

# LYDNEY TOWN COUNCIL

## PERSONNEL COMMITTEE MEETING – 2019/02/05 – 120

MINUTES OF THE EXTRA ORDINARY PERSONNEL COMMITTEE MEETING held in the Council Chamber, Claremont House, Lydney on Tuesday 5 February 2019 at 2.25 pm.

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

Mrs J Smailes – Chief Executive Officer (CEO)

Miss C Wheeler – Executive Officer (EO)

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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**

None.

2. **DECLARATIONS OF INTEREST**

None.

**EXCLUSION OF THE PUBLIC & PRESS**  
**Pages 121 – 122 (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**

- Approval for annual leave carry forward/payment.
- PDP Review dates agreed and Panel Member attendance.
- Resolved to approve Occupational Health appointments as necessary
- Legal opinion to be kept under review.

4. **APPROVAL OF MINUTES**

Minutes of today’s meeting duly approved and Chairman, Cllr Pearman, signed minutes as a true record.

Meeting closed at 2.53 pm

Chairman .....  .....

Date .....  .....