

LYDNEY TOWN COUNCIL

PERSONNEL COMMITTEE MEETING – 2017/02/20 – 76

MINUTES OF THE PERSONNEL COMMITTEE MEETING held in the Council Chamber, Claremont House, Lydney on Thursday 20 February 2017 at 2.30 pm.

PRESENT: Cllrs B Pearman (Chairman), B Berryman, C Harris and A Preest

Mrs J Smailes – Chief Executive Officer (CEO)

Miss C Wheeler – Executive Officer (EO)

Cllr Pearman informed all present that no practice fire evacuation had been scheduled for the duration of the meeting. All attendees were then informed of the locations of the nearest fire exits.


1. **APOLOGIES**
Apologies for absence were received and noted from Cllr Street.
2. **DECLARATIONS OF INTEREST**
None.

EXCLUSION OF THE PUBLIC & PRESS Page 77-79 (Inclusive) - CLOSED SESSION

Standing orders suspended in order that the Council may continue in "closed session" under the provisions of The Public (Admission to Meetings Act 1960) as the business to be discussed is considered to be of a confidential nature

3. **STAFFING**
 - Project Admin Assistant's contract to be varied/end of contract by mutual consent at the end of March 2017. Invoices to be submitted on an ad hoc basis for any further work undertaken on the project.
 - Resolved to defer to Full Council to determine if Lydney Town Council wished to continue to act as the "Employing Body"/decide the nature of its continued involvement with the Multi Use Track Stakeholder Group.
 - Seasonal Groundsman to receive a break in contract; seasonal contract to then be provided for the summer months subject to a review at the end of the contract period.
 - Gloucestershire County Council to undertake pre-employment medicals on behalf of the Council in respect of any future staff if employed on either a part-time or full-time basis.
 - Resolved to award following incremental points: 1 x Groundsman (1 incremental point effective 1.4.17); Groundsman/Leading Hand (½ incremental point effective 1.4.17); CEO (½ incremental point effective 1.4.17); Finance Assistant (½ incremental point effective from 1.8.17 and employment to be made permanent with immediate effect)
 - Half yearly reviews to be conducted in respect of Head Groundsman and CEO to monitor progress on specific projects.
 - Training courses agreed: Cemetery Legal Compliance; Sage 50 Payroll; Clerks "The Knowledge"; Mole Catching; RHS one year membership; Chelsea Flower show; First Aid at Work Refresher; Traffic Management 12D – T1; Annual AED; SLCC conferences; ILM Level 3 Award in Leadership and Management.
4. **APPROVAL OF MINUTES**
 - Minutes of today's meeting duly approved and Chairman, Cllr Pearman, signed minutes as a true record.

Meeting closed at 3.01 pm

Chairman 

Date 20/2/17.....