LYDNEY TOWN COUNCIL

FINANCE AND SCRUTINY COMMITTEE MEETING – 2013/05/13 – 36

MINUTES OF THE EXTRA ORDINARY FINANCE AND SCRUTINY COMMITTEE MEETING held in the Council Chamber, Claremont House, Lydney on Monday 13 May 2013 at 6.25 pm.

PRESENT: Cllrs B Pearman (Chairman), D Biddle, C Harris, C Matthews and B Thomas

Mrs J Smailes – Chief Executive Officer (CEO)/RFO
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/noted from Cllr W Osborne.

2. **DECLARATIONS OF INTEREST**
   Cllr Berryman – agenda item 5 – Leading Hand.

EXCLUSION OF THE PUBLIC & PRESS

Pages 37 – 38 (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**
   - To extend the temporary contract for the NDP Admin Assistant to that of 11 months total (ending February 2014).

4. **H & S (EMPLOYEE/EMPLOYER LIABILITY)**
   - That the CEO would continue with her University studies on a part time basis for the 2013-2014 financial year whilst also undertaking IOSH Managing Safely (Level 2). Furthermore, that the CEO would be provided with Council assurance that she would be allowed to continue with her part-time University studies in the 2014-2015 financial year in addition to attaining NEBOSH in order to gain BA Hons if she so chose.
   - That the Head Groundsman would attend a refresher course in chemical safety.
   - That the Council would train its staff in Fire Marshall duties and Risk Assessment training.

5. **LEADING HAND**
   - That the Council would introduce a Leading Hand role which would be performed by an existing member of the staff in the absence of the Head Groundman.

Meeting closed at 6.40 pm

Ref: Mins - Extra Ordinary Finance Scrutiny Committee Mtg130513