



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

John Wright
Town Clerk
23.12.25

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 5 November 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 5 November 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 11 December 2025

10. The Town Clerk's Objectives 2026-27

To approve the town clerk's objectives for 2026-27

11. Annual Health and Safety Audit

To allow members to receive the 2025 health and safety audit

12. Review of Councillor Data and Information 2024-25

To allow members to consider 2024-25 councillor data and information

13. 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

14. Gardener and Maintenance Person (post holder 211), Six-Month Probation Review

To allow members to confirm the gardener and maintenance person's (post holder 211) 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

15. Confidential Staffing Update

To provide members with an update on a confidential staffing matter

16. 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 13 – Operations Manager, Six-Month Probation Review**
- b) **Agenda item 14 - Gardener and Maintenance Person (post holder 211), Six-Month Probation Review**
- c) **Agenda item 15 – Confidential Staffing Update**

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 5 NOVEMBER 2025

Present

Chairman: Cllr M. Ellis

Members: Cllr G. Caddy, Cllr G. Stammers

Officers: A. Mullins (assistant town clerk), A. Shepherd (administrative assistant)

25/17/HR Public Forum

There were no members of the public present.

25/18/HR Apologies

Cllr S. Cockerell – holiday
Cllr C. Reynolds – illness

25/19/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 17 September 2025

Proposed by Cllr G. Stammers and seconded by Cllr G. Caddy, the minutes of the meeting held on 17 September 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 17 September 2025

Members noted the report.

25/23/HR Update Report

Members noted the report.

25/24/HR Human Resources Committee – Objectives

Members noted the report.

25/25/HR To receive the minutes of the Health and Safety Committee meeting on 18 September 2025

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, the minutes of the Health and Safety Committee meeting held on 18 September 2025 were **ADOPTED**.

25/26/HR 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

The assistant town clerk said the role had originally been introduced on a temporary basis, to support the high volume of projected work. The number of projects had not reduced since then, and therefore the workload remained substantial. To support the case for making the role permanent, the deputy town clerk had proposed expanding its focus to include day-to-day asset management and tenant liaison responsibilities.

Proposed by Cllr M. Ellis and seconded by Cllr G. Caddy, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the job description and person specification for the permanent post to support the management of the council's commercial properties and other assets to assist with the delivery of property-related, project and asset management work.

25/27/HR Administrative Assistant (post holder 110), Six-Month Probation Review

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, 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 Update on Postholder 207

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.

25/29/HR Confidential Staffing Update

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

25/29/HR Exempt Business

a) Agenda item 11 – Administrative Assistant (post holder 110), Six-Month Probation Review

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the administrative assistant's (post holder 110) continued employment with the council, effective from 7 November 2025, until the end of the fixed term period on 31 March 2026.

d) Agenda item 12 – Update on Postholder 207

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to note the update on postholder 207 and identified three members of the committee, Cllr G. Caddy, Cllr M. Ellis and Cllr G. Stammers to potentially be involved at the next stage of the process.

e) Agenda item 13 – Confidential Staffing Update

The assistant town clerk provided a further update on the matter and members supported the position.

The meeting closed at 7:30pm.

Committee: Human Resources

Date: 7 January 2026

Title: Matters arising from the minutes of the Human Resources Committee meeting held 5 November 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 – 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

As outlined in the report, the post was advertised ahead of the Full Council meeting on 17 December 2025, based on the job description and person specification agreed by this committee. The closing date for applications was midday on Monday 15 December 2025, by which time 16 applications had been received. Interviews were held on Thursday 18 December 2025 and five people were invited to interview but one person later withdrew.

Anthony Mullins was appointed to the role.

25/28/HR – Update on Postholder 207

This matter has now reached a conclusion and details were emailed to members on 30 October 2025. The three members identified by this committee to potentially be involved in the next stage of the process were not required as the matter did not progress to that point.

Adrianne Mullins
Assistant town clerk
December 2025

Committee: Human Resources

Date: 7 January 2026

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 implementation of the My Compliance Platform remains on schedule and continues to progress well. Training for the external works team is scheduled for Friday 23 January 2026 in the council offices, and this session will include all technical equipment, tablets, and apps to ensure full readiness. The second phase of rollout will follow for office staff, administrators, and managers, with the aim of achieving full adoption across all teams by 1 April 2026 to align with the start of the new financial year.

All paper-based risk assessments will be converted and uploaded to the platform by 1 April 2026, supporting the complete transition to digital compliance management. 2026/2027 will serve as a review period to monitor usage, gather feedback, and refine workflows and reporting features. Refresher sessions and support materials will be provided to maintain confidence and competence for all users. A full operational year from April 2026 will demonstrate the benefits of the platform, including improved workflows for the team, enhanced compliance tracking, and centralised, streamlined data management.

Sexual harassment at work

There were 12 responses to the questionnaire from both staff and members. There were no issues identified but the questionnaire will be repeated annually. Any concerns can of course be raised in the meantime.

Communications officer

The communications officer post was advertised, with a closing date for applications of Monday 24 November 2025, by which time, seven applications had been received. Four people were invited to interview on Tuesday 2 December 2025, with one person withdrawing following interview.

Cara Austin, who is the temporary communications officer, was appointed to the role. The new contract formally begins on 1 April 2026.

Administrative assistant

With the creation of the temporary communications officer role from 1 April 2025, it was necessary to backfill Cara Austin's administrative role until 31 March 2026. As Cara has now been appointed

permanently as the communications officer, the administrative assistant role will also become permanent.

The permanent administrative assistant post has been advertised, with a closing for applications of midday on Wednesday 7 January 2025. A verbal update will be provided to the meeting.

Adrianne Mullins
Assistant town clerk
December 2025

Committee: Human Resources

Date: 7 January 2026

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 11 February 2026.

John Wright
Town clerk
December 2025

To action all recommendations from the annual health and safety audit in October 2024		SO	HR	October '25	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>In 2025-26 and beyond, there is an annual software cost of c.£1,000; this is currently unbudgeted expenditure.</p> <p>Officers are seeking quotes for a new auditor for the 2025 health and safety audit.</p> <p>Regular updates on actions are provided to the Health and Safety Committee, the minutes of which are reported to this committee.</p> <p>Appointment of auditor to be made by mid-October and audit</p>
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					<p>to be carried out by 30 November 2025.</p> <p>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.</p> <p>Auditor has been appointed and will carry out the audit on 19 and 20 November 2025.</p> <p>Full update on My-Compliance is provided in the update report.</p> <p>The audit was carried out and the report has been reviewed by the Health and Safety Committee. There is a report elsewhere on the agenda summarising the audit.</p>
Induction and development work with the new administration	20	JW	HR	November 2025	<p>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.</p> <p>Report considered by the Full Council on 14 May 2025, with details of a three-stage programme, with a completion date of November 2025.</p> <p>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.</p> <p>Agreed by the Full Council on 6 August 2025 to no longer proceed with the project. South West Councils have been</p>

					<p>notified. Any outstanding issues to be picked up as part of the governance review.</p> <p>The first governance review meeting was held on 15 December 2025, to which all chairmen and vice-chairmen were invited. As several members were unable to attend, the session will be repeated on 6 January 2026. The second governance review meeting is scheduled to take place on 13 January 2026.</p>
Undertake health and safety training		SO	HR	March 2026	<p>Ongoing training throughout the year.</p> <p>The operations manager and support services manager are booked onto a course for adult mental health first training.</p> <p>One of the gardeners has completed spraying training.</p> <p>At least seven employees will do first aid at work. Several employees will do a chipping course.</p> <p>The operations manager and possibly the operations supervisor will do a NEBOSH course in managing health and safety.</p> <p>Toolbox talks with the external works' team take place regularly, usually weekly.</p> <p>Operations manager aims to start a NEBOSH level 3 course in April 2026.</p>

**LYME REGIS TOWN COUNCIL
HEALTH AND SAFETY COMMITTEE
MINUTES OF THE MEETING HELD ON THURSDAY 11 December 2025
AT 2PM IN LYME REGIS TOWN COUNCIL OFFICE**

Chairman: Cllr P. May

Members: Cllr G. Stammers

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

Apologies: J. Wright – holiday
A. Jefferies (enforcement officer)

Minutes

The chairman asked members to acknowledge the minutes were a true record of the meeting. Proposed by Cllr G. Stammers and seconded by Cllr P. May that the minutes were adopted.

Matters arising

Health & Safety Audit by SAAW Consultants

Members noted the report.

The operations manager took members through the report and explained to members what the various aspects referred to.

The main point to take away from the report was that the town council needed to work through and refine its Health and Safety Policy and display each relevant section in areas where staff could see them because there was a lot of duplication.

The operations manager explained that the town council had done really well overall but some of the policies were over complicated and needed simplification because any member of the external works team having to read through the amount of documentation meant that something would inevitably get missed.

The operations manager said that on some of the policies, the named people and their titles didn't match and were inconsistent throughout the policies– e.g. John was listed as town clerk and CEO.

The chairman said he was happy with the report. He said it was a lot of work and not a lot of time to do it in if the next report would be due in a years' time.

Update on the progress of MyCompliance

The chairman asked how long it would take to integrate MYCompliance into the day to day running of the council, to get it up and running.

The operations manager said that he needed to finish updating the jobs so that the external team could start working on it and iron out any issues before rolling it out to the wider team.

Cllr G. Stammers asked if there were any concerns or resistance from the external team. The operations manager said that there wasn't any resistance because it was saving the team a lot of time.

The operations manager said that he and P. Williams were meeting every Thursday to discuss how to build the system. He said that they were currently building the back office. He took members through an explanation of how the system was set-up and working.

The operations manager said he was working off a spreadsheet which outlined all the tasks that needed to be done throughout the year and at what stage, and was inputting that into the system – however, it relies on the operations manager putting in the right information at the right times.

A member asked if the MYCompliance did a training session and the operations manager confirmed that they did.

Updates from last meeting

- SAAW – done.
- Adult Mental Health First Aid Champion – done
- Emergency First Aid at Work Course – done
- Asbestos Duty Holder – The operations manager said that he would be delegated to do it. He proposed that he and the works supervisor do the duty to manage asbestos.

Action for next meeting: *Check if the operations manager managed to get refresher training done from previous employment.*

Item 1 - Staff accidents

Stuart Christie was knocked on the back of the head by an equipment item that was hanging on the wall, whilst looking for another item.

The operations manager had looked at the heights of the hooks, to see if they could be stored another way. It was questioned how Stuart approached the space involved.

No time off work was needed and the member of staff said that although it was a bit tight in the area, it was a freak accident and was unavoidable.

The chairman suggested that a sign was needed to read '*this is an area where other incidents have happened, exercise caution in this area*'.

The operations manager said that staff needed to be aware of following the rules they should be following and were responsible for their own actions.

He said that there was a Toolbox Talk to run through how to avoid a similar accident in the future.

The chairman asked if other staff members had been briefed on the accident. The operations manager confirmed that they had.

Action for next meeting: The chairman would like to be advised what was done to make it safer in that area for staff, so that no future events could occur.

Item 2: Fire Safety records / Automated External Defibrillators Review/ Asbestos

Members looked through the files. The playgrounds folder was not present at this meeting so was not reviewed.

Members also reviewed COSHH files which had not been done before.

The 'Weekly Checks' file was checked. It was noted that the references made to 'Boylos' needed updating to 'Jurassic Coast Photography' which was the new owner.

The operations manager said all historic documents needed to be archived and then the town council could start afresh using the MyCompliance system. He said that the company had said that they would check if they had any templates that had already been created for other councils, that could be adapted and sent to the town council to use.

Item 3: Health & Safety Policy Statement of Intent and Targets

The policy was reviewed and accepted as is.

The chairman asked the operations manager if he was happy with the targets. The operations manager said he was happy with the targets.

Item 4: Forthcoming training

Members noted the training dates.

Item 5: AOB

There was none.

Item 6: Next meeting date

The next meeting was set for 12 March 2026.

Committee: Human Resources

Date: 7 January 2026

Title: The Town Clerk's Objectives 2026-27

Purpose of Report

To approve the town clerk's objectives for 2026-27

Recommendation

Members approve the town clerk's objectives for 2026-27 which are detailed

Background and report

1. The administration of the council's governance process, the management of the council's business activities and services, the delivery of approved projects, and the ability to respond to external events, form the basis for the town clerk's 2026-27 objectives.
2. The town clerk's objectives are identified under three headings: governance, business activities and services, and projects.

Governance

To achieve an unqualified external auditor's letter
To comply with standing orders and financial regulations
To implement all internal audit recommendations
To retain the general power of competence
To review policies and procedures on their review dates
Implement findings from governance review

Business activities and services

To action all recommendations from the annual health and safety audit and achieve a compliance score of 85%+, or equivalent
To perform in accordance with the 2026-27 budget
To manage the council's investments
To develop a long-term asset management plan
To finalise Transparency Code and GDPR compliance
To progress the 2030 carbon net zero plan
Progress digital office: document storage, planning tool, digital asset mapping
Continue to explore asset and property transfers from Dorset Council
Track requirements from the devolution bill and Dorset Council's approach to devolution
Submit an application for council of the year
Respond to Local Plan requirements

Projects

3. There are **x** projects from 2025-26 which are unlikely to be completed by 31 March 2026; some projects will be partially complete, others won't have started. Irrespective of spend to date, the full budgets for these projects are detailed. For each project, the appropriate amount will be accrued into the 2026-27 financial year. They are:

Undertake initiatives identified by the traffic and transport working group	£10,000
Organise a supporting Lyme event	£1,000
Undertake tree planting scheme	£5,000
Follow up on EPC recommendations	£5,000
Promote and support The Woodroffe School Youth Council	£4,000
Undertake joint works to The Lynch with Dorset Council	£7,000
Undertake a feasibility study for the cadet hut site	£10,000
Complete the installation of CCTV cameras and secure a link to Dorset Council's control centre	£86,000
Dispose of council's Church Street offices	£10,000
Undertake repairs to the Guildhall window and passageway	£50,000
Undertake repairs to Bell Cliff steps and railings	£25,000
Install garden signage	£5,000
Organise a floral competition	£1,000
Undertake works to church wall	£5,000

4. The 2026-27 projects approved by the Full Council on 17 December 2025 are:

Garden handrails	£10,000
Red Arrows	£10,000
Line marking – Woodmead and Monmouth Beach car parks	£5,000
Electric tools	£15,000
Cemetery driveway	£5,000
Repairs to Lister Room (The Terrace)	£6,000
Replacement fence at Woodmead car park/View Road	£5,000
Further works to Jubilee Pavilion roof	£5,000
Beach replenishment contribution	£15,000
Sculpture trail	£3,000
New tables and chairs for Marine Parade Shelters	£10,000
Beach weddings	£1,500
Employee benefits	£10,000
Replacement woodland walkway	£10,000
Opening up the Guildhall to the public	£2,000
New webcam at Jubilee Pavilion and Cobb	£6,000
Replacement electric litter wagon	£15,000
Biodiversity of the gardens	£15,000
Mini golf event	£1,000
Lyme in Bloom	£1,000
Sporting Lyme	£2,000
Event sponsorship	£1,000
Hospitality	£500

Moving forward

5. Over the next few weeks, objectives will be allocated to committees and managers for monitoring and delivery. Details on estimated completion dates will also be provided along with

progress summaries. The allocation of objectives to managers is supported by the annual appraisal process¹.

6. Any recommendations from this committee will be considered by the Full Council on 11 February 2026.

Cllr Philip Evans
Mayor
December 2025

¹ Managers' appraisals will be reported to the Human Resources Committee on 25 February 2026.

Committee: Human Resources

Date: 7 January 2026

Title: Annual Health and Safety Audit

Purpose

To allow members to receive the 2025 health and safety audit

Recommendation

Members note the 2025 annual health and safety audit

Background

1. Health and safety audits have been conducted towards the end of each year since 2017. Scores appear below. In broad terms, scores below 70% represent more serious non-compliance.
 - 2018: 61% DHS Ltd
 - 2019: 78% DHS Ltd
 - 2020: No audit due to COVID lockdowns
 - 2021: 85% Acorn H&S
 - 2022: 95% Acorn H&S
 - 2023: 99% Acorn H&S
 - 2024: No score provided
 - 2025: 76% SAAW

Report

Audit

2. The audit was conducted by SAAW in November 2025, representing their first year as the appointed auditor. In comparison, WT Consultancy, who undertook the 2024 audit, demonstrated a stronger focus on promoting ancillary services alongside their reporting. Additionally, WT Consultancy did not provide a scoring mechanism, which is the preferred approach for our evaluations.
3. SAAW delivered a streamlined and objective service, concentrating exclusively on consultation and auditing activities without the inclusion of sales-driven elements. This approach aligns more closely with our expectations for transparency and impartiality in the audit process. For specific details, the audit is at **appendix 11A**.
4. Members should note that the audit has identified several deficiencies, primarily relating to policy frameworks and documentation management. These issues will be addressed as a priority to ensure compliance and operational standards.
5. The Health and Safety Committee also considered the audit at its meeting on 11 December 2025, the minutes for which are elsewhere on this agenda.

6. Any recommendations from this committee will be considered by the Full Council on 11 February 2026.

Sam O'Connell
Operations manager
December 2025

Committee: Human Resources

Date: 7 January 2026

Title: Review of Councillor Data and Information 2024-25

Purpose of Report

To allow members to consider 2024-25 councillor data and information

Recommendation

Members note the report

Report

2024-25 and 2025-26 councillor establishment

1. There are 14 seats on the council; 12 members are elected and two co-opted.
2. There were five changes in establishment in 2024-2025 and 2025-26: Cllr Sean Larcombe was co-opted to the council following the May 2024 election, as only 13 of the 14 seats were filled; Cllr Belinda Bawden resigned in June 2024 and was replaced by Cllr David Holland in July 2024; Cllr Claire Pritchard resigned in July 2024 and was replaced by Cllr Adrian Wood in September 2024, who was co-opted; Cllr David Ruffle resigned in August 2024 and was replaced by Cllr Matthew Denney in October 2024; and Cllr John Trevena resigned in December 2024 and was replaced by Cllr Neil Hampton-Rumbold in May 2025.

Gender profile

3. There are currently nine male members (64%) and five female members (36%). This is the same ratio as 2023-24. The number of female members is below the national average of 41%.

Meeting attendance

4. There were 56 meetings of the Full Council and its committees in 2024-25. Attendance figures take into account if a member is not on a committee, and if someone left or joined the council part-way through the year.
5. Attendance figures for 2024-25 are as follows:

	Total expected attendance²	Present	Absent³	In attendance⁴	Percentage of attendance⁵
Cllr C. Aldridge	53	40	13	0	76%
Cllr G. Caddy	28	21	7	0	75%
Cllr S. Cockerell	45	28	17	1	64%
Cllr M. Denney	21	16	5	0	76%
Cllr M. Ellis	35	29	6	0	83%
Cllr P. Evans	30	25	5	1	85%
Cllr D. Holland	17	11	6	0	65%
Cllr S. Larcombe	44	37	7	0	84%
Cllr P. May	52	48	4	0	92%
Cllr C. Pritchard	7	5	2	0	71%
Cllr C. Reynolds	35	29	6	0	83%
Cllr D. Ruffle	8	5	3	2	66%
Cllr G. Stammers	35	27	8	0	77%
Cllr J. Trevena	22	16	6	0	72%
Cllr G. Turner	55	46	9	0	84%
Cllr A. Wood	27	21	6	3	83%

6. As Cllr Belinda Bawden left the council shortly after the council year started, she has not been included but attended five meetings. Cllr N. Hampton-Rumbold is also not included as he joined the council at the end of the 2024-25 administrative year and attended the final meeting of the year.

Members' and mayoral allowance

7. The members' allowance was set by the Dorset Parish Independent Remuneration Panel in 2021 at Level 2⁶, which is £400 per annum, i.e., 3% of a Dorset Council members' annual allowance. The scheme proposed by the remuneration panel allows town and parish councils to increase members' allowances by one further level based on budget, size, number and complexity of operations and breadth of commercial activity. On 6 April 2022, the Full Council approved a recommendation from this committee to pay councillors a level 3 allowance, i.e. 4%, of £534 per annum. The members' allowance for 2024-25 was uplifted to £587.56 per annum (4% of the basic allowance of a Dorset Council councillor).
8. On 6 April 2022, following a recommendation from this committee, the Full Council approved mileage rates in accordance with HM Revenue and Customs Mileage Allowance Payments and expenses in line with Dorset Parish Independent Remuneration Panel's recommendations⁷.
9. The panel also recommends that if a council pays an enhanced basic allowance to its chairman, it should not be more than twice that paid to other members. This council set its mayoral allowance in 2024-25 at £5,281.

² This differs between members, depending on the number of committees they sit on

³ This includes both where apologies were given or a member was absent without giving apologies

⁴ In attendance means a member was not a member of the committee but attended a meeting

⁵ This percentage takes into account any committees a member attended but was not a member of the committee

⁶ The level for each local council is determined by the size of electorate.

⁷ Expenses and allowances are in line with Dorset Council members and are displayed on the town council's website.

10. Seven members received an allowance for the whole or part of 2024-25: Cllr Caroline Aldridge, Cllr Gail Caddy, Cllr David Holland, Cllr Sean Larcombe, Cllr Philip May, Cllr John Trevena and Cllr Adrian Wood.

Training and development

11. During 2024-25, the following training and development was undertaken by members:

	Training	Date
Cllr B. Bawden	Climate emergency course	May 2024
Cllr D. Holland	New councillor training	August 2024
Cllr D. Ruffle	Equality and diversity	June 2024
Cllr C. Aldridge	Equality and diversity	June 2024
Cllr P. Evans	Equality and diversity	June 2024
Cllr S. Cockerell	Equality and diversity	June 2024
Cllr M. Ellis	Equality and diversity	June 2024
Cllr C. Reynolds	Equality and diversity	June 2024
Cllr G. Stammers	Equality and diversity	June 2024
Cllr P. May	Equality and diversity	June 2024
Cllr G. Turner	Equality and diversity	June 2024
Cllr G. Caddy	Equality and diversity	June 2024
Cllr J. Trevena	Equality and diversity	June 2024
Cllr D. Holland	Equality and diversity	June 2024
Cllr S. Larcombe	Equality and diversity	June 2024
Cllr A. Wood	Equality and diversity	September 2024

12. New members received the welcome training, governance training and finance and risk, all provided in-house by officers. Several of the new members also went on an asset tour.

Monitoring officer

13. No complaints were referred for investigation by the monitoring officer in 2024-25.

Representation on external bodies

14. In 2024-5, members represented the council on 22 external organisations. The number of organisations represented by each member was:

Cllr Caroline Aldridge	3
Cllr Belinda Bawden	2 (until June 2024)
Cllr Gail Caddy	3
Cllr Stuart Cockerell	3
Cllr Michaela Ellis	1
Cllr Philip Evans	3
Cllr David Holland	1
Cllr Sean Larcombe	2
Cllr Philip May	3
Cllr Cheryl Reynolds	3
Cllr David Ruffle	6 (until August 2024)
Cllr Gill Stammers	2
Cllr John Trevena	3
Cllr Graham Turner	1

15. Any recommendations from this committee will be considered by the Full Council on 11 February 2026.

Adrianne Mullins
Assistant town clerk
December 2025