



John Wright  
Town Clerk

## Lyme Regis Town Council

Town Council Offices  
Guildhall Cottage  
Church Street  
Lyme Regis  
Dorset  
DT7 3BS

Tel: 01297 445175  
Fax: 01297 443773

email: [enquiries@lymeregistowncouncil.gov.uk](mailto:enquiries@lymeregistowncouncil.gov.uk)

### Human Resources Committee

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

Notice is hereby given of a meeting of the Human Resources Committee to be held in the Guildhall, Bridge Street, Lyme Regis, on 21 February 2018 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
16.02.18

### 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 10 January 2018 (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 previous Human Resources Committee meeting held on 10 January 2018**

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

**7. Update Report**

To update members on issues previously reported to this committee

**8. Operations Manager, Six-Month Probation Review**

To allow members to confirm the operations manager's permanent appointment

*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*

**9. Operations Manager, Spinal Column Point Progression**

To allow members to consider the operations manager's performance and progression to the next spinal column point on his salary scale from 1 April 2018

*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*

**10. Deputy Town Clerk, Spinal Column Point Progression**

To allow members to consider the deputy town clerk's performance and progression to the next spinal column point on his salary scale from 1 April 2018

*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*

**11. The Town Clerk's Annual Appraisal and Pay Scale Progression**

To allow members to consider the town clerk's performance and progression to spinal column point 49

*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. The Town Clerk's Objectives 2018-19**

To approve the town clerk's objectives for 2018-19

**13. Employees' Annual Spinal Point Column Progression and Pay Arrangements for Other Employees for 2018-19**

To inform members of employees' progression through their spinal column point range arising out of their annual appraisals and of the pay arrangement for other council employees for 2018-19

*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*

**14. Contracts of Employment**

To inform members of the current position on the introduction of new contracts of employment

*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. Backdated Payment for Non-payment of Overtime**

To inform members of a request from two employees for backdated payments for non-payment of overtime for two years

*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*

**16. Apprentices**

To allow members to consider how it wants to take forward its apprenticeship programme

**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 8 – Operations Manager, Six-Month Probation Review**

- b) Agenda item 9 – Operations Manager, Spinal Column Point Progression**
- c) Agenda item 10 – Deputy Town Clerk, Spinal Column Point Progression**
- d) Agenda item 11 – The Town Clerk’s Annual Appraisal and Pay Scale Progression**
- e) Agenda item 13 – Employees’ Annual Spinal Point Column Progression and Pay Arrangements for Other Employees for 2018-19**
- f) Agenda item 14 – Contracts of Employment**
- g) Agenda item 15 – Backdated Payment for Non-payment of Overtime**