

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.