appropriate action.

2. Scope

- 2.1 This policy applies to all Lyme Regis Town Council employees.
- 2.2 It will be communicated to employees using a variety of methods, including training, information, and ongoing publicity.
- 2.3 This policy should be read in conjunction with the council's Grievance Policy, Equality and Diversity Policy and the Code of Conduct for Staff.

3. Aims

- 3.1 This policy aims to:
 - 3.1.1 reinforce Lyme Regis Town Council's commitment to take prompt and appropriate action in response to any allegation of sexual harassment
 - 3.1.2 ensure everyone understands what sexual harassment is, can openly and confidently discuss concerns about inappropriate behaviour in the workplace, and are clear on Lyme Regis Town Council's policy and practices.
 - 3.1.3 educate and inform managers about the potential signs of and impact of sexual harassment in the workplace, and how they can support individuals at work.

- 3.1.4 to reinforce the council's role in setting a wider example to our communities, aiming to set a structural example as part of wider change in the community regarding sexual harassment and assault

4. What is sexual harassment?

- 4.1 Sexual harassment is unwanted behaviour of a sexual nature.
- 4.2 The Equality Act 2010 protects the following people against sexual harassment at work:
 - 4.1.1 employees
 - 4.1.2 agency workers and contractors
 - 4.1.3 self-employed people hired to personally work for the council
 - 4.1.4 job applicants
- 4.3 To be sexual harassment, the unwanted behaviour must have either:
 - 4.3.1 violated someone's dignity, whether it was intended or not
 - 4.3.2 created an intimidating, hostile, degrading, humiliating or offensive environment for them, whether it was intended or not
- 4.4 It can be carried out or experienced by anyone of the same gender or different gender.
- 4.5 An employee could experience sexual harassment from anyone they encounter because of their job, including someone they work with, a manager, supervisor, or someone else in a position of authority or someone high profile or influential. They can also experience sexual harassment from a customer, client or member of the public.
- 4.6 The person engaging in unwelcome behaviour does not have to intend to be sexually harassing the other person for the behaviour to be considered sexual harassment. Regardless of what was intended, sexual harassment is defined by the nature and the impact of the behaviour, not the intention behind it.
- 4.7 A key element of sexual harassment is that it is unwelcome.
- 4.8 If a person does not object to inappropriate behaviour at the time, it should not be assumed they are giving their consent. Consent exists where clear and unambiguous consent has been freely given and continues to be given.
- 4.9 It can happen anywhere in the workplace, such as rest areas, toilets, or the office. It can also occur away from the workplace, such as at conferences, training courses, staff parties and other social events related to work. It may take place in private or in public. Whatever form it takes, it is unwarranted and unwelcome to the individual.
- 4.10 It is possible that a person does not object to inappropriate behaviour at the time due to reasons such as feelings of shame, powerlessness, embarrassment, lack of confidence and inability to feel as though they can challenge a colleague or superior.
- 4.11 Sexual harassment has many forms of variable seriousness. A person sexually harasses someone when they:
 - 4.11.1 insinuate, propose or demand sexual favours of any kind.
 - 4.11.2 invade another person's personal space, e.g., inappropriate touching.

- 4.11.3 stalk, intimidate, coerce, or threaten another person to get them to engage in sexual acts.
 - 4.11.4 send or display sexually explicit objects or messages.
 - 4.11.5 online sexual harassment, where digital technologies are used to facilitate both virtual and face-to-face harassment, for example the sharing of unsolicited sexual images, videos, messages, the non-consensual creation and/or distribution of sexual images, or sexual coercion, threats and intimidation online.
 - 4.11.6 comment on someone's looks, dress, sexual orientation, or gender in a derogatory or objectifying manner or a manner that makes them uncomfortable.
 - 4.11.7 make obscene comments, jokes or gestures that humiliate or offend someone.
 - 4.11.8 pursue or flirt with another person persistently without the other person's willing participation. Also, flirting with someone at an inappropriate time, e.g., in a team meeting, is considered sexual harassment, even when these advances may have been welcome in a different setting.
- 4.12 The most extreme form of sexual harassment is sexual assault. This is a serious crime and Lyme Regis Town Council will support employees who want to press charges against offenders.

5. The law on harassment

- 5.1 The Equality Act 2010 protects people against sexual harassment and harassment related to 'protected characteristics', for example a person's sex.
- 5.2 Someone could experience both types of harassment at the same time, or separately.

6. Third party harassment

- 6.1 The sexual harassment of employees will not be tolerated, whether caused by those that work for the council or third parties, including customers, suppliers, contractors or visitors. Any instance of work-related sexual harassment should be reported in line with this policy, regardless of who the perpetrator is.

7. Roles and responsibilities

- 7.1 **Employees** – all employees are responsible for:

- 7.1.1 modelling appropriate behaviour
- 7.1.2 taking personal responsibility to raise concerns about any sexual harassment in the workplace, whether this was experienced personally or witnessed. Concerns should be raised with an appropriate manager.
- 7.1.3 contributing to a respectful and productive working environment
- 7.1.4 being willing to help and support their colleagues
- 7.1.5 treating any allegations or complaints of sexual harassment with appropriate confidentiality
- 7.1.6 ensuring a person is not victimised for making or being involved in a complaint of sexual harassment.

- 7.2 **Line managers** – All line managers will:

- 7.2.1 model appropriate behaviour
- 7.2.2 undertake training to ensure they understand what sexual harassment is and their responsibilities for eliminating this in the workplace

- 7.2.3 monitor the workplace environment to ensure as far as practicable standards of conduct are always maintained, and that sexual harassment is not tolerated
- 7.2.4 promote awareness of the avenues for advice and the complaints procedures with respect to sexual harassment as set out in this policy
- 7.2.5 treat complaints and behaviour which may constitute sexual harassment seriously and taking immediate action
- 7.2.6 treat complaints of sexual harassment with appropriate sensitivity and confidentiality
- 7.2.7 ensure a person is not victimised for making, or being involved in, a complaint of sexual harassment
- 7.2.8 promote positive working relationships in the council
- 7.2.9 clearly communicate and promote processes for raising complaints among employees
- 7.2.10 identifying potential risk factors and taking prompt, reasonable action to minimise those risks
- 7.2.11 ensure information and training to support the effective implementation of this policy is accessible

7.3 The council – the council will be responsible for:

- 7.3.1 ensuring there are clear processes in place for raising complaints
- 7.3.2 monitoring and evaluating the effectiveness of this policy

8. Manager guidance

- 8.1 When dealing with harassment at work, prevention is better than cure.
- 8.2 Engaging with employees on the issue and raising awareness of Lyme Regis Town Council's stance on unacceptable behaviour are key to avoiding incidences of sexual harassment occurring in the first place. Managers should promote the importance of respect between employees at every level of the council, encouraging a supportive and inclusive culture so that people's behaviour reflects the council's values and behaviours.
- 8.3 Managers have a defining influence on the working culture and set the tone for expectations around dignity and respect. They need to take a visible lead on the issue and set the tone for fostering a working environment where people feel empowered to speak up.
- 8.4 Managers should take proactive or anticipatory steps to reduce any risk of sexual harassment arising at work.
- 8.5 Managers must ensure reporting procedures are effective and people feel able to speak up about inappropriate behaviour they have experienced or observed. Managers will need to be open and approachable so that people have a direct channel to share concerns.
- 8.6 Managers should take proactive or anticipatory steps to reduce any risk of sexual harassment arising at work. The sexual harassment risk assessment is available to support this.

9. Handling a sexual harassment complaint

9.1 Managers should:

- 9.1.1 take any complaint of sexual harassment very seriously
- 9.1.2 think very carefully about the way they handle a complaint, to make sure they do it fairly and sensitively and follow the right procedures

- 9.1.3 tell everyone involved in the complaint what the process will be. Each person involved should be informed separately
 - 9.1.4 handle the complaint as quickly as possible
 - 9.1.5 ensure the matter is dealt with confidentially, only sharing information where absolutely necessary.
- 9.2 The employee or worker making the complaint may talk to their line manager to try and resolve the problem informally.
- 9.3. The complaint might come from the person who has experienced sexual harassment or someone who's witnessed it.
- 9.4 Managers should make a specific appointment in a confidential space, allowing enough time for a full conversation. The manager should explain the process at the start of the conversation, including what remains confidential and what will be shared. The manager should check if anyone else is involved or potentially at risk.
- 9.5 Managers must not ignore or cover up a sexual harassment complaint. If a manager does this, disciplinary action may be taken.
- 9.6 Any complaints should be managed in accordance with the council's Grievance Policy and Procedure. This encourages issues to be resolved informally but also provides scope for any complaint to be dealt with formally.
- 9.7 In some cases, managers may only have the word of the person making the complaint against the word of the person they're accusing. After hearing the evidence from both sides in a fair process, the manager can still decide the case is valid if they believe the person who made the complaint. Managers may wish to seek advice from the management team when making a decision.
- 9.8 If someone tells a manager they have been sexually assaulted or raped at work, they may want to report it to the police. Managers should talk to them about whether they want to tell the police and managers should support them if they choose to report it. This should be done in a sensitive and non-judgemental way and provide reassurance that reporting any incident to the police will not result in penalisation at work. However, a manager might decide they have to tell the police themselves in some circumstances.
- 9.10 Before telling the police, managers should talk about it with the person who's made the complaint. Managers should also let them know once they have told the police.
- 9.11 Managers should check with the police if the complaint can still be investigated and if a workplace disciplinary procedure can be carried out, in case there is a risk of prejudicing the criminal process.
- 9.12 Managers should be aware that as well as supporting someone who has made a complaint, they should also remember it is likely to be distressing for an employee to be accused of sexual harassment. It's a very serious matter for them too. Managers must carry out a fair and thorough investigation and handle it very carefully, and not presume the accusation is either true or false.

10. Training

- 10.1 Training will be provided to managers to ensure they have a clear awareness of their roles and responsibilities with regards to proactive action to prevent sexual harassment and to support any sexual harassment reported. Managers will be expected to undertake all relevant training available to them.
- 10.2 In-house training will be provided to employees to ensure they are aware of what sexual harassment in the workplace looks like, how they can report sexual harassment if they experience or witness it, the council's policy on sexual harassment and the consequences of breaching the policy.

11. Guidance for employees

- 11.1 Anyone who has experienced or witnessed sexual harassment is advised to make a note of what has happened. This should include dates, times and names, including any witnesses.
- 11.2 Employees might want to talk to someone to get advice and support before deciding whether to make a sexual harassment complaint. This could be someone they trust at work, for example a colleague or manager or a trade union representative.
- 11.3 If an employee sees someone being sexually harassed at work, they could step in and try to stop it happening, if they feel it's safe to do so.
- 11.4 After it's happened, an employee can support a complaint made by the person who experienced the sexual harassment, report what they have seen, give evidence as a witness, and make a sexual harassment complaint themselves because what they have seen has violated their dignity or created an intimidating, hostile, degrading, humiliating or offensive environment for them. If an employee is making a complaint themselves, they do not need the permission of the person who's been sexually harassed.
- 11.5 An employee must not be victimised if they make or support a complaint, or act as a witness. This means they must not be stopped from giving evidence or treated unfairly because they have made a complaint, given evidence or supported a complaint.
- 11.6 In some situations, a witness may wish to remain anonymous and where appropriate, anonymity will be provided. However, it may not be possible in all circumstances to keep the identity of a person, or people providing information, confidential. In some situations, it may be the case that full details of allegations are required for appropriate inquiries to be made or so that a respondent is afforded procedural fairness and natural justice.

12. Reporting or making a complaint

- 12.1 Employees can report or make a complaint about any instance of sexual harassment to their line manager, any other manager, or if necessary, a member.
- 12.2 The procedures for dealing with allegations of sexual harassment and possible consequences regarding any breach of this policy are managed and investigated in accordance with the council's Grievance Policy and Procedure.
- 12.3 If an employee makes a complaint of sexual harassment, or sexual harassment is observed or brought to the attention of their manager, it will be acted upon immediately and managed in a sensitive and confidential manner.

- 12.4 Where a complaint of sexual harassment is found to be substantiated, the consequences for the person against whom the complaint is made will depend on the circumstances. The consequences may include an apology, undertaking training, or disciplinary action which may include termination of employment.
- 12.5 Employees may also wish to contact their union for representation and support.
- 12.6 Disclosures of sexual harassment will be treated in confidence to protect an employee's privacy. However, in some instances, a matter may need to be escalated or referred without agreement from the employee, particularly in circumstances that may constitute a criminal offence, constitute an occupational health and safety risk, or require disciplinary action.
- 12.7 If a matter needs to be escalated or referred, the person handling the matter will notify the person who made the disclosure of who has been informed of the disclosure.

13. Review

- 13.1 This policy will be reviewed every three years or sooner if there are changes in legislation or best practice.

Implementation Date: 14 May 2025

Review Date: May 2028

John Wright
Town clerk
May 2025

Committee: Human Resources

Date: 8 March 2025

Title: DBS Checks for Relevant Employees

Purpose

To allow members to consider carrying out Disclosure and Barring Service checks on relevant employees

Recommendation

Members approve carrying out Disclosure and Barring Service checks on the enforcement officers, seafront attendant and amenities assistants

Background

1. DBS (Disclosure and Barring Service) checks are criminal record checks used by employers to assess the suitability of applicants, particularly those working with vulnerable groups like children or adults. They come in different levels, including basic, standard, and enhanced checks, with enhanced checks including local police intelligence and barred list checks.
2. Why are DBS checks used?
 - Safer recruitment – DBS checks help employers make informed decisions about who they hire, ensuring the safety and well-being of individuals they serve.
 - Working with vulnerable groups – they are particularly important for roles that involve working with children or vulnerable adults.
 - Compliance with regulations – Employers may be legally required to conduct DBS checks for certain roles.
3. None of the council's employees are currently required to undergo a DBS check nor is the council legally required to conduct DBS checks for any roles within the organisation. Examples of roles that DBS checks are legally required for include teachers, carers, solicitors, chartered accountants, traffic wardens and those working with children and vulnerable adults.

Report

4. Although no DBS checks are currently carried out on council employees, officers would like to introduce this for certain roles within the organisation: enforcement officers, seafront attendant and amenities assistants.
5. Traffic wardens require DBS checks as the profession involves a high level of contact with the public, who may be under the age of 18 or may be vulnerable. Although the enforcement officers are not strictly speaking traffic wardens, they carry out an almost identical role, as well as having contact with the public through their dog warden duties and by being around the town, including at the skatepark. They also deal with lost children.

6. The seafront attendant also has a high level of contact with the public, helping with enquiries, supporting the enforcement officers with dog controls, dealing with customers for beach huts and shelters bookings, dealing with lost children and generally being public-facing.
7. The amenities assistants also have a high level of contact with the public, including children, and could possibly deal with lost children. They are also lone workers.
8. As a DBS umbrella body, Dorset Council can undertake DBS checks for organisations that provide services for the council under contract or undertake voluntary or charitable work, which is supported by, and supplements work undertaken by the council.
9. Dorset Council operates an online DBS system where the organisation creates and verifies the application, and Dorset Council then submits to the DBS.
10. An application for Dorset Council's DBS umbrella service has been completed and Dorset Council has confirmed it will be able to act as an umbrella company for Lyme Regis Town Council.
11. As the requirement for a DBS check is not in the employees' contract of employment or job description, their consent would need to be given to carry out the checks. Initial conversations have taken place with several of the employees, who all verbally agreed.
12. Any recommendations from this committee will be considered by the Full Council on 14 May 2025.

Adrianne Mullins
Support services manager
April 2025