

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 Heath 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.

b) 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.

c) 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.