



John Wright  
Town Clerk

## Lyme Regis Town Council

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### Human Resources Committee

**Core Membership:** Cllr J. Broom, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr B. Larcombe, Cllr S. Larcombe, Cllr O. Lovell, Cllr Mrs C. Reynolds, Cllr G. Turner Cllr S. Williams.

Notice is hereby given of a meeting of the Human Resources Committee to be held in the Guildhall, Bridge Street, Lyme Regis, on Wednesday 7 June 2017 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
01.06.17

### 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 2017/18

#### 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 22 March 2017 (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 previous Human Resources Committee meeting held on 22 March 2017**

To update members on matters arising from the previous meeting 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. Review of the Code of Conduct for Staff**

To allow members to undertake a three-year review of the code of conduct for staff

## **11. Review of the Disciplinary Policy and Procedure**

To allow members to undertake a three-year review of the disciplinary policy and procedure

## **12. Review of the Grievance Policy and Procedure**

To allow members to undertake a three-year review of the grievance policy and procedure

## **13. Review of the Whistleblowing Policy and Procedure**

To allow members to undertake a three-year review of the whistleblowing policy and procedure

## **14. Members' Allowance**

To Consider the Level of Members' Allowance

## **15. Operations Manager Recruitment**

To allow members to consider the appointment of an operations manager, to review the operations manager job description and person specification, to agree a recruitment timetable and to identify members to sit on the selection panel

## **16. HR Issues**

To allow members to discuss any HR issues currently affecting the organisation.

*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*

## **17. 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, 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 16 – HR Issues**