

**LYME REGIS TOWN COUNCIL**

**HUMAN RESOURCES COMMITTEE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 8 APRIL 2025**

**Present**

**Chairman:** Cllr G. Stammers

**Members:** Cllr G. Caddy, Cllr P. May

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

**Absent:** Cllr G. Turner

**24/76/HR Public Forum**

There were no members of the public present.

**24/77/HR Apologies**

Cllr M. Ellis – work commitments

Cllr P. Evans (ex-officio member) – family commitments

Cllr C. Reynolds – personal commitment

It was noted Cllr C. Aldridge had stood down from the committee.

**24/78/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 26 February 2025**

Proposed by Cllr P. May and seconded by Cllr G. Stammers, the minutes of the meeting held on 26 February 2025, were **ADOPTED**.

**24/79/HR Disclosable Pecuniary Interests**

There were none.

**24/80/HR Dispensations**

There were none.

**24/81/HR Matters arising from the minutes of the Human Resources Committee meeting held on 26 February 2025**

**Technology for In-situ Dynamic Risk Assessments**

The town clerk said employees would start carrying out the risk assessments imminently.

**24/82/HR      Update Report**

It was noted members would be updated on two confidential staffing matters under exempt business.

**24/83/HR      Human Resources Committee – Objectives**

As the previous health and safety audit had not included a percentage score, a member asked how the council would continue to measure performance.

The town clerk said the auditor could be asked to provide a percentage score on future audits as he agreed it was a good way of measuring progress.

**24/84/HR      Sexual Harassment in the Workplace**

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Sexual Harassment Policy and note the reasonable steps the council will take to prevent sexual harassment in the workplace.

**24/85/HR      DBS Checks for Relevant Employees**

It was noted there was no requirement to carry out DBS checks for the suggested employees but comparable jobs did require it and it would also protect the employees, as well as the public.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve carrying out Disclosure and Barring Service checks on the enforcement officers, seafront attendant and amenities assistants.

**24/86/HR      Town Clerk's Annual Appraisal**

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.

**24/87/HR      Finance Manager Pay Review**

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.

**24/88/HR      Support Services Manager Pay Review and Redesignation**

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.

**24/89/HR      Exempt Business**

**a)      Update Report – Confidential Staffing Matters**

Officers outlined the two confidential staffing matters they were currently managing.

Members noted the situations and supported officers' actions so far and intended future actions.

**b)      Town Clerk's Annual Appraisal**

Members noted the report.

**c)      Finance Manager Pay Review**

The town clerk outlined the rationale for the pay review.

A member asked if it was still the intention to appoint the finance manager as the responsible financial officer.

The town clerk said this was still the intention after the finance manager had completed her level 4 AAT qualification, which she would start in September 2025 and would take a year to complete.

Proposed by Cllr G. Caddy and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the re-grading of the finance manager post to spinal column point range 30-33, with appointment at spinal column 31.

*The support services manager left the meeting at 7.46pm.*

**d)      Support Services Manager Pay Review and Redesignation**

Proposed by Cllr G. Stammers and seconded by Cllr G. Caddy, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the redesignation of the post of support services manager to assistant town clerk and to renumerate the post at spinal column point 30-33 with appointment at spinal column 31.

*The meeting closed at 7.51pm.*