

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.

25/29/HR Exempt Business

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.