



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 M. Ellis (chairman), Cllr G. Caddy (vice-chairman), Cllr S. Cockerell, Cllr C. Reynolds, Cllr G. Stammers

Notice is given of a meeting of the Human Resources Committee to be held at the the **Council Offices, St Michael's Business Centre, Church Street, Lyme Regis** on Wednesday 17 September 2025 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
11.09.25

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 25 June 2025 (attached)

4. 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.

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 25 June 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. 2026-27 Budget Proposals

To allow members to consider human resources' objectives for 2026-27 ahead of the formal launch of the budget-setting process at the Strategy and Finance Committee on 15 October 2025

10. Christmas and New Year Working Arrangements

To allow members to consider Christmas and New Year working arrangements, including: the allocation of statutory leave, the award of discretionary leave, cover arrangements and remuneration

11. Future of the temporary two-year, fixed-term post to support the delivery of project, asset management and property-related work

To consider the future of the existing two-year, fixed-term post (post 226) to support the delivery of project, asset management and property-related work

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. Confidential Staffing Update

To update members on a staffing issue

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. 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 – Future of the temporary two-year, fixed-term post to support the delivery of project, asset management and property-related work**
- b) **Agenda item 12 – Confidential Staffing Update**

LYME REGIS TOWN COUNCIL
HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 25 JUNE 2025

Present

Chairman: Cllr M. Ellis

Members: Cllr G. Caddy, Cllr S. Cockerell, Cllr C. Reynolds, Cllr G. Stammers

Other members: Cllr P. Evans

Officers: A. Mullins (assistant town clerk), S. O'Connell (operations manager), J. Wright (town clerk)

25/01/HR Election of Chairman and Vice-Chairman

The mayor, Cllr P. Evans opened the meeting for the election of the chairman.

It was proposed by Cllr C. Reynolds and seconded by Cllr G. Caddy that Cllr M. Ellis is chairman of the Human Resources Committee.

Cllr M. Ellis was duly **ELECTED** as chairman.

It was proposed by Cllr M. Ellis that Cllr G. Stammers is vice-chairman of the Human Resources Committee.

It was proposed by Cllr C. Reynolds and seconded by Cllr G. Stammers that Cllr G. Caddy is vice-chairman of the Human Resources Committee.

Cllr G. Caddy was duly **ELECTED** as vice-chairman.

25/02/HR Terms of Reference

Proposed by Cllr C. Reynolds and seconded by Cllr G. Caddy, the terms of reference were **RECEIVED**.

25/03/HR Public Forum

There were no members of the public present.

25/04/HR Apologies

None.

25/05/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 8 April 2025

Proposed by Cllr G. Stammers and seconded by Cllr G. Caddy, the minutes of the meeting held on 8 April 2025, were **ADOPTED**.

25/06/HR Disclosable Pecuniary Interests

There were none.

25/07/HR Dispensations

There were none.

25/08/HR Matters arising from the minutes of the Human Resources Committee meeting held on 8 April 2025

Members noted the report.

25/09/HR Update Report

Civility and Respect Agenda and External Support

It was noted an email had been sent to members, with three potential dates for the follow-up session with South West Councils.

25/10/HR Human Resources Committee – Objectives

Members noted the report.

25/11/HR To receive the minutes of the Health and Safety Committee meeting on 12 June 2025

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, the minutes of the Health and Safety Committee meeting on 12 June 2025 were **RECEIVED**.

25/12/HR Health and Safety Committee Membership

It was noted Cllr P. May was not a member of the Human Resources Committee but wished to remain a member of the Health and Safety Committee. Cllr G. Stammers said she also wished to remain a member.

It was noted any member could ask to be on the committee at the Full Council meeting as the requirement was for at least two members.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint Cllrs P. May and G. Stammers to the Health and Safety Committee.

25/13/HR Health and Safety and Compliance Paperless System

The operations manager said the My-Compliance Management System was an alternative to the Lifeguard system, which the council had previously agreed to use, and explained the benefits of it. He said the team would still be able to use the tablets already purchased. He added that My-Compliance was within the agreed budget but it gave the council more scope. As he had used this system in a previous role, he would be able to support the set-up and training.

Proposed by Cllr G. Stammers and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the implementation of My-Compliance Management System to support the council's ongoing operations, compliance and health and safety responsibilities.

25/14/HR Flexible Working Request

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, 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.

25/16/HR Exempt Business

a) Flexible Working Request

Members were supportive of the request and wanted to accommodate an employee who had worked for the council for many years, but were also mindful of the impact on service delivery.

The town clerk asked members to consider if there were any compromises to fulfil both the employee's request to work less hours and to maintain the service.

The assistant town clerk said the council was required to consult with the employee in making its decision. Any position arrived at during this meeting should be a 'minded to' decision, with further discussions to subsequently take place with the employee, and a further report to Full Council on 6 August 2025 for a final decision.

Members noted the employee was willing to be flexible and for any new arrangements to take effect when his team was back to full strength.

The assistant town clerk suggested a part-time role could be put to the employee, as it would be difficult to recruit to a role which only offered a day here and there, whereas a part-time role would be more attractive.

Members felt this would be a good compromise.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to be open to the flexible working request from postholder 208 but to ask officers to have further discussions with the employee to try

and reach a compromise that would allow the council to maintain service delivery and meet the employee's request for flexible working, with an update to be brought to the Full Council meeting on 6 August 2025.

The meeting closed at 8.09pm.

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Committee: Human Resources

Date: 17 September 2025

Title: Matters arising from the minutes of the Human Resources Committee meeting held 25 June 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

25/13/HR – Health and Safety and Compliance Paperless System

The tablets have been purchased to allow staff to carry out dynamic risk assessments via the My-Compliance Management System. The operations manager is building the back office of the system, with the aim to have the system fully operational by 1 November 2025.

25/14/HR – Flexible Working Request

Following the last meeting, further discussions took place with postholder 208 to try to reach a compromise, based on the guidance provided by members at the meeting. A report was taken to the Full Council meeting on 6 August 2025 and it was resolved 'to approve the flexible working request from postholder 208 and the revised rota and hours, following further consultation with postholder 208, in line with the 'minded to decision' position adopted by the Human Resources Committee'.

The postholder has been informed verbally of the council's decision and written confirmation will be provided.

Adrianne Mullins
Assistant town clerk
September 2025

Committee: Human Resources

Date: 17 September 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

On 23 July 2025, agreement was reached between the national employers and the trade unions on the 2025 pay award for local government services, applicable from 1 April 2025.

For a fifth consecutive year, Unite refused to have its details included in the pay agreement circular but this did not prevent a formal collective agreement from being reached.

The agreement reached was a 3.2% increase across all pay points. It was also agreed spinal column point (SCP) 2 will be permanently deleted from the NJC pay spine from 1 April 2026. The council does not have any staff on SCP 2.

The pay award was implemented as part of the August payroll, including back pay from 1 April 2025.

Civility and Respect Agenda and External Support

A report was taken to the Full Council meeting on 6 August 2025 to allow members to consider the future of the council's engagement with South West Councils.

It was resolved by the Full Council 'that the process so far with organisational development work had been beneficial but the council should save a significant amount of ratepayers' money and no longer pursue the project with South West Councils so it can be spent on something more beneficial, and to refer any outstanding issues to the previously agreed governance review to take forward, to also include vice-chairmen of committees.'

South West Councils were informed of the council's decision on 8 September 2025 and a final invoice is awaited.

Evening seafront attendant

The evening seafront attendant, Michael Sankey, stood down from the role on 7 July 2025.

The replacement evening seafront attendant, Nick Brennan, started in the role on 25 July 2025. The contract was for a fixed term until 7 September 2025 so has now ended.

Temporary cleansing operative

It was reported to the previous meeting that due to gaps in the staffing team, we were recruiting for a temporary cleansing operative to start immediately until the end of October.

One application was received from Cameron Bujniewicz, who was interviewed by the operations manager and operations supervisor. Cameron was appointed and started in the role on 14 July 2025.

Cameron was appointed on a fixed-term contract until 31 October 2025.

Sexual harassment at work

Training sessions on sexual harassment at work have been held with members and staff on 10 and 16 September 2025.

Signs making it clear that sexual harassment will not be tolerated have been placed in offices and other work and rest areas. A risk assessment has been written.

Four of the managers have received training but it was felt this was not sufficient and further training is being arranged.

A questionnaire will be sent to all members and staff to allow them to share their experience of sexual harassment in the workplace, which will help to identify where any potential issues lie. The questionnaire will be repeated annually so any patterns can also be identified.

Adrianne Mullins
Assistant town clerk
June 2025

Committee: Human Resources

Date: 17 September 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 29 October 2025.

John Wright
Town clerk
September 2025

APPENDIX 8A

<p>To action all recommendations from the annual health and safety audit in October 2024</p>		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. 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>
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					<p>Appointment of auditor to be made by mid-October and audit to be carried out by 30 November 2025.</p> <p>Council agreed to use My-Compliance to carry out dynamic risk assessments, tablets have been purchased for staff, and the operations manager is building the back office of the system. Aim to have the system fully operational by 1 November 2025.</p>
Induction and development work with the new administration	20	JW	HR	November 2025	<p>Questionnaires, interviews and focus groups complete. Debrief to councillors and managers on 2 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.</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> <p>Agreed by the Full Council on 6 August 2025 to no longer proceed with the project. South West Councils have been notified. Any outstanding issues to be picked up as part of the governance review.</p>
Undertake health and safety training		SO	HR	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. 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> <p>Operations manager aims to start a NEBOSH level 3 course in April 2026.</p>
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Committee: Human Resources

Date: 17 September 2025

Title: 2026-27 Budget Proposals

Purpose of Report

To allow members to consider human resources' objectives for 2026-27 ahead of the formal launch of the budget-setting process at the Strategy and Finance Committee on 15 October 2025

Recommendation

Members identify human resources objectives for 2026-27

Background

1. On 7 October 2025, the finance manager and town clerk will provide a members' briefing on the 2026-27 budget and five-year financial plan. The formal process starts on 15 October 2025 with the presentation of budget-related reports to the Strategy and Finance Committee.
2. The budget is taken through two committee cycles and concludes at the Full Council on 17 December 2025.
3. This item has been placed on all committee agendas in the run-up to the Strategy and Finance Committee on 15 October 2025.
4. During the 2024-25 and 2025-26 budget-setting processes, members considered but did not approve proposals for a £10,000 employees' benefit package.

Report

5. Members are asked to identify human resources' objectives that need to be considered alongside other committee objectives during the budget-setting process.
6. Any recommendations from this committee will be considered by the Strategy and Finance Committee on 17 October 2025 and the Full Council on 29 October 2025.

John Wright
Town clerk
September 2025

Committee: Human Resources

Date: 17 September 2025

Title: Christmas and New Year Working Arrangements

Purpose of Report

To allow members to consider Christmas and New Year working arrangements, including: the allocation of statutory leave, the award of discretionary leave, cover arrangements and remuneration

Recommendation

Members consider and instruct the town clerk on service closure over the Christmas and New Year period; the taking of statutory leave and the allocation of discretionary leave to employees during this period; the level of cover provided by the external works' team; and the level of pay and time-off-in-lieu paid to those who work over the Christmas and New Year period

Background

1. As part of their overall leave allocation, council employees have two statutory days' leave each year: although statutory days are part of employees' annual leave entitlement, when these days are taken is a council decision.
2. Historically, the council has granted staff between one-and-a-half and three-and-a-half days' discretionary leave over the Christmas and New Year period; the council's decisions have been largely informed by the days of the bank holidays fall on.
3. Last year, the council resolved:

'to apply three days' discretionary leave over the Christmas and New Year period, so the council's services cease at 5pm on Friday 20 December 2024 and re-commence at 9am on Thursday 2 January 2025; discretionary leave is applied on Monday 23, Tuesday 24 and Friday 27 December; statutory days are applied on Monday 30 December and Tuesday 31 December 2024; that members of the external works' team who work over the Christmas and New Year period are paid overtime and receive time-off-in-lieu for the day worked; and that the three discretionary days are not applied to the enforcement officers, cleansing operative and seafront attendant.'

Report

Service closure and statutory and discretionary leave

4. The days on which Christmas Day, Boxing Day and New Year's Day bank holidays fall in 2025 and 2026 suggest the council's services cease 12noon Wednesday 24 December 2025 and re-commence 9am Monday 5 January 2026.
5. If members approve this option, discretionary leave would be applied from 12noon to 5pm Wednesday 24 December, Monday 29 December and Tuesday 30 December 2025; statutory days would be applied on Wednesday 30 December 2025 and Friday 2 January 2026.

6. Alternatively, members could grant a greater or lesser amount of discretionary leave over the Christmas and New Year period.

External works' team and payment

7. The external works' team receive the same statutory leave and discretionary days as the office team.
8. During the Christmas and New Year closure, cover is provided by the cleansing operative and seafront attendant every day, except Christmas Day, as part of their contracts of employment. If there are days which are not covered by these two employees, another member of the external works' team will step in. The enforcement officers are also contracted to work during this period.
9. Historically, members of the external works' team who work over the Christmas and New Year period have been paid overtime and receive time-off-in-lieu for days worked. This arrangement has proved successful.
10. This overtime arrangement does not apply to the enforcement officers, cleansing operative and seafront attendant; the Christmas and New Year period is already factored into their working monthly patterns and salary enhancements.
11. If the council approves this arrangement, in mid-December 2025 the operations manager will write to members to inform them of the external works' team's Christmas and New Year rota. The operations manager will also inform members about the working arrangements for Dorset Waste and Dorset Council's toilet cleaning contractor over the Christmas and New Year period.
12. In the event of an emergency, the town clerk, deputy town clerk and operations manager can be contacted during the Christmas and New Year period.
13. Any recommendations from this committee will be considered by the Full Council on 29 October 2025.

John Wright
Town clerk
September 2025