

LYDNEY TOWN COUNCIL

PERSONNEL COMMITTEE MEETING – 2017/04/04 – 80

MINUTES OF THE PERSONNEL COMMITTEE MEETING held in the Council Chamber, Claremont House, Lydney on Tuesday 4 April 2017 at 2.25 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 81-82 (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**
 - Local Government Pension Scheme Band for 2017/2018 would be 23.5% which fell within the contribution rate used when the Committee's budget had been calculated.
 - Amendments to "Model Contract" – agreed unanimously that:
 - Holidays - The Council would continue to honour its commitment to provide staff with basic entitlement (in addition to Bank Holidays), plus 2 service days; plus additional days after completion of 5 years continuous service.
 - Sick Pay - The Council would continue to honour its commitment to provide staff with service related entitlement, as outlined in the staff handbook.
 - Remuneration - The Council would continue to operate an incremental scale system with staff appointed to a spot salary with any increments being awarded dependent upon appraisal review.
 - Hours of Work - Any additional hours worked in performance of the Council's duties will be reimbursed as either Time Off In Lieu (TOIL) or paid at an agreed rate if extra ordinary work (e.g. attendance at Fireworks/Town Celebration, etc).
 - Parental Leave - To continue to allow staff, who qualify for Parental Leave, the right to exercise same.
 - That the Council would support the CEO's application to undertake community voluntary work.
4. **APPROVAL OF MINUTES**
 - Minutes of today's meeting duly approved and Chairman, Cllr Pearman, signed minutes as a true record.

Meeting closed at 2.55 pm

Chairman 

Date 4/04/17