

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 10 JUNE 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)

26/01/HR Apologies

There were none.

26/02/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 8 April 2026

Proposed by Cllr S. Cockerell and seconded by Cllr G. Caddy, the minutes of the meeting held on 8 April 2026 were **ADOPTED**.

26/03/HR Disclosable Pecuniary Interests

There were none.

26/04/HR Dispensations

There were none.

26/05/HR Matters arising from the minutes of the Human Resources Committee meeting held on 8 April 2026

Members noted the report.

26/06/HR Update Report

The assistant town clerk confirmed a tractor driver and an evening seafront attendant had been appointed.

26/07/HR Human Resources Committee – Objectives

A member asked if the council had thought about apprenticeships for some roles.

The town clerk said the council had run apprenticeship schemes in the past, which had been successful and in some cases, resulted in employing people into the organisation. He agreed it was worth considering again and noted there may be government funding available.

It was agreed a report would be brought to the next meeting of this committee to allow members to consider this.

26/08/HR Vacancy Management

The town clerk clarified the proposed internal recruitment proposals would not apply to the town clerk vacancy and suggested it should not apply to any of the managerial posts. He added that any internal applicants would not be automatically appointed if they were not suitable, or because it might resolve an existing issue.

Members agreed any managerial posts should be advertised externally and any internal applicants should still go through an interview process.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a change to the council's Recruitment and Selection Procedure to advertise vacancies to existing employees first, excluding managerial vacancies, and to incorporate the changes into the next review of the employee handbook.

Cllr G. Stammers arrived at 7.19pm.

26/09/HR Town Clerk Recruitment

Members discussed the remuneration for the town clerk post. It was noted there had been a review of salaries in 2022, carried out by South West Councils, but comparative pay information presented to this committee in April 2026 had showed the salary was significantly less than clerks in other Dorset town councils with a similar budget.

It was pointed out the council was in the job market, so it was important the post was remunerated at a competitive rate to offer an incentive for good quality applicants.

The town clerk said guidance from the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) would place the post in a higher pay bracket. He said the status of the role had also changed since he had been in post; councils were increasingly looking for younger, dynamic staff who had a diverse background.

Proposed by Cllr G. Caddy and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the regrading of the town clerk's salary to SCP 50-54, including an unbudgeted increase of £5,000 in the 2026-27 salaries budget.

Members discussed the proposed job description and person specification and the proposed methods of advertising the vacancy.

Proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed job description and person specification for the town clerk.

Proposed by Cllr M. Ellis and seconded by Cllr G. Caddy, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed methods of advertising the town clerk vacancy.

Members discussed the recruitment panel. It was noted the panel would carry out the shortlisting and following interview, would make a recommendation to the Full Council to formally approve any appointment. The successful candidate would be offered the role first, subject to Full Council approval.

It was suggested there may need to be an extraordinary Full Council meeting in order to do this.

A buffet lunch would be held on the interview date, to which all interviewees would be invited to meet members and staff. Although not part of the formal appointment process, it would give the panel a good sense of how they interacted with the team.

A member asked if the members of the panel had to be selected from this committee; if not, it was suggested the Full Council was asked to select a fourth panel member, in addition to the mayor, deputy mayor and chairman of this committee.

It was suggested all members could be asked in advance of the extraordinary Full Council meeting if they wished to be considered for the panel.

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the timetable for recruiting a town clerk, with flexibility for availability of the panel members, and to allow the extraordinary Full Council to select one other member to sit on the panel in addition to the mayor, deputy mayor and chairman of the Human Resources Committee.

It was also agreed the application pack would be agreed in consultation with the panel.

26/10/HR Homeworking Request

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.

26/11/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.

26/12/HR Exempt Business

a) Homeworking Request

Proposed by Cllr G. Stammers and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from postholder 101 to homework for one day a week, with the exception of school holidays.

b) Confidential Staffing Update

Members noted the report.

The meeting closed at 8.03pm.