



John Wright  
Town Clerk

## Lyme Regis Town Council

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### **Human Resources Committee**

**Core Membership:** Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Ellis, Cllr C. Reynolds, Cllr G. Stammers

Dear councillor,

You are summoned to attend a meeting of the Human Resources Committee to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 25 June 2025 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
19.06.25

*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. Election of Chairman and Vice-Chairman**

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2025-26

#### **2. Terms of Reference**

To allow the committee to receive its terms of reference

#### **3. 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*

**4. Apologies**

To receive and record any apologies and reasons for absence

**5. Minutes**

To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 8 April 2025 (attached)

**6. Disclosable Pecuniary Interests**

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.

**7. Dispensations**

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

**8. Matters arising from the minutes of the Human Resources Committee meeting held on 8 April 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

**9. Update Report**

To update members on issues previously reported to this committee

**10. Human Resources Committee – Objectives**

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

**11. To receive the minutes of the Health and Safety Committee meeting on 12 June 2025**

**12. Health and Safety Committee Membership**

To allow members to consider the membership of the Health and Safety Committee

**13. Health and Safety and Compliance Paperless System**

To provide an overview of the My-Compliance system and recommend its adoption as the council's primary tool for managing health and safety checks and statutory compliance

#### **14. Flexible Working Request**

To inform members of a flexible working request from postholder 208

*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*

#### **15. 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 14 – Flexible Working Request**

**Committee:** Human Resources

**Date:** 25 June 2025

**Title:** Election of Chairman and Vice-Chairman

**Purpose of Report**

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2025-26

**Recommendation**

- a) The committee receives nominations for the chairman of this committee and elects its chairman for the council year 2025-26
- b) The committee receives nominations for the vice-chairman of this committee and elects its vice-chairman for the council year 2025-26

**Background**

- 1. The terms of reference for the council's committee structure state each committee will elect its chairman and vice-chairman from among its membership.
- 2. Consequently, nominations are sought for the chairman and the vice-chairman of this committee.
- 3. The relevant standing orders that inform and govern the election of chairmen and vice-chairmen are detailed below.

- 4. Standing order 3.t states:

'Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members request, voting may be by signed ballot.'

- 5. Standing order 8.a states:

'Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.'

6. Standing order 8.b. states:

‘As the first business of a council is to elect a chairman (the mayor in the case of Lyme Regis Town Council) who is also an ex-officio voting member of all committees, they are in a position to open and chair a sub-committee meeting temporarily, with the benefit of a casting vote, until a committee chairman is elected. In the Mayor’s absence, the Deputy Mayor could officiate in the same way, The town clerk or other officer cannot open or chair a committee or sub-committee meeting.

7. The election of the chairman and vice-chairman of the Human Resources Committee will be reported to the Full Council on 6 August 2025.

John Wright  
Town clerk  
June 2025

**Committee:** Human Resources

**Date:** 25 June 2025

**Title:** Terms of Reference

**Purpose**

To allow the committee to receive its terms of reference

**Recommendation**

The committee receives its terms of reference

**Background**

1. The terms of reference for the Human Resources Committee, along with the general terms of reference that apply to all the council's committees is attached, **appendix 2A**.
2. Any recommendations from this committee will be considered by the Full Council on 6 August 2025.

John Wright  
Town clerk  
June 2025

**Terms of Reference**

**2. Committees – General**

- 2.1 The purpose of the council's committees is to consider issues under their remit. Issues will normally be outlined in a report prepared by officers and each report may include a recommendation.
- 2.2 Any recommendation(s) from a council committee will be considered at the subsequent meeting of the Full Council. Any decision or recommendation from a council committee has no status until it has been adopted by the Full Council by way of a resolution. This is unless a committee has devolved powers, i.e. Planning in respect of making recommendations direct to Dorset Council on planning applications.
- 2.3 Each committee will:
  - 2.3.1 Elect its chairman and vice-chairman from among its membership;
  - 2.3.2 Confirm the accuracy of the minutes of the last committee meeting;
  - 2.3.3 Agree and review the terms of reference for sub-committees, working or advisory groups that report to the committee;
  - 2.3.4 Receive nominations to existing sub-committees, working or advisory groups that report to the committee;
  - 2.3.5 Elect chairmen and vice-chairmen to existing sub-committees, working or advisory groups that report to the committee;
  - 2.3.6 Appoint any new sub-committees, working or advisory groups, confirmation of their terms of reference, the number of members (including, if appropriate, substitute councillors), receipt of nominations and the election of chairmen and vice-chairmen to them;
  - 2.3.7 To examine on behalf of the council various policies, strategies and plans relating to its subject area and to report these to the Full Council;
  - 2.3.8 To undertake reviews or policy development tasks in relation to any matters falling within the remit of the committee;
  - 2.3.9 To work with other relevant committees of the council where an area of work is shared with that committee.
- 2.4 Council-approved projects and objectives will be delegated to the relevant committee.
- 2.5 No business may be transacted at a committee meeting of the Full Council unless at least one third of the whole number of members of the committee are present and in no case shall the quorum of a meeting be less than three.

**5. Human Resources Committee**

- 5.1 The purpose of the Human Resources Committee is to consider member and officer issues, including:
- 5.1.1 To consider breaches of the council's code of conduct for members and, based on the report of Dorset Council's monitoring officer, recommend to Full Council any sanctions that should be applied to that member under the council's voluntary code.
  - 5.1.2 To undertake an annual review the council's code of conduct and make recommendations to the Full Council on any revisions that are required.
  - 5.1.3 To consider the establishment structures, staffing levels, job descriptions, person specifications, job evaluations, and the remuneration levels
  - 5.1.4 To ensure that the council has policies and procedures in place to meet its human resources and health and safety statutory responsibilities
  - 5.1.5 To consider and review human resources and health and safety policies and procedures
  - 5.1.6 To appoint the town clerk, deputy town clerk. operations manager, support services manager and finance manager
  - 5.1.7 To appraise the performance of the town clerk and set his/her annual objectives
  - 5.1.8 To consider grievances and complaints against the town clerk
  - 5.1.9 To consider appeals against grievance and disciplinary decisions made by officers
  - 5.1.10 To annually consider the development of the council's workforce
  - 5.1.11 To commission periodic surveys to assess employee satisfaction
  - 5.1.12 To annually consider levels of member and staff attendance, the number and type of complaints against employees, the number and type of grievances, disciplinaries and employment tribunals
  - 5.1.13 To consider incidents of whistleblowing by employees
  - 5.1.14 To monitor the learning and development of members and staff.



**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.*

**Committee:** Human Resources

**Date:** 25 June 2025

**Title:** Matters arising from the minutes of the Human Resources Committee meeting held 8 April 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**

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

The new policy has been provided to employees. Managers will receive training on sexual harassment in the workplace on 17 July 2025 from the Society of Local Council Clerks. Training will then be provided to the wider staff team at the full team briefing.

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

The finance manager's re-grading has been confirmed in writing and took effect from the May payroll.

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

The support services manager's re-grading and redesignation as assistant town clerk has been confirmed in writing and took effect from the May payroll.

**24/89/HR – Exempt Business**

**Update Report – Confidential Staffing Matters**

There are further updates on the two confidential staffing matters reported to members at the previous meeting and these will be provided in exempt business.

John Wright  
Town clerk  
June 2025

**Committee:** Human Resources

**Date:** 25 June 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 National Employers were yet to respond to the joint pay claim for 2025-26 from the NJC trade unions.

All three unions, Unison, Unite and the GMB, are urging its members to reject the pay offer of 3.2% and are currently balloting members.

**Amenities assistant**

Following the resignation of amenities assistant Isaac Redwood-Davies, who worked the Saturday afternoon shift, cover has been put in place. Tom Stafford, who worked shifts at the amenities hut last year to cover staff absence, is now working this shift.

**Civility and Respect Agenda and External Support**

The follow-up session with South West Councils due to take place on Tuesday 24 June 2025 was cancelled due to lack of attendance.

The town clerk, assistant town clerk and mayor will be meeting with Fay Edwards and Peter Saban from South West Councils on Tuesday 24 June 2025 to discuss the programme and to identify three potential dates for this session. These three dates will be circulated to members to try and find a date which suits the majority.

**Operations manager**

As planned, Sam O'Connell started in the role on 28 April 2025 and spent the first month primarily working outside with his team. Sam is now full-time in the role and the operations supervisor and lengthsman, who acted up as operations manager and operations supervisor respectively in the interim, have now returned to their normal roles.

**Administrative assistant**

Following a round of recruitment in April 2025, Zoe Hill was appointed to the role of administrative assistant and started on 7 May 2025. This is a fixed-term appointment until 31 March 2026 while Cara Austin is seconded into the role of communications assistant.

### **Evening seafront attendant**

Following a round of recruitment in May 2025, Michael Sankey was appointed to the role of evening seafront attendant. This is a fixed-term appointment from 24 May to 7 September 2025. Michael is working Wednesday to Sunday, between 7.30pm and 11pm.

During the summer holidays, the external works' team will provide cover on Monday and Tuesday evenings.

### **Temporary cleansing operative**

Due to gaps in the staffing team, we are recruiting for a temporary cleansing operative to start immediately until the end of October.

A report will be brought to members in the next cycle of meetings to review the council's cleansing requirements as a whole and how this can be best resourced and managed.

### **Staffing in the gardening team**

Following approval by the Full Council on 14 May 2025, gardener/maintenance person Alan Legg is now working four days a week, with Fridays off. As also agreed, former student and volunteer Alex Gould has been appointed as a gardener/maintenance person for one day a week, working on Fridays.

These arrangements started on 6 June 2025.

Adrianne Mullins  
Assistant town clerk  
June 2025

**Committee:** Human Resources

**Date:** 25 June 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 10A**. Updates are highlighted in yellow.
5. Any recommendations from this committee will be considered by the Full Council on 6 August 2025.

John Wright  
Town clerk  
June 2025

## APPENDIX 10A

To action all recommendations from the annual health and safety audit in October 2024		SO	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> <p>Officers are seeking quotes for a new auditor for the 2025 health and safety audit.</p> <p>Regular updates on actions are provided to the Health and Safety Committee, the minutes of which are reported to this committee.</p>
Induction and development work	20	JW	November 2025	Questionnaires, interviews and focus groups complete. Debrief to councillors and managers on 2 April 2025. Remainder of programme to



with the new administration				<p>be considered by the delegated group (Cllr Evans, Cllr Stammers, town clerk, support services manager) in the first instance and approved by members.</p> <p>Report considered by the Full Council on 14 May 2025, with details of a three-stage programme, with a completion date of November 2025.</p> <p>A session was due to be held with South West Councils on 24 June 2025 but was cancelled due to lack of attendance from members. Officers are meeting with South West Councils on 24 June 2025 to discuss the programme and will confirm three possible dates to try and find the best date for members.</p>
Undertake health and safety training		SO	March 2026	<p>Ongoing training throughout the year.</p> <p>The operations manager and support services manager are booked onto a course for adult mental health first training.</p> <p>One of the gardeners has completed spraying training.</p> <p>At least seven employees will do first aid at work. Several employees will do a chipping course.</p> <p>The operations manager and possibly the operations supervisor will do a NEBOSH course in managing health and safety.</p> <p>Toolbox talks with the external works' team take place regularly, usually weekly.</p>

**LYME REGIS TOWN COUNCIL**

**HEALTH AND SAFETY COMMITTEE**

**MINUTES OF THE MEETING HELD ON THURSDAY 12 JUNE 2025  
AT 2PM IN LYME REGIS TOWN COUNCIL OFFICE**

**Chairman:** Cllr P. May

**Members:** Cllr G. Stammers

**Officers:** K. Newman (administrative and community engagement assistant),  
P. Williams (staff member), S. O'Connell (operations manager), A. Jefferies  
(enforcement officer)

**Apologies:** J. Wright – holiday

**Minutes**

The chairman said that there was a spelling error in COSSH which needed to be amended from 'CLSSH/COSH' to 'COSSH'.

The chairman asked members to acknowledge the minutes were a true record of the meeting. Proposed by Cllr G. Stammers and seconded by Cllr P. May that the minutes were adopted.

The chairman asked if Cemetery Lodge had officially been signed off. P. Williams confirmed that it had been signed off by building control and that the fire risk assessment, fire regulations, and full building sign off had all been completed.

The chairman asked if Alan had been given training on the new fire extinguishers at Cemetery Lodge. P. Williams said that training would be happening within the next few weeks and would be given to office staff too.

A near miss was recorded since the last meeting.

'NO SMOKING' signs had been installed near the new biodiesel container as requested.

The chairman asked if LRDT would take responsibility for the emergency evacuation procedure drill at the new premises. P. Williams said that he would be enquiring with LRDT about what would happen if the fire alarm was pulled, and if just the LRDC offices would be notified or if it would be the whole building.

The chairman asked the operations manager to check where the alarms would sound within the new building.

The chairman said that each area of the new office needed designated members to be responsible for ensuring everyone was out of the building from each of the various sections.

P. Williams pointed out that fire exit directional signage to be installed on external wall directly outside the fire exit from the town clerk's office.

The chairman asked K. Newman to check the relevant files and folders and order new to replace ones that were broken or badly damaged.

The chairman asked about the cadet hut and the storage situation. The operations manager said that discussions had taken place about Monmouth and if things were being stored in situ.

The chairman asked if there was a move from the cadet hut to Monmouth, where the electric vehicles would be charged. The operations manager said it would make more sense to charge them at Monmouth because there was solar power.

The chairman asked how the electric vehicles were being charged. P. Williams said they were being charged with three-point household plugs. He also said that the charging of lithium batteries inside a council owned building was not allowed, and that the council needed to be mindful of that.

P. Williams said that the 'Toolbox Talk' on fire and fire prevention had been done.

The chairman asked if a fire drill had been carried out as per his request at the previous meeting. P. Williams said that it had not yet been carried out but a 'Toolbox Talk' had been done and fire exits were pointed out to all staff at the old premises but needed to be done at the new premises ASAP.

P. Williams confirmed that the date of the last fire drill carried out at the old premises was 24/4/24, and this was the same for the external team and the mini golf team.

The chairman said that the drills all need redoing because the buildings were recently renovated (harbour store, amenities hut, Cemetery Lodge and the cadet hut).

Cllr G. Stammers asked if there was room at the harbour store for machinery. P. Williams said that there was not because the land there was unstable and there is subsidence that would be monitored on an ongoing basis.

The chairman asked if the manual handling training had taken place with all office staff. P. Williams said that it had but that K. Newman and C. Austen had read through the training document rather than having physical training due to front desk commitments.

## **Matters arising**

### **Wooden handrails in the gardens**

One more section between the mini-golf and Stile Lane, is to be completed and will be completed within the next financial budget.

The handrails of the newly adopted bridge by the mill are the responsibility of Dorset Council. New slats are needed for the bridge which will happen next week. Non-slip materials have been engraved into the decking to avoid slips and falls.

### **Review of Health & Safety policy and procedure**

To be reviewed October 2025.

### **Dynamic Risk assessments**

The operations manager explained that this agenda item tied in with the next item. He said that from a DRA perspective, the plan was to have everything amended accordingly as and when there were changes.

He said that as the council was trying to go paperless, he looked at systems he had used in his previous role. He said that the H&S compliant system would cover the risk assessments but would incorporate the whole platform.

He said that the new software was cloud based and could be accessed from anywhere making physical paper files irrelevant. He said that he was currently trialling a few systems, My Compliance (MY10) being one of them. This system would allow the whole council to manage all aspects of H&S throughout.

The operations manager demonstrated the software on-screen and what it could do. He explained that it showed a full audit through from creation, history to current status.

The chairman asked about the costs involved with the new software. The operations manager said that the cost of WT Consultancy that the council was currently using was £8 per tablet per user and the new software would come in slightly more expensive.

P. Williams told the committee that it was a much more comprehensive system. The chairman asked how the council could progress this system.

The operations manager said that due diligence had now been done and that he and P. Williams were happy with the applications and would like it to be approved operationally.

G. Stammers asked what the timescale would be. The operations manager said that it would be immediate. The chairman asked what would happen with the WT-Software. P. Williams said that the council had never signed a contract with them so there was no obligation to continue use.

The operations manager said that there would be hiccups initially, but because it was a live system, it could upload as we go with no down time. He said that there would be no extra charges, as the fees you pay for include the whole system.

Cllr G. Stammers asked who would be trained on using the new software. The operations manager said that all external and internal staff would be trained.

Cllr G. Stammers said that the recommendation should be brought to the next HR committee meeting in a few weeks and should be shown at full council meeting.

#### **Item 1: Accidents, Injuries and Near Misses**

**Vehicle accidents: 0**

**Staff accidents: 0**

**Public accidents: 0**

**Near misses: 1 - Chainsaw kickback resulting in damage to PPE (chainsaw trousers).**

#### **Item 2: Fire safety records / Playgrounds / Automated External Defibrillator (AED)**

Members looked at and reviewed fire safety records/playgrounds/automated ED's (AED's).

The chairman asked if there were any other legionella failures. P. Williams said that there were not.

The chairman asked if the council were checking the rainwater harvesting and P. Williams said that they were. The chairman said that a new risk assessment folder was needed for the new building.

### **Item 3: Ops Manager Monthly Inspection and Regular Inspections**

Pete Williams told the committee that the monthly and regular inspections had all been carried out and reporting done however, the paperwork was not available for inspection due to the office move.

### **Item 4: H&S Policy Statement of Intent Targets**

The chairman asked if there was anything that needed changing in the H&S Policy Statement of Intent targets. It was reviewed and agreed that there were no amendments needed. He said that it might need reviewing again once the council was set up with the new online system that the operations manager was trialling.

### **Item 5: Forthcoming Training**

Members noted the upcoming training and asked if the woodchipper had regular inspections and servicing carried out. P. Williams confirmed that this was done annually.

### **Item 6: Asbestos Reports for Council owned buildings 2025**

P. Williams said that the management report of asbestos in council owned buildings had been done on 1/3/2025. Asbestos was found in the cadet hut, Guildhall and Guildhall boiler room.

The chairman asked if the report said that the council should remove it.

P. Williams said that the council could look to remove it as part of a bigger project, but at moment it could just be managed where it was because the recommendation was that it should be left as is unless there was a problem.

Cllr G. Stammers said it should be an objective for the TMH committee.

The chairman agreed that it should not wait another 5 years.

P. Williams said that an asbestos demolition report had been received for the new premises at St. Michaels and there is no asbestos in the council's area within the building.

The chairman said that money should be set aside from the sale of the old council building to go into other council assets.

The chairman asked to see the asbestos report. He confirmed that he had seen it, that it was being managed and that the risks were the same as they were previously.

### **Item 7: AOB**

The chairman told the committee that he would no longer be on the Health & Safety committee going forward pending approval at the next HR committee meeting on 25<sup>th</sup> June.

**Item 8:** Next meeting date – Thursday 18<sup>th</sup> September, 2pm.

*Meeting closed 3:13*

**Committee:** Human Resources

**Date:** 25 June 2025

**Title:** Health and Safety Committee Membership

**Purpose of Report**

To allow members to consider the membership of the Health and Safety Committee

**Recommendation**

Members consider becoming a member of the Health and Safety Committee

**Report**

1. The Health and Safety Committee consists of at least two councillors, two staff members, the operations manager, the town clerk and a secretary. All members of the committee, except the secretary, have voting rights. The committee meets quarterly for around an hour.
2. In 2024-25, the councillors on the committee were Cllr P. May and Cllr G. Stammers. Staff members are Alan Jefferies and Pete Williams.
3. The Health and Safety Committee reports to this committee. As this is a new council year, members of this committee should have an opportunity to be appointed to the Health and Safety Committee.
4. Cllr P. May is no longer a member of the Human Resources Committee but has indicated that he is willing to continue being a member of the Health and Safety Committee.
5. Any recommendations from this committee will be considered by the Full Council on 6 August 2025.

Adrianne Mullins  
Assistant town clerk  
June 2025

**Committee:** Human Resources

**Date:** 25 June 2025

**Title:** Health and Safety and Compliance Paperless System

**Purpose of Report**

To provide an overview of the My-Compliance system and recommend its adoption as the council's primary tool for managing health and safety checks and statutory compliance

**Recommendation**

Members approve the implementation of My-Compliance Management System to support the council's ongoing operations, compliance and health and safety responsibilities

**Background**

1. Following consideration by this committee on 18 December 2024, it was resolved by the Full Council on 12 February 2025 that, 'the council subscribes to a risk assessment platform provider, WT Consultancy – Lifeguard AI (cost not exceeding £2,500 per annum) and purchases 14 smart tablets (cost not exceeding £4,500) to operate this as the preferred system as soon as practicable.'
2. The purchase of all 14 smart tablets, cases and SIM cards has been completed. This also incorporates a new Lyme Regis Town Council email account for all external staff.
3. The WT Consultancy platform has not been purchased to date.
4. The Lifeguard AI system is only able to provide paperless risk assessments, and no other health and safety functions. It is now felt a system that includes health and safety management functions is more beneficial to the council.
5. The My-Compliance Management System was trialled as an alternative and identified as a suitable paperless platform to achieve dynamic risk assessments and full health and safety management.

**Report**

6. My-Compliance Management is an online paperless health and safety and compliance system designed to help organisations manage health and safety duties and other legal requirements.
7. What It does:
  - Central record-keeping: All documents, such as inspection reports, certificates, and safety records are stored securely online in one accessible location.
  - Automated reminders: The system notifies relevant staff when tasks such as equipment checks or important renewals are due, helping to ensure nothing is overlooked.
  - Clear audit trail: Every action is recorded, making it easy to demonstrate compliance and provide history of what has been completed.

- Accessible anywhere: The platform can be accessed via computer, tablet or smartphone, allowing for flexible working across different council sites or from home if needed.
- Supports paperless working: By reducing the need for printed documents and manual record-keeping, the system aligns with the council's environmental goals and commitment to sustainable working practices.
- Works in real time: Updates are live, so everyone connected sees the most up-to-date information straight away.
- Scalable for future needs: Should the council expand its assets, facilities or responsibilities, the system can adapt and grow to accommodate.

### **Comparison – My Compliance and Lifeguard AI**

8. The Lifeguard AI dynamic risk assessment system, provided by WT Consultancy is priced at £1,344 + VAT per year; this includes setup and implementation costs. The system focuses only on producing dynamic risk assessments and does not support wider health and safety monitoring functions such as inspections, certification tracking, equipment checks, or document management. Furthermore, there is a further cost of £8 + VAT per user, per month, per year, when more users are added.
9. The total annual cost for implementing My-Compliance is £2,350, plus VAT. As well as dynamic risk assessments and My-Compliance includes a broad range of health and safety features including, facilities, incident reporting, training, asset tracking. The cost of My-Compliance is within the approved budget sum, £2,500.
10. Given its additional functionality, My-Compliance offers better value for money and serves the council's health and safety compliance needs, both now and into the future.
11. Further, My-Compliance will save time and reduce administrative burden, minimise the risk of non-compliance and support the council's environmental aims of moving towards paperless working.

Sam O'Connell  
Operations manager  
June 2025