



John Wright  
Town Clerk

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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 10 June 2026 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
05.06.26

*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. Apologies**

To receive and record any apologies and reasons for absence

#### **2. Minutes**

To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 8 April 2026 (attached)

### **3. 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.

### **4. Dispensations**

To note the grant of dispensations made by the town clerk in relation to the business of this meeting.

### **5. Matters arising from the minutes of the Human Resources Committee meeting held on 8 April 2026**

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

### **6. Update Report**

To update members on issues previously reported to this committee

### **7. Human Resources Committee – Objectives**

To allow members to review progress of the committee's 2025-26 objectives and to confirm the committee's 2026-27 objectives

### **8. Vacancy Management**

To allow members to consider a change to the council's Recruitment and Selection Procedure to advertise all jobs to existing employees first and if agreed, to incorporate the changes into the next review of the employee handbook

### **9. Town Clerk Recruitment**

To allow members to consider the regrading of the town clerk's post and the process for recruiting a new town clerk

### **10. Homeworking Request**

To allow members to consider a homeworking request for one day a week

*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*

## **11. Confidential Staffing Update**

To provide members with an update on a confidential staffing matter

*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*

## **12. 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 10 – Homeworking Request**
- b) **Agenda item 11 – Confidential Staffing Update**

## LYME REGIS TOWN COUNCIL

## HUMAN RESOURCES COMMITTEE

## MINUTES OF THE MEETING HELD ON WEDNESDAY 8 APRIL 2026

**Present****Chairman:** Cllr M. Ellis**Members:** Cllr G. Caddy, Cllr S. Cockerell**Other members:** Cllr C. Aldridge, Cllr P. May, Cllr G. Turner, Cllr A. Wood**Officers:** S. King (finance assistant), A. Mullins (assistant town clerk), J. Wright (town clerk)

25/64/HR

**Public Forum****B. Larcombe**

B. Larcombe spoke in relation to agenda item 9, Employee Benefits. He said the £10k allocated in the budget was there if members wanted to explore the spend, there was no commitment to spend it and if not spent, it goes back into the pot. He noted this would also mean a £10k increase in the council's operating costs every year if some of the benefits were introduced. He said previous claims that most employers offered employee benefits were not entirely accurate. He said reference was made to retail businesses, but this sector was notoriously low paid so workers needed benefits to attract them to the roles. Benefits included staff discounts on products they sell or a free meal off their own menu. He said this council had carried out job evaluation and pay rises were given every year at least at the level of cost of living. He said council staff were actually quite well paid. Referring to the suggestion for a day off for your birthday, he said days off were normally part of the negotiation package, so if unions couldn't get a pay rise, it would claim for extra leave. It was not something that was granted outside the negotiating arena. He said in the public sector, a lot of areas had austerity and a pay freeze over a period of 10 years, but local government didn't. To get around that, some of the benefits that were available in negotiation were funded by salary sacrifice. He said the council negotiates a collective benefit, but the staff then join that scheme with a sacrifice to pay for it at their expense. He said the council's reputation was brilliant but if it went ahead with employee benefits, it would be judged as being greedy.

**N. Ball**

N. Ball said he believed a lot of pre-meetings took place before council meetings and that councillors were controlled by the office staff. He reminded members that council staff were paid by the taxpayer and by income from various sources. He said the council wage bill would soon exceed £1million and he felt the council staff had a good rate of pay. He asked why the council staff asked for health insurance and suggested this could be deducted from wages individually if needed. He said health insurance had been pushed by office staff several times and this was where the control came by senior officers. He said councillors seemed pressurised in this situation, made to look second best if they disagreed on certain subjects. He believed the council office

thought it had the right to push people about and said meetings in the back room before meetings should involve the whole council, not just the two or three committee members. He suggested that somebody had told other councillors not to attend, which gave the office more clout when being asked their thoughts. If he was wrong about this, he hoped members looked very closely at the discussion. He said at the moment, engagement with the office staff was not good and control was a marvellous thing but not when it's one-sided. He said free speech was being squashed. He encouraged all councillors to attend the town meeting, but said they had probably been told by the clerk they didn't have to attend. He said this was probably the best time to engage with the public and get true feedback of how things are going. He said the committee needed to listen to public opinion and not be oppressed by the few.

**25/65/HR Apologies**

Cllr C. Reynolds – illness  
Cllr G. Stammers – holiday

**25/66/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 18 February 2026**

Proposed by Cllr S. Cockerell and seconded by Cllr G. Caddy, the minutes of the meeting held on 18 February 2026, were **ADOPTED**.

**25/67/HR Disclosable Pecuniary Interests**

There were none.

**25/68/HR Dispensations**

There were none.

**25/69/HR Matters arising from the minutes of the Human Resources Committee meeting held on 7 January 2026.  
Employee Benefits**

A member asked that the details of the agreed health cash plan were provided to members so they were aware of exactly what it included.

The assistant town clerk said the welcome pack would be emailed to members.

**25/70/HR Update Report**

**Enforcement officers**

The town clerk said interviews were taking place on 10 April 2026.

**25/71/HR Human Resources Committee – Objectives**

Members noted the report.

## **25/72/HR Employee Benefits**

Although members supported the agreed health benefits for employees, there was a general feeling the additional proposed benefits were excessive and unnecessary, as staff were well looked after. Members acknowledged that although a budget of £10k had been allocated for employee benefits, there was no obligation to spend the entire budget. It was also noted any expenditure would then become annual expenditure, rather than a one-off payment.

Proposed by Cllr G. Caddy and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** not to agree any additional employee benefits.

## **25/73/HR Regrading**

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, 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.

## **25/74/HR Comparative Pay**

A member queried why this item should be confidential as all the information was publicly available.

The town clerk explained the reasons for the report's confidentiality.

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, 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.

## **25/75/HR Confidential Staffing Update**

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, 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.

## 25/76/HR Exempt Business

### a) Regrading

Members discussed whether it was necessary to carry out a formal re-evaluation of the role, but this would require external support. The town clerk suggested this would be a disproportionate expense for one job role.

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a regrading of post 209 from spinal column points 10-13 to spinal column points 16-19, and make the appointment at spinal column point 19, effective from 1 April 2026.

### b) Comparative Pay

The finance assistant reminded members this was confidential data. She highlighted the staff to income ratio was between 35% and 53%, with this council sitting in the lower bracket at just under 40%.

It was noted the council's biggest income stream was car parking and it was suggested by a member that this council didn't have to put in as much effort as others for that income.

The town clerk said car parking also required significant management and expenditure, such as enforcement costs, repairs and maintenance, resurfacing, parking machines, cash collection and reconciliation. He said it also attracted business rates and VAT liabilities.

The town clerk said he hoped the data placed into context employees' pay in comparison to other councils, demonstrating this council had one of the lowest staff to income ratios.

### c) Confidential Staffing Update

Members noted the latest position and were supportive of the officers' approach to deal with the issue. It was agreed officers should try to bring the matter to an early resolution, if possible, and noted any significant developments would be brought to members for a decision.

*The meeting closed at 7.55pm.*

**Committee:** Human Resources

**Date:** 10 June 2026

**Title:** Matters arising from the minutes of the Human Resources Committee meeting held 8 April 2026

**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**

**25/72/HR – Employee Benefits**

The agreed health cash plan for employees has been rolled out. All employees have received a welcome pack from Health Shield to find out more about what is available and how to claim for everyday healthcare costs.

**25/73/HR – Regrading**

The postholder's regrading has been confirmed in writing and the increase backdated to 1 April 2026, paid in the April payroll.

Adrienne Mullins  
Assistant town clerk  
June 2026

**Committee:** Human Resources

**Date:** 10 June 2026

**Title:** Update Report

**Purpose of Report**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**Local government pay claim 2026-27**

It was reported to the previous meeting the National Employers had made a one-year 'full and final' offer to the unions representing the main local government NJC workforce and at that point, a response was awaited from the NJC (National Joint Council) unions.

In a joint letter, the National Joint Council for Local Government Services Trade Union Side said: "Our members remain dismayed and angered at the offer, which fails to make up ground on the loss of the real value of their pay over the last 16 years, and is far below what they need and deserve.

"Given our unions' rejection of the offer, we urge you to engage in meaningful negotiations on the 2026-27 pay award as a matter of urgency."

In November last year, Unite, Unison and GMB Union made a pay claim to the National Employers, calling for an increase of at least £3,000 or 10% – whichever is greater – and a minimum pay rate of £15 an hour.

But the National Employers came back in March with a full and final offer of a 3.3% pay increase.

**Review of the NJC 'Green Book' pay spine**

As part of the 2023/24 pay deal, the NJC agreed to conduct a review of the NJC pay spine. The NJC has written to stakeholders to outline how the review will be conducted, **appendix 6A**.

**Health and Safety and Compliance Paperless System**

Further to the previous update, the technical issue relating to Dorset Council IT ownership has now been fully resolved and all devices are under LRTC control. All tablets are now fully unlocked and secure Gmail accounts have been successfully configured. No My Compliance data has been lost, and all previously completed risk assessments remain uploaded.

Training is now scheduled to commence from July in the office training room, aligned with the start date of the new town ranger (enforcement officer). The training session will cover appropriate use of the tablets, key operational dos and don'ts, navigation of the My Compliance system, and clear guidance on user responsibilities and expectations. There will also be periodic reviews of usage and to ensure processes are being followed consistently.

## **Enforcement officers**

As the previous enforcement officer Alan Jefferies moved to the amenities assistant role, this left vacancies for two full-time enforcement officers. The roles were advertised and following the first round of recruitment, amenities assistant Jag Rees was appointed to one of the posts. Jag started in the role on 11 May 2026.

None of the other applicants were suitable so a second round of recruitment took place. Stuart Newman was appointed to the role and will start on 1 July 2026.

Following consideration by the Full Council on 27 May 2026, it was agreed the enforcement officers would be renamed town rangers and they should have electric bikes to help them in their roles.

## **Amenities assistant**

As amenities assistant Jag Rees has changed roles, a further vacancy arose for an amenities assistant. As interviews had taken place within the last six months, a candidate who had applied for the previous role was appointed without the need to re-advertise. Joana Tan started in the role on 14 May 2026.

## **Seafront attendant**

The deadline for applications was Monday 13 April, by which time, one application had been received. Following interview, Lewis Grattan was appointed and started in the role on 25 April 2026. Lewis previously worked for the council as a temporary cleansing operative to cover long-term sickness absence.

Adrienne Mullins  
Assistant town clerk  
June 2026

## National Joint Council for local government services

Employers' Secretary  
Naomi Cooke

Trade Union Secretaries  
Kevin Brandstatter, GMB  
Clare Keogh, Unite  
Mike Short, UNISON

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Tel: 020 7664 3000  
[info@local.gov.uk](mailto:info@local.gov.uk)

Address for correspondence  
UNISON Centre  
130 Euston Road  
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Tel: 0845 3550845  
[l.government@unison.co.uk](mailto:l.government@unison.co.uk)

**To: Chief Executives in England, Wales and N Ireland  
(to be shared with Finance Director and HR Director)  
Regional Employer Organisations  
Members of the National Joint Council**

18 May 2026

Dear Chief Executive,

### Review of the NJC 'Green Book' pay spine

You will recall that as part of the 2023/24 pay deal, the NJC agreed to conduct a review of the NJC pay spine. The primary reason for this review is the continuing pressure from the proximity of the National Living Wage to the bottom pay points on the spine. The agreed Terms of Reference for the review are **overleaf**.

The Joint Secretaries do not underestimate the challenge we face in designing a restructured pay spine that is capable of withstanding annual changes to the National Living Wage rate (without the need for regular fundamental reviews) whilst retaining its current flexibility for local employers to apply local pay and grading structures. It is important to state from the outset that a restructured pay spine will not be possible without some additional cost for councils. However, both Sides will endeavour to achieve an outcome that is financially viable for employers and fair to employees.

You may recall the last time we reviewed the pay spine: terms of reference were agreed in August 2016, and agreement was reached in April 2018 on the design of a new pay spine. Employers then had twelve months in order to make all the necessary arrangements to assimilate to the new spine, which took effect on 1 April 2019.

This time, however, there are additional complications that we will need to take into account, especially because of the potential for all these things to happen at around the same time: the reinstatement (in England only) of the School Support Staff Negotiating Body, and the creation (also in England only) of the Adult Social Care Negotiating Body, both of which could result in a total of around 400,000 staff being moved out of the current NJC bargaining arrangements; and local government reorganisation, which will also impact many councils in England.

We will schedule regular meetings for the foreseeable future and would aim to conclude our review by 31 March 2027. The review will take place alongside but is not intended to form part of our discussions on this year's pay round. Both Sides will liaise with colleagues who

have practical and technical expertise in the design and use of pay and grading structures and who will advise the Joint Secretaries during the review process.

Throughout the course of the review the Joint Secretaries will keep their respective constituents updated on developments. However, for obvious reasons we will not be able to give a 'running commentary' on our discussions. Before any final agreement is reached, the proposed restructured pay spine will be subject to full consultation with councils and union members.

Yours faithfully,

*Naomi  
Cooke*

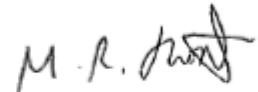
**Naomi Cooke**



**Kevin Brandstatter**



**Clare Keogh**



**Mike Short**

## **NJC Pay Spine Review: Terms of Reference**

The NJC needs to meet the challenge of ensuring that a restructured pay spine is capable of withstanding annual changes to the National Living Wage rate without the need for regular and fundamental reviews of pay structures. The spine is a valuable foundation on which individual councils build the detail of their local grading structures, which in themselves need adapting to new forms of service integration and devolution.

To take forward this review, the Joint Secretaries will set up a working group with the following aims:

### **To ensure the restructured NJC pay spine is capable of:**

- Accommodating changes to the National Living Wage rate
- Adapting to differentials in levels of pay and responsibility
- Accommodating all local government services roles within scope of the NJC
- Managing the assimilation of other roles that are transferred locally to Green Book pay structures
- Being used locally to recognise contribution and progression

### **To ensure the NJC pay spine remains:**

- Compliant with the requirements of the Equality (Race and Disability) Bill
- Consistent with single status principles

### **To ensure review outcomes:**

- Have firm timescales for completion
- Take into account the potential impact on pay arrangements in London
- Are financially viable for employers and fair to employees

### **Additional input:**

- To support the review, the Joint Secretaries will be advised by colleagues who have practical and technical expertise in the design and use of pay and grading structures

**Committee:** Human Resources

**Date:** 10 June 2026

**Title:** Human Resources Committee – Objectives

**Purpose**

To allow members to review progress of the committee's 2025-26 objectives and to confirm the committee's 2026-27 objectives

**Recommendation**

Members note the report

**Report**

1. This is an opportunity for members to sign off the 2025-26 objectives and to confirm the committee's 2026-27 objectives.
2. Members can review progress on the objectives at each meeting. Updates are provided in yellow.
3. This committee's 2025-26 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 7A**. Updates are highlighted in yellow.
4. This committee's 2026-27 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 7B**.
5. Any recommendations from this committee will be considered by the Full Council on 22 July 2026.

John Wright  
Town clerk  
June 2026

<p>To action all recommendations from the annual health and safety audit in October 2024</p>	<p>SO</p>	<p>HR</p>	<p>October '25</p>	<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 to be carried out by 30 November 2025.</p>
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				<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>The audit was carried out and the report has been reviewed by the Health and Safety Committee. This was reported to the previous meeting on 7 January 2026.</p> <p><b>Full update on My-Compliance is provided in the update report.</b></p>
Induction and development work with the new administration	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 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</p>

				<p>scheduled to take place on 13 January 2026.</p> <p>The third governance review meeting is scheduled to take place on 17 February 2026.</p> <p>Governance review meetings are scheduled to take place on 31 March, 7 April, 20 April and 5 May 2026, with a view to a report to the Full Council on 13 May 2026 to allow members to consider the outcomes.</p> <p>A report was considered by the Full Council on 13 May 2026, when it was agreed: 'to have two principal committees for operations and resources, with separate committees for environment and planning, and that the working group is reformed to determine how members will decide how many members are elected to committees and how they are elected to committees'.</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> <p>Enquiries have been made with training provider SSG Training and Consultancy about a NEBOSH National General Certificate in</p>

				Occupational Health and Safety for both the operations manager and operations supervisor. This would be a 10-day course with a one-day exam, with courses starting in March, April, May and June. The operations manager will investigate this further with a view to start training within the next few months.
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To introduce employee benefits	AM/NC	June 2025	<p>Following a recommendation from this committee, it was resolved by the Full Council on 1 April 2026 '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'.</p> <p>Following a recommendation from this committee, it was resolved by the Full Council on 13 May 2026 'not to agree any additional employee benefits'.</p> <p>The health cash plan has been agreed with Health Shield at £4,212 per annum. The plan has been rolled out to employees, who have received a welcome pack by email.</p>
To action all recommendations from the annual health and safety audit in November 2025	SO	November 2026	
Undertake health and safety training	SO	March 2027	<p>Ongoing throughout the year.</p> <p>Following previous enquiries with SSG Training and Consultancy, a quotation has now been received for the NEBOSH National General Certificate in Occupational Health and Safety for both the Operations Manager and Works Supervisor. The cost is £1,760 plus VAT per person, inclusive of all course materials and certification.</p> <p>Due to the length of the course and the operational demands of the busy summer period, the operations manager advises that this training would be more appropriately scheduled for the quieter autumn/winter period. This will ensure sufficient time can be allocated to complete the course effectively.</p>

**Committee:** Human Resources

**Date:** 8 April 2026

**Title:** Vacancy Management

### **Purpose**

To allow members to consider a change to the council's Recruitment and Selection Procedure to advertise all jobs to existing employees first and if agreed, to incorporate the changes into the next review of the employee handbook

### **Recommendation**

Members consider a change to the council's Recruitment and Selection Procedure to advertise all jobs to existing employees first and if agreed, to incorporate the changes into the next review of the employee handbook

### **Background**

1. The recruitment and selection of employees is outlined in the Recruitment and Selection Policy and Procedure, which is within the employee handbook.
2. The procedure states: "All vacancies will be advertised internally and externally. In determining where to advertise a vacancy, managers must consider the skills, knowledge and experience required for the post, along with the cost of advertising."
3. There have been numerous vacancies within the last year where existing employees have applied for roles within the organisation, either because a temporary post has been made permanent or employees wished to change roles. All of these posts were advertised externally, as per the Recruitment and Selection Procedure.

### **Report**

4. Officers would like members to consider a change to this policy, in line with Dorset Council, which advertises all jobs to existing employees first. Dorset Council say this is because it needs to:
  - value its employees
  - provide progression opportunities
  - provide opportunities to broaden their skills and knowledge
5. Dorset Council's approach is that 'employees serve the council best when they are in the role where they can add the most value. You should nurture and encourage this type of movement'.
6. Dorset Council's policy on advertising to internal applicants first is at **appendix 8A**.
7. Internal recruitment is generally faster, cheaper and less risky than external recruitment. The main advantages include:

- Shorter learning curve – internal candidates already understand the organisation's internal processes, culture, and team dynamics, significantly reducing the time it takes for them to become fully productive.
  - Lower financial cost – a saving on external advertising and long onboarding/training programmes.
  - Reduced hiring risk – access to their past performance reviews and work history. This eliminates much of the guesswork and uncertainty involved in evaluating external CVs and interviews.
  - Higher employee retention and morale – Promoting from within shows staff that hard work is recognised and that they have a long-term career path. This discourages employees from looking for opportunities outside the organisation.
8. There are disadvantages to internal recruitment of course, such as there being a smaller pool of applicants, the existing workforce may lack the experience required for the role, it doesn't encourage fresh ideas, and restricts job opportunities to the wider community.
9. However, the suggested changes do not preclude external advertising, but instead give priority to internal applicants.
10. If members agree to a change in the policy position to allow internal appointments, this would be incorporated into the Recruitment and Selection Procedure when the employee handbook is next reviewed; the handbook is due for review this year.
11. Any recommendations from this committee will be considered by the Full Council on 22 July 2026.

Adrienne Mullins  
Assistant town clerk  
June 2026

### Advertise to existing employees first

Advertise all roles to internal employees only for at least 7 days. This [helps us to redeploy people](#) who need it and gives a chance for internal movement and progression. It also shows how much we value our existing employees.

Internal includes:

- all employees
- agency workers [where eligible – check the policy](#)
- casual workers currently working for us

There are exceptions to having to advertise internally first. For example:

- a skills shortage including roles on the [GOV.UK shortage list](#)
- rolling adverts where roles are advertised continuously due to high turnover or challenging recruitment
- legislation or regulations that state it must be advertised externally. For example, statutory officer roles such as, executive and corporate directors
- there has been no response to an advert in the last 6 months – internal applications for redeployment should still be prioritised

The job description and person specification contain a list of essential criteria that a person must meet to be able to do the job. If no one applies or meets the essential criteria, or [could be trained to in the case of redeployment](#), you need to [email HR](#) to ask to put the advert out externally.

Treat internal applicants with respect. If they are not successful, offer them meaningful feedback. Make sure you include advice about what they can learn for future opportunities.

**Committee:** Human Resources

**Date:** 10 June 2026

**Title:** Town Clerk Recruitment

### **Purpose of Report**

To allow members to consider the regrading of the town clerk's post and the process for recruiting a new town clerk

### **Recommendation**

Members approve regrading of the town clerk's salary to SCP 50-54, including an unbudgeted increase of £5,000 in the 2026-27 salaries budget, and to approve the process for recruiting a town clerk, as detailed in paragraphs 14 to 21 of this report

### **Background**

1. On 13 May 2026, the town clerk announced to the Full Council his intention to resign; a letter of resignation was subsequently presented to the mayor.
2. The town clerk's final day of service is 31 December 2026<sup>1</sup>; the town clerk gave an extended notice period<sup>2</sup> to allow the council adequate time to appoint a successor.

### **Report**

3. The proposal is to recommend the regrading of the town clerk's salary and the recruitment process to the extraordinary Full Council on 17 June 2026; the main purpose of the extraordinary Full Council on 17 June 2026 is to consider the Annual Governance and Accountability Return.
4. Approval at the extraordinary Full Council on 17 June 2026 will allow an early start to the recruitment of a new town clerk.
5. Along with the grading of the town clerk post, this committee needs to review the town clerk's job description and person specification, approve the job advert and where it should be advertised, select a recruitment panel, and agree an outline recruitment timetable.

### **Remuneration**

6. The current postholder is paid spinal column point (SCP) range 43-47, i.e., £54,495 - 59,922<sup>3</sup>.
7. The comparative pay review presented to this committee on 8 April 2026 suggests the town clerk's pay should be reviewed upwards.

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<sup>1</sup> The town clerk's contractual notice period is three months.

<sup>2</sup> The town clerk's contract of employment requires the town clerk to give three months' notice.

<sup>3</sup> The current postholder is paid an additional SCP for attaining a Level 3 Certificate in Local Council Administration (CiLCA) qualification. The additional SCP payment is worth £1,278pa.

8. The minimum salary grade for a clerk employed by a Dorset town council with a budget of £2,000,000 is SCP 50-54, i.e., £64,373-72,307.
9. If members refer to the comparative pay report submitted to this committee on 8 April 2026, the Lyme Regis clerk's salary is comparable to clerks in towns with a budget of £500,000 - £1,500,000.
10. Although by comparison, Lyme Regis is a small town it delivers a greater range of services than other town councils and operates a business model that relies almost entirely on commercial income, i.e., the town council doesn't over rely on income from the precept and manages diverse income streams and associated risks.
11. The proposal is the new town clerk's salary is regraded to SCP 50-54, i.e., £64,373 - £72,307.

### **Job description and person specification**

12. The town clerk's current job description and person specification need to be reviewed to meet the council's current and future requirements.
13. The current job description, and person specification for the town clerk are outdated; recruitment last took place in 2012. **Appendices 9A and 9B** are attached with suggested amendments which are track-changed in red.

### **Advertising the post**

14. A draft advert is attached, **appendix 9C**.
15. The proposal is to advertise the post in The Guardian, the Newsquest newspaper group, Indeed, the Society of Local Council Clerks (SLCC) jobs' website, the National Association of Local Councils (NALC) jobs' website, Dorset Association of Parish and Town's jobs' website Dorset Council's jobs' website, and the town council's own website and social media. Advertising costs are estimated at £1,750<sup>4</sup>.

### **Selecting a recruitment panel**

16. A recruitment panel is required to oversee the recruitment process and appoint a new town clerk.
17. At a minimum, the panel should consist of the mayor, deputy mayor, and the chairman of the Human Resources Committee. The town clerk suggests this committee should appoint one further member to the panel.
18. The outgoing town clerk will advise the panel.

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<sup>4</sup> A standard advert in The Guardian is £575, the Newsquest newspaper group is £500, SLCC is £300, NALC is £100, and Dorset Council is £270. Job adverts with Indeed and DAPTC are free. Adverts will be live until the closing date.

## **Suggested recruitment process and timetable**

19. The availability of panel members may result in amendments to these dates:

Confirm panel availability and approve recruitment pack	19 June 2026
Place adverts	22 June 2026
Closing date for applications	16 July 2026
Shortlisting	17 July 2026
Interviews	24 July 2026

### **Interviews**

20. There is no proposal to use psychometric or other forms of testing in the interview process.
21. Councillors and staff will be invited to meet the candidates at a buffet lunch on 24 July 2026.
22. Any recommendations from this committee will be considered by the extraordinary Full Council on 17 June 2026.

John Wright  
Town clerk  
June 2026



## Lyme Regis Town Council

### Job Description

<b>Job Title</b>	Town Clerk and Responsible Financial Officer	<b>Grade</b>	TBC
<b>Section</b>	Office	<b>Hours</b>	37 hours per week
<b>Reporting To</b>	The Mayor	<b>Working Pattern</b>	Monday to Friday, 9am to 5pm, with some evening and weekend working

#### Job Purpose

- To ensure the town council operates in accordance with legislation and that its approved policies are implemented

#### Main Duties

- To ensure statutory and other provisions governing or affecting the operation of the council are observed, including Standing Orders, Financial Regulations, external and internal audit, internal control, risk management and health and safety
- To administer the meetings of the town council, to advise its members on policy, strategy, procedure and performance, and to implement decisions of the council
- To attend civic and other external events and advise on civic protocol and ceremonies
- To positively promote the town council and work with residents, visitors, stakeholders and external partners
- To lead, manage and motivate the staff team.
- To identify funding and development opportunities for the council
- To be responsible for producing an annual budget, objectives, medium-term financial plan and corporate plan

#### Dimensions

- To be the council's Proper Officer and Responsible Financial Officer
- To be the council's Data Controller, Freedom of Information Officer and Health and Safety Officer
- To take personal responsibility for good governance, audit, internal control, financial planning, human resource management, public relations, and land and property

transactions

- To manage, through others: democratic principles and good governance; budgetary control; ICT; general administration; customer services; performance management; the development and implementation of operational programmes, plans, procedures and systems; lease, rental and hire agreements; repairs and maintenance; cemeteries' management; grounds' maintenance and the management of open spaces; allotments; leisure activities; car parking; health and safety; civic and other events; community and stakeholder relations; publications and communications; the promotion of tourism and the local economy; community engagement; and ad hoc projects.

### **Supervision**

- The post holder will, through the deputy town clerk, assistant town clerk, finance manager, and operations manager manage a team of up to 30 full and part-time staff.

### **Contacts**

- Members of the public
- Elected members
- LRTC staff
- External consultants and contractors
- Partner organisations, stakeholders and statutory authorities.

### **General**

- This job description contains the principal duties relating to this post and does not describe in detail all the tasks required to carry them out.
- Duties may vary from time-to-time without changing the character of the post or the level of responsibility.

### **Special Notes Or Conditions**

- The post holder will be expected to work some evenings and weekends, for which time off-in-lieu will be given.

<b>Lyme Regis Town Council</b>			
<b>Person Specification</b>			
<b>Job Title</b>	Town Clerk and Responsible Financial Officer	<b>Grade</b>	TBC
<b>Section</b>	Office	<b>Hours</b>	37 hours per week
<b>Reporting To</b>	The Mayor	<b>Working Pattern</b>	Monday to Friday, 9am to 5pm, with some evening and weekend working as required

<b>Assessment Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Educational qualifications	<p>GCSEs in English and Maths, minimum grade C</p> <p>Two A levels or equivalent</p> <p>Certificate in Local Council Administration, or be prepared to obtain the qualification within 12 months of taking up appointment</p>	A degree or relevant professional qualification.
Work-related experience and associated vocational training	<p>Minimum of three years' management experience</p> <p>Experience of governance in the public or private sector</p> <p>Advising others on the development and implementation of strategy, policy and operational issues</p>	<p>Experience of managing budgets, risk, internal control, audit, projects, people, marketing, public relations and change</p> <p>Local government experience</p> <p>Experience of working with elected/board members, partners and stakeholders</p> <p>Asset management, building repairs, grounds' maintenance, cemeteries management, and car parking</p> <p>Practical experience of servicing committees, including agenda preparation, procedures, report writing and minute-taking</p>

<p>Knowledge</p>	<p>Good working knowledge of governance, strategy, policy development, finance, health and safety, human resources, public relations and communications, ICT, marketing and operations</p>	<p>Knowledge of legal and regulatory issues relating to town councils</p> <p>Knowledge of legislative and regulatory environment, relating to governance, finance, employment law, health and safety, and data management</p> <p>Knowledge of current issues facing the sector</p>
<p>Personal skills and qualities</p>	<p>Excellent written and communication skills</p> <p>Strong numerical, analytical and problem-solving skills</p> <p>Ability to lead and motivate staff team</p> <p>Strong team-worker</p> <p>Ability to work under pressure</p> <p>Ability to think strategically and objectively</p> <p>Ability to organise and prioritise own work, that of others and ensure deadlines are met</p> <p>Strong negotiating and influencing skills</p> <p>Strong project management skills</p> <p>Instils trust, respects confidentiality and inspires confidence</p> <p>Ability to develop strong relationships and promote the council's interests with external organisations</p> <p>Balances assertiveness with flexibility</p> <p>Possesses a 'can do' attitude</p>	

	Committed to diversity and equality of opportunity	
Special working conditions	Some weekend and bank holiday work  Attendance at civic events  Responding to emergency situations out-of-hours  Current full driving licence  Commitment to Lyme Regis Town Council and to Lyme Regis	

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