

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 25 JUNE 2025

Present

Chairman: Cllr M. Ellis

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

Other members: Cllr P. Evans

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

25/01/HR Election of Chairman and Vice-Chairman

The mayor, Cllr P. Evans opened the meeting for the election of the chairman.

It was proposed by Cllr C. Reynolds and seconded by Cllr G. Caddy that Cllr M. Ellis is chairman of the Human Resources Committee.

Cllr M. Ellis was duly **ELECTED** as chairman.

It was proposed by Cllr M. Ellis that Cllr G. Stammers is vice-chairman of the Human Resources Committee.

It was proposed by Cllr C. Reynolds and seconded by Cllr G. Stammers that Cllr G. Caddy is vice-chairman of the Human Resources Committee.

Cllr G. Caddy was duly **ELECTED** as vice-chairman.

25/02/HR Terms of Reference

Proposed by Cllr C. Reynolds and seconded by Cllr G. Caddy, the terms of reference were **RECEIVED**.

25/03/HR Public Forum

There were no members of the public present.

25/04/HR Apologies

None.

25/05/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 8 April 2025

Proposed by Cllr G. Stammers and seconded by Cllr G. Caddy, the minutes of the meeting held on 8 April 2025, were **ADOPTED**.

25/06/HR Disclosable Pecuniary Interests

There were none.

25/07/HR Dispensations

There were none.

25/08/HR Matters arising from the minutes of the Human Resources Committee meeting held on 8 April 2025

Members noted the report.

25/09/HR Update Report

Civility and Respect Agenda and External Support

It was noted an email had been sent to members, with three potential dates for the follow-up session with South West Councils.

25/10/HR Human Resources Committee – Objectives

Members noted the report.

25/11/HR To receive the minutes of the Health and Safety Committee meeting on 12 June 2025

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, the minutes of the Health and Safety Committee meeting on 12 June 2025 were **RECEIVED**.

25/12/HR Health and Safety Committee Membership

It was noted Cllr P. May was not a member of the Human Resources Committee but wished to remain a member of the Health and Safety Committee. Cllr G. Stammers said she also wished to remain a member.

It was noted any member could ask to be on the committee at the Full Council meeting as the requirement was for at least two members.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint Cllrs P. May and G. Stammers to the Health and Safety Committee.

25/13/HR Health and Safety and Compliance Paperless System

The operations manager said the My-Compliance Management System was an alternative to the Lifeguard system, which the council had previously agreed to use, and explained the benefits of it. He said the team would still be able to use the tablets already purchased. He added that My-Compliance was within the agreed budget but it gave the council more scope. As he had used this system in a previous role, he would be able to support the set-up and training.

Proposed by Cllr G. Stammers and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the implementation of My-Compliance Management System to support the council's ongoing operations, compliance and health and safety responsibilities.

25/14/HR Flexible Working Request

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, 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.

25/16/HR Exempt Business

a) Flexible Working Request

Members were supportive of the request and wanted to accommodate an employee who had worked for the council for many years, but were also mindful of the impact on service delivery.

The town clerk asked members to consider if there were any compromises to fulfil both the employee's request to work less hours and to maintain the service.

The assistant town clerk said the council was required to consult with the employee in making its decision. Any position arrived at during this meeting should be a 'minded to' decision, with further discussions to subsequently take place with the employee, and a further report to Full Council on 6 August 2025 for a final decision.

Members noted the employee was willing to be flexible and for any new arrangements to take effect when his team was back to full strength.

The assistant town clerk suggested a part-time role could be put to the employee, as it would be difficult to recruit to a role which only offered a day here and there, whereas a part-time role would be more attractive.

Members felt this would be a good compromise.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to be open to the flexible working request from postholder 208 but to ask officers to have further discussions with the employee to try and reach a compromise that would allow the council to maintain service delivery and meet the employee's request for flexible working, with an update to be brought to the Full Council meeting on 6 August 2025.

The meeting closed at 8.09pm.