

## LYME REGIS TOWN COUNCIL

### MINUTES OF THE EXTRAORDINARY MEETING HELD ON TUESDAY 7 AUGUST 2018

#### **Present**

**Chairman:** The Mayor, Cllr Mrs M. Ellis

**Councillors:** Cllr J. Broom, Cllr R. Doney, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Larcombe, Cllr O. Lovell, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr G. Turner

**Officers:** Mr M. Green (deputy town clerk)

**Absent:** Cllr S. Williams

#### **18/54/C Public Forum**

There were no members of the public present.

#### **18/55/C Apologies for Absence**

Cllr P. Ridley – holiday  
Cllr J. Scowen – personal commitment

#### **18/56/C Disclosable Pecuniary Interests**

There were none.

#### **18/57/C Dispensations**

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

#### **18/58/C Staffing Issue**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, 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.

#### **18/59/C Exempt Business**

Cllr S. Miller explained the current situation concerning the personnel matter, the subject of the confidential report. He emphasised the need for the council to make a clear decision on the matter and associated issues in the interests of both the

business continuity of the organisation and the wellbeing of the individuals concerned.

Cllr B. Larcombe, chairman of the Human Resources Committee, explained the background to his report and its findings, the process which he had followed, and the conversations which had taken place with the post holders concerned.

Cllr S. Miller referenced the various confidential papers which members had been given the opportunity to scrutinise prior to the start of the meeting and read out a series of recommendations which he considered to be a reasonable, balanced, fair and proportionate way forward.

Members debated the matter in detail and unanimously agreed to support the recommendations suggested by Cllr S. Miller.

Proposed by Cllr R. Doney and seconded by Cllr Mrs C. Reynolds, members **RESOLVED:**

- That the council acknowledges and thanks Cllr B. Larcombe for his work in investigating the grievance raised by the post holder 101 against post holder 100 and in producing his report and findings.
- That the council notes that the grievance remains unresolved and in the best interests of both the personal wellbeing of the affected members of staff and the efficiency and effectiveness of the organisation, it supports the following actions to bring the matter to a final conclusion:
  - The council acknowledges and supports the actions of post holder 100 in managing, in a professional and balanced way, the various issues which ultimately led to the grievance being made by post holder 101.
  - The council notes that the letter dated 9 May 2017 which was sent by post holder 100 to post holder 101 was never on the personnel file of post holder 101, is now disregarded and should be treated as such.
  - That post holders 100 and 101 be offered independent, external and professional mediation services if required, requested or supported by both parties, and it be noted that the approximate cost for such services is likely to be £1,250 for a whole day.
- The roles and responsibilities within post holder 101's team be reviewed, including the division of current work between the two posts concerned, the potential for additional areas of work to be managed within that team in future and the position within the staff structure of post holder 101, and a report be brought back to the next meeting of the Human Resources Committee.
- The undertaking of the Association of Accounting Technicians (AAT) qualification at level 3 by post holder 107 be reviewed to assess whether the post holder qualifies for an incremental enhancement in line with the council's already agreed policy.
- That post holder 107 be supported in progressing to AAT level 4 as part of their approved personal development and training plan.
- The need, in the short-term, for external, independent and specialist HR support be acknowledged and a formal procurement process be instigated

as quickly as possible led by the town clerk in consultation with the chairmen of the Human Resources and Strategy and Finance Committees.

- That post holder 105 be supported in taking an appropriate level 5 diploma in human resources so that, in the longer-term, in-house expertise is strengthened in this area, and it be noted that the likely cost is approximately £4,260+VAT for a two-year course, that the time requirement is around half a day per week and that such training is consistent with the personal training and development plan for the post holder.
- That, on the basis of the actions referred to above, the council determines the grievance to be closed and that all parties, including Unison, be notified in writing accordingly.

*The meeting closed at 7.51pm.*