

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 29 MAY 2024

Present

Chairman: Cllr G. Stammers

Members: Cllr C. Aldridge, Cllr B. Bawden, Cllr M. Ellis, Cllr P. May, Cllr C. Pritchard, Cllr C. Reynolds, Cllr J. Trevena, Cllr G. Turner

Other members: Cllr D. Ruffle

Officers: C. Austin (administrative and community engagement assistant), A. Mullins (support services manager)

24/01/HR Election of Chairman and Vice-Chairman

It was proposed by Cllr P. May and seconded by Cllr M. Ellis that Cllr G. Stammers is chairman of the Human Resources Committee.

Cllr G. Stammers was duly **ELECTED** as chairman.

It was proposed by Cllr P. May and seconded by Cllr C. Aldridge that Cllr C. Prichard is vice-chairman of the Human Resources Committee.

It was proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds that Cllr. D Ruffle is vice-chairman of the Human Resources Committee.

Cllr C. Prichard was duly **ELECTED** as vice-chairman.

24/02/HR Terms of Reference

Proposed by Cllr D. Ruffle and seconded by Cllr G. Stammers, the terms of reference were **RECEIVED**.

24/03/HR Public Forum

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

24/04/HR Apologies

Cllr J. Trevena – holiday

24/05/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 27 March 2024

Proposed by Cllr P. May and seconded by Cllr D. Ruffle, the minutes of the meeting held on 27 May 2024, were **ADOPTED**.

24/06/HR Disclosable Pecuniary Interests

There were none.

24/07/HR Dispensations

There were none.

24/08/HR Matters arising from the minutes of the Human Resources Committee meeting held on 27 March 2024

Members noted the report.

24/09/HR Update Report

Evening Seafront attendant

The support services manager said the recruitment for the role was successful, with four applicants and three candidates interviewed. A new member of staff had been appointed and was to start employment with the council at the weekend. She said the process had also enabled officers to appoint temporary cover for sickness absence in the cleansing team.

24/10/HR Human Resources Committee – Objectives

Members noted the report.

24/11/HR Health and Safety Committee membership

Cllr G. Stammers said she was happy to continue on the committee. Cllr P. May expressed an interest to join the committee but said he would not be able to commit to a Thursday meeting day.

Proposed by Cllr M. Ellis and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs G. Stammers and P. May are the member representatives on the Health and Safety Committee.

24/12/HR Civility and Respect Agenda and External Support

The support services manager said she would advise members to think about working on member behaviour and respect before signing a pledge that requires members to behave respectfully. She reminded members they did not think they were ready to sign the pledge in the previous administration. She encouraged members to commit to team building to focus on a purpose and values. She said it would be beneficial to work with a consultant and then sign the pledge. She said three organisations had been approached to put forward proposals for this work.

Some members said signing the pledge should be a priority for the new administration as it would be a good approach to start positively and continue positively.

Other members raised concerns it was too soon to sign a pledge about respect and behaviour when some members were worried others would use it complain to the monitoring officer.

Some members said it was important to work together to improve the bad reputation of the council, sign the pledge collectively and work together to build values.

Proposed by Cllr P. May and seconded by Cllr C. Prichard, members agreed to **RECOMMEND TO FULL COUNCIL** to ask officers to bring a report to the Full Council meeting on 17 July 2024 to allow members to consider the council's position with regard to the Civility and Respect agenda.

Proposed by Cllr G. Stammers and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to set up a panel consisting of the mayor, deputy mayor and chairman of the Human Resources to work in conjunction with the town clerk to finalise the specification and agree the appointment of consultants to undertake organisational development work with the council.

Proposed by Cllr P. May and seconded by Cllr C. Pritchard members agreed to **RECOMMEND TO FULL COUNCIL** to ask the town clerk to write a letter to the MP to increase cross-party awareness of the Civility and Respect project.

24/13/HR Pay Grade of Administrative and Community Engagement Assistant Post

Proposed by Cllr C. Aldridge 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 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.

24/14/HR Sabbatical Request

Proposed by Cllr C. Aldridge 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 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.

24/15/HR Equivalent Hours Request

Proposed by Cllr C. Aldridge 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 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.

24/16/HR Exempt Business

a) Pay Grade of Administrative and Community Engagement Assistant Post

Proposed by Cllr P. May and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that the council approves a change in the pay grade of the administrative and community engagement assistant post to spinal column point 10 to 13.

b) Sabbatical Request

Proposed by Cllr P. May and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that the council approves, subject to an agreement to be set in place by officers and subject to there being no extra cost to the council, an unpaid four-month career break for postholder 218 from October 2024.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** that officers draft a policy on career breaks to be considered by the Human Resources Committee.

c) Equivalent Hours Request

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the equivalent hours request from postholder 215.

The meeting closed at 8.00pm.