

LYME REGIS TOWN COUNCIL
HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 18 FEBRUARY 2026

Present

Chairman: Cllr G. Caddy

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

Officers: A. Mullins (assistant town clerk), K. Newman (administrative and community engagement assistant)

25/46/HR Public Forum

N. Ball

N. Ball asked if members could say their names for the benefit of the audio recording. He suggested gardener Alan Legg should get recognition for his service. He said the cemetery looked the best it had ever looked, it must remain in the state that it is and hoped nothing changes in relation to the way that it is cared after. N. Ball drew members' attention to appraisals on the agenda and noted high risk audit items, ongoing issues with businesses, and the attitude and conduct of some individuals and how they conducted themselves in dealing with sensitive and serious matters. He said members should look at this carefully when making decisions for the town. He said members had the final say and officers were paid staff doing a job for the town as a whole, including businesses and townspeople, although this didn't seem entirely so at the moment.

25/47/HR Apologies

Cllr M. Ellis – personal commitment

25/48/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 7 January 2026

Proposed by Cllr G. Stammers and seconded by Cllr S. Cockerell, the minutes of the meeting held on 7 January 2026, were **ADOPTED**.

25/49/HR Disclosable Pecuniary Interests

There were none.

25/50/HR Dispensations

There were none.

25/51/HR Matters arising from the minutes of the Human Resources Committee meeting held on 7 January 2026.

Members noted the report.

25/52/HR Update Report

Members noted the report.

25/53/HR Human Resources Committee – Objectives

Members noted the report.

25/54/HR Employee Benefits

Members were generally in support of offering health benefits and medical cover to employees and noted the officers' recommendation to agree a health cash plan, with firm costings to be confirmed.

A member asked that the committee was given the opportunity to agree how the remainder of the approved budget for employee benefits would be spent, with a menu of options to be provided. It was agreed members needed to have more oversight and scrutiny of the options.

Proposed by Cllr C Reynolds and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve taking out a health cash plan for employees and to delegate authority to officers to determine the appropriate level of cover, within the approved budget, and to ask officers to bring options for other employee benefits back to this committee following consultation with employees.

25/55/HR Employment Rights Act 2025

A member said it would be good to see what the laws were changed from.

The assistant town clerk agreed to email members to clarify what the previous and new laws were.

25/56/HR Town Clerk's Annual Appraisal

Proposed by Cllr G. Stammers 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.

25/57/HR Deputy Town Clerk, Spinal Column Point Progression

Proposed by Cllr G. Stammers 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.

25/58/HR Assistant Town Clerk, Spinal Column Point Progression

Proposed by Cllr G. Stammers 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.

25/59/HR Finance Manager, Performance Appraisal Summary

Proposed by Cllr G. Stammers 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.

25/60/HR Operations Manager, Performance Appraisal Summary

Proposed by Cllr G. Stammers 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.

25/61/HR Spinal Point Column Progression and Pay Arrangements for Other Employees for 2026-27

Proposed by Cllr G. Stammers 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.

25/62/HR Confidential Staffing Update

Proposed by and seconded by, 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.

25/63/HR Exempt Business

a) Town Clerk's Annual Appraisal

Proposed by Cllr C. Reynolds and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to note the town clerk's annual appraisal summary.

b) Deputy Town Clerk, Spinal Column Point Progression

Proposed by Cllr C. Reynolds and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to note the deputy town clerk's annual appraisal summary.

The assistant town clerk left the meeting at 7.21pm.

c) Assistant Town Clerk, Spinal Column Point Progression

Proposed by Cllr C. Reynolds and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to note the support services manager's annual appraisal summary and approve her progression to spinal column point 32 on 1 April 2026.

The assistant town clerk returned to the meeting at 7.22pm.

d) Finance Manager, Performance Appraisal Summary

Proposed by Cllr G. Stammers and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to note the finance manager's annual appraisal summary and approve her progression to spinal column point 32 on 1 April 2026.

e) Operations Manager, Performance Appraisal Summary

Proposed by Cllr S. Cockerell and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to note the operations manager's annual appraisal summary and approve his progression to spinal column point 32 on 1 April 2026.

f) Spinal Point Column Progression and Pay Arrangements for Other Employees for 2026-27

Proposed by Cllr G. Stammers and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to note the spinal column point progression for post holders 217, 104, 106, 109, 205, 204, and 211.

g) Confidential Staffing Update

Members noted the report.

The meeting closed at 7.41pm.