

LYDNEY TOWN COUNCIL

PERSONNEL COMMITTEE MEETING – 2019/03/12 – 126

MINUTES OF THE EXTRA ORDINARY PERSONNEL COMMITTEE MEETING held in the Council Chamber, Claremont House, Lydney on Tuesday 12 March 2019 at 2.30 pm.

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

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 Ives.

2. **DECLARATIONS OF INTEREST**

None.

EXCLUSION OF THE PUBLIC & PRESS
Pages 127 – 130 (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/PDP REVIEW**

- Resolved and authorised at the time of the PDP by all Committee Members, to award the following incremental points (minuted as stated for clarity purposes): CEO (1 x incremental point effective 1.4.19); Executive Officer (½ incremental point effective pending return to Full Time employment); Finance Assistant (1 x incremental point effective 1.4.19; ½ x incremental point pending administration of payroll); Grants and Events Administrator (2½ x incremental point effective 1.4.19; ½ x incremental point pending September Review); Payroll Administrator (one off nominal payment); 1 x Groundsman (1 x incremental point effective 1.4.19); 1 x Groundsman (1 x incremental point effective 1.4.19; ½ x incremental point pending September Review); 1 x Groundsman (1 x incremental point pending 1.4.19; 1 x incremental point pending attainment of qualification); 1 x Groundstaff (one off nominal payment).
- Training courses agreed: Chainsaw course CS31 x 2; Pole pruning course x 2; SALTEX trade show attendance, flower show attendance x 5; SLCC Practitioners conference x 4; Events Training; Social Media/FB/Press Releases x 4; Pear Mapping; Risk Assessment course x 9; MSc in Horticulture, European PC Driving Licence x 2; Finance Training (in-house); RoSPA Playground Safety Checks (stage 2); Pensions Forum x 2; NVQ2 or similar in Sports Turf Maintenance.
- Resolved the Personnel Committee issue a letter in line with legal advice sought to a Member of the Council concerning their conduct towards Officers.
- Resolved to present a Long Service Award, Past Mayor’s Badge and floral tribute at the Annual Town meeting.
- ALCC (Union) Representative to be invited to provide guidance to Council

4. **APPROVAL OF MINUTES**

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

Meeting closed at 3.02 pm

Chairman 

Date 12/03/19