



John Wright
Town Clerk

Lyme Regis Town Council
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Notice is given of an **extraordinary meeting of Lyme Regis Town Council** to be held at the **St Michael's Business Centre, Church Street, Lyme Regis** on Wednesday 12 August 2026 commencing at **7pm** when the following business is proposed to be transacted:

John Wright
Town Clerk
07.08.26

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. Apologies for absence

To receive and record any apologies and reasons for absence

2. 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 as 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.

3. Dispensations

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

4. Recruitment to the Post of Deputy Town Clerk

To consider and agree a process, timescale job description and person specification to be used in the recruitment to the post of deputy town clerk

5. Exempt Business

Committee: Extraordinary Full Council

Date: 12 August 2026

Title: Recruitment to the Post of Deputy Town Clerk

Purpose

To consider and agree a process, timescale job description and person specification to be used in the recruitment to the post of deputy town clerk

Recommendation

Members consider and agree a process, timescale job description and person specification to be used in the recruitment to the post of deputy town clerk. It is suggested:

- a) The post of deputy town clerk be advertised at a salary range of SCP 43-47 (£54,495- £59,992) (pay award pending).
- b) Members approve an unbudgeted increase of £5,000 in the 2026-27 salaries' budget.
- c) Members approve the process for recruiting a replacement deputy town clerk, as detailed in paragraphs 21 to 27 of this report.
- d) Authority to respond to any other urgent human resources issues be delegated to the town clerk-elect in consultation with the mayor and chairman of the Human Resources Committee, on the basis that all members be notified in writing about any issues and any required or agreed actions as soon as possible.

Background

- 1. On 31 July 2026, the current deputy town clerk was interviewed for, offered and accepted the post of town clerk. That appointment was confirmed at the extraordinary meeting of Full Council held on 5 August 2026, as was the start date in that new position of 10 September 2026. The normal notice period for the post of deputy is three months, but a shorter period was agreed in the interests of business efficiency and continuity.
- 2. In order to maintain capacity within the office team, the intention is to recruit to the soon-to-be-vacant position of deputy town clerk as quickly as possible.
- 3. In accordance with the town council's approved recruitment and selection procedure, recruitment to the post of deputy town clerk is normally authorised and undertaken by the Human Resources Committee.
- 4. If there is no change in remuneration and the cost of the post is included in the town council's budget, recruitment can proceed as soon as authorisation is obtained. If there is a change in remuneration, then the matter has to be considered and approved by Full Council.
- 5. Given the need to proceed with the recruitment process without avoidable delay and because the planned changes to governance and committee arrangements mean the intended date of the first

meeting of the new Resources Committee isn't until 30 September 2026, a report has been brought to this extraordinary meeting for consideration by members.

Report

The current post

6. The current deputy town clerk was appointed in July 2015. When appointed, and in addition to the deputising role, the post involved management of the 'office team' with the sole exception of the operations manager, who reported directly to the town clerk. The role also involved primary responsibility for then Tourism and Economic Development Committee and the Planning Committee, together with various highway-related and property-related matters.
7. Over time, the role changed, most significantly in 2020 when the post lost direct management responsibility for the finance manager and the administrative officer (now assistant town clerk). Instead, the post focussed primarily on the management of assets and the delivery of major projects, whilst retaining responsibility for planning, public transport, strategic highways issues and many aspects of external funding.
8. The evolution of the role reflected emerging council priorities, whilst taking advantage of the postholder's experience in those areas and activities.

The suggested person specification and Job description

9. The evolution of the role of deputy has retained one constant; the need to have an individual who is able to deputise for the town clerk as and when the need arises in all aspects of the town clerk's role. That requires broad relevant experience, but also strong interpersonal skills to represent the council to best effect.
10. The precise nature of the supporting experience or the precise mix of supporting skills is less important. The deputy does not need to have wide-ranging experience in property matters or project management skills, as does the current deputy, and requiring such a mix of experience and skills would reduce the number of potential applicants significantly and unnecessarily. Other relevant skills and experience might include finance, human resources, governance, communications, operations management, community engagement, marketing, or business development, for instance.
11. Attached at **appendices 4A** and **B** are the suggested job description and person specification for the post of deputy town clerk. The latter includes the holding of the CiLCA qualification because of the importance to the council of ensuring at least one member of staff holds this qualification in order to retain the 'general power of competence'.

Remuneration and budget

12. The current postholder is paid within the scale SCP 34-37 (£45,091-£48,226) (26/27 pay increase pending).
13. This salary has represented approximately 80% (to the nearest whole increment) of the salary of the town clerk and reflects the deputising role as well as wider responsibilities. For this reason, the deputy town clerk is paid at a higher level than other managers. This salary relationship has existed since 2015 and was endorsed by the most recent salary review undertaken by South West Councils in late 2022.

14. Until the recent recruitment process, the town clerk was paid within the scale SCP 43-47 (£54,495-£59,992) (pay award pending). This was increased to SCP 50-54 (£64,373 - £72,307) (pay award pending) after benchmarking against other Dorset town councils and in order to help attract candidates with suitable experience and expertise, possibly from other parts of the country.
15. If a similar pay relationship is to be maintained between the pay rates of the town clerk and deputy, the pay for the latter post should be increased to SCP 40-45 (£51,356- £57,139). This represents 80% of the revised town clerk pay, again to the nearest whole increment.
16. Adopting the above pay range for the deputy post would represent an increase in the salaries' budget compared with existing of £3,130pa (pay award pending), excluding on-costs (circa +30%). This assumes the new post holder would commence at the bottom of the suggested new salary range and also reflects the fact that the current post holder is currently paid at the top of the existing salary range. Over time, the additional cost of adopting the suggested salary range could increase to £8,913pa at current pay grades and excluding on-costs, assuming incremental progression.
17. Taking into account the increased salary for the town clerk role, the overall increase in the salaries' budget over a whole year would be £6,305pa in the first instance, excluding on-costs and with pay award pending. This figure reflects the existing town clerk's salary of SCP 48 (47+1) to reflect his CiLCA qualification. Again, this assumes the new post holder commences at the bottom of the approved pay range. Over time (six years) and assuming incremental progression, this overall additional cost could increase to as much as £11,109pa excluding on-costs, pay award pending and at current SCP values.
18. Taking both of the above posts into account, the additional cost to the salaries' budget, excluding on-costs, pay award pending and at current SCP values would be £9,435pa in the first instance, potentially rising to as much as £20,022pa after six years, assuming incremental progression.
19. It is the view of the town clerk-elect that savings of at least an equivalent sum can be achieved by making changes within the wider 'office team'. In particular the reallocation of some property, asset and project-related responsibilities away from the post of deputy clerk and towards other individuals or teams. This may involve the appointment of an additional technical/clerical post at a lower salary level.
20. The suggested arrangements for the wider 'office team' will be the subject of a more detailed report to Full Council on 9 September 2026.

Advertising the post

21. The proposal is to advertise the post in the Newsquest newspaper group, Indeed, the Society of Local Council Clerks (SLCC) jobs' website, the National Association of Local Councils (NALC) jobs' website, Dorset Association of Parish and Town's jobs' website Dorset Council's jobs' website, and the town council's own website and social media. Advertising costs are estimated at £1,250.
22. There is no intention to make use of an external organisation in the recruitment and selection process. This was not done for the recruitment to the post of town clerk and is not considered necessary for this recruitment process. Not only will it add additional cost, it will almost certainly delay the process, possibly by many weeks.

Selecting a recruitment panel

23. A recruitment panel is required to oversee the recruitment process and appoint a new town clerk.
24. At a minimum, the panel should consist of the mayor, deputy mayor, the chairman of the Human Resources Committee and the town clerk-elect. It is suggested that one further member should be appointed to the panel. For the town clerk interviews, that person was the vice-charman of the Human Resources Committee, Cllr Gail Caddy.

Suggested recruitment process and timetable

25. The availability of panel members may result in amendments to these dates:

Confirm panel availability and approve recruitment pack	10 August 2026
Place adverts	From: 10 August 2026
Closing date for applications	28 August 2026
Shortlisting	31 August 2026
Interviews	4 September 2026

Interviews

26. There is no proposal to use psychometric or other forms of testing in the interview process.
27. Councillors and staff will be invited to meet the candidates at a buffet lunch on 4 September 2026.

General

28. In any change situation, there is a possibility of needing to consider other recruitment or retention issues, possibly at very short notice.
29. Rather than continue to call extraordinary meetings of Full Council, it is suggested that authority to respond to any immediate issues be delegated to the town clerk-elect in consultation with the mayor and chairman of the Human Resources committee, on the basis that all members be notified in writing about any issues and any required or agreed actions as soon as possible.

Mark Green
Town clerk-elect
August 2026



Lyme Regis Town Council

Job Description

Job Title	Deputy Town Clerk	Grade	SCP 40-45 (£51,356-£57,139) (pay award pending)
Section	Office	Hrs	37 hours per week
Reporting To	Town Clerk	Working Pattern	Monday to Friday with some evening, weekend and bank holiday work

Job Purpose

- To ensure the town council operates in accordance with legislation and that its approved policies and procedures are implemented
- To deputise for the town clerk in their absence and act at the council's principal officer

Main Duties

- To work with the town clerk to ensure that statutory and other provisions governing or affecting the operation of the council are observed, including standing orders, financial regulations, external and internal audit, internal control, risk management, and health and safety
- To administer meetings of the town council's committees and to advise its members on policy, strategy, procedure and performance
- To attend civic and other external events and advise on civic protocol and ceremonies
- To positively promote the town council with residents, visitors, stakeholders and external partners
- To manage budgets, assets and resources
- To lead, manage and motivate the staff
- To manage projects and change

Dimensions

- To deputise for the town clerk
- At the direction of the town clerk manage functions that could include: budgetary control;

ICT; general administration; customer services; performance management; the development and implementation of operational programmes, plans, procedures and systems; lease, rental and hire agreements; repairs and maintenance; cemeteries' management; grounds' maintenance and the management of open spaces; allotments; leisure activities; car parking; health and safety; civic and other events; community and stakeholder relations; publications and communications; the promotion of tourism and the local economy; and ad-hoc projects.

Supervision

- The post holder will assist the town clerk in the management of up to 30 full-time and some part-time staff.

Contacts

- Members of the general public
- Elected members
- LRTC staff
- External consultants and contractors
- Partner organisations, stakeholders and statutory authorities.

General

- This job description contains the principal duties relating to this post and does not describe in detail all the tasks required to carry them out.
- Duties may vary from time-to-time without changing the character of the post or the level of responsibility.

Special Notes Or Conditions

- The post holder will be expected to work some evenings, weekends and bank holidays.

Lyme Regis Town Council Person Specification			
Job Title	Deputy Town Clerk	Grade	SCP 40-45 (£51,356-£57,139) (pay award pending)
Section	Office	Hours	37 hours per week
Reporting To	Town Clerk	Working Pattern	Monday to Friday, 9am to 5pm, with some evening and weekend working as required

Assessment Criteria	Essential	Desirable
Educational qualifications	GCSEs in English and Maths, minimum grade C Two A levels or equivalent Certificate in Local Council Administration, or be prepared to obtain the qualification within 12 months of taking up appointment	A degree or relevant professional qualification.
Work-related experience and associated vocational training	Minimum of three years' management experience Experience of governance in the public or private sector Advising others on the development and implementation of strategy, policy and operational issues	Experience of managing budgets, risk, internal control, audit, projects, people, marketing, public relations and change Local government experience Experience of working with elected/board members, partners and stakeholders Experience of a range of topics which might include Asset management, building repairs, grounds' maintenance, cemeteries management, car parking, finance and budgets, committee administration, communications, operations management, community engagement, marketing, or business development.

		Practical experience of servicing committees, including agenda preparation, procedures, report writing and minute-taking
Knowledge	Good working knowledge of governance, strategy, policy development, finance, health and safety, human resources, public relations and communications, ICT, marketing and operations	Knowledge of legal and regulatory issues relating to town councils Knowledge of legislative and regulatory environment, relating to governance, finance, employment law, health and safety, and data management Knowledge of current issues facing the sector
Personal skills and qualities	Excellent written and communication skills Strong numerical, analytical and problem-solving skills Ability to lead and motivate staff team Strong team-worker Ability to work under pressure Ability to think strategically and objectively Ability to organise and prioritise own work, that of others and ensure deadlines are met Strong negotiating and influencing skills Strong project management skills Instils trust, respects confidentiality and inspires confidence Ability to develop strong relationships and promote the council's interests with external organisations	

	Balances assertiveness with flexibility Possesses a 'can do' attitude Committed to diversity and equality of opportunity	
Special working conditions	Some weekend and bank holiday work Attendance at civic events Responding to emergency situations out-of-hours Current full driving licence Commitment to Lyme Regis Town Council and to Lyme Regis	

