



John Wright
Town Clerk

Lyme Regis Town Council

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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 5 November 2025 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
30.10.25

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 17 September 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 17 September 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. To receive the minutes of the Health and Safety Committee meeting on 18 September 2025

10. Job description and person specification for a permanent post to support the management of the council's commercial properties and other assets and to assist with the delivery of property-related, project and asset management work

To consider the job description and person specification for a permanent post to support the management of the council's commercial properties and other assets and to assist with the delivery of property-related, project and asset management work.

11. Administrative Assistant (post holder 110), Six-Month Probation Review

To allow members to confirm the administrative assistant's (post holder 110) 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

12. Update on Postholder 207

To provide members with an update on postholder 207

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. Confidential Staffing Update

To provide members with an update on a confidential staffing matter

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. 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 – Administrative Assistant (post holder 110), Six-Month Probation Review**
- b) **Agenda item 12 – Update on Postholder 207**
- c) **Agenda item 13 – Confidential Staffing Update**

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 17 SEPTEMBER 2025

Present

Chairman: Cllr M. Ellis

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

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

25/17/HR Public Forum

There were no members of the public present.

25/18/HR Apologies

Cllr C. Reynolds – self-isolating

25/19/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 25 June 2025

Proposed by Cllr G. Stammers and seconded by Cllr G. Caddy, the minutes of the meeting held on 25 June 2025, were **ADOPTED**.

25/20/HR Disclosable Pecuniary Interests

There were none.

25/21/HR Dispensations

There were none.

25/22/HR Matters arising from the minutes of the Human Resources Committee meeting held on 25 June 2025

Members noted the report.

25/23/HR Update Report

Civility and Respect Agenda and External Support

The town clerk said the chairmen's meeting had discussed the previously agreed governance review and agreed this work would take place in December as there were several additional meetings that needed to be scheduled in October.

25/24/HR Human Resources Committee – Objectives

Members noted the report.

25/25/HR 2026-27 Budget Proposals

A member asked if there were any objectives suggested by staff.

The town clerk said briefings had been held with staff, when they were given the opportunity to make suggestions, and these would be brought forward to members at the Strategy and Finance Committee.

The assistant town clerk said employee benefits had been on the draft list of objectives for several years but not taken forward and this was something staff would like to see progressed.

25/26/HR Christmas and New Year Working Arrangements

Proposed by Cllr G. Stammers and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to apply two-and-a-half days' discretionary leave over the Christmas and New Year period, so the council's services cease at 12noon on Wednesday 24 December 2025 and re-commence at 9am on Monday 5 January 2026; discretionary leave is 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; 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.

25/27/HR Future of the temporary two-year, fixed-term post to support the delivery of project, asset management and property-related work

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, 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.

25/28/HR Confidential Staffing Update

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, 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.

The assistant town clerk left the meeting at 7.08pm.

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

Members considered the report, including the medium-term workload of the deputy town clerk and the proposed amendments to the job requirements.

A member asked if the job would go out to external competition; the town clerk said this was the council's default policy position.

Proposed by Cllr G. Caddy and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to make permanent the post of property and projects assistant with revised job requirements. The detailed person specification and job description for the revised job would be considered by the Human Resources Committee on 5 November 2025.

The assistant town clerk returned to the meeting at 7.25pm.

b) Confidential Staffing Update

Officers provided members with an update on an ongoing staffing issue. Members were supportive of the officers' approach to managing the situation.

The meeting closed at 7.46pm.

Committee: Human Resources

Date: 5 November 2025

Title: Matters arising from the minutes of the Human Resources Committee meeting held 17 September 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

25/26/HR – Christmas and New Year Working Arrangements

The Christmas and New Year working arrangements have been communicated to staff and will be publicised closer to the time. The external works' team rota will be provided to members closer to the time.

25/27/HR – Future of the temporary two-year, fixed-term post to support the delivery of project, asset management and property-related work

The proposed job description and person specification are elsewhere on this agenda for members' consideration.

Adrianne Mullins
Assistant town clerk
October 2025

Committee: Human Resources

Date: 5 November 2025

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Health and Safety and Compliance Paperless System

The operations manager has completed the procurement and establishment of user accounts for the My Compliance Platform.

All necessary applications associated with the platform have been installed on the work tablets assigned to the external works' team. In line with internal security procedures, these devices were sent to Dorset IT for screening prior to the installation of the required software.

The operations manager, in collaboration with the operations supervisor, is currently configuring the platform to reflect the compliance processes and procedures of this council. This includes the development of structured task schedules, categorised as annual, monthly, weekly, and daily, to support the operational requirements of the external works' team.

The platform is scheduled to be fully deployed to the external works' team, including comprehensive training, by 31 January 2026.

Subsequent training sessions will be arranged for the senior management team and office staff. These sessions will focus on the utilisation of the incident reporting system and the associated action logs.

As part of the ongoing digital transformation, all existing paper-based risk assessments will be converted into electronic format and uploaded to the platform. The transition to digital documentation is expected to be completed by 1 April 2026.

A review period will be established to monitor usage, gather feedback from the external works' team, and identify any issues or areas for improvement.

Adjustments will be made to workflows, task structures and reporting features based on feedback and operational needs.

Refresher sessions and training support materials will be provided to ensure continued confidence and competence in using the platform.

The platform will be used to support internal and external audits by ensuring all compliance documentation and logs are up to date and accessible.

Temporary cleansing operative

It was reported to the previous meeting that Cameron Bujniewicz was appointed as cleansing operative to fill gaps in the cleansing team and had started in the role on 14 July 2025.

Cameron was initially appointed on a fixed-term contract until 31 October 2025. However, as officers are currently reviewing the cleaning function of the whole organisation, cover continues to be required while this work takes place. As such, Cameron will continue in the temporary post until 31 March 2025.

A report will be taken to the Full Council meeting on 17 December 2025 to allow members to consider the cleaning function.

Sexual harassment at work

A questionnaire has been 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. Any issues will be acted on immediately but the questionnaire will be repeated annually so any patterns can also be identified.

Members are encouraged to complete the questionnaire.

Amenities assistant

Amenities assistant Stephen Abraham has resigned from his post and his last working day was 22 October 2025.

As the amenities have now moved to winter hours, the other amenities assistants are able to cover the shifts until spring/summer hours resume in April 2026. The post will therefore be advertised in February/March 2026.

Adrianne Mullins
Assistant town clerk
October 2025

Committee: Human Resources

Date: 5 November 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 17 December 2025.

John Wright
Town clerk
October 2025

To action all recommendations from the annual health and safety audit in October 2024		SO	HR	October '25	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. 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. 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. 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. 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. 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. Regular updates on actions are provided to the Health and Safety Committee, the minutes of which are reported to this committee. Appointment of auditor to be made by mid-October and audit
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					to be carried out by 30 November 2025. 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. Auditor has been appointed and will carry out the audit on 19 and 20 November 2025. Full update on My-Compliance is provided in the update report.
Induction and development work with the new administration	20	JW	HR	November 2025	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. Report considered by the Full Council on 14 May 2025, with details of a three-stage programme, with a completion date of November 2025. 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. 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.
Undertake health and safety training		SO	HR	March 2026	Ongoing training throughout the year.

					The operations manager and support services manager are booked onto a course for adult mental health first training. 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. The operations manager and possibly the operations supervisor will do a NEBOSH course in managing health and safety. Toolbox talks with the external works' team take place regularly, usually weekly. Operations manager aims to start a NEBOSH level 3 course in April 2026.
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LYME REGIS TOWN COUNCIL

HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD ON THURSDAY 18 SEPTEMBER 2025 AT 2PM IN THE LYME REGIS TOWN COUNCIL OFFICE

Chairman: Cllr P. May

Members: Cllr G. Stammers

Officers: K. Newman (administrative and community engagement assistant), P. Williams (staff member), S. O'Connell (operations manager), A. Jefferies (enforcement officer)

Apologies: J. Wright – holiday

Minutes

The chairman asked if the spelling mistake in the previous meeting's minutes had been corrected. The operations manager confirmed that it had.

The minutes were reviewed and accepted.

Updates from last meeting - (12 June 2025)

P. Williams told members that A. Legg had now undertaken fire training at Cemetery Lodge.

The operations manager confirmed that LRDT were responsible for the entire building and that an internal fire safety drill with LRTC office staff had been conducted on 16/6/25.

A fire drill had been completed at Mini Golf, Cemetery Lodge and the Beach Store on 3/9/2025.

The operations manager confirmed the Fire Alarm protocol at St. Michaels as follows:

- LRDT Fire alarm test weekly 08.00 - 08.30
- LRDT Fire alarm sounders across the whole of St Michaels building
- Manager on duty assigned in the office will be responsible to remove and carry the signing in board to the fire assembly point for staff check/count.
- No responsibility for LRTC to manage evacuation of other offices/businesses/organisations within St Michaels building.
- No additional Fire exit directional arrow signage needed. (Outside wall of meeting room)

Health and Safety Files

The operations manager said that he would hold off on ordering new files for hard copies because going forward, records would become digital and there would be no need to do any printing.

Cadet Hut

The operations manager said that the cadet hut was fully closed apart from one section. The front elevation of the cadet hut is where the issue lies. The team are using the far end of the building where there are no issues.

Cllr P. May asked if an exposure assessment had been carried out. The operations manager confirmed that an assessment had been carried out but the council should start discussing ways of moving the vehicles away from the site and that there was scope for keys to come to the council offices.

Cllr G. Stammers asked who had evaluated the site. P. Williams advised that Peter Chapman had advised them. Cllr G. Stammers asked if he had put it in writing to the town council, in relation to the sink holes in the front building. P. Williams said that there was a report from him which also mentioned the asbestos within the building.

The operations manager said that asbestos levels would be checked again at the next inspection. He said that ground stabilisation might be needed and that surveys were being done this week and the decision would be based on the results of the surveys.

Cllr P. May said all that could be done was monitor the building on an ongoing basis.

Item 1: Accidents, Injuries and Near Misses – review

- Vehicle accidents: 0
- Staff accidents: 0
- Public accidents: 0
- Near Misses: 0

Item 2: Fire safety records / Playgrounds / Automated External Defibrillator (AED) – Review

Cllr P. May asked if all the handrails in the gardens had been done yet. P. Williams said all bar one section which was in the 2026/27 budget for replacement.

Item 3: H&S Policy Statement of Intent targets – review

The operations manager showed the current statement of intent and all members agreed they were happy with it.

Cllr P. May asked who was reviewing the policy. The operations manager said that they had not yet appointment a company the review the policy, but he was following up with SW Councils who would come back to him this week with the details of the company they use for independent reviews, and that a company called Grant Thornton had also been contacted.

The operations manager said he hoped to have had it done by end of October. He asked P. Williams what the deadline was, and he confirmed it to be 20 September 2024.

Item 4: Forthcoming Training

- *Adult Mental Health First Aid Champion course – 2 October 2025 (ADM & SO)*
- *Emergency First Aid at Work Course – TBC (17 - LRTC staff and the hope to incorporate the 15 - Lyme Link volunteers)*
- *Ongoing toolbox talks on external work tasks.*

The operations manager told members he would report back to them once the above training had all taken place.

Item 5: Asbestos Reports for Council owned buildings 2025

P. Williams told members that asbestos was only present in two council properties – the cadet hut and The Guildhall lift area and toilet. He told members that the asbestos report had been compiled last year and monitored yearly. He said that asbestos was OK unless it hadn't been disturbed and it should only be attempted to remove it if it had been disturbed.

The operations manager explained to members that the MY Compliance programme would contain the asbestos report, and it would be reviewed annually and that he and P. Williams would have to go around and take updated images of the areas concerned and upload to the software to produce a record of ongoing evidence.

Cllr P. May asked if this was recorded on paper currently. P. Williams said that it was all currently on the T drive, and he showed members the reports relating to asbestos ongoing monitoring.

The operations manager said that the councils' responsibilities are in keeping images on file on an ongoing basis to monitor the status. He said the council needed to check who the duty holder was. PW said that he checked it every 6 months but was unsure if he was the 'duty officer' based on this.

Item 6: *Any other business*

A. Jefferies said he had noticed a few potholes around town, on the road leading towards the cadet hut as well as near the boat building academy.

Cllr P. May asked what the procedure for reporting the issues was.

P. Williams said that he would report the issues firstly to the operations manager in the first instance and then directed to the necessary authority at either Dorset Council or within the town council.

Cllr P. May and G. Stammers looked through the hard copy files of records.

Cllr P. May asked if the records were up to date and if the MY Compliance system was being used yet. P. Williams said that the system first needed to be populated and that hopefully, it would start to be used from January but that paper records were still being used.

P. Williams said that the alteration to the fire alarm checks from Boylos to Jurassic Coast Photography was to be done before the next H&S meeting.

Cllr P. May asked who checked over the gym equipment. P. Williams said that he, S. Hossack and J. Grant were responsible for the inspections and that an annual check by the equipment provider was carried out as well.

Cllr P. May asked how often the AEDs were checked. P. Williams said that they were checked weekly and that he received notifications if the AED was used and if so – a more in-depth check would be required before recommissioning it.

Item 7: *Next meeting date – 11/12/2025*

Committee: Human Resources

Date: 5 November 2025

Title: Job description and person specification for a permanent post to support the management of the council's commercial properties and other assets and to assist with the delivery of property-related, project and asset management work

Purpose of Report

To consider the job description and person specification for a permanent post to support the management of the council's commercial properties and other assets and to assist with the delivery of property-related, project and asset management work.

Recommendation

Members consider the job description and person specification for a permanent post to support the management of the council's commercial properties and other assets and to assist with the delivery of property-related, project and asset management work

Background

1. At the meeting of this committee on 17 September 2025, members considered a detailed report about the future of the temporary two-year, fixed-term post to support the delivery of project, asset management and property-related work.
2. It was recommended **(25/29/HR)** that the post be made permanent with revised job requirements. It was agreed the detailed person specification and job description for the revised job would be considered by the Human Resources Committee at this meeting.
3. That recommendation was subsequently approved by Full Council at its meeting on 29 October 2025.

Report

4. As explained at the meeting on 17 September, the intention is to slightly refocus the primary job purpose in order to remove more day-to-day responsibilities from the deputy town clerk.
5. These responsibilities might include:
 - tenant management and relations
 - the undertaking of rent reviews and lease renewals
 - dealing with all of the issues which arise at the chalet and caravan park involving sales/transfer, land stability issues, tenant relations, disputes and complaints, renewal of planning permissions, etc
 - production and maintenance of the 'annual plan' of council activity
 - production and maintenance of all property records required for compliance with the Local Government Transparency Code 2015
 - assisting with the production and maintenance of the council's asset strategy and plan and ensuring the timely delivery of property-related projects arising from it

6. The suggested person specification and job description for this post is attached as **appendices 10A and B**. These have been amended slightly from those for the current temporary post to reflect the slight change in emphasis of the role away from project management and towards property and asset management.
7. Any recommendations from this meeting will be considered at the meeting of Full Council on 17 December 2025. However, if members support the job description and person specification, the intention would be to advertise the post in advance of that meeting to avoid the Christmas and New Year period and to ensure continuity of the role given the potential for notice periods, etc.

Mark Green
Deputy town clerk
October 2025



Lyme Regis Town Council

Person Specification

Job Title	Property and Projects Assistant	Grade	SCP 17-22 (£28,770-£31,364)
Section	Office Staff	Hrs	37 hours' per week
Reporting To	Deputy Town Clerk	Working Pattern	• Permanent contract • Monday to Friday, 9am-5pm with occasional evening and weekend work

Assessment Criteria	Essential	Desirable
Educational Qualifications	GCSEs in English and Maths, minimum grade C.	A degree or relevant professional/vocational qualification.
Work related experience and associated vocational training	Minimum of three years' relevant experience, e.g. administration, finance, legal, property, asset management or building works. Experience of working on own initiative and as part of a team.	Some local government experience. Working in a property, projects, legal or asset environment. Experience of working with external organisations or with commercial organisations or businesses.
Knowledge	IT Literate Knowledge of business, property records and administrative procedures.	Understanding of budgetary control, property law or asset management processes and accounting procedures. Working knowledge of Excel and the production and use of spreadsheets.
Personal skills and qualities	Good writing and communication skills. Strong numerical, analytical and problem-solving skills. Accurate and precise record keeping.	

	Ability to work under pressure. Ability to organise work and ensure deadlines are met. Good negotiating and influencing skills. Good project and time management skills. Instils trust, respects confidentiality, and inspires confidence. Ability to develop strong relationships and promote the Council's interests with external organisations and partners. Possesses a 'can-do' attitude.	
Special working conditions	Some evening, weekend and bank holiday work.	



Lyme Regis Town Council

Job Description

Job Title	Property and Projects Assistant	Grade	SCP 17-22 (£28,770-£31,364)
Section	Office Staff	Hours	37 hours' per week
Reporting To	Deputy Town Clerk	Working Pattern	• Permanent contract • Monday to Friday, 9am-5pm with some occasional evening and weekend work

Job Purpose

- To ensure the town council's commercial and other assets are managed and utilised to maximum benefit, including the renewal of leases and the review of rents charged
- To ensure that projects and objectives are delivered on-time and within budget, that the council operates in accordance with legislation and its approved policies are implemented.
- To assist the deputy town clerk in the delivery of his responsibilities.

Main Duties

- To liaise with the council's commercial and other tenants and to assist with the carrying out of lease renewals and rent reviews.
- To assist with the day-to-day management of the council's caravan and chalet park at Monmouth Beach.
- To help maintain and update all the council's property and asset-related records and information and to ensure compliance with all relevant legislation, including the Local Government Transparency Code 2015.
- To work with the deputy town clerk to manage and control budgets, assets and resources; in particular, to assist on the production and review of property and asset-related plans and strategies and other asset investment projects and objectives and to ensure proper financial control and performance management measures are implemented and adequate performance and other data is maintained on issues such as rates of return, priorities for investment, etc.
- To assist on matters relating to strategic and local planning and development and on issues relating to strategic and public transport and other infrastructure issues.

Supervision

- None

Contacts

- Members of the public

- Council commercial and other tenants
- 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.